

## Review and Approval of Academic Publications and Materials

### Academic Review Approval Process

1. Approval by appropriate dean/director/designee prior to submission to academic review.
2. Submit both sides of the signed academic review form with your publication text/mock-up to academic review at [ACADEMICREVIEW@ecu.edu](mailto:ACADEMICREVIEW@ecu.edu).
3. Submit approved academic review form with your order to UP&G or Creative Services.

Submit academic review requests here: [ACADEMICREVIEW@ecu.edu](mailto:ACADEMICREVIEW@ecu.edu)

***This process ensures compliance with SACSCOC Principles of Accreditation 10.5 (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: [https://ipar.ecu.edu/university\\_quick\\_facts/api/](https://ipar.ecu.edu/university_quick_facts/api/).
- (2) ECU Graduate and Undergraduate Catalogs: <https://registrar.ecu.edu/about-catalog/>. 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)

