

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 Data-academic 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.

The screenshot shows the 'APR - Certificate Review' page. At the top, there is a navigation bar with a dark background and white text. The 'New Submission' button is highlighted with a red box. Below the navigation bar, the page title 'APR - Certificate Review' is displayed in a large, bold, red font. Underneath, the word 'Pending' is shown in a smaller, bold, black font. A message states 'APR - Certificate Review entries workflows awaiting your action.' Below this message, there is a search bar and a table with columns for Program Name, Program Level, Program Number, Originator Name, Pending Step, Date Created, Last Updated, and Actions. The table is currently empty, and a message at the bottom of the table says 'No "Pending" forms found'.

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

The screenshot shows the 'APR - Certificate Review' page. At the top, there is a navigation bar with a dark background and white text. The 'New Submission' button is highlighted with a red box. Below the navigation bar, the page title 'APR - Certificate Review' is displayed in a large, bold, red font. Underneath, there is a light blue banner with an information icon and the text 'To get started, please enter the Program Number associated with academic program being evaluated.' Below the banner, the 'Originator' section is shown, with fields for Name (Rob Hale), Email (rob.hale@wku.edu), Title (Professor), Department (Academic Affairs & Provost's Office), and Origination Date (September 29, 2025). Below the 'Originator' section, the 'Program Information' section is shown, with fields for Program Number (highlighted with a red box and a magnifying glass icon), Program Name, Program Level, CIP Code, Department, College, and Final Report Date.

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

Originator

Name	Email
Rob Hale	rob.hale@wku.edu
Title	Department
Professor	Academic Affairs & Provost's Office
Origination Date	
September 29, 2025	

Program Information

* Program Number	Program Name	Program Level	CIP Code
1782	TESOL	CER	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
801663223	Mark McAndrews	mark.mcandrews@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. 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**.

* APR Self Study Report

[+ Add Documents](#)



Upload APR Self Study Report

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.

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	TESOL-UG-Cert-ENGL-PCAL-1782-Self-Study-2025-26.docx	Hale, Rob	9/29/2025, 10:20:22 AM	 

Showing 1 to 1 of 1 entries

* Visual Analytics Data Set

[+ Add Documents](#)



Upload Visual Analytics Data Set

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.

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	TESOL-UG-Cert-ENGL-PCAL-1782-VA Data-2025-26.pdf	Hale, Rob	9/29/2025, 10:20:32 AM	 

* Assurance of Student Learning Documents (5 Total)

[+ 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.

[Export](#)
[Columns](#)

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2021-22.docx	Hale, Rob	9/29/2025, 10:20:51 AM	Download Delete
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2023-24.docx	Hale, Rob	9/29/2025, 10:20:52 AM	Download Delete
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2020-21.docx	Hale, Rob	9/29/2025, 10:20:52 AM	Download Delete
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2022-23.docx	Hale, Rob	9/29/2025, 10:20:53 AM	Download Delete
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-ASL-2024-25.docx	Hale, Rob	9/29/2025, 10:20:53 AM	Download Delete

Showing 1 to 5 of 5 entries

Supporting Documents (Optional)

[+ Add Documents](#)



Upload 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.

[Export](#)
[Columns](#)

Upload Status	File Name	Uploaded By	Upload Date	Actions
Search Upload Status	Search File Name	Search Uploaded By	Search Upload Date	
Pending	TESOL-UG-Cert-ENGL-PCAL-1782-Recruit-2024-25.docx	Hale, Rob	9/29/2025, 10:21:02 AM	Download Delete

Showing 1 to 1 of 1 entries

[Submit](#)

- 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.*
- 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.
- 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.