**UAC Guidelines for Assessment Plan of Externally Accredited Programs**

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.) Programs which are externally accredited and which assess student learning outcomes as part of the accreditation/reaccreditation process are encouraged to submit evidence from the accreditation report rather than creating separate annual assessment reports.

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 body which accredits the program, the year of the next reaccreditation, 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.

For programs that are externally accredited this modified form includes a column for identifying when assessment of a learning outcome is covered under the program’s accreditation standards, and which accreditation standard(s) apply. Programs may submit excerpts from the accreditation report showing that these standards were addressed in order to satisfy university requirements for regular and systematic assessment of these outcomes.

1. List your major’s (program’s) student learning outcomes.
2. Indicate whether or not the assessment of each program learning outcome is required by the standards for accreditation. [For Example – If professional practice standards are program outcome and an accreditation requirement indicate yes. If effective speaking is a program requirement but not required by the accreditor indicate no.]
3. If accreditation standards cover this outcome, cite the specific standard(s) that apply.

If a program learning outcome is NOT covered by external accreditation standards, complete D. & E.

1. 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.
2. Indicate the Academic Year (AY) in which the assessment will occur.

**ASSESSMENT PLAN**

**School/College:**

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

**Program external Accrediting Organization:**

**Year of Next Accreditation Review:**

**Submitted By:**

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

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| **A. Learning Outcome** | **B. Covered by Accreditation Standard(s)**  | **C. Which Standard(s) Cover this Outcome?** | **D. If not covered through accreditation, when and how will students demonstrate achieving this outcome?** | **E. AY in which assessment will occur** |
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