

UNIVERSITY OF WASHINGTON
The Graduate School

Academic Program Review Guidelines for 5-year Report

New graduate degree and certificate programs are granted provisional approval by the Board of Regents for a period of five years. After five years, the Graduate School will coordinate a review of the program that includes the following steps:

1. The Graduate School will contact the appropriate dean/vice chancellor during the summer or fall of the academic year prior to the mandated year of review to initiate the review. The dean/vice chancellor may request a full or tailored academic program review (see academic program review guidelines). Alternately, the program will undergo a limited review.
2. For a limited review, the academic unit will submit a five-year review report to the Graduate School by the end of the Autumn Quarter during the year of review (see five year review report guidelines on page 2 of this document).
3. The five-year review report will be submitted to the Graduate School Council which will review the documents and recommend to the Dean of the Graduate School one of the following:
 - a. Continuing status for the degree or certificate program, with subsequent review in coordination with the next scheduled academic program review of the department/school/college/program, or in ten years at the latest.
 - b. Invitation of academic unit representatives and dean/vice chancellor to a Graduate School Council meeting to discuss the five year review report. The outcome will be either a recommendation for review in coordination with the next scheduled academic program review of the department/school/college/program (ten years at the latest) or an alternate recommendation.
4. The Dean of the Graduate School will confirm in writing to the Dean of the college/school or to the Chancellor the program's status and timeline for the next review.

Five Year Review Report Guidelines

Submit the report containing the following information to the Graduate School and Dean of the College/School or the Chancellor by the end of Autumn Quarter of the year of review. If appropriate, data may be submitted in the form of appendices.

1. Overview
Brief overview of the degree or certificate program, including name and administrative location
2. Faculty
Identify the core program faculty
3. Students
Data on offers, admissions, and program graduates by year
Number of current students and progress of those students through the program
Student placements
Results of any student surveys or other feedback
Describe how this student data differs from expectations articulated in the program proposal
4. Describe any changes to the program since its inception
Curriculum
Budget/resources
Faculty
Staff
5. Progress of the program
Has program met its objectives outlined in the proposal?
Describe the success of the plan, as described in the program proposal, for how the program recruits and supports traditionally underrepresented minorities
6. Challenges
What challenges has the program faced and how have these been addressed?
What challenges does the program anticipate by the time of the 10-year program review (e.g., leadership or faculty changes, budget or resources, etc.)?
7. Goals
What are the program goals for the next five years?
8. Appendix I
Original degree or certificate program proposal
External reviewer letters for program proposal
Program response to external review of program proposal