Submitting APR <mark>Non-Accredited</mark> Review into Workflow (rev. 12-12-25)
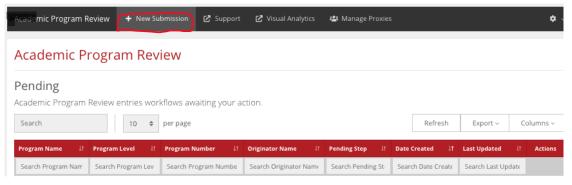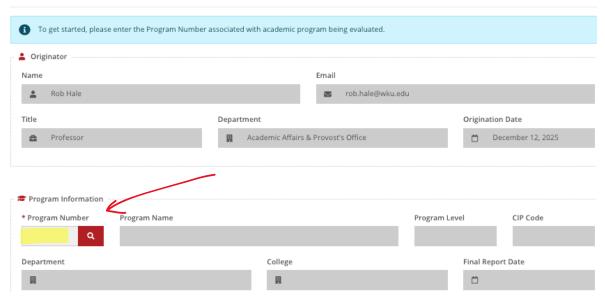
1. Have copies of needed PDF or Word documents saved and labeled on your computer:
   a) <u>Self-Study</u>: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-Self-Study-current academic year* (i.e., English-UG-662-ENGL-PCAL-Self-Study-2025-26).
   b) <u>Visual Analytics Data</u>: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-VA Data-academic year* (i.e., English-UG-662-ENGL-PCAL--VA Data-2025-26).
   c) <u>5 separate Assurance of Student Learning Documents</u>: *Program Name-Level [UG or GR]-WKU Ref #-Department-College*-ASL-academic year (i.e., English-UG-662-ENGL-PCAL-ASL-2024-25).
   d) <u>Optional Supporting Documents</u>: *Program Name-Level [UG or GR]-WKU Ref #-Department-College-academic year (i.e.,* English-UG-662-ENGL-PCAL-Recruit-2024-25).

2. Log in to the APR <mark>Non-Accredited</mark> Workflow on the [WKU Workflows](#) page.

3. You will arrive at a page that looks something like this. Click the New Submission button.
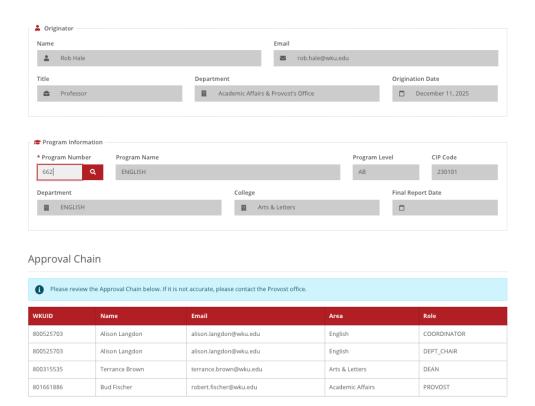

4. You will arrive at a page that looks something like this

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

Originator

Name	Email
Rob Hale	rob.hale@wku.edu

Title	Department	Origination Date
Professor	Academic Affairs & Provost's Office	December 11, 2025

Program Information

* Program Number	Program Name		Program Level	CIP Code
662	ENGLISH		AB	230101

Department	College	Final Report Date
ENGLISH	Arts & Letters	

Approval Chain

> ⓘ 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 Site Visit Dates. Click in the box next to the calendar icon, and then select the first date of the site visit (typically, the date of the evening meal preceding the actual site visit). To add the date of the main site visit, click Add Date and add the next date. If you have a longer site visit, select additional dates.

Site Visit Dates

Please select all dates of your site visit. The first date is typically the evening of the meal and the organizational meeting.

* Site Visit 1

[+ Add Date] ←

7. Scroll down to the Reviewer Committee Chair section, and enter the Chair's **WKU affiliate email address**. The Provost's Office will have sent you this in early January—it will have an *aff* suffix (big.red-aff@wku.edu). Click the magnifying glass to validate the address.

Review Committee Chair

Please enter the WKU email address of the Review Committee Chair, then click the search icon to validate and auto-fill their information.

* WKU Email	Name	Department

A green check and the person's name will appear when it is correct.

* WKU Email	Name	Department
amy.ramage-aff@wku.edu ✔	Amy Ramage	College of Health & Human Services

8. Scroll to the External Reviewers section and follow the same steps: enter the email addresses of the remaining members, and click the magnifying glass to validate and add names. **NOTE: The committee member external to WKU will also have an affiliate address.**

9. Next, drag and drop the Self-Study Report, VA Data Set, ASL Documents (5 total), and any optional Support Documents in the appropriate boxes (or click Upload to select from your computer menu). Successfully added documents will appear 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.

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-Self-Study-2025-26.docx	Hale, Rob	12/11/2025, 2:16:05 PM	🔄 🗑

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.

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-VA Data-2025-26.pdf	Hale, Rob	12/11/2025, 2:16:14 PM	🔄 🗑

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 40 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.

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-2020-21.docx	Hale, Rob	12/11/2025, 3:36:06 PM	🔄 🗑
Pending	English-UG-662-ENGL-PCAL-ASL-2022-23.docx	Hale, Rob	12/11/2025, 3:36:06 PM	🔄 🗑
Pending	English-UG-662-ENGL-PCAL-ASL-2021-22.docx	Hale, Rob	12/11/2025, 3:36:06 PM	🔄 🗑
Pending	English-UG-662-ENGL-PCAL-ASL-2024-25.docx	Hale, Rob	12/11/2025, 3:36:07 PM	🔄 🗑
Pending	English-UG-662-ENGL-PCAL-ASL-2023-24.docx	Hale, Rob	12/11/2025, 3:36:07 PM	🔄 🗑

Showing 1 to 5 of 5 entries

Additional Supporting Documents (Optional)

`+ Add Documents`

⬆

Upload Additional Supporting Documents

Max file size limit is 40 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.

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-Recruit-2024-25.docx	Hale, Rob	12/11/2025, 3:36:16 PM	🔄 🗑

Showing 1 to 1 of 1 entries

`Submit`

10. Once have added the required documents and entered the other data, 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.*

<u>After the site Visit</u>
1. After the site visit, the Review Committee Chair will submit the report into the workflow. After the dean reviews it, it will be shared with the department chair via email notification. The Chair will share it with the faculty manually through email.
2. The Dean then schedules a meeting with program faculty to share their draft of the Final Summary. After the meeting, the Dean will then share the official final summary with the Chair via the workflow and email notification.
3. Ultimately, the Provst reviews the Final Summary and files all documents in the B-S-Programs database.