# UPTRM 3-YEAR CYCLE DECISION TREE

**Is it time for the 3-year review of PTRM documents?**

**(Check the UPTRM website if unsure.)**

UPTRM document reviews will be completed by the end of the academic year.

## Yes

**Are there any changes to documents?**

- **Yes, college document changed.**
  - **Submit revised document to UPTRM by 2nd Friday in October.**
- **Yes, departmental documents changed.**
  - **Submit revised documents to college PTRM by 1st Friday in December.**
  - **Submit to UPTRM by 2nd Friday in February.**
- **No**
  - **No submission is required. Notify dean of "No Change." The dean notifies UPTRM by the 1st Friday in December** if not sooner.

## No

**Do you want to make changes anyway?**

- **Yes**
  - **Submit revised documents to college PTRM by 1st Friday in December.**
  - **Submit to UPTRM by 2nd Friday in February.**
- **No**
  - **No action required**

Adopted by UPTRM on 04/12/2019