

**Program Review Report Format and Submission Guidelines**

**Western University of Health Sciences**

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*

a. Introduction: Provide context that you feel is important for interpreting the report; update on actions since the last review; overview approach used to complete the self-study.

b. Response to Standards: 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.

**General Formatting**

1. Standard academic font (e.g., Times New Roman, Arial, Calibri) in 12 pt. size

2. Double-spaced

3. Pages should be numbered

**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

