
REFERENCE DOCUMENT #P18.1
*(supporting material for Heritage College Policy #18 concerning
Comprehensive Program Exit Assessment)*

**Procedures for Submitting
Program Exit Assessment to Academic Senate**

The following identifies the specific procedures that must be followed for submission of program exit assessments to Academic Senate:

- 1) Submit program exit assessment (see Annex #P18.1) to Academic Services. (Guidelines are available on diskette from Academic Services.)
- 2) Academic Services will submit the program exit assessment to Academic Senate. (See Annex #P18.3).
- 3) Academic Senate forwards its recommendation to the Academic Dean.
- 4) The Academic Dean approves the program exit assessment, after final consultation with the Program Committee Chair. (See Annex #P18.2).

Note: Program exit assessments will be included in the Program Profiles and College Calendars as soon as possible.