

July – August
Enter results for prior year, and create **assessment and evaluation plans** for the new year – general education, degree program, and unit.

September – October
All **plans are submitted for review, revised if needed, and approved** by appropriate dean or vice president. Faculty or staff responsible for data gathering should be notified.

May – June
All plans should receive a another **check-up**; any results already obtained can be entered. Faculty or staff responsible for data gathering should be notified or reminded.

December – January
All plans should receive a **mid-year check-up**; any results already obtained can be entered. Faculty or staff responsible for data gathering should be notified or reminded.

