The following guidelines are intended to assist WesternU programs prepare and submit the program review self-study and accompanying documents. The first page outlines the format the self-study should follow, and includes brief descriptions for what should be included in each section. The second page provides instructions on submission of the self-study and additional documents for initiation of the external review phase.

Self-Study Elements

WesternU program review self-study reports should include the following elements:

1. **Cover Page**: should indicate the report is for program review, include name of program, and date of submission.

2. **Table of Contents**

3. **Executive Summary**: the executive summary should:
   - include a brief background statement (100 words or so) to help place self-study into context.
   - list program’s **three** major strengths.
   - list **three** areas for improvement.
   - list **three** proposed actions to improve on a weakness or capitalize on a strength

4. **Report Body**: the body of the report should address each program review standard, section by section. For academic programs, there are eight major standards that require a thoughtful, data-driven response. For co-curricular programs, there are four such sections.

5. **Concluding Statement**: the concluding statement should state major findings, and may be used to propose recommendations and/or next steps.

9-8-2014
Report Submission Instructions

The programs submit to Director of Institutional Research and Effectiveness via SharePoint:

- Please submit separate pdf’s as follows:
  - Submission Contents (listing all documents and folders)
  - Report self-study
  - Additional documents/appendices