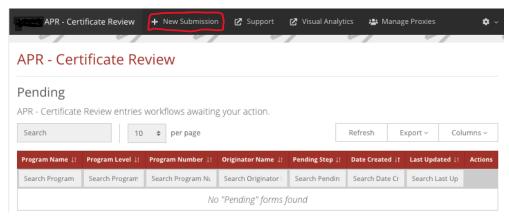
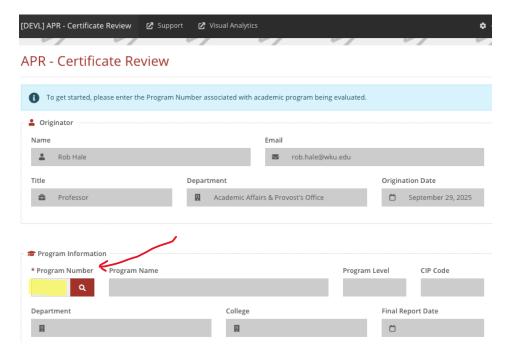
Submitting Certificate Review into Workflow (rev. 10-14-25)

- 1. Have copies of needed PDF or Word documents saved and labeled on your computer:
 - a) Self-Study: Program Name-Level [UG or GR]-Cert-WKU Ref #-Department-College-Self-Study-current academic year (i.e, TESOL-UG-Cert-ENGL-PCAL-1782-Self-Study-2025-26).
 - b) Visual Analytics Data: Program Name-Level [UG or GR]-Cert-WKU Ref #-VA Dataacademic year (i.e., TESOL-UG-Cert-ENGL-PCAL-1782-VA Data-2025-26).
 - c) 5 separate Assurance of Student Learning Documents: Program Name-Level [UG or GR]-Cert-WKU Ref #-VA Data-academic year (i.e., TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2024-25).
 - d) Optional Supporting Documents: Program Name-Level [UG or GR]-Cert-WKU Ref #-VA Data-academic year (i.e., TESOL-UG-Cert-ENGL-PCAL-1782-Recruit-2024-25).
- 2. Log in to the Certificate Review Workflow on the WKU Workflows page.
- 3. You will arrive at a page that looks something like this. Click the New Submission button.

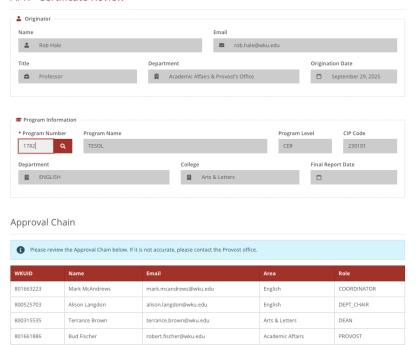


4. You will arrive at a page that looks something like this



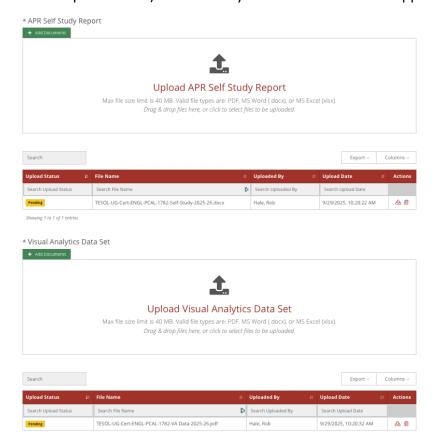
5. Enter your WKU program number and click the magnifying glass to auto-populate your program's information. It will look something like this:

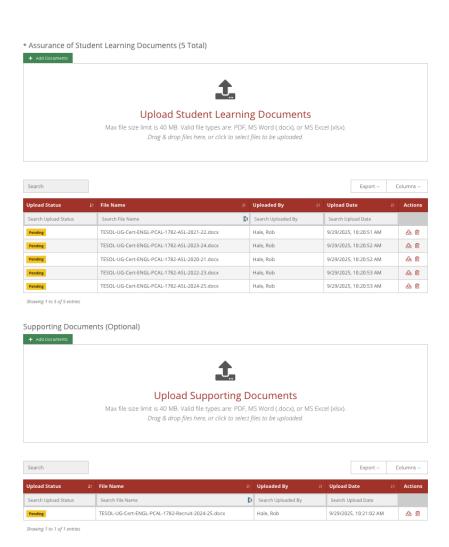
APR - Certificate Review



Confirm that your approval chain is correct. If not, contact amber.scott@wku.edu to make the correction.

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 any other Supporting Documents (optional) in the appropriate boxes (or Click Upload to select from your computer menu). Successfully added documents will appear in the tables as **Pending**.





- 7. When you have the correct documents, press Submit to send the report to your dean/associate dean and 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 correction and resubmit your report.
- 8. Time will pass. If you successfully submitted a complete self-study draft, eventually your dean/associate dean and Certificate Review Committee will share their report in the workflow (the submitter will receive an email with a link) and request a meeting with you and program faculty (outside the workflow) to discuss the report.
 - At the meeting, make sure to ask questions, take notes, and consider options. After the meeting, the dean/associate dean will write the final summary into the workflow based on your conversation. You will receive an email with a link to the final summary.
- 9. The Provost/Asst. Provost will also receive an email, will review the report, and will accept it. In rare cases, the Asst. Provost might send the report back for clarification. After the Assistant Provost Accepts the report, the process is complete.