

APR Detailed Timeline for Degree Review (updated 9/16/2024)

	Non-Accredited Programs	Accredited Programs
June	Deans send charge memos by end of June to all programs undergoing review for the upcoming academic year	
July	Institutional Research and Provost's Office make APR data available to programs by July 30	
July/August	Provost's Office hosts APR-Degree Review data training workshops in July/August	
September	Provost's Office hosts APR Cohort Meeting 1 for Non-Accredited Programs by mid-September (overall process; template review; accessing the data; selecting external reviewers)	Provost's Office hosts APR Cohort Meeting 1 for Accredited Programs by end of September (overall process; template review; accessing the data; aligning report)
October	Chairs send list of three possible external reviewers for non-accredited programs to dean by October 15	
October	Deans begin forming Review Committees in consultation with department chairs (both external AND internal to WKU membership)	
November	In early November, Deans inform department chairs of their ranked selections for external reviewers so chairs can informally check reviewers' availability	
November	Provost's Office hosts APR Cohort Meeting 2 (drafting the report; template questions; interpreting data)	
November	Deans send committee charge memo to all members finalizing committee by November 22	Provost's Office hosts APR Cohort Meeting 2 (aligning accreditation report with APR; template questions; interpreting data)
November	Programs COMPLETE self-study DRAFTS by November 30	
January	Provost's Office hosts APR Cohort Meeting 3 (early January) (submitting report in Anthology-Portfolio; preparing for the visit; final questions)	Provost's Office hosts APR Cohort Meeting 3 (early January) (submitting report in Anthology-Portfolio; final questions)
January	Programs submit self-study reports to deans via Anthology-Portfolio by January 26. <i>Note: accredited Programs may request a different deadline.</i>	
January	Deans send self-study reports to review committees by January 31	
February	Department chairs coordinate with review committees, dean's offices, and Provost's Office to arrange visits between late February and early April	
February-March	Deans will have sent self-studies, guidelines, and templates and Provost's Office will host Zoom orientation for all committees at least one week before each visit	
Feb.-April	Review committee visits program	Programs whose accreditors do not host Provost at campus visit will arrange meeting with program coordinator, chair, optionally dean, and Provost/designee to discuss preliminary findings
April	Deans meet with program faculty to discuss/prepare final summary (ideally, within two weeks of receiving committee report)	Deans meet with program faculty to discuss/prepare final summary if that did not happen as part of accreditation visit
May	Deans send final summaries and complete packages of documentation to department chairs/program coordinators and copies Provost's Office	