1. Admissions
   a. Numbers of students applied, accepted, and matriculated
   b. Undergraduate GPA of accepted students (mean and range)
   c. GRE score of accepted students (mean and range)
   d. TOEFL scores of international students accepted (mean and range)
   e. Number of transfer credits accepted (mean and range)
   f. Number of students admitted on provisional status
   g. Numbers of students accepted by race, ethnicity and gender

2. Academic Status
   a. Total full-time student enrollment in the program
   b. Total part-time student enrollment in the program
   c. Number of provisional students enrolled
   d. Number of provisional students who matriculated
   e. Number of visiting students enrolled
   f. Number of students dismissed from the program, with reason(s)
   g. Number of students withdrawing from the program, with reason(s)
   h. Number of leaves of absences granted, with reason(s)
   i. Number of students re-admitted to the program
   j. Attrition rate for the year (August 15-to-August 14)
   k. Percent of Student Capacity (total enrollment/total available student slots)

3. Student Research and Pre-Professional Development
   a. Number of students receiving departmental financial support to attend professional conferences (mean and range of awards).
   b. Number of students receiving departmental financial support to conduct research. (mean and range of awards)
   c. Number of students involved in faculty research projects
   d. Graduate Assistantships
      i. Number of assistantships awarded: Teaching and Research
      ii. Remuneration for assistantships (mean and range)
   e. List external research grants or awards applied for by students
   f. List external research grants or awards received by students
   g. List professional conferences attended by students.
   h. List conference papers presented by students
   i. List student publications.
   j. Student professional association memberships (list and total/association)
4. Curriculum
   a. Number of graduate courses taught by faculty rank (full-time, adjuncts)
   b. Number of courses offered by format (traditional, accelerated, online, hybrid)
   c. Number of independent studies
   d. List graduate and undergraduate student enrollment per course
   e. List grade distribution by course
   f. List standardized student course evaluation score by course (combined items 1-4 on Instructional Assessment System form)
   g. List other forms of student course assessment utilized and report results
   h. List student academic appeals (describe nature and resolution)

5. Graduates
   a. Graduation rate per matriculation year (graduated/matriculated)
   b. Numbers of graduates by race, ethnicity and gender
   c. Number of semesters required to complete program (mean and range)
   d. List master theses completed by graduates
   e. Pass rate(s) or results for graduates on professional licensure examinations or other external evaluation examinations
   f. List graduates by anticipated employment position, title and employer.
   g. List graduates by admission to doctoral or other educational program.

6. Faculty: Instructional Activities
   a. Number of full-time, part-time and adjunct faculty
   b. Number of tenured and untenured faculty
   c. Number and percentage of graduate faculty with terminal degrees
   d. Graduate and undergraduate teaching loads per faculty
   e. Number of course overloads for full-time faculty
   f. Number of students per faculty advisor (mean and range)
   g. Number of student research projects supervised per faculty member (mean and range)
   h. Number of thesis committee assignments per faculty (mean and range)
   i. Faculty professional association memberships (list and total/association)

7. Faculty: Scholarship and Professional Development
   a. List external research grants or awards applied for by faculty
   b. List external research grants or awards received by faculty
   c. List ongoing external research grants or awards received by faculty
   d. List professional conferences attended by faculty
   e. List conference papers presented by faculty
   f. List faculty publications
   g. List professional development activities of faculty
8. Programmatic and Policy Changes (nature and reasons)
   a. List changes relating to admissions policies
   b. List changes relating student research and development policies
   c. List changes relating to curriculum and instruction
   d. List changes relating to faculty research and development policies

9. Institutional Support
   a. Please evaluate the quality of the services which the Provost’s Office provides in regard to programmatic needs.
   b. Please evaluate the quality of the services which the Center for Lifelong Learning provides in regard to the recruitment of students and the admissions process.
   c. Please evaluate the quality of the services which the Registrar’s Office provides in regard to course management and student registration.
   d. Please evaluate the quality of the services which Information Technology provides in regard to instructional technologies utilized by the program.
   e. Please evaluate the quality of the services which Institutional Advancement provides in regard to funding and grant opportunities as well as alumni questionnaires.
   f. Please evaluate the quality of the services which the Office of College Relations provides for the program (i.e. website, program literature).
   g. Please evaluate the quality of the services which the Library staff provides for the program.
   h. Please evaluate the quality of the services which the Office of Safety and Facilities provides in regard to the physical plant upon which the program depends.

10. Future Resource Requirements (nature and justification)
    a. Describe any additional human resource requirements (e.g. instructional and administrative support services) which will be necessary to adequately support the program in the coming academic year.
    b. Describe any additional physical plant requirements (e.g. classroom, lab, or office space, technology, equipment, maintenance) which will be necessary to adequately support the program in the coming academic year.
    c. Describe any additional internal or external funding which will be necessary to adequately support the program in the coming academic year.
11. Additional Comments

Program Director

Department Chair

Date