



ECE Curriculum Review Planning Sheet

Thank you for your interest in a curriculum review. Please review the form below and provide us with the necessary information about your institution and the target institution/program you would like us to review.

Contact Information

Provide contact information for the designated contact person at your institution. Include name, title, institution name, department, and e-mail address.

Due date

Provide the expected delivery date or timeframe for the review (Most reviews require one to two weeks to complete).



Review Information

Indicate below how many reviews you will need:

- One institution review
- One institution and one program review
- One institution, but multiple program reviews
- Multiple institution reviews
- Multiple institution and program reviews

Use the space below to list the institutions and programs that need to be reviewed.

Please list the Institution name and country. Name of program. Time period we are to review. E.g. *University of El Dorado (COUNTRY NAME) – program reviews for Accounting, Business, and Marketing.*
Attach an additional sheet if more space is needed.

Indicate below what type of information you would like ECE to provide regarding the institution in question. Please check which applies. You may provide additional comments and explanations below.

- Indicate if institution is **currently** equivalent to a regionally accredited institution in the U.S.
- Indicate if selected program is **currently** equivalent to programs offered by a regionally accredited institution in the U.S.
- Recommend a general U.S. equivalency for the program/qualification
- Recommend a credit conversion for the selected program
- Recommend grading scale equivalency for the selected institution/program



Other information:

Purpose of the Review

Please check which applies. You may provide additional comments and explanations below.

- We are interested in a study abroad partnership with the institution in question
- We are interested in recruiting students from the institution in question
- We have received/seen qualifications from the institution in question

Other Information:



Resources

Indicate what type of information about the institution in question you already have. Please send the information via email with this planning sheet.

- We have copies of student records (diploma, transcript etc.)
- We found curriculum information online (provide the URL)
- We have curriculum information provided by the institution (share via e-mail)

Other information:

ECE Contact and Project Deliverables

Upon review of the planning sheet and supporting documentation, ECE will designate an ECE contact person who will take the lead on the project. This contact person will discuss your needs and the expected project deliverables further. You will also receive a quote on the projected cost, which will be based on \$200 per 1 hour of research time. A project agreement will be drafted to outline the agreed conditions.

Our special project reviews are statements solely of educational equivalence. Educational Credential Evaluators, Inc. does not make judgments regarding an individual's English proficiency or eligibility for professional licensure, certification, or registration in the United States.

Please return this form and supporting documentation to InstitutionSupport@ece.org.