**2024 Format for Reports to USM on Periodic Review of Academic Programs**

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| **SECTION I: PROGRAM AND INSTITUTION DEMOGRAPHICS**   1. **Institution:** 2. **HEGIS+2 (MHEC Program) Code:** 3. **CIP Code:** 4. **Degree/Certificate Level – Select all that apply and indicate the name of the degree/certificate:**   **Bachelor’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(BA, BS, etc.)**  **Master’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(MA, MS, MBA, MEd, MPH, MSN, etc.)**  **Combined Master’s/Doctorate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(MS/Ph.D., MEd/Ed.D., MSN/DNP, etc.)**  **Doctorate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Ph.D., Ed.D., DNP, PharmD., etc.)**  **Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(LDC, UDC, PBC, PMC, CAS, etc.)**   1. **Title of the Program reviewed:** 2. **Academic Department:** 3. **Academic College/School:** |
| **SECTION II: EXTERNAL REVIEW PROCESS**   1. **Year in which the program review process was completed:** 2. **Is the external review a result of an Accreditation Self-Study (i.e., ABET, AACSB, ACPE, ACEJMC, ARC-PA, ACEN, CCNE, CEPH, CSWE, NCATE, etc.)? \_\_\_\_\_\_Yes \_\_\_\_\_\_No**   **If Yes, indicate the accrediting organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. **List the Names and Affiliation(s) of the External Reviewers (minimum of two):** |
| **SECTION III: ENROLLMENTS AND DEGREES AWARDED FOR EACH OF THE PAST FIVE YEARS IN THIS PROGRAM**   1. **Enrollment – Fall Headcount for Each of the Following Years**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Undergraduate Enrollment**  **(Bachelor’s)** | | | | | | **Fall 2019** | **Fall 2020** | **Fall 2021** | **Fall 2022** | **Fall 2023** | |  |  |  |  |  | | **Graduate Enrollment**  **(Master’s)** | | | | | | **Fall 2019** | **Fall 2020** | **Fall 2021** | **Fall 2022** | **Fall 2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Enrollment**  **(Combined Master’s/Doctorate)** | | | | | | **Fall 2019** | **Fall 2020** | **Fall 2021** | **Fall 2022** | **Fall 2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Enrollment**  **(Doctorate)** | | | | | | **Fall 2019** | **Fall 2020** | **Fall 2021** | **Fall 2022** | **Fall 2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Certificate Enrollment** | | | | | | **Fall 2019** | **Fall 2020** | **Fall 2021** | **Fall 2022** | **Fall 2023** | |  |  |  |  |  |  1. **Degrees Awarded - For the Fiscal Years as Follows:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Undergraduate Degrees Awarded**  **(Bachelor’s)** | | | | | | **2019** | **2020** | **2021** | **2022** | **2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Degrees Awarded**  **(Master’s)** | | | | | | **2019** | **2020** | **2021** | **2022** | **2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Degrees Awarded**  **(Combined Master’s/Doctorate)** | | | | | | **2019** | **2020** | **2021** | **2022** | **2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Graduate Degrees Awarded**  **(Doctorate)** | | | | | | **2019** | **2020** | **2021** | **2022** | **2023** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Certificates Awarded** | | | | | | **2019** | **2020** | **2021** | **2022** | **2023** | |  |  |  |  |  |   **SECTION IV: SUMMARY OF THE INTERNAL AND EXTERNAL REVIEW**   1. **Internal Self-Study Findings:** 2. **External Review and Recommendations:** |
| **SECTION V: DEPARTMENTAL / COLLEGE OR SCHOOL / INSTITUTIONAL ACTION PLAN**   1. **Brief summary (approx. 250 words) outlining action plan to address recommendation(s) *(the Provost should have had a chance to review this plan prior to submission):***      1. **Mechanism for follow-up and assessing the progress of the recommendation(s).** 2. **For low enrollment and low degree productivity programs:\***   **a) List 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 to or support of another program); and**  **c) Outline clearly the plan and progressive timelines to increase enrollment and/or degree productivity in this program such that it remains viable.**  **\* For this review period, please complete the information as indicated if the program has low enrollment and/or is demonstrating low degree productivity in accordance with the MHEC Definition ofLow Degree Productivity.**  **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**:** |