

## Student Learning Assessment Reporting Exemption Policy

The exemption policy applies to degree programs at all levels (bachelor's, master's, and doctoral degrees) as well as all stand-alone certificates seeking exemptions for student learning assessment reporting.

### Policy

LSU requires all degree programs and stand-alone certificates to submit a Student Learning Assessment Report (SLAR) annually. However, limited exceptions to this requirement may be requested for consideration per the reasons below:

- (a) **Low Enrollment.** Degree programs and stand-alone certificates with three or fewer students enrolled may be exempt from reporting. Programs with four (4) or more students will not be approved for an exemption.
- (b) **En Passant.** En passant programs are those wherein degrees conferred through the program are earned along the way (in passing) to earning a higher credential. As such, student learning is being assessed and reported through the higher credential.
  - ⇒ Example: The MS in Wine & Science is considered en passant because the students who received this credential were directly admitted into the PhD Wine & Science program (not the MS) and they earned the MS degree along the way.
  - ⇒ Degree programs will not be given an exemption if at any time students are directly admitted into the lower credential.
- (c) **New Program.** New programs launched in Spring or Summer may be exempt from reporting for that assessment cycle.
  - ⇒ Example: The BS in Wine & Science degree program launched in Spring 2022. The program may be exempt from the 2021-2022 reporting cycle.
  - ⇒ Degree programs or stand-alone certificates launching in the fall semester will not be given an exemption.



Exemptions are left to the discretion of the Director of Assessment and granted for a single academic year.

### Process and Timelines

In order to request an exemption for your degree program or stand-alone certificate, send an email to the Director and/or Associate Director of Assessment by no later than May 15<sup>th</sup> of the academic year (assessment cycle) for which the exemption is requested. However, programs are strongly advised to seek an exemption as early in the Spring semester as possible so that there is time to collect and report assessment data in the event that the exemption request is denied.

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 for the 20XX-20XX Student Learning Assessment Report due to low enrollment. The program’s enrollment for the 20XX-20XX academic year was Y as verified by the attached documentation. Program X planned to assess SLO Y during the 20XX-20XX academic year and will do so in 20XY-20XY instead.

### **Questions**

Contact the Director and/or the Associate Director of Assessment directly or email [oi@lsu.edu](mailto:oi@lsu.edu).