

**ADMINISTRATIVE POLICY STATEMENT**

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

**APS Number:** 1046

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

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

**Effective:** TBD (Pending)

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

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

**Responsible Office:** Office of Academic Affairs

**Policy Contact:** Office of Academic Affairs

**Supersedes:** N/A

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

**Applies to:** All campuses

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

## I. INTRODUCTION

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

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

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 1038 or 1019.

## II. POLICY STATEMENT

### A. Academic Degree Program Annual Check

#### 1. Framing

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

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

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

- i. Educational category
- ii. Strategic Realignment category
- iii. Financial or Other Resource Allocation category
- iv. Enrollment Pause category

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

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

i. Educational category

- No major activities – educational mission not needing major revision
- Monitoring – educational mission being considered for major revision
- Major activities – educational mission undergoing major revision

ii. Strategic realignment category

- No major activities – not being considered for/in a strategic alignment process
- Monitoring – being evaluated for, or in a strategic alignment process
- Major activities – is undergoing/has undergone a strategic realignment process

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

- No major activities – no financial or other resource allocation issues beyond the regular annual processes.
- Monitoring – being evaluated for financial or other resource allocation changes
- Major activities – significant changes being taken in financial or other resource allocations

iv. Enrollment Pause category

- Is the enrollment in the program currently paused?

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

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

2. Written Report – Board of Regents

- a. The chancellor of each campus shall provide an annual report for the Board of Regents as two tables. Each table will contain academic degree programs with their descriptive determination in each of the four categories.

- i. Table 1 includes all academic degree program offered by a campus, organized by college or school, and then by degree level (undergraduate, then graduate degrees).
- ii. Table 2 includes those academic degree programs that had a major activity in at least one category or have paused admissions. Each program in Table 2 shall be accompanied by a short (no more than one paragraph) description of the major activity or activities.
- iii. Templates for Table 1 and Table 2 reports are in the Appendix of this APS.

3. Oral Report – Executive Session

- a. In addition to the written report, each chancellor shall, in executive session, to the extent permitted by law, discuss:
  - i. Programs in Table 2 describing in more detail the status and plans for those programs.

4. Public Report and Presentation

- a. Each chancellor shall present in public session a summary report of the number of academic degree programs with no major activities, the number of academic degree programs with major activities, and a brief description of the types of major activities that the academic degree programs on their campus are encountering.

**III. RELATED POLICIES**

A. Regent Laws and Policies

1. Regent Law, Article 4, Part B: Degree Programs and Other Credentials
2. Regent Policy 4.B: Academic Planning and Accountability

B. Administrative Policy Statements

1. APS 1019: Degree Program Review
2. APS 1038: New Degree Program Approval

**IV. HISTORY**

- Initial policy approved: TBD (Pending)

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## APPENDIX

### 141 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.

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Key^^	
	No Major Activity
M	Monitoring
MA	Major Activity

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<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
	Describe the major activity or activities here.			
Degree Program Name	No Major Activities	No Major Activities	Major Activities	No
	Describe the major activity or activities here.			
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
	Describe the major activity or activities here.			

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

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