Completing the Academic Program Review: A Step-by-Step Walkthrough

15 Steps

Created by	Creation Date	Last Updated
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![UND] **Academic Program Review website**

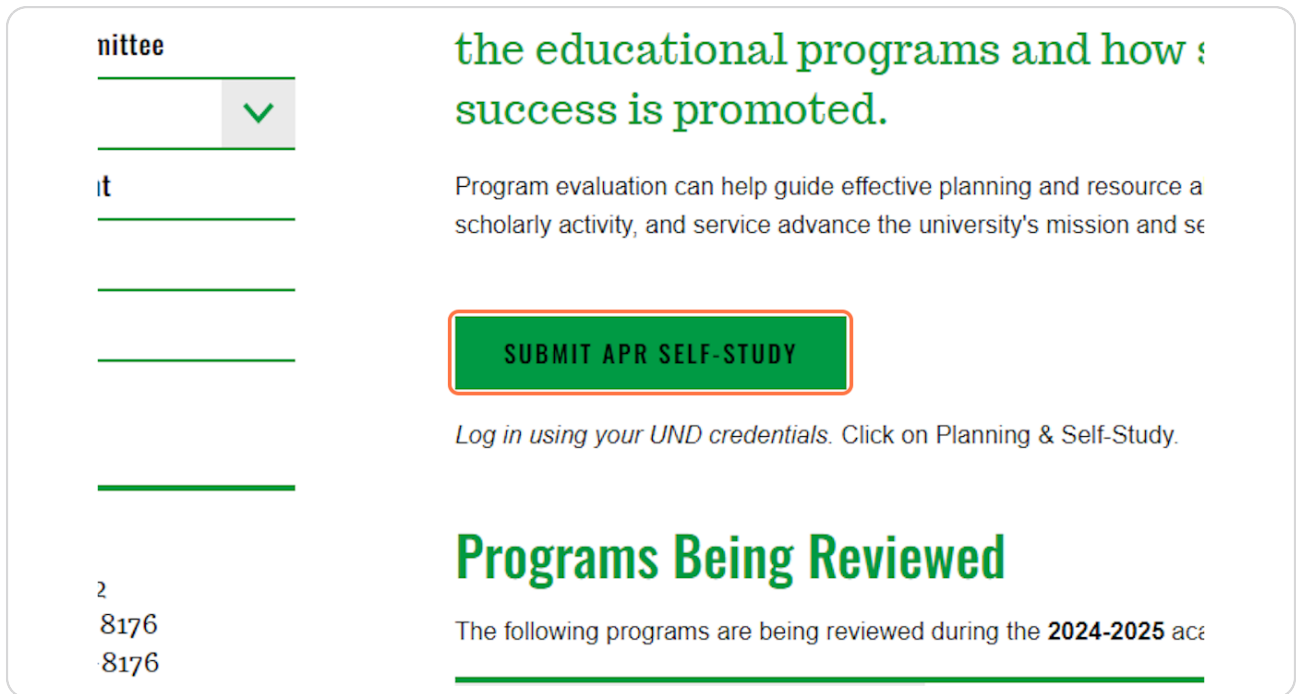https://und.edu/academics/provost/assessment-accreditation/program-review.html

This website contains all relevant information related to the APR process including:
- Programs and certificates being reviewed
- APR Timeline
- Link to complete the APR
- Word and PDF copies of the self-study prompts
- Link to institutional dashboards to respond to some of the prompts
- FAQs

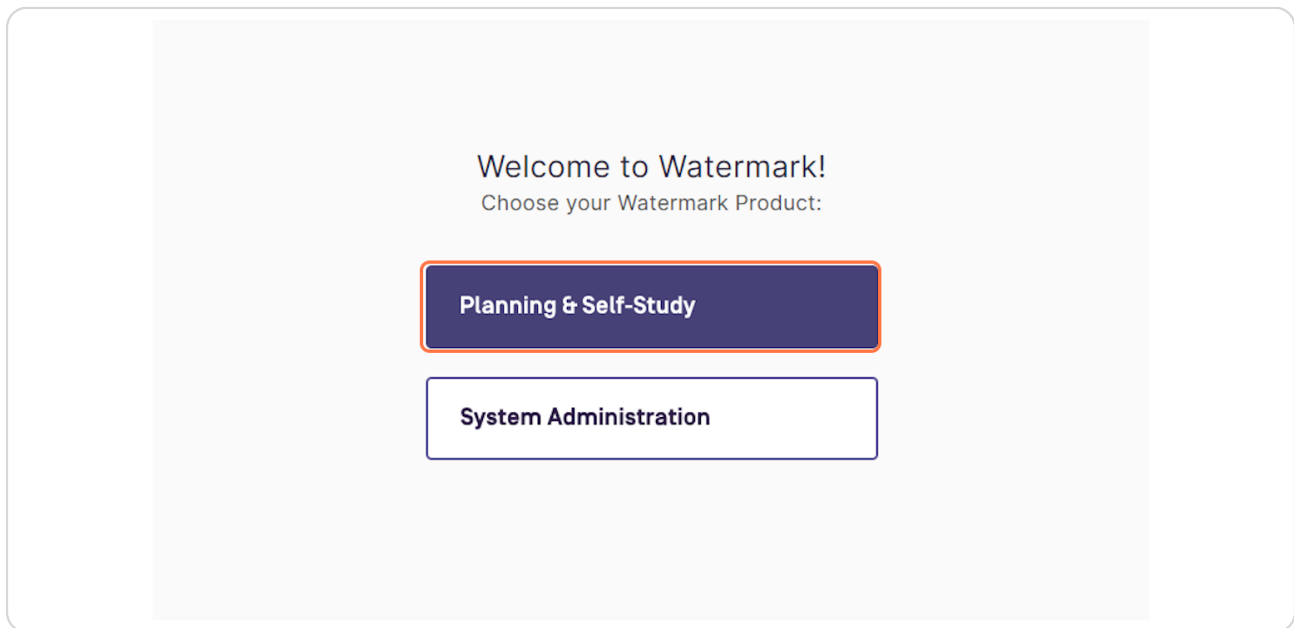STEP 1

Click on SUBMIT APR SELF-STUDY

Log in to Watermark Planning & Self-Study   14 Steps ↗

Log in using your UND credentials.

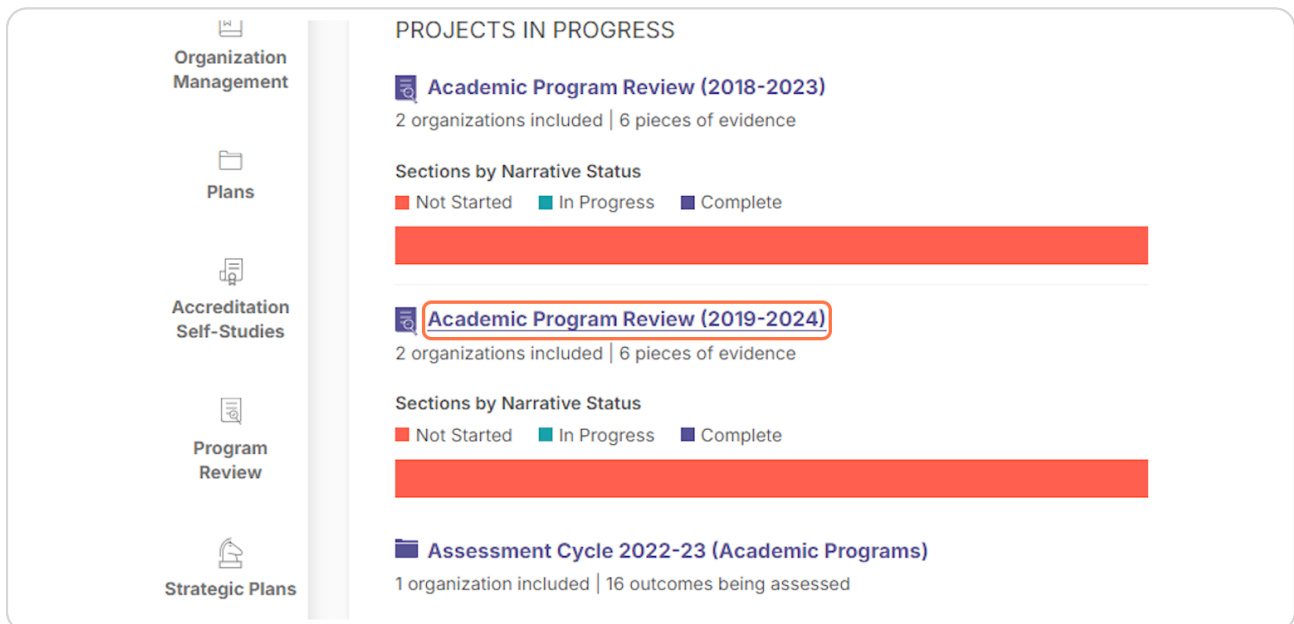## Click on Planning and Self-Study

Under the respective degree program or certificate, click on Academic Program Review (2019-2024)

This process will need to be completed for each degree or certificate.

Complete the prompts.

This page is your APR dashboard/home page. This page shows the details of the programs review – when it was last updated, who is assigned to the program, and the progress by section.
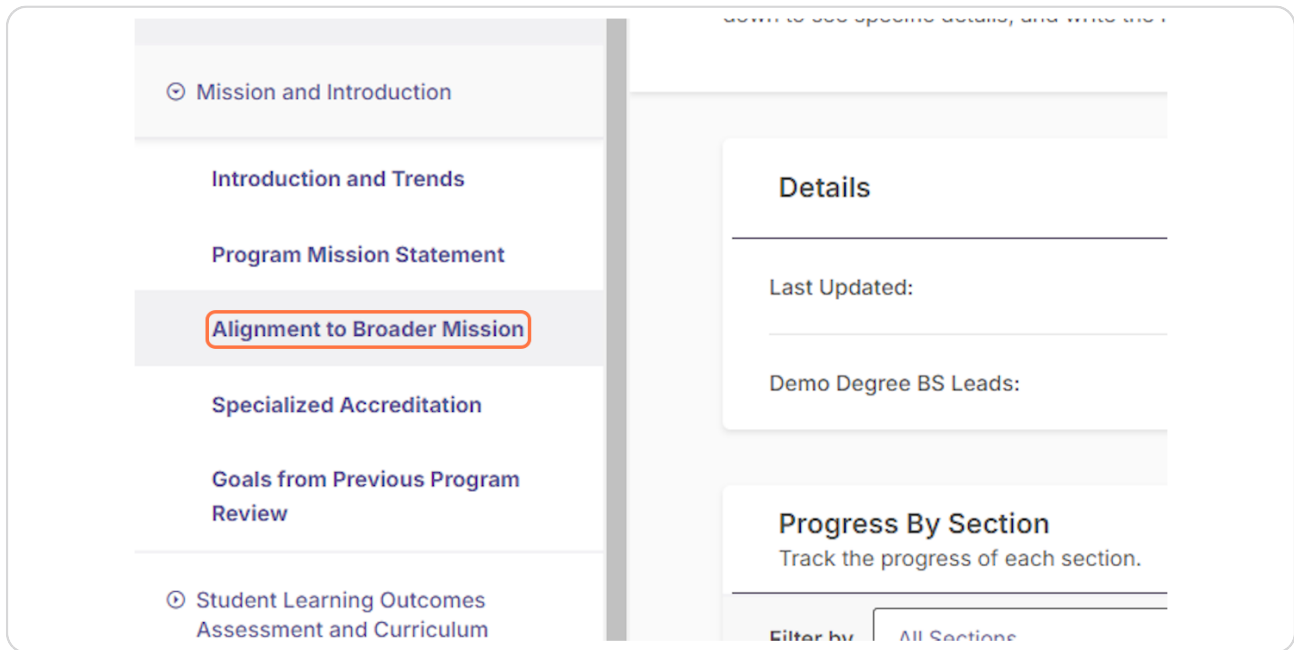
The left side grey menu will outline all of the prompts.

Click on the category (e.g., Mission and Introduction) to access the specific prompts.

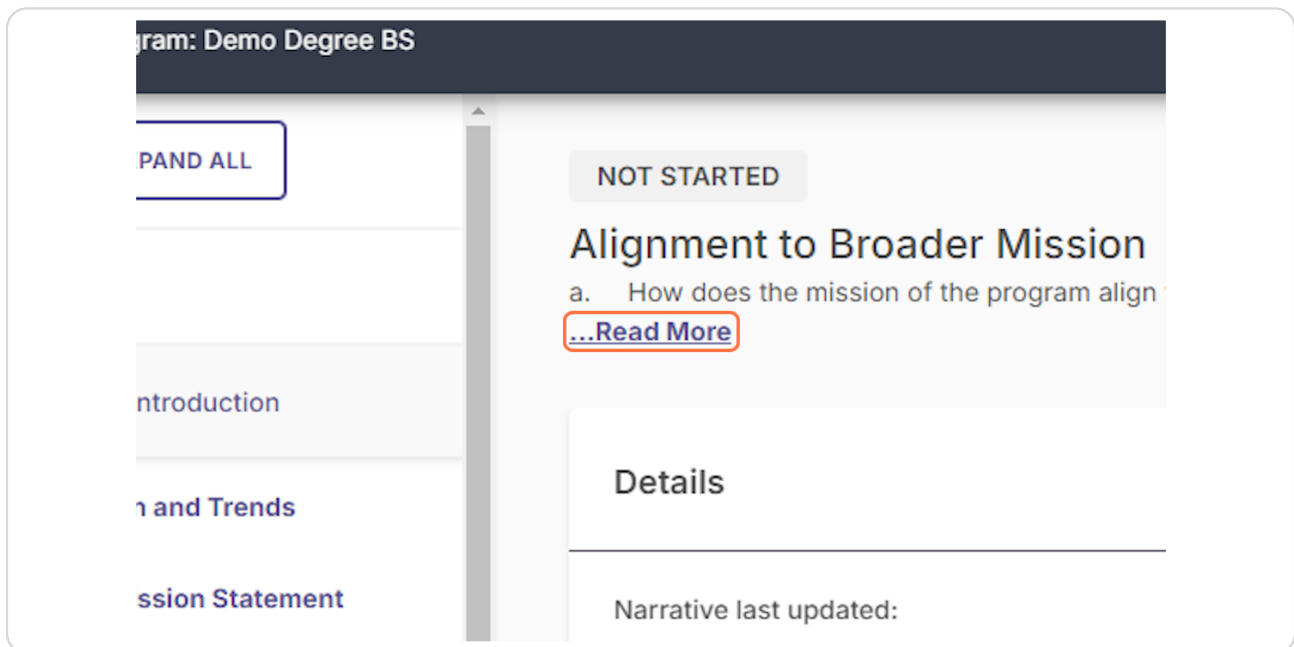**To complete the narrative, click on prompt title (Alignment to Broader Mission)**

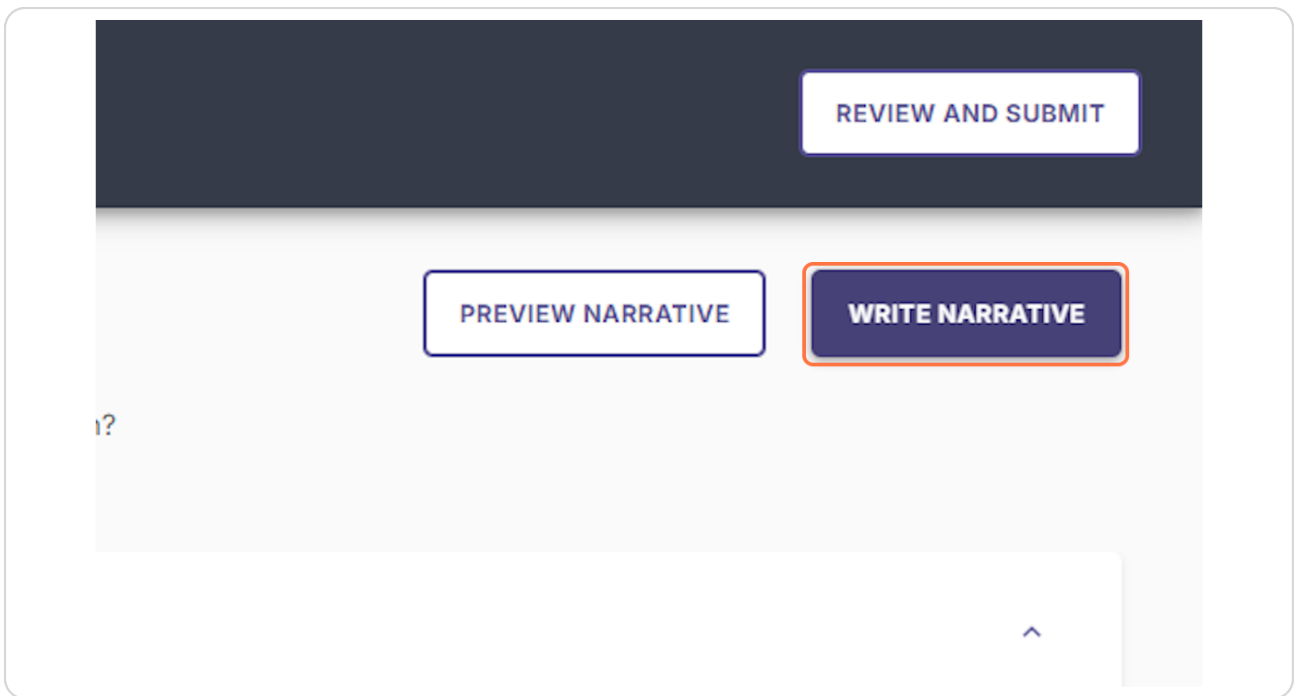**Click on "...Read More" to see the entire prompt.**

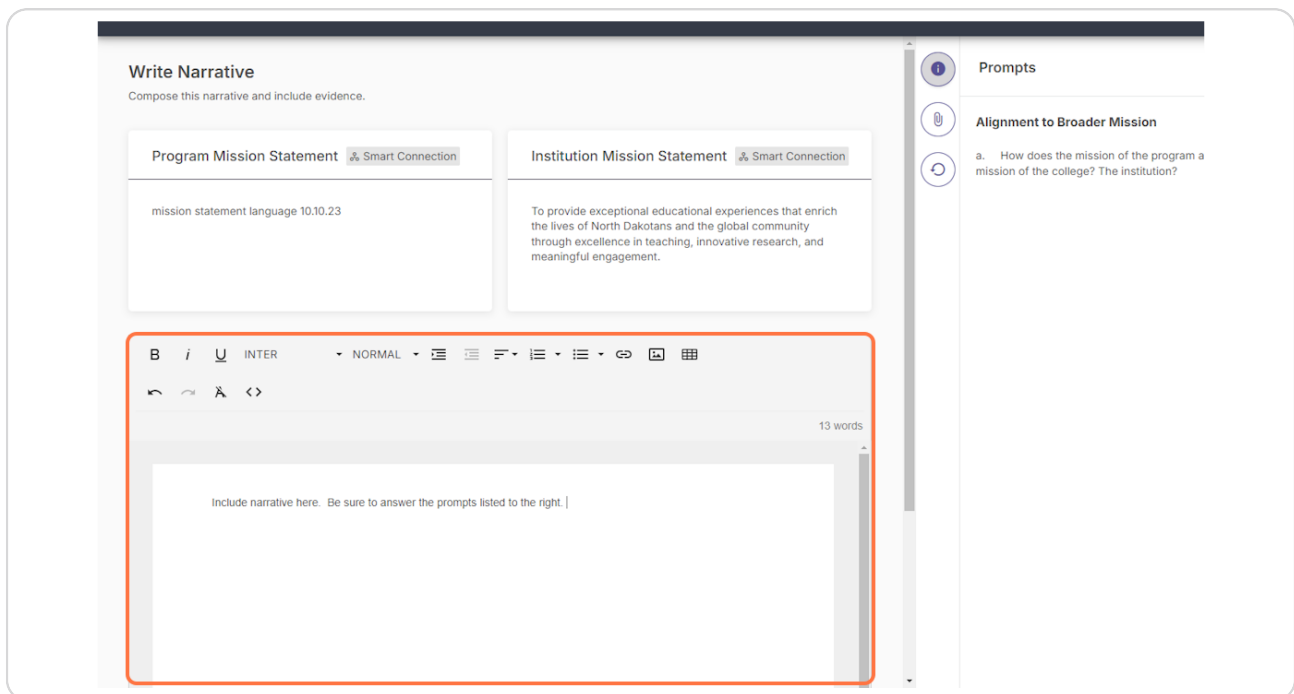**Click on Write Narrative**

Compose this narrative and include evidence. Screen reader users may use ALT+F10 to access formatting toolbar.

Any relevant information linked from other reports above the narrative box. Please note: this linked information will not appear in the final APR report unless copied into the narrative section.

The full question prompt will be listed to the right of the narrative box.

Formatting for the narrative is also available. (Bold, italics, underline, tables, etc.)

Evidence can be linked by using the paperclip icon. It will be added as an attachment within the APR report.

Once the narrative is complete, click on Save and Exit.

<u>Complete the other prompts. (Click on Student Learning Outcomes Assessment and Curriculum)</u>

Repeat the above steps for each question on the left side navigation.

STEP 11

(Click on Program Student Learning Outcomes)

STEP 12

Click on Write Narrative
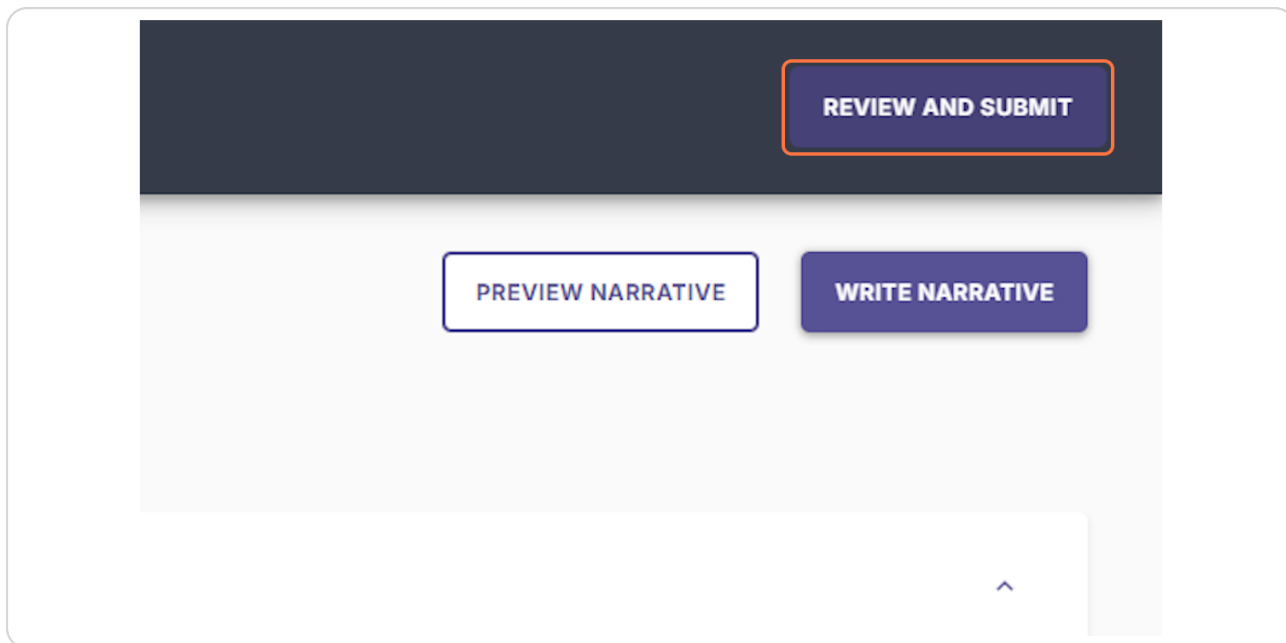
STEP 13

When the narrative is complete, click on Save & Exit.
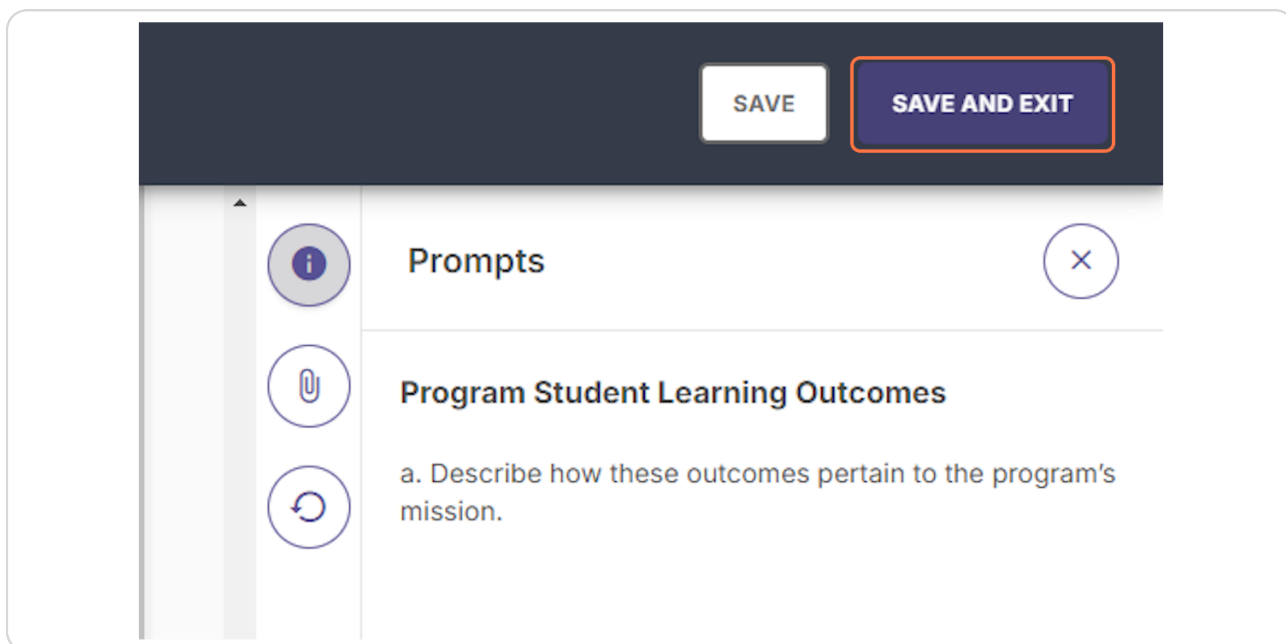
STEP 14

When all prompts have been answered, click on Review & Submit.

From this page you are able to export the full report, including any linked evidence files.
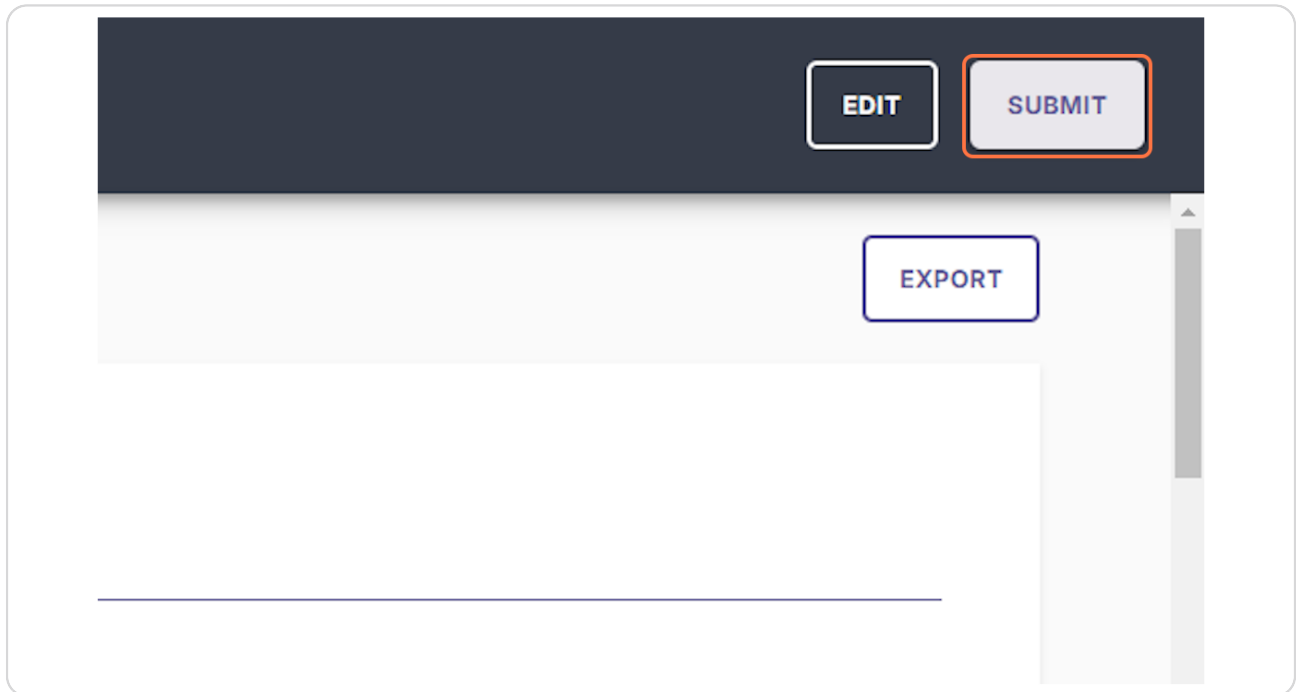
Click on Submit.

This is the final step in the process. Once completed, you will receive an email from Watermark indicating that the APR has been submitted.

The APR self-study prompts are to be completed by **October 15th, 2024**.

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Never miss a step again. Visit Tango.us