



**Campus Administrative Policy**

**Policy Title: Degree Program Review**

Policy Number: 1000      Functional Area: Academic & Faculty Affairs

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Effective: September 1, 2018  
Date Last Amended/Reviewed: Not Applicable  
Date Scheduled for Review: July 1, 2023  
Supersedes: Policy 1000, Academic Program Review (July 1, 2010)

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Responsible Officer: Associate Vice Chancellor for Academic Planning

Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

The University of Colorado (CU) System Administrative Policy Statement (APS) 1019, titled “Degree Program Review” requires that (i) all degree programs shall be reviewed at least once every seven years and (ii) the campuses establish procedures for review of all degree programs within an established timetable and (iii) states the requirements for annual reports to the Board of Regents.

The goal of degree program review is to identify the strengths and weaknesses of each degree program and provide constructive options for program improvement. The ultimate goal of degree program review is to promote and maintain high-quality degree programs that are administered efficiently. In addition, the campus views program review as a mechanism for allowing the faculty in academic programs to hold each other accountable for quality and performance and for the responsible use of resources.

**B. POLICY STATEMENT**

This Policy responds to APS 1019 and sets a process for program review across the

campuses. It applies to CU Anschutz Medical Campus and CU Denver.

### C. REVIEW PROCESS

The review of all degree programs will be coordinated by the Office of Academic Planning. All degree programs will be assigned into one of three categories:

1. Degree programs that undergo a periodic review by an external national accrediting agency in which the review is focused on a single degree program and/or several closely related programs. The review by this accrediting agency must include an analysis of the degree program for the items required for the report that the university has to submit to the University of Colorado System (CU System) Office.
2. Graduate degree programs that do not undergo a program-specific review by a specialized accrediting agency and/or have the degrees conferred by the Graduate School.
3. Undergraduate degree programs that do not undergo a program-specific review by a specialized accrediting agency.

The requirements for the review process for degree programs assigned to either of these three categories differ:

***Programs in category 1*** are not required to undergo an additional review process by the university if the information prepared for their review by their accrediting agency, together with the report prepared by the review team, can be used to adequately address the information required to be submitted to the CU System Office (see Section D below). In such cases a representative of the degree program shall work with the Office of Academic Planning (OAP) to prepare this report to the CU System. Degree programs in this category that undergo review every seven years or less will be scheduled to collaborate with the OAP to complete the report for submission to the CU System in the academic year following their review by their specialized accrediting agency.

***Programs in category 2*** will be coordinated and reviewed by the Graduate School. This coordination will include the establishment of a schedule defining which year each degree program will be reviewed, notifying the program in the academic year prior to their upcoming review, working with the Office of Institutional Research and Effectiveness to ensure the appropriate data is provided to the program in advance and determining the format and conducting the review process. The Graduate School will prepare a summary report that conforms to the information required by the CU System office and forward it to the OAP by March 15 of the academic year in which the review is scheduled.

***Programs in category 3*** will be coordinated by the OAP. This coordination will include the establishment of a schedule defining which year each degree program will be reviewed, notifying the program in the academic year prior to their upcoming review, working with the Office of Institutional Research and Effectiveness to ensure the appropriate data is provided to the program in advance and working with the School/College Dean to determine the format and conduct of the review process and the development of future goals and an implementation plan.

## **D. SUMMARIES OF DEGREE PROGRAM REVIEWS**

Consistent with the CU System APS 1019, the OAP is required to submit a summary report of each degree program review completed in the academic year to the Vice President for Academic Affairs for the CU System who provides them to the CU President and Board of Regents.

APS 1019 details that the summary report should be approximately three to five pages and shall consist of a narrative and data. The narrative shall address:

- a. Accomplishments and evolution of the degree program since the last review.
- b. Major challenges and opportunities currently facing the program.
- c. Goals for the next review period.
- d. Other items, as appropriate:
  - If any changes to program or course fees have been implemented since the last review period or changes to program or course fees will be proposed, provide an explanation.
  - Additional information to contextualize the program.

Data outlined below shall be reported for each year during the review period:

- a. Headcount (fall term) and full-time equivalent (FY) enrollment in the major.
- b. Student credit hours (FY) generated by courses in the major.
- c. Number of degrees awarded (FY).

### **Notes**

1. August 28, 2018: Adopted/Approved by both Chancellors
2. History:  
This new policy replaces 1000, Academic Program Review, dated July 1, 2010.
3. Initial Policy Effective Date: August 28, 2018
4. Cross References/Appendix:
  - [APS 1019, Degree Program Review](#)