**SUNY Broome**

**Program Review Committee**

**Program Review Exception Process**

SUNY Policy #1151 requires regular assessment of academic credit bearing programs. The SUNY policy, however, permits the program exception from regular assessment under certain condition. In addition, Middle States Commission on Higher Education and various programmatic accreditors expect regular and ongoing program assessment for the purposes of quality assurance and program improvement.

In order to comply with SUNY requirements, meet the requirements of Middle States Commission on Higher Education, and permit flexibility for accredited programs to conduct program assessment in concert with the campus Program Review Process and limit any duplication of effort for programmatically accredited programs, registered programs may request exceptions to the program review process under the following circumstances:

1. Program has no enrollment\*\*
2. Program has low enrollment\*\*
3. Program has been irregularly scheduled\*\*
4. Program has programmatic accreditation
5. Program is scheduled to be deactivated within the next two academic years

\*\*Please note that SUNY does not expect that a no or low enrollment program or irregularly scheduled program can be fully excluded from campus assessment plans. A no, low, or irregularly scheduled program may be required to conduct a modified program review that focuses on specific components of the program review process to examine program demand and sustainability given current and projected student learning, college, local/regional workforce and transfer education needs. In this case, the Chief Academic Officer may place the program on the program review schedule permitting the program to conduct a modified program review.

For programs seeking an exception due to no enrollment, low enrollment exception, or irregular scheduling, the program will need to provide the exception request with the last five years of enrollment data demonstrating the program’s enrollment or irregular scheduling, along with a brief statement explaining why enrollment or scheduling has been an issue. The Chief Academic Officer with recommendations from the Program Review Committee will determine if the program needs to engage in a modified program review. No, low, or irregularly enrolled programs cannot be fully excluded for an indefinite period from the program review process. Programs only may have their program review exclusion approved for 1 to 3 years. Based on the timeline approved by the Chief Academic Officer, the Program Review Committee will place programs approved for exclusion back on the review schedule accordingly.

Programs who are seeking an exception due to programmatic accreditation, must be actively in the process of seeking programmatic accreditation and provide documentation to this effect. In addition, if the program is requesting exception since they will need to provide an initial self-study as part of programmatic accreditation, the program must be able to provide the committee a copy of the self-study within 3 years of the time of request. In this instance, the Chief Academic Officer may provide an exemption from program review for 1 – 3 years based on when the program’s self-study is due.

Programs who have programmatic accreditation established and who are in good standing may request an exception from completing the SUNY Broome standard program review template. In lieu of this, the program may submit a self-study. The self-study requirements of the accreditor at least must include significant and meaningful program self-assessment of its curriculum, program outcomes, and student learning aimed at program improvement. The program accreditor must require a program self-study every 10 years or less. Required yearly reports do not constitute self-studies. In addition, programs that are programmatically accredited should submit all formal accreditation correspondence to the program review committee concerning the outcome of any self-study. If the program remains in good standing with no citations of its accreditation standards, the program will be placed on the program review schedule automatically and in concert with the anticipated date for its next self-study and site visit.

Programs who are programmatically accredited and who are cited for being out of compliance with program accreditation standards must submit to the program review committee formal communication from the accreditor and note when follow-up reports and/or site visits will be required. The program committee will note on the program review schedule when these reports and/or visits are scheduled. This will assist the Chief Academic Office and IEO to maintain a campus-wide overview and schedule of programmatic accreditation activities that are occurring.

Programs scheduled to be deactivated within the next 1 – 2 academic years may seek an exception to the program review process. The programs should submit any relevant paperwork demonstrating the program deactivation request to SUNY and/or other relevant state agencies.

If a program is discontinuing programmatic accreditation with a programmatic accreditor and is not being discontinued, then the program will no longer be eligible for program review exception due to programmatic accreditation. The program will be placed on the program review schedule five years after the submission of their last self-study.

The program review committee will provide, at the close of each academic year, the program review exception list to the Chief Academic Officer, Divisional Deans, Institutional Effectiveness, and other appropriate committees.

**Definitions:**

**“No Enrollment”** – No enrollment is defined as no students being enrolled in a program for each of the five academic years preceding the academic year in which program review is scheduled to take place.

**“Low Enrollment”** – Low enrollment is defined as fewer than 10 students being enrolled in a program for each of the five academic years preceding the academic year in which program review is scheduled to take place.

**“Low Enrollment”** – Low enrollment is defined as fewer than 10 students being enrolled in a program for each of the five academic years preceding the academic year in which program review is scheduled to take place.

**“New Program”** – A new program is defined as a program that is being offered to students for the first time.

**“Programmatic Accreditation”** – Programmatic accreditation means a registered program of study is programmatically accredited by a recognized accrediting agency. The programmatic accreditor must require, as part of its accreditation process, the program to engage in self-review through the process of self-study that systematically assesses its student learning every 10 years or less.

**“Program Deactivation”** – If a program is no longer scheduled to be offered and will be deactivated with SUNY and NYSED or other state agency within the next two years, it is considered in the “deactivation” stage and thus excluded from the program review.

**SUNY Broome Community College**

**Program Review Exception Request**

**Program Name:**

The program is requesting an exception to program review based on the following:

|  |  |
| --- | --- |
| Check (✔) | Reason for Request |
|  | 1. No enrollment
 |
|  | 1. Low enrollment
 |
|  | 1. New program
 |
|  | 1. Program is programmatically accredited
 |
|  | 1. Program deactivation
 |

Required Attachments (include all that are appropriate):

|  |  |
| --- | --- |
| Check (✔) | Accompanying Documentation |
|  | 1. Enrollment reports for the last five years
 |
|  | 1. Program statement explaining reasons for no or low enrollment trends or irregular scheduling pattern
 |
|  | 1. Communications with a programmatic accreditor
 |
|  | 1. Program accreditation self-study
 |
|  | 1. SUNY Discontinuation paperwork
 |
|  | 1. NYSED or other state agency discontinuation paperwork
 |

Please attach all documentation to this request.

**Approvals:**

Program Chair or Program Review Designee Date

Divisional Dean Date

As Chief Academic Officer, I approve the following:

|  |  |
| --- | --- |
|  | I approve this program for a program review exception as requested. The program should be scheduled for program review in (circle one):   1 year 2 years 3 years |
|  | I approve this program to engage in a modified program review. |

Chief Academic Officer Date

**Program Review Committee Actions:**

CAO Approved Program Review Exception Request Received:

Date

**Program Chair,/Program Review Designees & Divisional Dean Notified of CAO approval:**

Date

Program Review Schedule Modified:

Date

Program Review Committee Comments: