



## ADMINISTRATIVE POLICY STATEMENT

1 **Policy Title:** Academic Degree Program Annual Tracking and Reporting

2 **APS Number:** 1046

3 **APS Functional Area:** **ACADEMIC/RESEARCH**

4 **Brief Description:** Provides requirements and procedures for annual tracking and reporting on  
5 academic degree programs.

6 **Effective:** TBD (Pending)

7 **Approved by:** President Todd Saliman (Pending)

8 **Responsible University Officer:** Vice President for Academic Affairs

9 **Responsible Office:** Office of Academic Affairs

10 **Policy Contact:** Office of Academic Affairs

11 **Supersedes:** N/A

12 **Last Reviewed/Updated:** N/A

13 **Applies to:** All campuses

14 **Reason for Policy:** Provides ongoing annual tracking of academic degree programs by each campus, separate from  
15 the continuous quality goal of the program review process.

### I. INTRODUCTION

20 Per regent law, article 4, part B, and regent policy 4.B, the Board of Regents approves all new degree programs  
21 offered by the University of Colorado. Academic degree programs are the heart of the educational offerings of  
22 the university, bear tuition and fees approved by the Board of Regents, and lead to degrees that, upon the  
23 recommendation of the faculty, are conferred by the Board of Regents.

25 The Board of Regents is requiring an annual check in four broad areas on the academic degree programs they  
26 have approved. APS 1046 is adopted to provide for this annual check. Additionally, this APS describes the  
27 annual written and oral report to the Board of Regents by the chancellor of each campus on all academic degree  
28 programs. Each campus shall develop processes to implement this APS.

30 This APS is part of a group of policies, including [APS 1038: New Degree Program Approval](#), and [APS 1019: Degree Program Review](#) that are focused on academic degree programs. APS 1046 does not supplant APS  
31 1038 or 1019.

### II. POLICY STATEMENT

#### A. Academic Degree Program Annual Check

##### 1. Framing

40 a. Academic degree programs are complex and varied. As such, a high-level, low administrative  
41 burden directional check will require broad categories that can be adapted to specific degree

42 programs. The four categories used in this APS are meant to reflect areas of potential change,  
43 growth, or challenge driven by factors internal or external to the academic degree program. These  
44 areas are meant to be categories that can be customized as needed for different academic degree  
45 programs. The customization should be clearly understood and documented at the campus level  
46 and once developed for a degree program, used consistently until a change in the program  
47 necessitates modification.

48

49 b. The four broad categories for the annual check are:

50

51 i. Educational category

52 ii. Strategic Realignment category

53 iii. Financial or Other Resource Allocation category

54 iv. Enrollment Pause category

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56 c. For each academic degree program, the annual report shall indicate a qualitative evaluation in each  
57 of the four categories reported as: 1) No major activities, 2) Monitoring, or 3) Major activities.

58

59 d. Each campus shall provide a report to the regents on every academic degree program for the  
60 previous (most recent) academic year, reflecting activity in each category as follows:

61

62 i. Educational category

63

64 • No major activities – educational mission not needing major revision

65 • Monitoring – educational mission being considered for major revision

66 • Major activities – educational mission undergoing major revision

67

68 ii. Strategic realignment category

69

70 • No major activities – not being considered for/in a strategic alignment process

71 • Monitoring – being evaluated for, or in a strategic alignment process

72 • Major activities – is undergoing/has undergone a strategic realignment process

73

74 iii. Financial or Other Resource Allocation category (beyond regular annual budgeting and  
75 space/capital planning)

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77 • No major activities – no financial or other resource allocation issues beyond the  
78 regular annual processes.

79 • Monitoring – being evaluated for financial or other resource allocation changes

80 • Major activities – significant changes being taken in financial or other resource  
81 allocations

82

83 iv. Enrollment Pause category

84

85 • Is the enrollment in the program currently paused?

86

87 e. Each campus shall have a documented process for the descriptive determination required in the  
88 annual report. The process may vary, as appropriate, at the program level and is meant to be  
89 high level and qualitative.

90

91 i. Campuses that already have an annual process for each academic degree program may  
92 adapt that process for this report. If the annual campus process would lead to a different  
93 report structure, the approval of the vice president of academic affairs is required to verify  
94 the goals of the report are being met.

95

96            2. Written Report – Board of Regents

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98            a. The chancellor of each campus shall provide an annual report for the Board of Regents as two

99            tables. Each table will contain academic degree programs with their descriptive determination

100            in each of the four categories.

101            i. Table 1 includes all academic degree program offered by a campus, organized by college

102            or school, and then by degree level (undergraduate, then graduate degrees).

103            ii. Table 2 includes those academic degree programs that had a major activity in at least one

104            category or have paused admissions. Each program in Table 2 shall be accompanied by a

105            short (no more than one paragraph) description of the major activity or activities.

106            iii. Templates for Table 1 and Table 2 reports are in the Appendix of this APS.

107            3. Oral Report – Executive Session

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110            a. In addition to the written report, each chancellor shall, in executive session, to the extent

111            permitted by law, discuss:

112            i. Programs in Table 2 describing in more detail the status and plans for those programs.

113            4. Public Report and Presentation

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115            a. Each chancellor shall present in public session a summary report of the number of academic

116            degree programs with no major activities, the number of academic degree programs with major

117            activities, and a brief description of the types of major activities that the academic degree

118            programs on their campus are encountering.

119            **III. RELATED POLICIES**

120            A. Regent Laws and Policies

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122            1. Regent Law, Article 4, Part B: Degree Programs and Other Credentials

123            2. Regent Policy 4.B: Academic Planning and Accountability

124            B. Administrative Policy Statements

125

126            1. APS 1019: Degree Program Review

127            2. APS 1038: New Degree Program Approval

128            **IV. HISTORY**

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130            • Initial policy approved: TBD (Pending)

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**APPENDIX**

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**A. TABLE 1 TEMPLATE (EXAMPLE): ANNUAL CHECK – TYPE OF ACTIVITY**

<NAME OF CAMPUS> ANNUAL CHECK		TABLE 1: TYPE OF ACTIVITY BY CATEGORY							
DEGREE PROGRAMS		Educational		Strategic Realignment		Financial or Other Resource Allocation		Enrollment Pause	
College or School*		AY 25-26	AY 26-27	AY 25-26	AY 26-27	AY 25-26	AY 26-27	AY 25-26	AY 26-27
Degree Program Name^								No	No
Degree Program Name								No	No
Degree Program Name				MA		M		No	Yes
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name	M	MA				M	M	No	Yes
Degree Program Name								No	No
Degree Program Name								No	No
College or School		AY 25-26	AY 26-27	AY 25-26	AY 26-27	AY 25-26	AY 26-27	AY 25-26	AY 26-27
Degree Program Name	M			M				No	No
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name								No	No
Degree Program Name								No	No

\*Please organize the list of degrees by college/school.

^In the degree list by college/school, list undergraduate degrees first, followed by graduate degrees.

^^Drop down menus are provided to populate cells with **Monitoring** or **Major Activity** indicators.

142

Key^^	
	No Major Activity
M	Monitoring
MA	Major Activity

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**B. TABLE 2 TEMPLATE: ANNUAL CHECK – DESCRIPTION OF MAJOR ACTIVITY**

<NAME OF CAMPUS> ANNUAL CHECK		TABLE 2: DESCRIPTION OF MAJOR ACTIVITY			
DEGREE PROGRAMS WITH ONE OR MORE MAJOR ACTIVITY*	Educational	Strategic Realignment	Financial or Other Resource Allocation	Enrollment Pause	
College or School	For degree programs with <b>Major Activity</b> in one or more of the above categories, please briefly describe the activity or activities in no more than one paragraph.				
Degree Program Name	Major Activities	Major Activities	Monitoring	Yes	
<b>Describe the major activity or activities here.</b>					
Degree Program Name	No Major Activities	No Major Activities	Major Activities	No	
<b>Describe the major activity or activities here.</b>					
College or School	For degree programs with <b>Major Activity</b> in one or more of the above categories, please briefly describe the activity or activities in no more than one paragraph.				
Degree Program Name	No Major Activities	No Major Activities	Major Activities	No	
<b>Describe the major activity or activities here.</b>					

\*If there are multiple degrees with major activity for the same reason, the degrees may be grouped together with a single description for all.