**Steps in the Academic Programs Review Process (For 2021-2022 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: [Preview in degree search]
   
   Bottom right: [Compare with previous year]

   a. Rebuild any courses that have changed titles or General Studies designations.
   b. 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.
   c. 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.

![Credit count example]

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.

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.
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.

The prerequisite icon ( ) 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

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.
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 is not required.

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.

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.

10. Confirm that other completion checks make sense:

    a. Is it redundant? (If course is already critical or necessary in a previous term, a completion check is unnecessary.)
    b. Is it in the correct term? Completion checks occur during end of term processing.
    c. Does it contain courses from previous terms?
    d. 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](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.
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.

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."

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 an immersion 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 immersion 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.
   - Electives may not be paired with any other requirement. *(e.g. Elective OR Literacy and Critical Inquiry (L); Elective OR PSY 101). Exception: Elective OR XXX 484 Internship. This is used for our international students and CPT to have an internship included on the PDF major map when one is not required in the major. The internship course is not added to the My Major Map.*

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. As with major maps, check for catalog changes and update courses that have changed in title, subject, number, and/or General Studies.

2. Only the checksheet populates requirements in Degree Search; there is no sequencing.

3. 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".