

Review and Approval of Academic Publications and Materials

SUBMIT BOTH SIDES OF THIS SIGNED FORM WITH YOUR PUBLICATION TEXT/MOCKUP TO ACADEMIC REVIEW, OR SUBMIT IT ALONG WITH YOUR ORDER TO UP&G OR CREATIVE SERVICES.

Submit academic review requests here: ACADEMICREVIEW@ecu.edu

This process ensures compliance with SACSCOC Principles of Accreditation 4.6 – Federal Requirement (Recruitment Materials): Recruitment materials and presentations accurately represent the institution’s practices and policies.

All recruitment materials have two official sources for academic review:

- (1) ECU Academic Program Inventory (API). The inventory is located at this persistent web link: http://www.ecu.edu/cs-acad/acadprograms/upload/ECU_AcademicProgramInventory.pdf.
 - (2) ECU Graduate and Undergraduate Catalogs: <http://www.ecu.edu/registrar/>. Click ‘University Catalogs’ on the left menu bar, and then choose the appropriate catalog(s) for comparison to the publication.
- All recruitment materials should match the source documents above when submitted.
 - Refer to the most recently posted API for current degree and certificate program titles, as changes occur frequently and without prior notification throughout the year.
 - Refer to the appropriate graduate or undergraduate university catalog for additional program information, such as concentration titles and course titles/numbers.

If a publication is approved that does *not* match one of these documents, an explanation of the discrepancy should be provided in the comments section of the approval form; for example, a curricular or programmatic change was approved by the chancellor recently, but has not yet been published in the catalog and/or the API.

Origination Date: _____ Publication Print Deadline: _____

Publication Name: _____

By signing below, I affirm that the academic program(s) described in this publication is/are consistent with the API and the ECU catalog.

Originator signature: _____

Email: _____ Date: _____

Dean/Director or Designee signature: _____

Email: _____ Date: _____

Institutional Planning and Accreditation Academic Review signature: _____

Email: _____ Date: _____

(See back to add comments)

