

Five-Year Report Guidelines

(Last Revised 9/21/2023)

Submission instructions

- Combine all material in a single pdf file.
- Submit report to the Graduate School Office of Academic Affairs.
- Also submit report to the college/school dean. For UWB/UWT, also submit report to vice chancellor for academic affairs.

Report Criteria

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)

9. For interdisciplinary programs housed in the Graduate School, please address the following additional items

- **Interactions with academic units across campus:**
 - i. Provide information on the success of achieving broad participation and faculty engagement across schools and colleges.
 - ii. Describe any changes to engagement by participating academic units (administrative support, faculty, staff) compared to the program proposal.
- **Governance:** Has the interdisciplinary group finalized a stand-alone governance document? If no, describe the plan and timeline for completion.