



## Academic Program Review Policy

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Effective:	[Leave this date blank.]
Prior Versions:	August 2016; January 2017
Responsible Office:	Office of the Provost and Office of Institutional Effectiveness
Review By:	[Date will be assigned by Executive Policy Committee]

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### **I. PURPOSE**

To ensure that programs maintain high quality through regular self-study reviews, including comments and analysis from external reviewers.

### **II. POLICY**

Each degree program will complete a self-study, including off-site external review, every seven years, except for those programs that receive external accreditation, which will undergo reviews to coincide with the dates of the external accreditation. Once an external accreditation is completed, the Provost, Dean, and program chair/self-study coordinator will review the self-study materials to ensure they meet the purpose of Academic Program Review. The Academic Assessment Committee will also review the final materials. A copy of all external accreditation reports and academic program reviews will be maintained by the Office of Institutional Effectiveness. Informal program reviews may also be initiated on an informal or *ad hoc* basis by the Dean's office or the Provost's office in response to specific administrative needs. These informal reviews will not replace the formal review process, but may contribute to that process or identify items for additional study when the formal reviews occur.

The Office of Institutional Effectiveness shall maintain and update as necessary an "Academic Program Review Procedures" and an "Academic Program Review Template" document to guide the process.

### **III. APPLICABILITY**

Programs subject to review are those that have a degree awarded by AUM. Certificate programs are not subject to independent review. Academic programs that coordinate and

administer certificate programs should address these within a self-study and external review.

**IV. INTERPRETATION**

The Office of Institutional Effectiveness will interpret the policy if questions arise.