**UAC Guidelines for Assessment Plan**

All undergraduate majors and graduate programs are required to file an assessment plan with their school/college assessment coordinator by November 1. The report should be submitted as a .pdf document with a file name that identifies the major/program. Each learning outcome for a major or program must be assessed at least once over a five-year cycle. (The five-year schedule for each program or major is filed separately in an Assessment Calendar.)

This document describes the simple grid format for your major’s (program’s) Assessment Plan. At the top of your Assessment Plan, indicate the department, the specific academic major or program, the name of the person who submitted the report, and the date it was submitted to the assessment coordinator of the school or college. The body of the report is a grid, where each learning outcome occupies a row. For each outcome, enter the requested information

1. List your major’s (program’s) student learning outcomes.
2. Indicate where in the curriculum this outcome is first introduced or covered. [This could be a particular course or a set of courses.]
3. Indicate where this learning outcome is reinforced after it is first introduced.
4. Briefly describe the plan for assessing students’ achievement of this outcome. [This plan should at minimum identify the course (or other point) in the program where assessment will take place, and the direct assessment to be used (a nationally normed test, a course exam, an embedded writing assignment, a group project, and so forth). If there are decisions pending which need to be resolved to specify an assessment plan, please list these issues and the date by which the faculty will resolve them.
5. Indicate the Academic Year (AY) in which the assessment will occur.

**ASSESSMENT PLAN**

**School/College:**

**Academic Major (undergraduate) or Program (graduate):**

**Submitted By:**

**Date Submitted to School/College Assessment Coordinator (Due November 1):**

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| **A. Learning Outcome** | **B. Where Introduced or First Covered** | **C. Where Reinforced** | **D. Plan for Assessing Students’ Achievement of This Outcome** | **E. AY in which assessment will occur** |
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