

PROGRAM LEARNING OUTCOME REVISION FORM GUIDELINES

- A. **PROGRAM LEARNING OUTCOME REVISION PROPOSAL FORM PURPOSE:** Use this form for when an **existing program** needs to add or update learning outcomes.
- B. **PROGRAM LEARNING OUTCOME REVISION BY THE DEAN OR CHAIR TO PROVOST'S OFFICE:** Proposals originating from the academic unit are to be submitted electronically to the Provost Office/ Associate Provost of Academic Affairs by the Dean or Chair or designee on behalf of the department.
- C. **APPROVAL STEPS**
- College and/or Department where the Program is housed
 - Provost and VP of Academic Affairs or designee
- D. **NOTIFICATIONS**
- E. Curriculum Committee
 - F. Faculty Senate
 - G. Registrar Office
- H. **SUBMISSION DATE:** Proposals may be submitted throughout the year, but *they must be received no later than **March 15** if they require action for implementation for the following academic year.*

PROGRAM LEARNING OUTCOME REVISION

Prepare Program Learning Outcome Revision Proposal in accordance with the guidelines below.

PROGRAM LEARNING OUTCOME PROPOSAL

NUMBER: REVISION (label Revision #1, #2, etc.):

SECTION 1: PROPOSAL INFORMATION

College:	
Department:	
Contact Person:	
Email Address:	
Program Level:	Undergraduate
Program:	
Date Originally Submitted:	
Implementation Date Request:	

APPROVAL

The Deans of the affected colleges must sign below to indicate their notification and support of this Program learning outcome revision.

By signing below, you are indicating your college and department(s)'s approval of this proposal.

College	Dean's Signature

ADDITIONAL COMMENTS:

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SECTION 2: CURRENT AND PROPOSED PROGRAM LEARNING OUTCOMES

List only the outcome(s) being revised. Add rows if needed.

Current Learning Outcomes	Proposed Learning Outcomes *	Is this Outcome specific to a Concentration? If so, please list the concentration name.	Direct Assessment**	Standard Target ***	Ideal Target ***

- * Proposed Learning Outcomes should use an action verb that is appropriate for the level of Bloom's Taxonomy. A list of action verbs, and other resources for writing learning outcomes can be found on the [Assurance of Learning LibGuide](#).
- ** Direct Assessment is the type of measure or assignment used to determine how well students meet the outcome. Examples include, Exam/test, Project/Paper, Presentation, Portfolio, or Lab/Clinical Performance. If the measure does not match one of these examples, please describe the measure in the appropriate cell.
- *** There should be a Standard Target and an Ideal Target. Examples include,
ST: At least 70% of students will earn 70% or higher on the assignment.
IT: At least 80% of students will earn 75% or higher on the assignment.
Since grading scales can vary across programs, please indicate the percent instead of a letter grade that students are expected to achieve.

SECTION 3: REASON FOR CHANGE

What is the reason for this change? Check all that apply.
☐ Improve clarity or wording ☐ Better align with what student of the program should be able to do upon graduation ☐ Annual assessment results ☐ Program review ☐ Better align with program accreditation standards ☐ To align with university policy or standard ☐ Other (briefly describe):