

UNIVERSITY OF WASHINGTON
The Graduate School

Academic Program Review Guidelines for Five-Year Report

Provisional approval is granted to new graduate degree and graduate certificate programs by the Board of Regents for a period of five years. Therefore, the Graduate School coordinates reviews of new programs that include the following steps:

1. The Graduate School will contact the appropriate dean, and the vice chancellor for graduate programs at UWB and UWT, by October 1 of the academic year prior to the scheduled review to determine the scope of the five-year review. All new programs undergo a limited review unless the dean and/or vice chancellor request a full or tailored academic program review (see academic program review guidelines).
2. For a limited review, the academic unit will submit a five-year review report to the dean of the Graduate School via the Office of Academic Affairs and Planning by February 1 during the year of review (see five-year review report instructions on page 2 of this document).
3. The Graduate School Council will review the report and recommend to the dean of the Graduate School one of the following:
 - a. Continuing status for the graduate degree or graduate certificate program, possibly with recommendations, with subsequent review in coordination with the next scheduled academic program review of the college/school/department/program, or in ten years at the latest.
 - b. Recommendations for the graduate degree or graduate certificate program with a timeline for a subsequent review independent of the academic unit in which it is located.
 - c. Invitation to academic unit representatives to a Graduate School Council meeting to discuss the five-year review report before recommending outcomes.
4. The dean of the Graduate School will confirm the program's status and timeline for next review in writing to:
 - the dean of the college/school
 - the vice chancellor, for graduate programs at UWB or UWT
 - the relevant program chair/director

Five-Year Review Report Instructions

Submission instructions:

- Due February 1 of the year of review
- Combine all material in a single pdf file
- Submit report to Graduate School dean via the Office of Academic Affairs & Planning
- Also submit report to college/school dean and UWB/UWT vice chancellor, if applicable

1. Overview

Provide a brief overview of the graduate degree or graduate certificate program, including name and administrative location.

2. Faculty

Identify the core program faculty.

3. Students

Include data on:

- Applications, offers, and admissions
- Program graduates by year
- Current student enrollment and progress through the program

Describe how the student data differs from expectations articulated in the program proposal.

Include an overview of student feedback (e.g. student survey results).

4. Describe any changes to the program since its inception, including:

- Curriculum
- Budget or resources
- Faculty
- Staff

5. Progress of the program

Describe how the program provides the anticipated educational value to students and meets anticipated need within the field, as 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 minority students.

6. Challenges

Describe challenges the program has faced and what strategies have been implemented to address them.

Predict challenges the program anticipates facing in the next five years (e.g., leadership or faculty changes, budget or resources, etc.).

7. Goals

Describe the program's goals for the next five years.

8. Appendices

Original degree or certificate program proposal

Additional supporting data (if appropriate)