

Student Learning Assessment Reporting Exemption Policy

The exemption

For consideration, exemption requests must include the following information for consideration:

- 1) Program name
- 2) Reason for the exemption with the applicable documentation as outlined below:
 - a. Low enrollment, provide documentation from the LSU Office of Institutional Research or reports from the mainframe documenting the number of students enrolled in the program for the applicable academic year;
 - b. En passant, provide a statement that no students were admitted directly into the program during the applicable academic year, and that three or fewer students are “mastering out” during the year;
 - c. New program, an indication of the implementation date of the program and a statement acknowledging that assessment must be completed for future cycle.
- 3) As outlined per “Expectations” below, a plan to assess outcomes during future assessment cycles, if the exemption request is approved.

Expectations

Programs granted an exemption for reporting during a given year are still expected to continue to collect assessment data for that year unless there are zero (0) students enrolled to ensure longitudinal reporting. Programs are expected to report on all outcomes at least once during LSU’s three-year student learning assessment period. Please confer with the program’s PLAN regarding which student learning outcomes were planned to be assessed during the year of approved exemption and revise the PLAN to complete the reporting cycle for all outcomes during the three-year period. Programs granted exemptions for all three years of LSU’s three-year student learning assessment period are still expected to engage in meaningful reflection about their program in relation to student learning and assessment as demonstrated via submittal of a Program Impact Report. Program Impact Reports are due for all degree programs and stand-alone certificates on November 15 at the close of a three-year period, regardless of exemption status.

Sample Exemption Request Text

Program X is requesting an exemption (d)-3 (e)10 (g)3 (1 (emp)-54oP)-2 (ro)-2 (g)2 (ram l)3 (m)-4 (in)-4 lmin2 (es)