**Academic Program Review Process and Timeline**

**Programs with Accreditation Review (cycles with external review)**

[Self-Study report is due June 1 in year t, which is the year that follows completion of external review. If on the 2026-2027 cycle, year t = 2026.]

[APR reviews to be completed in the fall semester, year t]

[Review reported to System in June, year (t+1)]

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| **Step** | **Responsible Party** | **Actions Required** | **Dates/Deadlines** |
| 1 | Provost’s Office | Unit/Department/Program (U/D/P) is notified that its program self-study will be reviewed in 3 years. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P. | June, year t-3 |
| 2 | Provost’s Office & U/D/P | Recommended that U/D/P representative attends APR Self Study Information Session sponsored by the Provost’s Office. | January, year t-1 or t |
| 3 | Provost’s Office | U/D/P is notified that its program will be reviewed by APR in the upcoming year, with self-study report due on June 1, year t. U/D/P is provided with relevant materials for the self-study report. | January, year t-1 |
| 4 | Institutional Research | Institutional Research prepares the Unit Data Sheet and posts on Academic Program Review Canvas site. | January 1, year t |
| 5 | U/D/P | U/D/P puts final package together including 1) Letter and evaluation summary/documents from Accreditation Agency indicating the accreditation decision and 2) Abbreviated Self-Study Report\*\*  U/D/P chair or their designated representative, APR administrative consultants, and APR members will be granted electronic access to APR Canvas site  \*\* Externally accredited programs will be eligible for an abbreviated APR process if the following 4 criteria are met:  1.Program leads to licensure and/or is accredited by a US Department of Education (USDE) or Council for Higher Education Accreditation (CHEA)-recognized programmatic accrediting organization.  2.The accreditation process involves a program-specific external reviewer visit.  3.The accreditation process requires direct assessment of student learning outcomes.  4.The program has approval from its Dean to go through this abbreviated process. | June 1, year t |
| 6 | Dean | Dean reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site. | July |
| 7 | GEL Dean | ***Only for graduate program reviews*** Dean of Graduate and Extended Learning reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site. | August |
| 8 | UG/Grad APR Committee | UG/Grad APR Committee forms sub-committee to review completed self-study. | September |
| 9 | UG/Grad APR Committee | APR sub-committee reviews completed materials, meets with U/D/P representative, presents APR report to full UG/Grad APR Committee. Committee reviews and approves report. | October |
| 10 | UG/Grad APR Committee Chair | APR Report submitted in pdf form to the Faculty Senate for review and acceptance. (If review indicates a 3-year progress report is required, see three-year review process and timeline.) | December |
| 11 | Fac Sen Chair | Faculty Senate forwards accepted report to Provost/Vice Chancellor. | May, year (t+1) |
| 12 | Provost’s Office | Provost/Vice Chancellor reviews report and responds to the Dean and U/D/P. | May |
| 13 | Provost’s Office | Completion of program review is reported to System. | June 1 |

**Three-Year APR Progress Report Process and Timeline**

If Faculty Senate requests a three-year follow-up report, the report will be due in February - 3 calendar years after the senate decision.

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| **Step** | **Responsible Party** | **Actions Required** | **Dates/Deadlines** |
| 1 | Provost’s Office | Unit/Department/Program (U/D/P) is notified that its 3-year progress report is due in February. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P along with relevant materials to complete the progress report. | September |
| 2 | U/D/P | U/D/P completes 3-year progress report and posts it on APR Canvas site. | February 1st |
| 3 | UG/Grad APR Committee | UG/Grad APR Committee reviews the 3-year progress report and reports to the U/D/P, along with the Dean, Faculty Senate, and Provost, if the program has made 1) acceptable progress, 2) minimal progress or 3) unacceptable progress. A brief justification for decision is included in the report. | March |
| 4 | Provost’s Office | Provost reviews report, consults with Dean, and responds to U/D/P (response copied to Dean, Faculty Senate, UG/Grad APR Committee) | April |