OFFICE OF HIGHER EDUCATION
PROGRESS REPORT FORM
Effective July 1, 2013

Purpose

The purpose of this form is to respond to all Office requirements and, if applicable, evaluation team recommendations. According to 10a-34-6(f) of the Regulations of Connecticut State Agencies, the Office may request progress reports as a condition for approval. The Office may accept the report, call for a focused visit, or require an interim evaluation visit.

Resource Materials

The following documents should be utilized in completing this application: 1) the most recent application for licensure or accreditation; 2) all reports from regional or national accrediting bodies that pertain to the program; and 3) all reports from programmatic accrediting bodies that pertain to the program.

Description and Update of Plans

1) Name of the institution and the program:

2) Describe what prompted the progress report request (e.g., finances, enrollment, teach-out, findings by an accreditor, strategic planning, etc.):

3) Describe the actions taken to address each issue (attach necessary documentation):

4) Describe the outcomes of those actions:

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

* * * * *

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

Patricia Santoro, Director of Academic Affairs
Office of Higher Education
Licensure and Accreditation
61 Woodland Street
Hartford, CT 06105-2326
Email: psantoro@ctohe.org

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