

Memorandum of Administrative Policy

Academic Program Review Policy

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A. 03 AP

Purpose

This document defines policy for Academic Program Review of existing programs. UHCL is committed to maintaining robust, high-quality academic programs that meet the needs of the region and state. The university maintains an ongoing, cyclical, and comprehensive academic program review process for its bachelor's, master's, doctoral, and professional degree programs.

Academic program review supports continuous improvement, institutional planning, accountability, and evidence-based decision-making by evaluating program quality, effectiveness, productivity, student outcomes, resources, and future direction.

The purposes of the academic program review are to:

1. evaluate program quality in relation to university and college missions and strategic priorities;
2. examine academic program content such as curriculum, student learning outcomes, student success, faculty capacity and productivity, resources, administration, and/or market or disciplinary context;
3. demonstrate compliance with applicable state, institutional accreditation, and/or specialized accreditation requirements;
4. obtain independent external evaluation of graduate programs when required; and
5. identify and monitor actions that strengthen program quality and effectiveness.

Definitions

Academic Program is defined as a set of credit-bearing courses that lead to a degree on a transcript. Academic programs are subject to program review and are monitored by regulatory and accrediting agencies such as the institutional accreditor, the state agencies, and the UH System. The Texas Higher Education Coordinating Board (THECB) maintains an inventory of all academic programs at Texas public institutions and assures that they meet certain criteria. Similarly, significant changes in academic programs, such as closures and changes in modes of delivery, must be pre-approved by the appropriate educational agency(ies).

Academic Program Review (APR) at UHCL is an evaluation process for academic programs that may include self-study, external review, accreditation documentation, or special review. Those directly involved in each individual review may include the program faculty, the program chair, a program report committee, the college faculty and administration, the college curriculum committee, APR Coordinator, and/or the Senior Vice President for Academic Affairs and Provost. and the Senior Vice President for Academic Affairs and Provost.

Policy Provisions

All UHCL degree programs shall undergo periodic academic program review according to the official Academic Program Review Schedule maintained by the university. Academic program

reviews shall comply with applicable University of Houston System policies, State of Texas requirements, institutional and specialized accreditation expectations, and the current Guide to UHCL Academic Program Review.

The Office of the Senior Vice President for Academic Affairs and Provost provides general oversight of academic program review. The Provost's Office designates an administrator to coordinate the process. Detailed procedures, timelines, templates, data-source instructions, accessibility expectations, and submission requirements shall be maintained in the Guide to UHCL Academic Program Review rather than in this policy.

1. **Scope:** This policy applies to all UHCL bachelor's, master's, doctoral, and professional degree programs. Certificates, concentrations, minors, teaching fields, and other related curricular offerings may be addressed within the review of the degree program with which they are associated. The Provost may require a separate or special review when circumstances warrant.
2. **Review Cycle and Schedule:** Programs shall be reviewed on the cycle established by the university and applicable state requirements. All programs shall be reviewed at least once every ten years unless a shorter period is required. The Provost or designee may adjust the schedule to coordinate related programs or specialized accreditation, address regulatory changes, respond to significant program circumstances, or accommodate extraordinary conditions. Schedule changes shall be documented by the Academic Program Review Coordinator.
3. **Records:** The Academic Program Review Coordinator shall maintain official academic program review records in accordance with university records-retention, privacy, and information-security requirements. Official records may include schedules, notifications, committee appointments, self-studies, supporting data, external reviews, accreditation materials, institutional responses, approvals, exit interview materials, written summaries, follow-up reports, and/or state submission confirmations.

Review and Responsibilities

This policy will be reviewed by the Office of the Provost and Faculty Council every five years or sooner, if warranted. The Office of Planning and Assessment or Provost designee shall review this policy earlier when changes in law, regulation, accreditation requirements, UHS policy, institutional structure, or university practice warrant revision.

Responsible Parties: Office of the Provost; Office of Planning and Assessment

Review: Every five years

Revision Log

Revision Number: 1

Approval Date: 12/1998

Description of changes: Initial Edition

Revision Number: 2

Approval Date: 9/8/2026

Description of changes: Revised to replace the 1998 Program Review Policy and align the policy with the current UHCL academic program review process.

Approval

Approved: **Date**