

## Letter of Intent to Plan (ITP) Evaluator's Check Sheet

<b>ITP Evaluated</b>	
<b>Evaluator(s)</b>	
<b>Date</b>	

**I. Intent to Plan Issues:** Please indicate specific concerns about the content of the program review document and indicate **R** for recommended or **M** for mandatory changes. Insert additional rows or attach separate page as needed.

<i>R or M</i>	<i>Comments (Be specific)</i>

**II. Editing/Style Changes:** Please be specific about the changes (including page numbers for each change) and indicate **R** for recommended or **M** for mandatory changes. Refer [here](#) for formatting guidelines. Insert additional rows or attach separate page as needed.

<i>R or M</i>	<i>Comments (Be specific)</i>

**III. Recommendation of the Evaluator(s):** Please check one.

<i>Check</i>	<i>Recommendation</i>
<input type="checkbox"/>	Recommend the adoption of the program as proposed and approve submitting the Intent to Plan to the Faculty Senate.
<input type="checkbox"/>	Recommends that the proposed program not be adopted at this time (see Sections IV-VI for clarification).
<input type="checkbox"/>	Recommend the document be returned to the originator (i.e. college, department, division, etc.) with edits and corrective action addressed.

**Letter of Intent to Plan (ITP)  
Evaluator's Check Sheet (cont'd)**

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**IV. Rationale:** Please write a brief statement (no more than a paragraph) justifying the recommendation provided in Step III.

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**V. Additional Comments from Evaluator(s):** Please provide any additional comments that the evaluator(s) deem appropriate. Feel free to attach comments as a separate document if needed.

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**VI. Additional Comments from the Academic Planning Committee:** Please provide any additional appropriate comments. Feel free to attach comments as a separate document if needed.

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