

Process for Five-Year Reports

(Last Revised 6/6/2025)

When a new graduate degree or graduate certificate program is approved by the Board of Regents, it is granted provisional status and added to the Graduate School's academic unit review calendar for a report to be submitted in its fifth academic year of operation.

Initiation of the Review

At the start of the program's fifth academic year, the Graduate School Office of Academic Affairs will send a notification of the impending due date and a link to the current five-year report guidelines. The notification goes to the leadership of the unit offering the program as well as the chief academic officer (Dean or Vice Chancellor for Academic Affairs) with oversight of that unit.

The chief academic officer (Dean or Vice Chancellor for Academic Affairs) may request that a full review be conducted in lieu of the five-year report. In such a case, it would adhere to the process for full reviews.

Submission of the Five-Year Report

The unit leadership will develop a five-year report in accordance with the Graduate School's *Five-Year Report Guidelines*. Five-year reports are typically due to the Graduate School in winter quarter and are submitted via email.

Graduate School Council Consideration of the Report

The Graduate School Council will review the report in spring quarter 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 to the unit
- 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 attend a Graduate School Council meeting to discuss the five-year review report before recommending outcomes.

Summary and Final Recommendations

The Office of Academic Affairs will distribute a memo from the Dean of the Graduate School to the respective unit leadership and chief academic officer (Dean or Vice Chancellor for Academic Affairs) with oversight of the unit containing final recommendations and the timeline for the next review.

If the program is part of a larger unit already scheduled for a full review, this program will be included in the next full review of the unit. If the program is not part of a larger unit already scheduled for a full review (i.e. stand-alone programs or programs which are the first in a unit), the full review will be scheduled on a timeline of 10 years from program's start date.

Academic Unit Review Archive

At the conclusion of the process, the Office of Academic Affairs will upload the following core documents to its online unit review archive:

- Five-year report from the unit
- Final recommendations from the Graduate School