

## Appendix A4: Procedures for Delinquent Course Portfolios

### **Timeline for Delinquent Course Portfolios:**

**Feb. 1:** Course portfolios are due

**Feb. 8:** Assessment Coordinator will contact instructors who have not submitted portfolios, reminding them of the missed deadline and requesting submission within one week.

**Feb. 15:** If the portfolio has not been submitted, Assessment Coordinator will contact instructor again, copying the instructor's Chair and Dean.

**Mar. 1:** Provost and General Education Committee are notified, and further action will be taken.