

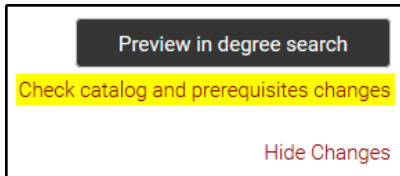
Steps in the Academic Programs Review Process (For 2020-2021 AY)

(AKA things to check before submitting to the Provost Review Level)

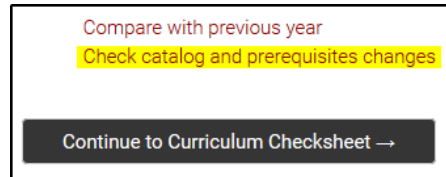
Major Maps

1. Check for catalog and prerequisite changes: On the sequencing page, click on the link in the upper right side or bottom right corner that says, "Check catalog and prerequisites changes".

Top right:



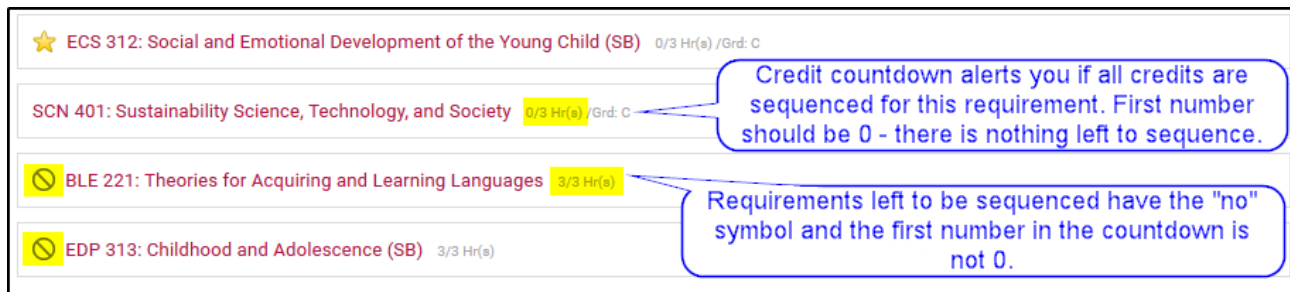
Bottom right:



- Rebuild any courses that have changed titles or General Studies designations.
- If a course or topic shows as no longer available in the course catalog, check for changed prefixes and/or numbers, or see if the course has been inactivated. Consult the PeopleSoft course catalog and Curriculum ChangeMaker in order to determine the status of the course. Rebuild if appropriate or remove from major map.
- The bottom portion of the report shows changes to course enrollment requirements to help you make sure course requisites are still met.

2. Review structure of curriculum checksheet and make sure it says "Validation" along the bottom. Please build/maintain appropriate categories in the major requirements section (e.g. Core Requirements; College/School Requirements; etc.). The checksheet affects both the DARS graduation audit and transfer maps.

3. Sequencing requirements: Please keep checksheets organized and delete any requirements that are not being used in sequencing. A credit countdown shows how many credits remain to be sequenced for that requirement. The goal is to have the first number be 0, meaning there is nothing left to sequence. Not sequenced or under-sequenced requirements will have the "no" symbol, shown below.



★ ECS 312: Social and Emotional Development of the Young Child (SB) 0/3 Hr(a) /Grd: C

SCN 401: Sustainability Science, Technology, and Society 0/3 Hr(a) Grd: C

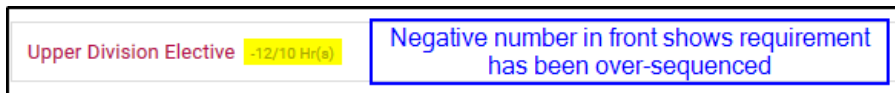
BLE 221: Theories for Acquiring and Learning Languages 3/3 Hr(a)

EDP 313: Childhood and Adolescence (SB) 3/3 Hr(a)

Credit countdown alerts you if all credits are sequenced for this requirement. First number should be 0 - there is nothing left to sequence.

Requirements left to be sequenced have the "no" symbol and the first number in the countdown is not 0.

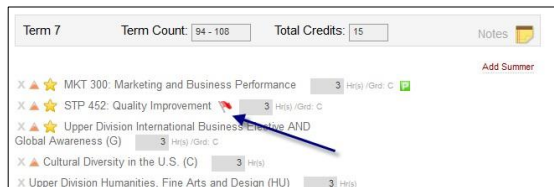
Over-sequenced requirements will have a negative number as the first number. This means you have sequenced the requirement too many times. Either adjust the hours on the checksheet or in sequencing.



Upper Division Elective -12/10 Hr(a)

Negative number in front shows requirement has been over-sequenced

4. Flagged Courses: Check flagged courses to see if they have been approved and implemented. If yes, revert to the approved course by rebuilding the requirement in the checksheet. If not yet approved and implemented, do not submit a major map to Provost Review level that includes any flagged courses that are not already at University Review level in Curriculum ChangeMaker. Major maps cannot be posted on Degree Search with flagged courses.



Term 7 Term Count: 94 - 108 Total Credits: 15

MKT 300: Marketing and Business Performance 3 Hr(a) Grd: C

STP 452: Quality Improvement 3 Hr(a) Grd: C

Upper Division International Business Elective AND Global Awareness (G) 3 Hr(a) Grd: C

Cultural Diversity in the U.S. (C) 3 Hr(a)

Upper Division Humanities, Fine Arts and Design (HU) 3 Hr(a)

Flagged course callout: A red 'X' icon next to the course name indicates it is flagged.

5. Prerequisites: Use the sequencing view to check the green prerequisite icon, one course at a time. The icon has a click function. If the prerequisites for a requirement are met, the course prefix and number will display as green. Any requisites must be met or the course must be removed from the map.

Prerequisites

JMC 474:
Prerequisite(s): Sports Journalism major; JMC 101 or JMC 194 (Grammar for Journalists); JMC 201 with C or better; minimum 2.50 GPA; Credit is allowed for only JMC 473 or JMC 474 or MCO 470 or MCO 494 (Exploring the Business of Journalism)

AND PRE (1 of (JMC 194))

OR 1 of (JMC 101)

AND PRE JMC 201

AND

AND PRE 0 of (JMC 473)

AND 0 of (MCO 470)

AND 0 of (MCO 494)

PRE 1 is for prerequisites and you want this to display green.

PRE 0 is for antirequisites and you want this to display red.

OR 1 means there are several courses that will satisfy the prerequisite. As long as at least one row is green, the prerequisite is satisfied.

CO 1 is for corerequisites and you want this to display green. Ensure that the courses are in the same term.

The prerequisite icon (**P**) will also display for courses that have one or more of the following:

- a major as a prerequisite (e.g. Construction Management BS or Construction Engineering BSE major)
- a minimum GPA prerequisite (e.g. minimum 2.25 GPA)
- a minimum standing prerequisite (e.g. minimum junior standing)
- an iCourse or oCourse attribute

Prerequisites

AMT 280:
Prerequisite(s): Applied Science (Aviation) BAS major or Air Traffic Management BS major or Aeronautical Management Technology BS major; Pre- or corequisite(s): PHY 111; PHY 113

OR

OR

OR

OR

OR

AND CO 1 of (PHY 111)

AND 1 of (PHY 113)

You will have to read the enrollment requirements text, since the coding for these types of enrollment requirements does not display in BAMM.

There are four options when prerequisites are not met:

1. Re-sequence the courses on the major map.
2. Add the missing prerequisite to the major map in an earlier term.
3. Remove the course from the major map.
4. Leave course as-is *only* if a Modify Course Form for the new prerequisite(s) is already at University review level in Curriculum ChangeMaker. (It is too late to submit changes for 2020. See the [Curricular Deadlines](#) document.)

6. Critical and Necessary Courses: In the map sequencing, there should be at least one critical (Terms 1 – 4 or 1A – 4B for Online maps) or necessary (Terms 5 – 8 or 5A – 10B for Online) requirement per numerical term. **Note:** Critical requirements are those that the faculty have identified as critical predictors of success in a specific major. Do not overload your critical requirements if courses are not absolutely required in the term.

Term 3 32 - 47 Credit Hours Critical course signified by ◆

◆ ACC 232: Financial Accounting I

Term 5 65 - 79 Credit Hours Necessary course signified by ★

★ ACC 340: External Reporting I

7. ENG Completion Check: Term 2 (Term 2B for Online) must have the completion check for ENG 101 OR 105 OR 107. If the ENG courses requirement was critical in terms 1 and 2, then the completion check should not be critical. If the ENG courses requirement was not critical, then the completion check must be critical. The "Complete ENG 101 OR ENG 105 OR ENG 107 course(s)" completion check is a university requirement. Term 3 may also have the "Complete First-Year Composition" check, but this not required.

◆ Complete ENG 101 OR ENG 105 OR ENG 107 course(s)

◆ Complete First-Year Composition requirement. ← optional

8. Math Completion Check: Term 3 (Term 3B for Online) must have a math completion check. If at least one MA course was critical in terms 1-2, this completion check should not be critical. If no MA course was critical, this completion check must be critical. This completion check is a university requirement.

◆ Complete Mathematics (MA) requirement.

9. C, G, and H Completion Check: Term 6 (Term 6B for Online) should have a necessary completion check for the General Studies awareness areas (Cultural, Global, and Historical). The completion check is a university requirement.

X ★ Complete Cultural Diversity in the U.S. (C) AND Global Awareness (G) AND Historical Awareness (H) course(s).

10. Confirm that other completion checks make sense:

- Is it redundant? (If course is already critical or necessary in a previous term, a completion check is unnecessary.)
- Is it in the correct term? Completion checks occur during end of term processing.
- Does it contain courses from previous terms?
- Is it built correctly? (Check *ANDs*, *ORs* and *ors*)

(NOTE: It is preferred that a course is marked critical or necessary rather than having a critical or necessary completion check in a later term. This ensures that students do not fall two or more terms behind.)

11. Notes: Make sure that any notes in the terms are clear. Notes should not be a course requirement, milestone, completion check or a GPA check. Notes cannot be enforced, while courses, milestones and GPA checks are enforced with eAdvisor Tracking. Make sure any hyperlinks are still functional. Finally, if pasting, please paste notes using the "Paste as Text" button so that all formatting is removed.

12. Confirm the three standard university notes are included in Term 1:

- SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
- Mathematics Placement Assessment score determines placement in mathematics course
- ASU 101 or college-specific equivalent First-Year Seminar required of all first-year students

13. Career and Professional Development notes: Please add at least one note per academic year and in appropriate terms. See https://catalog.asu.edu/career_integration for more information.

14. Language Requirements: Include note and link to Language Placement where appropriate.

◆ ASU Language Placement: Only true beginners are eligible for 101-level courses. All other students are required to take a placement exam, regardless of prior credit earned.

15. Milestones: Make sure that milestones are in the appropriate term as milestones are enforced at the end of a term, not the beginning. Do not add Milestones to a major map that are not existent in PeopleSoft. Also, ensure that you are not creating milestones for requirements that are actually GPA checks or course completion checks.

◆ Milestone: Must attend an iTeachAZ Enrollment Workshop

16. Make sure everything is in the correct order:

- a. First, critical and necessary courses are listed in alphanumeric order.
- b. Next, specific course requirements are listed in order from most specific to least specific:
 - i. specific course requirements
 - ii. General Studies requirements
 - iii. University electives
- c. Finally, non-course requirements (GPA checks, completion checks, milestones, etc.) come after course requirements. Please list these in alphanumeric order with critical or necessary requirements listed first.

Term 2 Term Count: 16 - 32 Total Credits: 16

Add Summer

X ALA 100: Introduction to Environmental Design (HU & H & G) OR
ALA 102: Landscapes and Sustainability (HU & G) 3 Hr(s) /Grd: C

X ALA 122: Design Fundamentals II 3 Hr(s) /Grd: C

X ALA 124: Design Fundamentals II Lecture 1 Hr(s) /Grd: C

X ENG 101 or ENG 102: First-Year Composition OR
ENG 105: Advanced First-Year Composition OR
ENG 107 or ENG 108: First-Year Composition 3 Hr(s) /Grd: C

X Social-Behavioral Sciences (SB) AND Cultural Diversity in the U.S. (C) 3 Hr(s)

X Elective 3 Hr(s)

X Complete ENG 101 OR ENG 105 OR ENG 107 course(s).

X Minimum 2.75 GPA ASU Cumulative.

17. Omnibus courses: Omnibus courses (194, 294, 394 and 494) *with specific topics* may not be required in the terms. To include an omnibus course topic in a future catalog year, submit a New Course Form for a permanent course number in Curriculum ChangeMaker. The deadline for fall 2020 has passed. (See the [Curricular Deadlines](#) document.) Omnibus courses may be included in track/groups as long as they are options and not specifically required.

18. Check that courses have the right number of hours. The hours should be in multiples of three whenever possible. Do not break out university electives to be less than three hours unless absolutely necessary. If a course says 6 hours, it should say, "Complete 2 courses." If a course says 9 hours, it should say, "Complete 3 courses."

Complete 2 courses: 6
Elective

19. Check that major map matches graduation audit. The major map and graduation audit **MUST** match. Note any adjustments that have been made to the major map and work with your DARS encoder to adjust the graduation audit accordingly. The eight-semester tracking audits used for the eAdvisor Tracking Tool cannot be built until the major map and graduation audit match.

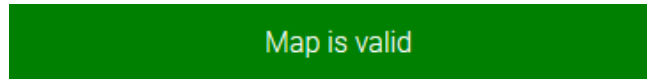
- Remember that if there is an Online version of a degree program, the same graduation audit is used for the students. Any specific requirements on a ground major map must also be specific requirements on an Online major map.
- All courses on Online maps *must* have the oCourse attribute.
- Online map track/groups lists may be a subset of options from the ground map in order to list only the oCourses.

20. Ensure that the amount of General Studies on the major map is appropriate. Do *not* overload your map with generic General Studies as the eAdvisor Tracking Tool cannot check for more than the required number of hours. If a specific course has a designation (e.g. PSY 101 is a SB course), then that will count toward the 15 total hours.

21. Check that requirements are built and sequenced in a way that works best with eAdvisor Tracking Tool. For more information, see the [Build a Major Map Training Guide](#) or speak with your DARS encoder. Some things to **avoid** include:

- Splitting apart (UD HU or UD SB). Keep these together.
- Pairing an elective with any other requirement. (e.g. Elective OR Literacy and Critical Inquiry (L); Elective OR PSY 101)

22. Check sequencing page to make sure it says "Map is valid" in green at the bottom. If it does not say this, read what the major map is missing and make the necessary adjustments.



23. Preview in Degree Search: Look at the major map as it displays in Degree Search. This is how students see it.

Minors and Certificates

1. Only the checksheet populates requirements in Degree Search and there is no sequencing.
2. When changing any multiple requirements on minors and certificates, remember to only use little or's, unlike major maps that typically use big OR's.