Progress Report Form

Purpose

The purpose of this form is to respond to all program approval conditions and evaluation committee recommendations, if any, as designated in the approval letter. This form is appropriate for reporting progress to the Office of Higher Education.

Resource Materials

The following documents should be utilized in completing this application: 1) the most recent application for licensure or accreditation; 2) if prior to July 1, 2013, a copy of the staff report that was presented to the Board at the time of your latest approval; 3) if after July 1, 2013, a copy of the approval letter concerning the program; and 4) if applicable, the most recent evaluation report on the program.

Section I: Description

The purpose of this section is to provide current information about the program.

1) Give the name of the institution and the program and the date of program initiation.

2) State the name of the immediate administrative head under whom the program now operates and describe his/her qualifications as they pertain to the specific program involved.

3) Identify each faculty member who is directly involved with the specialized areas of the program. List each by name, rank, highest degree and degree field, (and/or briefly any other pertinent information that qualifies the faculty member for his/her teaching assignments), employment status (full or part-time) and course assignments.

4) State in a table, as outlined below, the number of full-time and part-time students in the program.

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Fall Year 1</th>
<th>Fall Year 2</th>
<th>Fall Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
<td>FT</td>
</tr>
<tr>
<td>Internal Transfers</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>New Students</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Returning Students</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Total</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

Please use fall headcount enrollment as of your institution’s census date. Follow IPEDs definitions for full-time and part-time status, unless program was started in the Spring semester and so designate.
5) Provide in the table below the expected number of completers beginning with the current academic year.

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Year</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>201_ - 201_</td>
<td>201_ - 201_</td>
<td>201_ - 201_</td>
</tr>
</tbody>
</table>

Number of Completers

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**Section II: Update of Plans**

The purpose of this section is to update the program plans and describe any changes in the program since it was approved. Where there have been no changes, simply provide a statement that there have been no changes in those areas.

1) Indicate plans/commitments, if any, made at the time of licensure or accreditation and indicate how those plans have been implemented. Provide an update on library and equipment, if applicable.

2) Indicate conditions stipulated at the time of licensure, if any, and explain how the institution has responded to those requirements.

3) Indicate evaluation committee recommendations, if any, and explain how the institution has responded to the recommendations.

4) Describe and explain any other changes that have been made since the time of licensure/accreditation.

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Send a hard copy and an electronic copy of the completed progress report to:

Patricia Santoro, Division Director of Academic Affairs  
Office of Higher Education  
Licensure and Accreditation  
61 Woodland Street  
Hartford, CT 06105-2326

NOTE: If you have any questions about preparing a progress report, please call us at (860) 947-1822.

(Rev. 7/2015)