**IVCs “Assessment Cycle Form” – Phase I**

 **Service Area Outcomes (SAOs)**

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| --- | --- | --- | --- |
| Date: | 8-22-2009 |  |  |
| Department Name: | Financial Aid |  |  |

|  |  |
| --- | --- |
| Course Number/Title or Program Title: | Financial Aid/BFAP |

|  |  |
| --- | --- |
| Contact Person/Others Involved in Process: | Lead: Janis Magno Others: Financial Aid Staff/BFAP Counselor |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If course is part of a major(s), and/or certificate program(s), please list all below:  |  |  |  |  |
| Major(s): | Certificate(s): |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Does course satisfy a community college GE requirement(s)?  |  | Yes  |  | No  |  | N/A |

If yes, check which requirement(s) below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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|   | American Institutions |  | Language and Rationality – English Composition |
|  | Health Education |  | Language and Rationality – Communication and Analytical Thinking |
|  | Physical Education / Activity |  | Natural Science |
|  | Math Competency |  | Humanities |
|  | Reading Competency |  | Social and Behavioral Sciences |
|  |  |  |  |
|  | **Student Learning Outcome / Service Area Outcome** | **Assessment Tool**(e.g., exam, rubric, portfolio) | **Institutional Outcome\***(e.g., ISLO1, ISLO2) |
|  | **Example:** Identify, create, critique, and refute oral and written arguments. | Debate + Debate rubric | ISLO1, ISLO2 |
|  | Outcome 1: Students will demonstrate competence in completing the Free Application for Federal Student Aid (FAFSA) on-line. | Federal Application Report | ISL04 |
|  | Outcome 2: Students will demonstrate understanding of the financial aid ‘Satisfactory Academic Progress” rules after attending a SAP workshop. | Workshop attendance records and evaluation | ISL02ISL03 |
|  | Outcome 3: |  |  |
|  | Outcome 4: |  |  |
|  | Outcome 5: |  |  |

**Each SLO/SAO should describe the knowledge, skills, and/or abilities one will have after successful**

**completion of course or as a result of participation in activity/program.** A minimum of one outcome is required

per course/program. You may identify more than one outcome, but please note that you will need to collect and