Academic Program Review Process and Guidelines

Updated February 14, 2024 (v.2)

Office of Academic Programs
Division of Academic Affairs

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Note: The Academic Program Review Process and Guidelines was developed as a collaboration between the Office of Academic Programs and CPP's Academic Senate Program Review Task Force. In consultation with CPP's Program Review Committee, moderate changes may be made as required by the Office of Assessment and Program Review based on approved changes of campus or system policies, or to strengthen this document's language and/or processes for greater clarification and transparency.

1   Introduction

An integral component of higher education is inquiry, encompassing reflection, research, and analysis. Using inquiry to drive academic program improvement is essential to advancing the mission of Cal Poly Pomona (CPP.) Through ongoing assessment and systematic program review, academic programs engage in a collaborative process to identify elements that merit continuation as well as needs, priorities, and resources to guide the future direction of programs. With an outcomes-based approach, program review uses data and evidence, and internal and external expertise and perspective to advance CPP's long-term educational impact.

All CPP academic programs shall undergo periodic program review to improve effectiveness and quality. This is achieved by examining, assessing, and strengthening instructional programs on a continual basis to ensure quality. This process evaluates the status, effectiveness, and progress of academic programs, and helps identify the future direction, needs, and priorities of those programs. As such, it is closely connected to strategic planning, resource allocation, and other decision-making at the program, department, college, and university levels.

The areas in which programs are reviewed include, but are not limited to:
- Quality of educational programs: Curriculum and pedagogy; graduation and persistence rates as they relate to institutional and/or CSU initiatives; admissions and enrollment; and assessment of student learning outcomes through direct and indirect methods.
- Faculty sense of belonging: Support; professional development; training.
- Faculty teaching loads as they relate to full-time equivalent-faculty (FTE-F); full-time equivalent-student (FTE-S); major to faculty ratio (MFR); and student to faculty ratio (SFR).
- Institutional support through the review of space, facilities, personnel, resources, and budget.
- Ensuring that the program meets the federal requirements related to credit hour and the Classification of Instructional Programs (CIP).

Program review must be a candid product of the program faculty since they are poised to raise and respond to strategic and operational questions, and well-positioned to use the results to improve the overall program. Of paramount importance are program goals, plans, and strategies to achieve them.

Program review applies to all academic departments (including all academic programs within a department) and interdisciplinary academic programs (e.g., Integrated General Education, General Education Program, Kellogg Honors College.)

The review process includes selecting two external reviewers, preparing a self-study document following the template provided by the Office of Assessment and Program Review, hosting an external review site visit, meeting with members of CPP's Program Review Committee, preparing a response to recommendations, and developing an action plan. Finally, the College Dean and Provost will work together to develop a memo that outlines the agreed-upon action plan, implementation timeline, and resources to support the work.

2   Program Review Structure

Faculty within academic programs and departments are the core of the program review structure. They are responsible for curriculum development and quality of learning. Thus, the academic program is best suited to write the self-study, host the external reviewers, meet with members of the CPP Program Review Committee, develop an action plan, and present their request for support and resources to administration.

The program review process involves the following groups:
- Department Chair, faculty and students;
- CPP Academic Senate (Executive Committee and Academic Programs Committee);
- CPP Program Review Committee;
- Two to three external reviewers;
- Office of Assessment and Program Review;
- College Dean;
- Office of the Provost and Vice President for Academic Affairs.

The Program Review process includes numerous individuals within the campus as well as off campus. The roles and responsibilities for each individual or group varies and are outlined within Section 9 of this document.

3   Frequency and Cycle of Program Review

Program Review at CPP shall be on a seven-year cycle. During year one, programs shall be notified and provided an orientation through the Office of Assessment and Program Review regarding the process for program review. During the orientation, a self-study template and detailed schedule shall be provided to guide programs through the process. Programs shall write their self-study (with multiple opportunities for feedback) and host their external review in the second year. In the third year, updated assessment plans and action plans to strengthen programs shall be developed and presented, culminating in a signed memo between the College Dean and Provost. During years three through seven, programs shall carry out the action plan outlined in the memo and engage in annual assessment activities. Annual assessment reports shall support the program's subsequent program reviews.

Figures 1 and 2 illustrate the typical cycle for programs with and without discipline-specific accreditation.

Figure 1. Program Review Cycle and Highlights for Programs without External Accreditation.

- **Spring**
  - Launch meeting
  - Programs provided with pertinent institutional and program data
  - Programs identify reviewers
  - Programs begin drafting the self-study

- **Fall**
  - Programs submit annual assessment report as scheduled
  - College Dean and CPP Program Review Committee review the self-study draft
  - Finalize external site visit dates
  - Programs finalize the self-study
- **Spring**
  - College Dean and Office of Assessment and Proram Review (OAPR) receive finalized self-study (early Spring)
  - Programs host external reviewers
  - CPP Program Review Committee meets with the programs
  - OAPR receives all program review findings

Year 1
Notification of Program Review Launch; Orientation

Year 2
Write Self-Study; External Site Visit; Meet with CPP Program Review Committee

Year 3-7
Submit Annual Assessment Reports

Year 3
Develop Action Plan; Update Assessment Plan

- **Fall/Spring/Summer**
  - Programs conduct assessment of SLOs according to the updated assessment plan
  - Programs develop and implement strategies to strengthen teaching and learning

- **Fall**
  - Programs respond to findings, and develop an action plan
  - Programs present findings and action plans to Provost and Dean
  - Provost, Dean, and Chair discuss and sign the memo
  - Programs update assessment plan
  - OAPR submits program review to Academic Senate
- **Spring**
  - OAPR notifies Chancellor's Office

Figure 2. Program Review Cycle and Highlights for Programs with Discipline-Specific Accreditation.

- **Fall/Spring/Summer**
  - Programs communicate details of accreditation review with AVP Academic Programs
  - Programs prepare requirements for external accreditor review

Year 1
Launch of Discipline-Specific Accreditation

Year 2
Write Self-Study; External Site Visit; Meet with CPP Program Review Committee

- **Fall/Spring/Summer**
  - Programs submit annual assessment report as scheduled
  - Programs prepare self-study for extenal accreditor review
  - Programs, OAPR, and CPP Program Review Committee Chair meet to discuss Abbreviated Program Review Checklist
  - Programs host external reviewers
  - CPP Program Review Committee meets with programs
  - Programs prepare Supplemental Report
  - CPP Program Review Committee reviews Self-Study and Supplemental Report

Year 3-7
Submit Annual Assessment Reports

Year 3
Develop Action Plan; Update Assessment Plan

- **Fall/Spring/Summer**
  - Programs conduct assessment of SLOs according to the updated assessment plan
  - Programs develop and implement strategies to strengthen teaching and learning

- **Fall**
  - Programs respond to program review findings and develop an action plan
  - Programs present findings and action plans to Provost and Dean
  - Provost, Dean, and Chair discuss and sign the memo
  - Programs update assessment plan
  - OAPR submits program review to Academic Senate
- **Spring**
  - OAPR notifies Chancellor's Office

Note: *This cycle is a guide as external accreditors may have varying schedules. Each accredited academic program and the Office of Assessment and Program Review (OAPR) will discuss appropriately adjusted timelines that address both discipline-specific accreditors and CPP's program review process.*

4 Components of Program Review

The program review process shall include the following:
- Self-study;
- External review, summary, and report;
- CPP Program Review Committee meeting, summary, and report;
- Response to reports from external reviewers and CPP Program Review Committee;
- Action plan, and
- Memo.

Once all components of the Program Review are completed, the documents shall be submitted to the academic senate by the Office of Assessment and Program Review. Templates shall be provided for each step during the orientation/launch meeting.

4.1 *Discipline-Specific Accreditation*

For programs with disciplinary accreditation, the documents prepared for accreditation, visits from the accreditation body, and reports for accreditation shall satisfy a portion of the program review. Thus, each accredited program must submit:
- Accreditation standards and template;
- Self-study for external accreditor;
- Dates and details of the external visit and visitor report; and
- Letter of Accreditation and visitor report (upon receipt).

To address the gaps between discipline-specific accreditation and Cal Poly Pomona's internal program review, the following shall also be included in the process:
- CPP Abbreviated Program Review Checklist and supplemental report;
- CPP Program Review Committee meeting, and corresponding summary, and report;
- Response to internal report;
- Action plan;
- Memo.

Refer to section 5.2 for additional details regarding disciplinary accreditation. Only internal CPP program review documents will be submitted to the academic senate by the Office of Assessment and Program Review.

5   Accreditation

5.1   WSCUC Accreditation

The [2023 WSCUC Handbook of Accreditation](#) addresses program review and the need for ongoing, comprehensive quality assurance and improving through the following Criteria for Review (CFR). The following CFRs are of particular relevance to program review:

- CFR 2.2 Degree programs engage students in an integrated course of study of sufficient breadth and depth. These programs ensure the development of core and professional competencies relevant to the level of the degree.
- CFR 2.3 The institution clearly identifies and effectively implements student learning outcomes and expectations for achievement. These outcomes and expectations are reflected in and supported by academic programs, policies, and curricula, and provide the framework for academic advising, student support programs and services, and information and technology resources.
- CFR 2.4 The institution conducts periodic reviews of its degree programs. The program review process includes analysis of student achievement of the program's learning outcomes.
- CFR 2.6 The faculty exercise effective academic leadership and act consistently to ensure that the quality of academic programs and the institution's educational purposes are sustained.
- CFR 2.7 The faculty are responsible for creating and evaluating student learning outcomes and establishing standards of student performance.
- CFR 2.13 The institution offers student support and co-curricular programs and services sufficient in nature, scope, and capacity to promote all students' academic, personal, and professional development.
- CFR 2.14 The institution assesses the effectiveness of its student support and co-curricular programs and services and uses the results for improvement.
- CFR 4.1 The institution employs comprehensive quality assurance processes in both academic and non-academic areas and uses the results to improve institutional operations.
- CFR 4.2 The institution collects, analyzes and acts on disaggregated student outcomes data including retention and graduation rates.
- CFR 4.3 The institution examines the extent to which its climate supports student success and acts on its findings. The institution regularly assesses the characteristics, experiences, and performance of its students and uses this evidence to improve student success.
- CFR 4.5 The institution demonstrates improvement based on the results of inquiry, evidence, and evaluation.
- CFR 4.6 The institution, with significant faculty involvement, engages in continuous inquiry into the processes of teaching and learning, and the conditions and practices that ensure that the institution's standards of performance are being achieved.

This document places emphasis on the following best practices associated with program review:
- Outcomes-based assessment of student learning and development;
- Evidence-based claims and decision-making; and
- Use of program review findings to inform planning and budgeting.

5.2   Discipline-Specific Accreditation

Academic programs with discipline-specific accreditation shall follow their specified accreditation cycle, but not to exceed 10 years between formal reviews. The accredited program will work directly with the accrediting agency regarding their self-study and site visit.

Accredited programs must communicate to the Associate Vice President for Academic Programs and Assessment Liaison Officer (ALO) details of their upcoming accreditation review and site visit, and provide a copy of the self-study and accreditation guidelines. The accredited program meets with the Office of Assessment and Program Review and CPP Program Review Committee Chair to review the Abbreviated Program Review Checklist during the self-study writing phase and reaches an agreement regarding a supplemental report to address gaps between the external accreditor requirements and CPP's program review requisites.

The College Dean and CPP's Program Review Committee shall review the initial draft of the self-study, and provide feedback ideally three months prior to the external reviewers' visit.

The accredited program sends the following documents to the Associate Vice President of Academic Programs, Coordinator of the Office of Assessment and Program Review, and Chair of CPP Program Review Committee:
- Accreditation standards and template;
- Self-study for external accreditor;
- Letter of Accreditation and external visitors' report;
- CPP Abbreviated Program Review Checklist; and
- CPP Supplemental Report.

As soon as possible but within six months of the external visit, the CPP's Program Review Committee shall meet with the academic program, and produce a summative report to be submitted to the academic program. The program will have 15 days to respond and correct any factual error. The Office of Assessment and Program Review shall schedule a meeting with each College Dean and Provost for the program(s) to present their strengths and opportunities. After the presentation, the College Dean and Provost will develop a memo and all parties (Provost, College Dean and Department Chair) will sign the final document.

6   CPP Program Review Committee

The CPP Program Review Committee provides faculty support for and oversight of CPP's academic program review process. It is an advisory body to the Academic Senate and the Office of Assessment and Program Review. Members review and provide feedback to assigned academic programs on matters related to the substantive elements of CPP's program review with emphasis on institutional-specific issues not addressed by external reviewers.

Based on this committee work, CPP's Program Review Committee also provides feedback and suggests improvements to the Office of Assessment and Program Review concerning the program review process. This strengthens the relationship between the two entities to maintain the integrity, significance, and relevance of program review.

Programs may request specific members of CPP's Program Review Committee to review and comment on their self-study by providing a brief rationale. While not guaranteed, efforts will be made to honor the request.

6.1   Charge of the CPP Program Review Committee
The Program Review Committee implements CPP's policy on program review by providing feedback to programs during the review process. Specific responsibilities include:
- Assign a lead faculty member to work with each program undergoing program review.
- The lead faculty member reads the initial draft of the self-study approximately three months prior to the on-site external visit, and provides suggestions for draft improvement to ensure clarity and consistency with program review guidelines.
- The lead faculty member reads the final self-study to review institution-specific topics not addressed by external reviewers and discusses findings with the Program Review Committee.
- The lead faculty member and a second member of the Program Review Committee meet with the program the week after the external site visit to discuss topics specific to internal campus matters.
- The lead faculty member completes a brief summary of their findings and provides this to the program.

The Program Review Committee advises the Office of Assessment and Program Review on the program review process and results, including:
- Review processes and guidelines on an annual basis, and recommend updates.
- Compile an annual summary of strengths and opportunities for CPP based on the program reviews conducted during the academic year.

6.2   Membership
- Faculty Fellow for Program Review (Co-Chair);
- Senate Member from Academic Programs Committee (Co-Chair);
- At least one faculty member from the Academic Assessment Committee (AAC); and
- Eleven tenured/tenure track faculty for a two-year appointment (staggered for continuity) with a minimum of four tenured faculty; and
- Ex-officio members shall include the Coordinator of the Office of Assessment and Program Review and the AVP for Academic Programs.

7   External Program Reviewer(s)

External reviews are conducted by a team of two professionals for each program, one from another CSU campus and one from a non-CSU institution, business or industry, or the community, as appropriate. External reviewers, as recognized experts in the field, are used to provide critical judgment, to ensure the objectivity of the process, and to determine how the program compares to others in the region or nation. The distinctiveness of a program may warrant exceptions, and such conditions shall be discussed in consultation with the Office of Assessment and Program Review, Chair, and College Dean as necessary.

The selection of the reviewers shall be made by the faculty of the department in consultation with the College Dean to ensure that the reviewers are appropriate candidates with no demonstrated conflict of interest.

7.1   *Academic Department Responsibilities:*
a. The department faculty work together to compile two pools (2 to 3 members per pool) of potential reviewers - those from within the CSU system, and those external to CSU. A CV for each potential reviewer is required.
b. The department chair consults with the Dean on selecting the two final reviewers and forwards the names, contact information and CVs to the Office of Assessment and Program Review.
c. The department arranges hotel accommodations and sends the information to the external reviewers.
d. The department is responsible for the travel expenses including food for external reviewers.
e. The department shall work with the Office of Assessment and Program Review regarding paperwork processing for honorariums.
f. The department, in coordination with the Dean, Office of Assessment and Program Review, and external reviewers, shall prepare a detailed site visit itinerary.
g. The department faculty shall share their self-study and provide access to materials that will aid the reviewers during the site visit (e.g., course outlines, advising materials, samples of student work; capstone projects; student theses/projects/comprehensive exam; assessment reports.)
h. The department chair and self-study author shall participate in a kickoff teleconference approximately two weeks prior to the visit to finalize details.
i. The department will host the external reviewers for two days.

7.2   *College Dean Responsibilities:*
a. Select the reviewers in consultation with the department chair and program faculty.
b. Meet with external reviewers at the beginning of the site visit to provide context for the program review and answer questions.
c. Attend the closing meeting to listen to strengths and recommendations for the program.

7.3   *Office of Assessment and Program Review Responsibilities:*
a. Contact the external reviewers by sending a formal invitation to the campus.
b. Determine the dates of the site visit based on the availability of department, College Dean, external evaluators, and the Office of Assessment and Program Review.
c. Send a copy of the self-study, itinerary, and other pertinent materials to the external reviewers.
d. Schedule the teleconference with external reviewers, department chair, author of self-study and the Office of Assessment and Program Review to discuss logistics and answer questions.
e. The Coordinator of the Office of Assessment and Program Review and/or Faculty Fellow for Program Review will meet with the external reviewers at the beginning of

the site visit to provide institutional context for the program review and answer logistical questions.

    f.   The Coordinator of the Office of Assessment and Program Review and/or Faculty Fellow for Program Review will attend the closing meeting to listen to strengths and recommendations for the program.

7.4   Office of Academic Programs Responsibilities:

    a.   For CSU employees, send an official letter to the home institution college budget analyst outlining the roles and responsibilities for the faculty performing the external review. (Note: Per CSU policy, the home campus of the CSU employee will initially pay for travel-related expenses and honorarium, and CPP will reimburse the home campus the expenditures through an invoicing process.)

    b.   Office of Academic Programs will provide $1,000 per reviewer (supporting a maximum of two reviewers) for each Program Review self-study to cover the honorarium. External reviewers receive the honorarium upon CPP's receipt of the external review report.

7.5   External Reviewer Responsibilities:

    a.   Provide an informed and unbiased view to review the program by reading the self-study and performing an on-site visit.

    b.   Participate in the kickoff teleconference approximately two weeks prior to the visit. Visit details shall be finalized during the call, including the interview schedule and requests for materials to examine during the visit.

    c.   Consider the extent to which the plans of the department are appropriate, considering such factors as the current condition of the program, trends in the discipline, the nature of the faculty, and the characteristics of the students and the community the program serves.

    d.   Complete the CPP external review summary sheet (list of topics and questions to assess during the reading of the self-study and the on-site visit).

    e.   Meet with designated university and college administrators, department chair, department faculty, students, and other appropriate individuals and groups.

    f.   Prior to the reviewers' departure from the campus, a one-hour exit interview shall be conducted to obtain responses to final questions the team may have and to provide an oral report on any preliminary findings, assessments and conclusions they may have reached. This meeting shall be attended by the Dean, Department Chair, author(s) of the self-study, and the Office of Assessment and Program Review.

    g.   Complete a summary report within 30 days of the visit. The report shall be based on the list of questions provided in the external review summary sheet, but external reviewers are not constrained from covering other issues that arise during the course of their review.

The report does not need to adhere to a specific format. However, it is expected that the report will address each of the Suggestions for Action in the self-study indicating agreement or disagreement with each suggestion, and as appropriate, include additional suggestions for action. The final report is a single report signed by both reviewers and should be submitted within one month after the completion of the visit. Dissenting opinions should be included when consensus is not reached. The report should be addressed to the Coordinator of the Office of Assessment and Program Review who will distribute copies to the College Dean and the Department Chair.

8   Response to External & Internal Reports, Action Plan and Memo

8.1   *Academic Department Responsibilities:*
  a. Respond to the reports from the external reviewers and the CPP Program Review Committee.
  b. Develop an action plan for the academic program including items that can be accomplished with and without additional resources.
  c. Develop a brief presentation about the strengths and opportunities of the program to the Provost and College Dean. The presentation should include what could be accomplished with and without additional resources.
  d. Attend the closing meeting with College Dean and Provost.
  e. The department chair signs the memo for the academic program.

8.2   *College Dean Responsibilities:*
  a. Meet with the department (chair and/or author of self-study) to discuss the response to comments and action plan.
  b. Draft a memo for each program that underwent program review.
  c. Attend the closing meeting with the Provost and Department. (Note: This is where each department from the college that completed a program review will provide a brief presentation.)
  d. Meet with the Provost to finalize the memo.
  e. Sign the memo for the academic program.

8.3   *Provost Responsibilities:*
  a. Attend the closing meeting with the Dean and Department. (Note: One meeting will be held for each college, during which each program will provide a brief presentation.)
  b. Meet with the Dean to finalize the memo.
  c. Sign the memo for the academic program.

8.4   *Office of Assessment and Program Review Responsibilities:*
  a. Schedule closing meetings for each college during which all programs undergoing program review present their strengths and opportunities to the Dean and Provost.
  b. Submit all documents to the Academic Senate for review.

8.5   *Academic Senate Responsibilities:*
  a. Receive and file completed Program Review documents.

9 Overall Program Review Roles and Responsibilities

Table 1 provides a summary of the Program Review Roles and Responsibilities.

Table 1 – Program Review Responsibilities

9.1 Administrative

Task Description	Lead Entity	Secondary Entity
Send early notification email to Dept Chair. PAL; Cc College Dean, College Assessment Liaison (CAL), Faculty Fellow	OAPR	N/A
Send official launch letter to Department/Degree Program(s); Cc to College Dean, Academic Resources	OAPR	N/A
Launch meeting with Department and/or Program Chair, and Self-Study Author(s)	OAPR	Department/Program
Identify lead PRC faculty for program assignments	PRC	N/A
Identify membership of CPP Program Review Committee for following year	Academic Senate	OAPR
Summarize all program review findings	PRC	OAPR
Submit Program Review to Academic Senate	OAPR	N/A
Notifies the Chancellor's Office of the Program Review Completion	OAPR	N/A

9.2   *External Review*

Task Description	Lead Entity	Secondary Entity
Identify potential external reviewers; send CVs to the Office of Assessment and Program Review	Department/Program	N/A
Work with college deans to finalize external reviewers	OAPR	College Dean
Confirm ongoing interest of external reviewers	OAPR	N/A
Finalize external review dates	OAPR	N/A
Send an official letter of invitation to external reviewers	OAPR	N/A
Make hotel reservations for external review	Department/ Program	N/A
Schedule travel	External Reviewers	N/A
Set up and conduct teleconference to kickoff - External reviewers, dept chair, OAPR	OAPR	N/A
Send the self-study (finalized PDF) to external reviewers	OAPR	N/A
Establish external review schedule and agenda	Department/ Program	N/A
Review final self-study	External Reviewers	N/A
Provide summary sheet and final self-study report to external reviewers	OAPR	N/A
Site visit	External Reviewers	Department/Program
External Reviewers complete report (30 days from visit) - Submit to Office of Assessment and Program Review	External Reviewers	N/A
Forward external and internal review reports to department and Dean - outline next steps	OAPR	Department/Program
Pay external reviewer honorariums (Office of Academic Programs)	OAPR	N/A
Pay travel costs for external reviewers	Department/Program	N/A

9.3   *Internal Review*

Task Description	Lead Entity	Secondary Entity
Internal review - Lead and secondary PRC faculty reviewer meet with the program for 1 hour	PRC	Department/Program
Lead faculty completes internal report - Submit to Office of Assessment and Program Review (30 days from visit)	PRC	N/A

9.4 Self-Study

Task Description	Lead Entity	Secondary Entity
Provide self-study template with institutional data	OAPR	N/A
Identify program point of contact, writer(s) and self-study team	Department/Program	N/A
Write the self-study (initial draft)	Department/Program	N/A
Refine and administer faculty and alumni survey (optional)	OAPR	Department/Program
Submit the self-study (initial draft) to the Office of Assessment and Program Review	Department/Program	N/A
Review self-study (initial draft) and provide feedback - PRC review	PRC	N/A
Review self-study (initial draft) and provide feedback - OAPR review	OAPR	N/A
Provide program review self-study (initial draft) to Deans	OAPR	N/A
Incorporate program review self-study feedback; send final version (Word doc) to Office of Assessment and Program Review for final check	Department/Program	N/A
Send the self-study (finalized PDF) to college dean	OAPR	N/A

9.5 MOU

Task Description	Lead Entity	Secondary Entity
Develop program response and action plan, discuss with T/TT faculty	Department/Program	N/A
Set up dean-department chair meeting to discuss response and action plan	Department/Program	College Dean
Modify action plan - as needed	Department/Program	N/A
Write dean's response; signed final response and action plant to Office of Assessment and Program Review	College Dean	Department/Program
Set up Provost-Dean-Dept Chair MOU discussion and meeting	OAPR	N/A
Take notes at MOU meeting	OAPR	N/A
Prepare final MOU to be signed by Provost, Dean and Dept Chair	OAPR	N/A
Sign MOU - Provost	Provost	OAPR
Sign MOU - College Dean	College Dean	OAPR
Sign MOU - Department Chair	Department/Program	OAPR

10   Postponement of Program Review

Program review is required for all degree programs and takes place every seven years (or as required for programs accredited by external organizations). The schedule is available on the Program Review website; programs are given early notice in Fall and a formal launch in Spring of the preceding academic year.

10.1   Impact
- Postponement may only be granted once.
- Postponement does not necessarily reset the timeframe for subsequent program reviews; the period between program reviews may be shortened.
- For programs not meeting the postponement request deadline, the program review process may continue without a self-study.
- Opportunity for resources, as a result of the post-program review MOU with the Provost, may be delayed and inhibited.

10.2   Criteria
Programs can and do encounter unanticipated circumstances that place substantial demands on faculty time beyond normal workload. In these situations, requesting a postponement of program review may be considered.

Examples of extenuating circumstances may include:
- Significantly-disruptive relocation or revamp of a program within the CPP structure.
- Major curricular changes mandated by legislature and/or CSU Chancellor's Office that heavily impact the program.

Examples of circumstances that do not rise to the level of requesting a postponement include:
- Typical faculty absences such as sabbatical leave, FMLA leave. If the program is small (fewer than 5 faculty) please reach out to the Office of Assessment and Program Review for discussion and guidance.
- Delayed or low input from stakeholders (e.g., surveys).
- Delayed writing.

10.3   Process
Postponement requests are not automatically approved. Programs should initiate conversations as soon as a program recognizes a need for postponement.
- Timing of request:
  - If the circumstances are foreseeable and valid, postponement should be requested within one month of early notification in the Fall semester preceding the program review year.
  - If circumstances are unforeseen, a delay of up to one semester may be requested by October 1st of the program review year.
  - Requests made past the indicated due dates may not be considered.
- Making the request:
  - The program's postponement request requires a discussion with and the support of the college Dean.
  - A formal request is submitted by the Dean to the Office of Academic Programs.
- Request components:
  - Name of program and degree
  - Reason(s) for postponement request
  - Length of postponement request – delay of 1 academic year for "foreseen" reasons, 1 semester for "unanticipated" reasons
  - Plan to ensure program review can occur after postponement
  - Acknowledgement that future program reviews may not reset the program review calendar (i.e., occur in 6 years instead of 7 years)