University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Version: DRAFT-1
NOTE: Highlighted text denotes additional changes from the previous draft.
Draft-0

ADMINISTRATIVE POLICY STATEMENT

1	**Policy Title:**	Degree Program Review
2	**APS Number:** 1019	**APS Functional Area:** **ACADEMIC/RESEARCH**
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4	**Brief Description:**	Requires procedures for review of all degree programs within an established timetable.
5	**Effective:**	~~January 1, 2018~~TBD (Pending)
6	**Approved by:**	President ~~Bruce D. Benson~~ Todd Saliman (Pending)
7	**Responsible University Officer:**	Vice President for Academic Affairs
8	**Responsible Office:**	Office of Academic Affairs
9	**Policy Contact:**	Office of Academic Affairs
10 11	**Supersedes:**	~~Implementation of Regent Policy on Program Review, January 1, 2014~~Degree Program Review, January 1, 2018
12	**Last Reviewed/Updated:**	~~January 1, 2018~~TBD (Pending)
13	**Applies to:**	All degree programs
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15 **Reason for Policy:** Provides reporting requirements for degree program review. Degree program review is required by
16 Regent Policy 4.B.1: Academic Program Review.

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19 I. **INTRODUCTION**
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21   This policy requires the campuses to establish and publish processes and procedures for review of all degree programs
22   within an established timetable and states the requirements for annual reports to the Board of Regents.
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24 II. **POLICY STATEMENT**
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26   A. The ~~ultimate~~ goal of this policy is to promote and maintain high-quality degree programs that are administered
27   efficiently.
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29   B. All degree programs shall be reviewed at least once every seven years. A degree program review schedule may be
30   modified to coincide with a professional accreditation review or campus academic program cohort review, with the
31   approval of the vice president for academic affairs. This includes shortening or extending the program review period if
32   needed.
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34   C. Each campus shall have published processes ~~policies~~ defining degree program review procedures.
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36   1. These procedures shall be designed to identify strengths and weaknesses of each degree program and ~~provide~~
37   ~~constructive options for program improvement.~~ include goals and plans for the next review period approved
38   by the dean, provost, and chancellor.
39   2. Campus review procedures may be as detailed as desired, with only the information requested in Section III
40   of this APS reported to the Board of Regents.
41   3. The integrity of the campus program review processes shall be periodically and independently audited
42   relative to the requirements of this APS.

The ultimate goal of this policy is to promote and maintain high-quality degree programs that are administered efficiently.

A degree program review schedule may be modified to coincide with a professional accreditation review.

III. **ANNUAL DEGREE PROGRAM REVIEW REPORT**

A. On an annual basis, all campuses shall submit to the vice president for academic affairs a report containing the following sections:

   1. A list of degree program reviews completed in the prior academic year.

   2. A report of each degree program reviewed completed in the prior academic year. The individual degree program reviews should be approximately one to two pages and shall consist of a summary and a data table, as stipulated below.

     a. The summary portion of each degree program review should be written in bulleted or narrative form and shall address:
      i. A brief narrative overview or description of the degree program.
      ii. The approved goals and plans from the last review.
      iii.
       i. Up to five degree program strengths, challenges, and opportunities. Performance relative to the goals and plans and any appropriate narrative.
      ii.iv. Approved Ggoals and plans for the next review period. Goal approval requirements are described in Section II.C.1.

     b. The following table shall be included in each degree program summary report with data for each year of the review period (depending on the length of the review period, please adjust the number of years in the table and label the columns with the actual years reported):

PROGRAM DATA	2018	2019	2020	2021	2022
Degree Program Headcount (Fall Census)					
Student Credit Hours Delivered by the Degree Program (FY)					
Percentage of Credit Hours Taken by Majors					
Percentage of Credit Hours Taken by Non-Majors					
Degrees Awarded (FY)					

<Name of Degree Program and Degree>	FY 2019 Year 1	FY 2020 Year 2	FY 2021 Year 3	FY 2022 Year 4	FY 2023 Year 5	FY 2024 Year 6	FY 2025 Year 7
Degree Program Headcount (Fall Census)	-	-	-	-	-	-	-
Full-time Equivalent Enrollment (FY)	-	-	-	-	-	-	-
Degrees Awarded (FY)	-	-	-	-	-	-	-

Note: If a degree program has significant part-time enrollment, and would like to report "FTE Enrollment in the major," FTE enrollment data may be added to the table and/or discussed in the narrative. as evident in FTE enrollment, or if it carries a substantial service teaching workload (courses taught include notable numbers of non-majors), this may be discussed in the narrative.

   3. The campus report should conclude with a schedule showing degree program reviews by year that are anticipated to occur in the next seven years.

B. The annual degree program review summary reports submitted by the campuses to the Office of Academic Affairs shall be provided to the president and Board of Regents.

85 IV. **HISTORY**
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87   A. Related Regent Policy History
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89   The Board of Regents passed a resolution at its November 1980 meeting requiring the review of all academic
90   programs once every five years where feasible, but at least once every seven years. The resolution also identified the
91   goals for those reviews. The academic program review requirement was codified in regent policy 4.C. In July 2017,
92   regent policy 4.C was revised, limiting the academic program review requirement to degree programs. The new
93   requirement is captured in current regent policy 4.B.
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95   B. APS History
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97   • Adopted: September 1, 1983 – Existing Program Review.
98   • Revised: March 16, 1989 – updated to comply with implementation of regent policy 4.C on program review;
99   March 1, 1996; September 1, 1996; September 1, 2006; July 1, 2010; January 1, 2014; January 1, 2018; April 2,
100   2018 – non-substantive clarification to Section III.A.3.ii.b; May 8, 2023 – non-substantive updates to section III
101   to clarify annual degree program review reporting requirements; TBD (Pending).
102   • Last Reviewed: January 1, 2018 TBD (Pending).
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