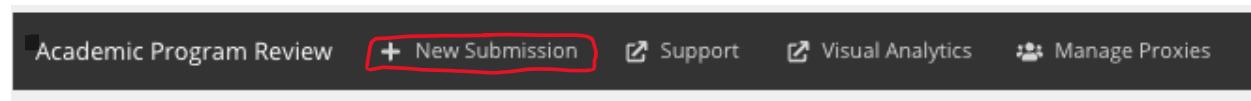


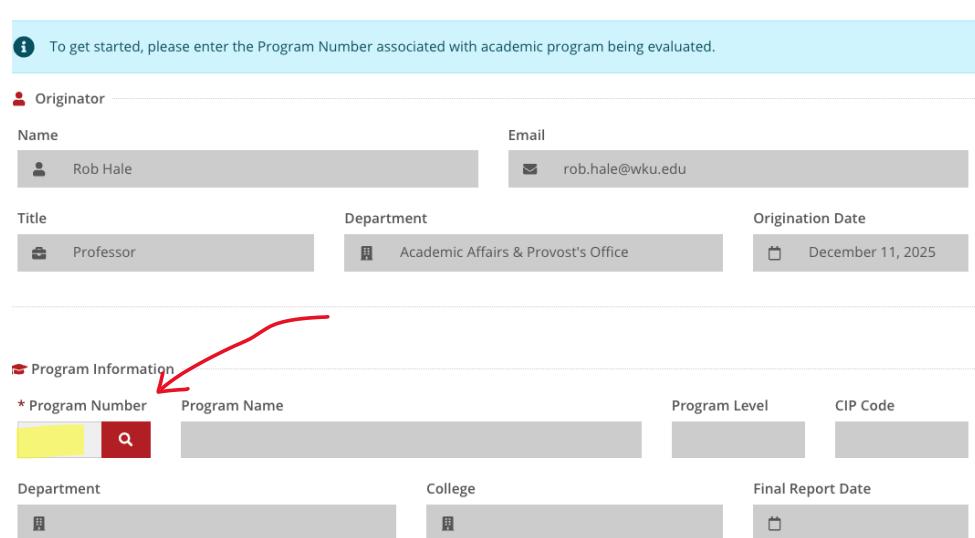
Submitting APR Accredited Review into Workflow (rev. 1-14-26)

1. Have copies of needed PDF or Word documents saved and labeled on your computer:
 - a) Self-Study: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-Self-Study-current academic year* (i.e., English-UG-662-ENGL-PCAL-Self-Study-2025-26). Note: this example program is not accredited and being used for illustration purposes.
 - b) Visual Analytics Data: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-VA Data-academic year* (i.e., English-UG-662-ENGL-PCAL-VA Data-2025-26).
 - c) 5 separate Assurance of Student Learning Documents: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-ASL-academic year* (i.e., English-UG-662-ENGL-PCAL-ASL-2024-25).
 - d) Accreditation Report: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-Accreditor-Academic Year* (i.e., English-UG-662-ENGL-PCAL-MLA Accred Report-2024-25). Note: organize the full self-study and any responses from accreditors in reverse chronological order (i.e., self-study on the bottom, most recent responses on the top). Ideally, this single document should be 45 MB or less (or compressed to 45 MB or less). If this is impossible, save the document into the smallest size possible, and deposit here: *shared/UNIVERSITY-WIDE-SHARED/APR Accreditation Reports*. Create a document to add to the workflow with location and title of accreditation report document.
2. Log in to the APR **Accredited** Workflow on the [WKU Workflows](#) page.
3. You will arrive at a page that looks something like this. Click the New Submission button.



The screenshot shows the 'Academic Program Review' page. At the top, there is a navigation bar with links for 'Support', 'Visual Analytics', and 'Manage Proxies'. The 'New Submission' button is highlighted with a red box. The main content area is titled 'Academic Program Review'.

4. You will arrive at a page that looks something like this



The screenshot shows the 'Program Information' section of the submission form. It includes fields for 'Program Number' (with a yellow placeholder box and a red search icon), 'Program Name' (with a grey placeholder box), 'Program Level' (with a grey placeholder box), and 'CIP Code' (with a grey placeholder box). A red arrow points to the 'Program Number' field.

5. Enter your WKU program number and click the magnifying glass to auto-populate your program's information. It will look something like this:

Program Information

* Program Number	Program Name	Program Level	CIP Code
662	ENGLISH	AB	230101
Department	College	Final Report Date	
ENGLISH	Arts & Letters		

Approval Chain

i Please review the Approval Chain below. If it is not accurate, please contact the Provost office.

WKUID	Name	Email	Area	Role
800525703	Alison Langdon	alison.langdon@wku.edu	English	COORDINATOR
800525703	Alison Langdon	alison.langdon@wku.edu	English	DEPT_CHAIR
800315535	Terrance Brown	terrance.brown@wku.edu	Arts & Letters	DEAN
801661886	Bud Fischer	robert.fischer@wku.edu	Academic Affairs	PROVOST

Confirm that your approval chain is correct. Email provost@wku.edu to make any corrections—you will need to start over if corrections are made.

6. Scroll further down the page to arrive at a section called Program Documents. Drag and drop the Self-Study Report, VA Data Set, ASL Documents (5 total), and the Accreditation Report in the appropriate boxes (or Click Upload to select from your computer menu). Successfully added documents will appear in the tables as **Pending**. Click the trashcan to delete and replace with correct documents if you upload wrong documents.

Program Documents

Please upload your APR Self Study, Visual Analytics Data Set, ASL Documents, and Accreditation Report Materials.

* APR Self Study

[+ Add Documents](#)



Upload APR Self-Study Report

Max file size limit is 45 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).
Drag & drop files here, or click to select files to be uploaded.

Showing 1 to 1 of 1 entries

* Visual Analytics Data Set

[+ Add Documents](#)



Upload Visual Analytics Data Set

Max file size limit is 45 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).
Drag & drop files here, or click to select files to be uploaded.

Showing 1 to 1 of 1 entries

* Assurance of Student Learning Documents (Minimum of 3)

+ Add Documents



Upload Student Learning Documents

Max file size limit is 45 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).
Drag & drop files here, or click to select files to be uploaded.

Search

Export ▾ Columns ▾

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	English-UG-662-ENGL-PCAL-ASL-2024-25.docx	Hale, Rob	12/11/2025, 2:16:27 PM	
Pending	English-UG-662-ENGL-PCAL-ASL-2021-22.docx	Hale, Rob	12/11/2025, 2:16:27 PM	
Pending	English-UG-662-ENGL-PCAL-ASL-2022-23.docx	Hale, Rob	12/11/2025, 2:16:28 PM	
Pending	English-UG-662-ENGL-PCAL-ASL-2020-21.docx	Hale, Rob	12/11/2025, 2:16:28 PM	
Pending	English-UG-662-ENGL-PCAL-ASL-2023-24.docx	Hale, Rob	12/11/2025, 2:16:28 PM	

Showing 1 to 5 of 5 entries

* Accreditation Report Materials

Submit the full accreditation self-study and any responses you received from accreditors in reverse chronological order (i.e., self-study on the bottom, most recent responses on the top).

1. If the consolidated file is 45 MB or less, then drag and drop it into the workflow.
2. If the file can be compressed to a size of 45 MB or less, then drag and drop the compressed file into the workflow. Adobe provides a free [Compress a PDF Online Tool](#).
3. If the file cannot be compressed to 45 MB or less, drag and drop the file into the WKU university shared folder at [shared/UNIVERSITY-WIDE-SHARED/APR Accreditation Reports](#). Then, create a document indicating the location of the consolidated file and any other relevant notes and then drag and drop this brief document into the workflow.

+ Add Documents



Upload Accreditation Report Materials

Max file size limit is 45 MB. Valid file types are: PDF, MS Word (.docx), or MS Excel (xlsx).
Drag & drop files here, or click to select files to be uploaded.

Search

Export ▾ Columns ▾

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	English-UG-662-ENGL-PCAL-MLA Accred Report-2025-26.docx	Hale, Rob	12/11/2025, 2:16:40 PM	

Showing 1 to 1 of 1 entries

Submit

7. When you have added the correct documents, press Submit to send the report to your dean/associate dean and the review committee. You will see a Success screen and receive an email confirming that the report was submitted. *Note: If your materials were incomplete or erroneous, the dean will send the report back to you for correction. Make the corrections and resubmit your report.*

Closing out the Process

1. After reviewing all materials, the Dean schedules a meeting with program faculty to discuss their draft of the Final Summary. After the meeting, the Dean will share the Final Summary with the Chair via the workflow/email notification. The Chair should share the report with program faculty via email.
2. Ultimately, the Provost reviews the Final Summary and files it in the B-S-Programs database.