Ram Plan Experience Delivery Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

The Ram Plan: Co-curricular Transcript completes the educational mission of the University through co-curricular experiences that prepare students to succeed personally, professionally, and contribute to the common good. The co-curricular transcript is a tool for all students to capture and share their co-curricular learning. The purpose of this policy is to outline the expectations and processes for delivering and assessing experiences in the Ram Plan: Co-curricular Transcript.

Policy Statement

Departments offering Ram Plan: Co-curricular Transcript experiences are responsible for the following:

- Preparing the assessment prior to offering the experience
- Marketing the experience
- Delivering the experience
- Encouraging students to participate in the assessment
- Scoring students' assessment results
- Communicating the assessment results to each student
- Sharing information about opportunities to re-take assessments (if applicable)
- Adding the program to students' co-curricular transcripts within 30 days after the program ends (unless the student has received an extension from the department).
- Storing a copy of students' assessment records in a secure department space for one full term after the assessment is completed.

Copies of the experience materials and assessments must be made available to Ram Plan Leadership Team and Review Committee upon request.

In alignment with the Ram Plan: Co-curricular Transcript goal of aiding students in building and demonstrating their learning outside of the classroom, departments are encouraged to provide opportunities for students to re-take assessments, when feasible.

Marketing the Experience

Ram Plan experiences should be added to RamConnect and tagged as a Ram Plan program. Marketing materials should include the Ram Plan logo, which is available on the Student Affairs Communications and Marketing Branding webpage.

Assessment Preparation

Departments should prepare the assessments prior to offering Ram Plan experiences and determine who will be responsible for managing the assessment. The department should also determine the following:

- The due date for students to take the assessment(s).
- The person in the department responsible for scoring the students' assessments and communicating their scores to them.
- Whether students will be able to re-take the assessment(s) and how that information will be communicated to students.
- How many times students can re-take the assessment(s).
- The due date(s) for students to re-submit their assessment responses.
- How information about the assessment appeals process will be provided to students.

The assessment should include a question about each of the following:

- WCU student identification number

- Name

- WCU email address

- Learning outcome assessment questions

- Whether they would like the program listed on their transcript (assuming they pass the assessment)

Additional questions may be included to assess other aspects of the student experience and program.

Students who wish to have the program listed on their co-curricular transcript must first participate in the assessment and pass the learning outcome assessment questions.

Experience Delivery

Before or at the beginning of the experience, departments should let students know that they will have an opportunity to participate in student learning assessment(s) and if they pass the learning outcome questions, the program will be added to their Ram Plan: Co-curricular Transcript.

Assessment Delivery, Scoring, and Notifications

During or after the experience, departments should provide instructions for taking the assessment(s).

After the experience ends, departments should score the student assessment(s) based on the learning outcomes and answer key in the Ram Plan application. Once the assessment is scored, the department should notify students whether they passed the learning outcomes questions. For students who passed the assessment, the department should add the

program to their transcript within 30 days after the experience ends. This ensures that students' transcripts have all of the information needed when they are ready to apply for internships, jobs, scholarships and more.

Re-taking Assessments

For students who did not pass the questions, information should be shared regarding opportunities and timelines for re-taking the assessment (if applicable).

Assessment Appeals

For students who did not pass the assessment, the department must share information about how students can appeal their assessment score. For students who did not pass the assessment, the timeline for adding the experience to students' transcripts may need to be extended past the original 30 days. Departments are encouraged to set due dates that will keep the process moving forward in a timely manner.

Definitions

Co-curricular experiences – educational opportunities outside of the classroom that are intentionally designed to build students skills and competencies that complete the educational mission of the university in fostering student success.

Secure department spaces may include technology (e.g., SharePoint, Microsoft Teams, server space) and/or physical facility space.

References

Communications and Marketing Branding webpage:
https://www.wcupa.edu/_services/STU/dosa/brandingGuide.aspx

Ram Plan Faculty/Staff webpage: wcupa.edu/ramplanapp

Reviewed by: Amanda Thomas, Student Affairs Policy Designee; Ram Plan Leadership Team; Ram Plan Review Committee; Student Affairs Leadership Team.

Office of Labor Relations Review: Bill Helzlsouer, Senior Associate Vice President and Chief Human Resources Officer

Policy Owner: Dr. Sara Hinkle, Assistant Vice President for Student Engagement

Approved by:

Dr. Tabetha Adkins, Interim Vice President for Student Affairs
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