



UNIVERSITY POLICY AC-07.01-11/23

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Academic Program Review

RESPONSIBLE OFFICE: Academic Affairs

I. Purpose:

Academic program reviews are designed to periodically analyze how degree programs provide students with high quality education and preparation for success in our global economy. Well aligned with regional and discipline-specific accreditation expectations, program review processes at the University of West Florida (the “University”) emphasize the assessment of student learning outcomes and continuous program improvement.

Accreditation standards require the cyclic review of all academic degree programs for continuous improvement. Program reviews must document how individual academic programs are achieving stated student learning outcomes and program objectives within the context of the university’s mission. The results of the program reviews are expected to inform strategic planning, program development, and budgeting decisions at the university level and, when appropriate, at the state level.

II. Policy:

A. Program Review Schedule

1. The University shall establish and maintain a schedule for submission of program review summary reports for every degree program.
2. The university’s program review schedule shall ensure that all programs receive sufficient review, with input from external experts as appropriate, within an established cycle. Exceptions to the cycle may be negotiated to align a review with a specialized disciplinary accreditation cycle. Departments will be notified by the Office of the Provost of their scheduled program reviews.

B. Program Review Procedures and Guidelines

1. The University must establish and publish clearly defined procedures and guidelines for reviewing academic degree programs during each cycle for the purpose of ensuring continuous program improvement.
2. The University’s program review and continuous improvement process must include a review of programs that includes alignment of programmatic planning with University goals and planning.
3. Baccalaureate programs should be prepared to demonstrate compliance with requirements regarding State-approved common prerequisites and, if appropriate, specialized admission status of the program to determine if such status is still warranted.

C. Program Review Summary Reports

1. A program review summary report must be completed for every program review that is conducted during each program review cycle. Each summary report must include components identified in program review guidelines provided by the Office of the Provost.
2. A copy of all full program review reports must be maintained at a campus location specified by the University Provost.

Approved by: DocuSigned by:
Martha Saunders
D54A387C378848D... _____ Date: 11/29/2023
Dr. Martha D. Saunders

Authority: BOG Regulation 1.001, University Board of Trustees Powers and Duties

Cross Ref.: None

History: Enacted July 2009; revised November 2023

Last Review: November 2023