**Step 5. Submitting the Final PSC Plan for Approval**

1. Have a copy of your Final PSC Self-Study saved in Word and labeled *Program Name-WKU Ref #-Department-College-PSC Final-year* (i.e, Art History-613-Art-PCAL-PSC Final-2023).
2. Log on to Anthology-Portfolio and go to your department's dashboard. Either click on "Recently Edited" if your portfolio is listed there. If not, click on "Portfolios" and navigate to the correct portfolio.
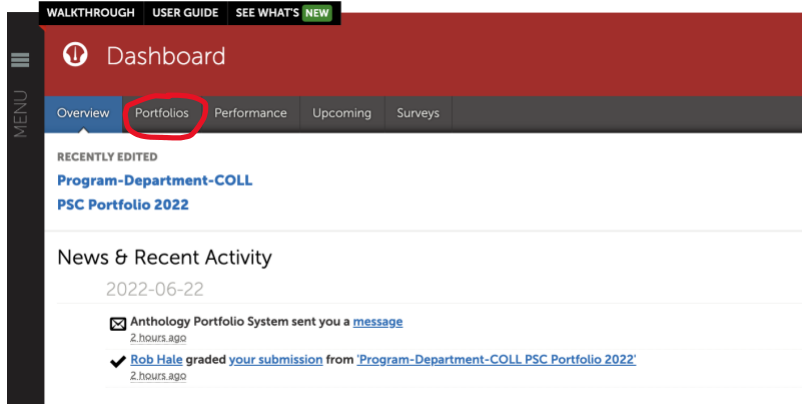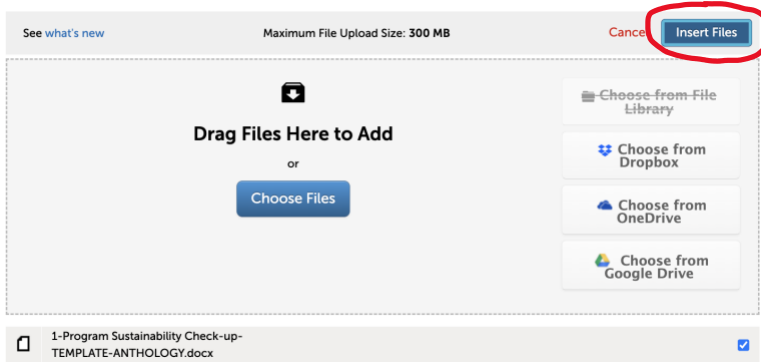

3. Once you are in the Table of Contents for the portfolio, click on "Final/Approved Program PSC Self-Study."
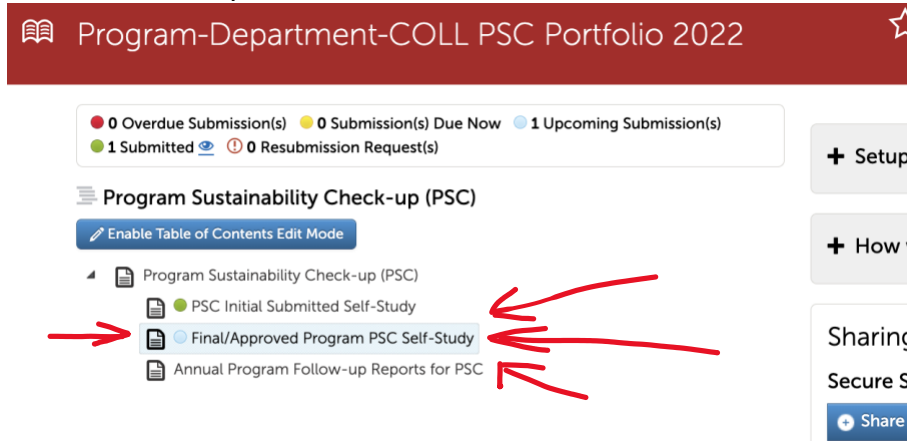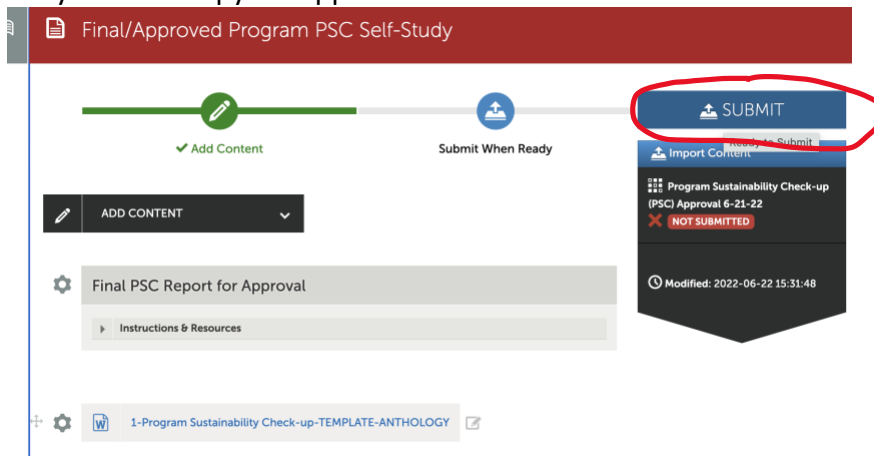

4. This page will appear. Click "ADD CONTENT," select "Add File," and upload your final report.
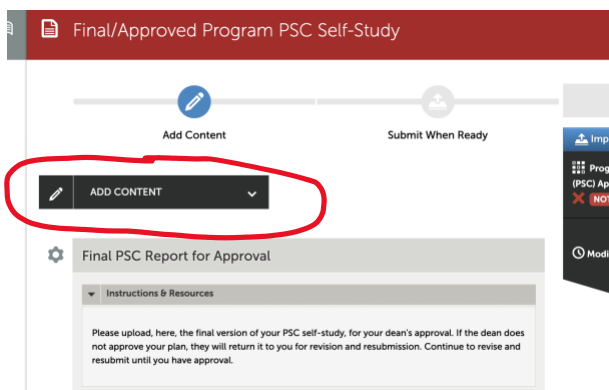
5. After you choose/drag file it will show up at the bottom of the screen. MAKE SURE TO SELECT "INSERT FILES" for them to be added to your portfolio.

6. Once your final copy has been uploaded, you will see this screen. Click "Submit" to submit your final copy for approval.

7. When this page appears, enter your college's abbreviation (CEBS, CHHS, GFCB, OCSE, or PCAL and the word Portfolio) and then click submit "Submit."
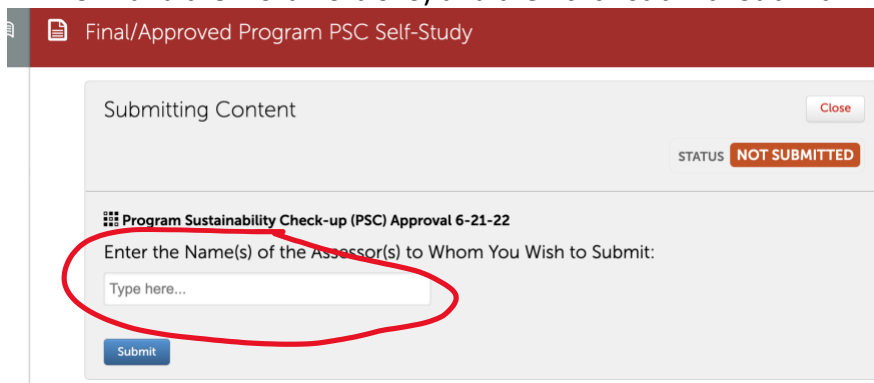
After deans receive a submission, they will either approve it or return it to you with comments for additional revision. If deans have revisions, you can discuss with them and/or make changes and resubmit following the same steps. Once you receive notice of approval, you should begin to actualize the plan you made in the self-study.