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.
3. Submit approved academic review form 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 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: 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)