**Format for Reports on Periodic Review of Academic Programs**

|  |
| --- |
| **SECTION I: PROGRAM AND INSTITUTION DEMOGRAPHICS**   1. **Institution**: 2. **Title of the Program reviewed**: 3. **Academic Department and College / School:** |
| **SECTION II: EXTERNAL REVIEW PROCESS**   1. **Year in which the program review process was completed:** 2. **Regional or Programmatic Accreditation Self-Study Review: \_\_\_\_\_\_Yes \_\_\_\_\_\_No. If Yes, indicate accrediting organization:** 3. **Name(s) and Affiliation of External Reviewer(s):** |
| **SECTION III: ENROLLMENTS AND DEGREES AWARDED FOR EACH OF THE PAST FIVE YEARS IN THIS PROGRAM**   1. **Enrollment:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Undergraduate Enrollment** | | | | | | **2013** | **2014** | **2015** | **2016** | **2017** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Enrollment** | | | | | | **2013** | **2014** | **2015** | **2016** | **2017** | |  |  |  |  |  |  1. **Degrees Awarded:**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Undergraduate** | **Degrees Awarded** | | | | | | **2013** | **2014** | **2015** | **2016** | **2017** | | **Bachelor’s** |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Graduate** | **Degrees Awarded** | | | | | | **2013** | **2014** | **2015** | **2016** | **2017** | | **Master’s** |  |  |  |  |  | | **Doctorate** |  |  |  |  |  | | **Certificates** |  |  |  |  |  |   **SECTION IV: SUMMARY OF THE INTERNAL AND EXTERNAL REVIEW**   1. **Summary of internal self-study review findings.** 2. **Summary of external review recommendation(s) for action. If a regional or programmatic accrediting organization provided the external review, please indicate the organization and the context in which the review occurred.** |
| **SECTION V: DEPARTMENTAL / COLLEGE OR SCHOOL / INSTITUTIONAL ACTION PLAN**   1. **Summary of action plan to address recommendation(s):** 2. **Mechanism for follow-up and assessing the progress of the recommendation(s).** 3. **Low enrollment and low degree productivity programs: \***   **a) Identify the special circumstances that impact low enrollment and/or low degree productivity in this program;**  **b) Briefly explain why this program with low enrollment and/or low degree productivity should be continued at this time (i.e. its connection or support of another program); and**  **c) State clearly the plan and progressive timelines to increase enrollment and/or degree productivity in this program such that it remains viable.**  **\*Please complete this information if the program has demonstrated low enrollment and/or low**  **degree productivity during the review period.**  **MHEC Definition ofLow Degree Productivity:**  **Bachelor’s: < 5 in most recent year or a total of 15 in last three years**  **Master’s: < 2 in most recent year or a total of 6 in last three years**  **Doctorate: < 1 in most recent year or a total of 3 in last three years** |
| **SECTION VI: INSTITUTION SUBMISSION INFORMATION**  **Submitted by:**  **Date of Submission:**  **Contact Information:**   1. **Name:** 2. **Email:** 3. **Office Phone:** |