Policy regarding the program review edits and resubmission

As stated in the Faculty Handbook, the PRC is charged with assessing and documenting the effectiveness of the program curriculum at its level to ensure that program goals are being met. This charge is carried via program review. Hence, the PRC has the authority in consultation with the Provost to request edits to and/or resubmission of the Program Review Report when the submitted work does not address all required components of the report, provides incomplete or inaccurate information, reaches conclusions that are not supported by the collected evidence, or does not identify appropriate goals in the evidence provided in the report. In all cases, requests for edits are made through the lens of program improvement and should be clearly communicated in a timely and collegial fashion to the Department Chair. The expectation is that the PRC will identify the areas in the program review report that need to be addressed and strengthened. The timeline for re-submission will depend on the scale and complexity of the work and will be established by the PRC.

Policy on extension requests

If the department faces an emergency which interferes with the seven-year report preparation, the department may apply for an extension in October of the year prior to when the report would be due. The PRC will review the department's request and decide whether the requested extension is granted. **If an extension is granted, the department is required to submit their next seven-year report according to the established schedule. Extensions will not alter the schedule.**