

Undergraduate Program Reviewer Guide

(Revised 09/06/2023)

COMPLETENESS CHECK

Is the proposal complete *(files attached)?*

*(right-hand side of the icon strip under the "files" **paperclip icon**)*

- **EDU College Cover Signature Sheet**
- **2-Year and 4-Year Plan of Study Curriculog forms completed**
- **Concurrence Memos *(if applicable)***
- **Any other documents that might assist the college or university reviewers**

EDU SIGNATURE COVER PAGE

EDU Cover Signature Page

- Has the form been **completed with the required electronic signatures**?
- Has the Assessment Office/Dr. Kris Hogarty signed off? *(required for any programs reviewed by CAEP/teacher education programs)*
- Has SAS/Dr. Jeany McCarthy signed off? **(REQUIRED)**
- Has the **faculty originator** signed off? **(REQUIRED)**
- Has the **Program Coordinator** signed off **(REQUIRED)**?
- Has the **Department Chair** signed off? **(REQUIRED)**

Concurrence: *(if applicable)*

- Is there a signature from a consulting department that implies concurrence was granted/not granted?
- Is there a signed memo or email attached backing up the granting or denying of concurrence?
- Are there any changes that would require concurrence from another department/area/unit?

UNDERGRADUATE PLANS OF STUDY 2 YEAR AND 4 YEAR CURRICULOG FORMS

Has the 2-year plan of study Curriculog Form been submitted along with this program change?

Has the 4-year plan of study Curriculog Form been submitted along with this program change?

CURRICULOG UNDERGRADUATE PROGRAM FORM – General Catalog Information

Are all the needed sections/fields completed?

- Type of Program
- Contact Information
- Proposal Summary
- Program Information
- Program Description – editable
- Propose change to the program curriculum
- Program Curriculum
- View Curriculum Courses (editable add course/import course/delete course)
- View Curriculum Schema (editable)
- Preview Curriculum (provides a printable copy)
- Curriculum Change Information

CATALOG COPY is included in the Curriculog Proposal under View Curriculum Schema

PRESENTATION

- Are there typos/grammatical errors that need to be corrected in the proposal?
- Does the completed packet reflect a professional presentation or are forms hand-written, etc.?
- If the forms are messy or handwritten, you can request that the proposal be re-done to better reflect on the college/faculty contact, etc.

Note to Review Team:

Please coordinate your comments and send them to the faculty sponsor within two weeks of receiving your review assignment. Please cc the Faculty Policy Council Office on any communications with the Faculty Sponsor.

Recommendations from the Sub-Committee review:

Sub-Committee Member:

Date:
