**Progress Report Instructions**

If a progress report is required after a program review, the date will be provided on the final program report ([found here](https://www.uww.edu/assessment/audit-and-review#reviewscheduleevaluations)). Typically, progress reports are due in October or February. Progress reports will be submitted to the [Audit and Review portal](https://www.uww.edu/assessment/audit-and-review#reviewportal), and authors may use the template starting on the next page to prepare the report in a word document.

Review the recommended actions from the final program report to determine which items you are being asked to include in the progress report. For each recommendation, cut and paste the item in the appropriate box. Then provide a review of the work that has been done related to the recommended items. In addition, include the future plans the program has to address the recommendation by the time of the next self-study. Continue until you have reflected on each of the recommended actions.

Once the report is completed, you can submit it to the portal. Follow the link above and login using your UWW credentials (MFA is required). Select progress report and enter your program information. You will then be directed to the page where you can upload your report. The program should be submitted to the Office of Academic Assessment by the due for review.

**Progress Report Template**

**University of Wisconsin-Whitewater**

**Audit & Review Progress Report**

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| --- |
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Program Name:

|  |
| --- |
| Click to enter a date. |

Date of Progress Report:

**Recommendation #1**

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| --- |
| Copy and paste Recommendation #1 here |

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| --- |
| Insert summary of program’s progress on recommendation #1 here *(Include tables, graphs, etc. as needed)* |

**Recommendation #2**

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| --- |
| Copy and paste Recommendation #2 here |

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| --- |
| Insert summary of program’s progress on recommendation #2 here *(Include tables, graphs, etc. as needed)* |

**Recommendation #3**

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| Copy and paste Recommendation #3 here |

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| Insert summary of program’s progress on recommendation #3 here *(Include tables, graphs, etc. as needed)* |

**Insert additional recommended actions as needed**