**INSTRUCTIONS for using this form:**

1. Replace the yellow highlighted information with your program’s information.
2. Once you’re satisfied with your responses, copy and paste them into the correct boxes in Compliance Assist ([wayne.compliance-assist.com](http://www.compliance-assist.com)).

(Contact the WSU Director of Assessment, Cathy Barrette, at c.barrette@wayne.edu if you need access to or training for Compliance Assist.)

**1. Mission Statement** (Create one per program.)

Title: [The title should be the program name plus “Mission statement”, e.g.,

**BA Classics\_Mission statement]**

Progress: [The software gives the following options: “In Progress”, “Completed” and “Not started”. Leave one of these phrases after “Progress.”]

Providing Department:[Your program name; for example, “**BA Classics**”]

Mission Statement:

[A brief description of the program’s (not the department’s):

* + Purpose - Why the program exists, including its *unique or signature features*
	+ Offerings– Opportunities, experiences, areas of study that students or clients will gain from the program that help program participants meet program goals)
	+ Target audience/Stakeholders – Who benefits from the program
* **The mission statement should be:**
	+ Aligned with the University and division missions
	+ Realistic and achievable
	+ Written for a general, not expert, audience]

Notes:

1. This number corresponds to the numbering system in the Compliance Assist software.

Title should be something like “BA:CLASSICS: MISSION STATEMENT

Progress The software gives the following options: “In Progress”, “Completed” and “Not started”. Your mission statement is probably “Completed”.

Providing Department is your program name; for example, “BA Classics”

Mission Statement What is your program’s mission statement?