**Connecticut State Colleges and Universities**

**Academic Program Review**

**Procedural Guidelines: APR Form 2 - Directions**

**Column (a) - Academic Program**

The Academic Program Review Policy is applicable to all programs that award a credential – a degree or a certificate. Additionally, institutions may elect to report on those disciplines or concentrations that do not award a credential.

List each academic program scheduled to be reviewed by the institution during the respective academic year, as previously recorded in the APR Scheduling Form submitted to the System Office of the Provost. The program’s title should be listed as it is in the institution’s catalog. Those academic programs that award both undergraduate and graduate degrees should be listed separately. Those academic programs that award both a degree and a certificate(s) may be listed as a single entity if the assessment of student learning outcomes is conducted for a singular student body.

**Column (b) - Means of Review**

Affix the appropriate notation:

External - (if only an external entity conducted a review during the referenced academic year)

 or

Internal - (if only an internal review was conducted during the referenced academic year)

 or

External & Internal

**Column (c) - Status of External Accreditation**

If applicable, affix the appropriate notation:

Accreditation Approved

Accreditation Denied

Accreditation Pending, or

Accreditation Continued – if review occurred during a prior academic year and the accreditation was granted for a timeframe that includes the referenced academic year

**Column (d) - Internal Review’s Action Recommendations**

At the top of the column, affix the appropriate notation to categorize the internal review’s action recommendations:

Continuation – (little if any changes)

Minor Revisions – (as defined by institution)

Moderate Revisions – (as defined by institution)

Substantive Change – (such a change would require NEASC approval)

Pending Further Review, or

Termination

Then, succinctly summarize program’s assessment of its student learning outcomes. For more detailed directions, see Procedural Guidelines: Student Learning Outcomes Assessment.

If Termination is the **Action Recommendation**, summarize the reasoning(s).

**Column (e) - Credentials Awarded**

Compute and record the number (the three-year average) of credentials awarded by the academic program. The number should be rounded to the nearest whole number. If the program awards a degree and a certificate(s), their numbers should be listed separately. The numbers should be listed under the appropriate sub-column:

**Credentials Awarded Legend:**

**C -** Certificate (non-degree)

**UG -** Undergraduate Degree

**G -** Graduate Degree

**GC -** Graduate Certificate

**NOTE:** Understandably, all the activities required for this reporting/monitoring process might not be completed within the September to August span of the APR End-of Year Report. Thus, the reporting institution must provide an update on any “Pending” activity for a specific academic program in the subsequent APR End-of Year Report.