

Process for Five-Year Reports

(Last Revised 9/21/2023)

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 program review calendar for a report to be submitted in its fifth year.

Initiation of the Review

In late summer or early autumn quarter of the year the five-year report is scheduled to be due, the Graduate School Office of Academic Affairs will notify the academic unit leadership and respective dean/vice chancellor of the impending due date.

The dean/vice chancellor 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.

If a program scheduled for a five-year report and its larger academic unit also has a full review scheduled to take place within 1-2 years, the Graduate School may consolidate the processes into one full review.

Submission of the Five-Year Report

The unit 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 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 Dean or Vice chancellor and the unit leadership 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.

Program Review Archive

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

- Five-year report from the unit
- Final Recommendations