

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. Within the state, TROY operates campuses in Dothan, Montgomery, Phenix City, and Troy, Alabama. TROY Online is the distance learning entity of the University, operated administratively from offices in Troy, Alabama, and supported by teaching and recruiting locations across the United States. TROY also operates international teaching locations in Vietnam and Malaysia, and in partnership with the United States Department of Defense Pacific Command (PACOM) in Japan and Korea.

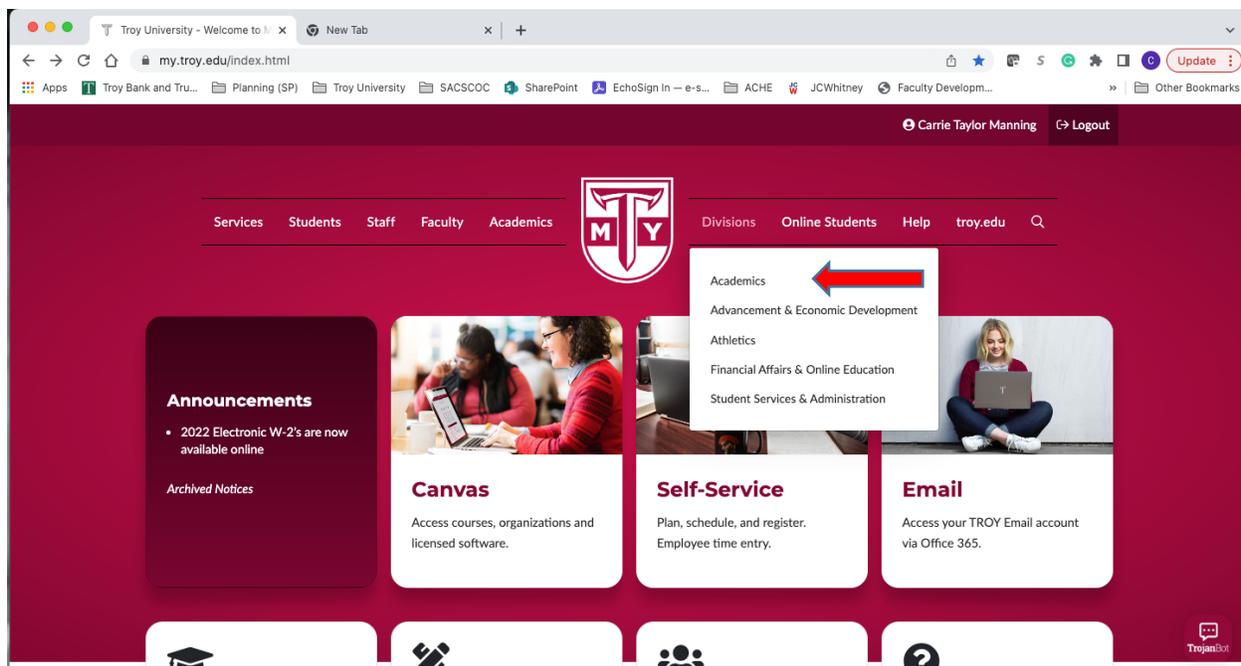
Governance of Troy University's curriculum is vested in the full-time faculty of the institution, most notably through the operation of the graduate and undergraduate academic councils. This governance takes shape at multiple levels, however, including the departmental level (through the deliberation of departmental faculty and approval of the department chair or school director), at the college level (with the interaction of a college level curriculum committee and the approval of the college dean), and at the University level (through consultation of the associate provosts and approval of the academic councils for administrative implementation preparation). Because academic curricular control is a significant focus of Troy University's full-time faculty role, changes to TROY's academic offerings must be vetted at each of these multiple levels.

The University's academic program action (or APA) form is designed to facilitate the workflow for curricular additions, changes, and deletions. Approval of the concept is required via a paper form housed within the offices of the Graduate and Undergraduate Associate Provosts.

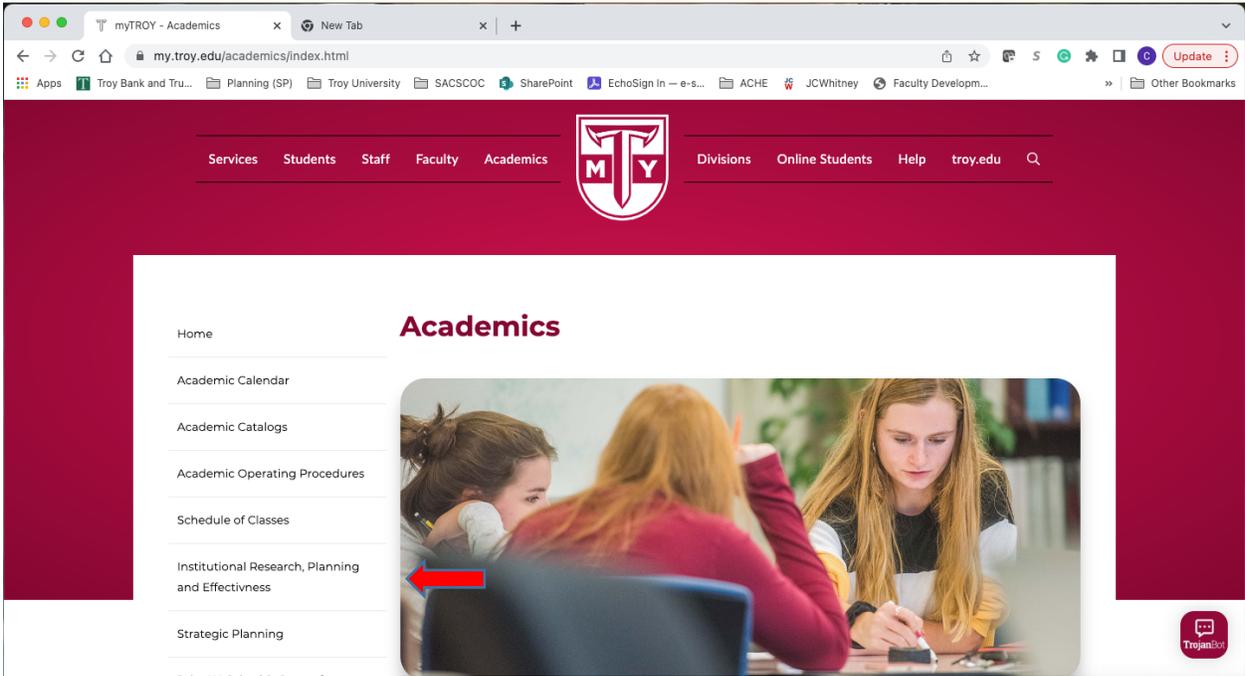
To access the Academic Program Action (APA) form, begin on the TROY Employees website.

<https://my.troy.edu/index.html>

Under Divisions, choose Academics, on the Academic web page, the departmental list will be on the left.



Click on Institutional Research, Planning and Effectiveness.



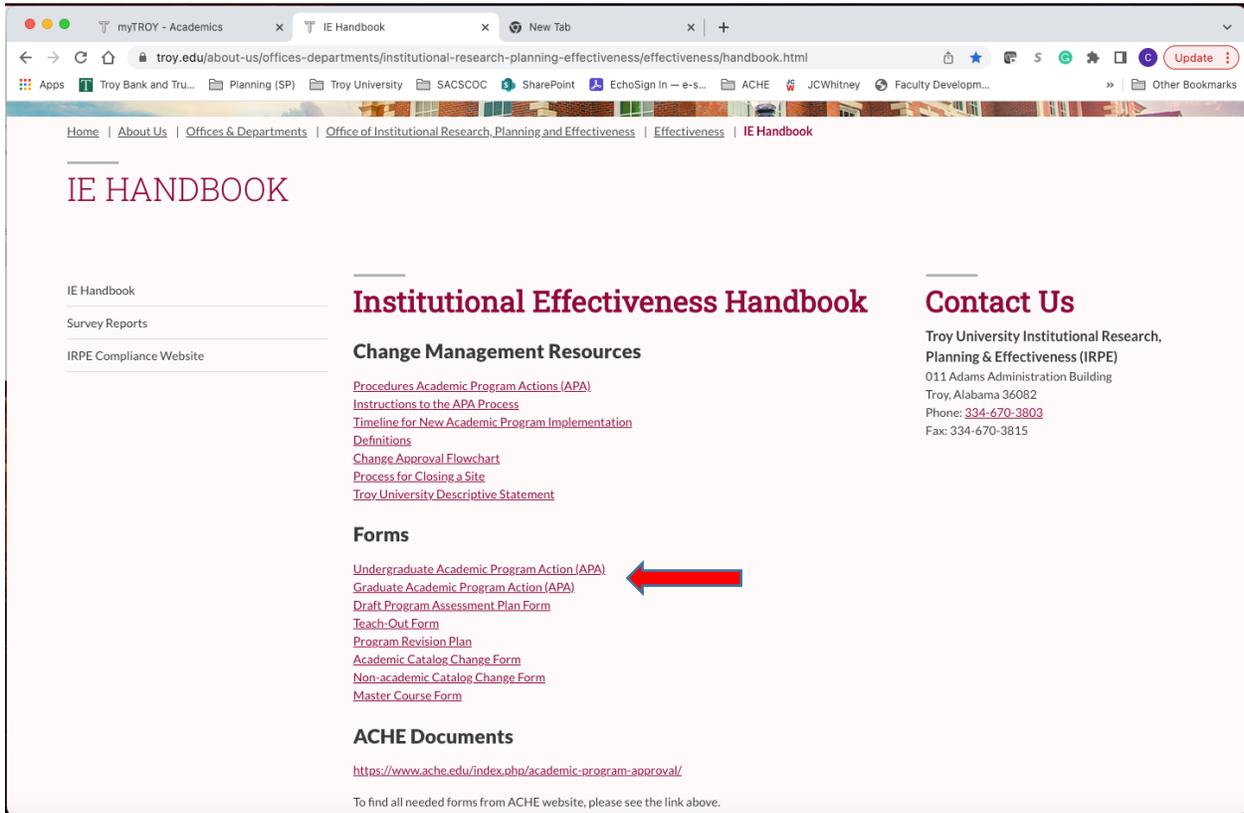
You will land on the Institutional Research, Planning and Effectiveness departmental page, and from there, you will find the IE Handbook in the left-hand menu. Click on the IE Handbook to display details in the right-hand panel of the web page.

The screenshot shows a web browser window displaying the Troy University website. The browser's address bar shows the URL: troy.edu/about-us/offices-departments/institutional-research-planning-effectiveness/index.html. The website header features the Troy University logo and a navigation menu with links such as 'International', 'Online', 'Military & Veterans', 'Future Students', 'Parents & Family', 'Alumni', and 'Community & Outreach'. Below the header is a secondary navigation bar with categories like 'APPLICATIONS & ADMISSIONS', 'SCHOLARSHIPS, COSTS & AID', 'ACADEMICS', 'STUDENT LIFE & RESOURCES', 'ATHLETICS', and 'ABOUT US'. The main content area has a breadcrumb trail: 'Home | About Us | Offices & Departments | Office of Institutional Research, Planning and Effectiveness'. The title of the page is 'OFFICE OF INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS'. On the left, there is a sidebar menu with the following items: Research, Planning, Effectiveness, Fact Site, Qualtrics, State Authorizations, Institutional Review Board, Quality Enhancement Plan, Consumer Information Disclosure, and Additional Resources. A red arrow points to the 'Effectiveness' link in this menu. The main content area is divided into two columns. The left column is titled 'About the IRPE Office' and contains two paragraphs of text. The right column is titled 'Contact Us' and provides contact information for the Troy University Institutional Research, Planning & Effectiveness (IRPE) office, including the address (011 Adams Administration Building, Troy, Alabama 36082), phone number (334-670-3803), and fax number (334-670-3815).

The screenshot shows a web browser window with the URL troy.edu/about-us/offices-departments/institutional-research-planning-effectiveness/index.html. The page features a dark red header with the Troy University logo and navigation links. Below the header is a secondary navigation bar with categories like 'APPLICATIONS & ADMISSIONS', 'SCHOLARSHIPS, COSTS & AID', 'ACADEMICS', 'STUDENT LIFE & RESOURCES', 'ATHLETICS', and 'ABOUT US'. The main content area has a breadcrumb trail: Home | About Us | Offices & Departments | Office of Institutional Research, Planning and Effectiveness. The title 'OFFICE OF INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS' is prominently displayed. On the left, a sidebar menu lists items such as 'Research', 'Planning', 'Effectiveness', 'IE Handbook', 'Survey Reports', 'IRPE Compliance Website', 'Fact Site', 'Qualtrics', 'State Authorizations', and 'Institutional Review Board'. The 'Effectiveness' menu item is expanded, and a red arrow points to the 'IE Handbook' link. The main content area includes sections for 'About the IRPE Office' and 'Contact Us'. The 'About the IRPE Office' section describes the office's role in providing services for institutional research, planning, and effectiveness, mentioning its coordination with the Alabama Commission on Higher Education (ACHE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The 'Contact Us' section provides the address, phone number (334-670-3803), and fax number (334-670-3815) for the IRPE office.

Once in the IE Handbook, you will find the Academic Program Action (APA form). There you will also find any other forms you will need to attach to the APA, such as the catalog change form, teach-out form, program revision plan, and master course form. Attachments need to be prepared before initiating the APA form in Echosign.

When ready, click on the *Academic Program Action* link, which will direct you to the EchoSign portal.



The screenshot shows a web browser window displaying the 'IE HANDBOOK' page. The browser's address bar shows the URL: troy.edu/about-us/offices-departments/institutional-research-planning-effectiveness/effectiveness/handbook.html. The page has a navigation menu at the top with links for Home, About Us, Offices & Departments, Office of Institutional Research, Planning and Effectiveness, Effectiveness, and IE Handbook. The main content area is titled 'IE HANDBOOK' and is divided into three columns. The left column contains a sidebar with links for 'IE Handbook', 'Survey Reports', and 'IRPE Compliance Website'. The middle column is titled 'Institutional Effectiveness Handbook' and contains a section for 'Change Management Resources' with several links: [Procedures Academic Program Actions \(APA\)](#), [Instructions to the APA Process](#), [Timeline for New Academic Program Implementation](#), [Definitions](#), [Change Approval Flowchart](#), [Process for Closing a Site](#), and [Troy University Descriptive Statement](#). Below this is a 'Forms' section with links: [Undergraduate Academic Program Action \(APA\)](#), [Graduate Academic Program Action \(APA\)](#), [Draft Program Assessment Plan Form](#), [Teach-Out Form](#), [Program Revision Plan](#), [Academic Catalog Change Form](#), [Non-academic Catalog Change Form](#), and [Master Course Form](#). A red arrow points to the 'Undergraduate Academic Program Action (APA)' link. The right column is titled 'Contact Us' and provides contact information for Troy University Institutional Research, Planning & Effectiveness (IRPE), including the address (011 Adams Administration Building, Troy, Alabama 36082), phone number (334-670-3803), and fax number (334-670-3815). At the bottom of the page, there is a section for 'ACHE Documents' with a link to <https://www.ache.edu/index.php/academic-program-approval/> and a note: 'To find all needed forms from ACHE website, please see the link above.'

From this landing page, you will start your APA form. You will need to select undergraduate or graduate, and add the email address of your department chair, college curriculum committee representative, and the **generic** email for your college dean.

They are as follows:

- | | |
|--|--|
| College of Arts and Sciences | casdean@troy.edu |
| College of Communication and Fine Arts | cfadean@troy.edu |
| College of Education | coedean@troy.edu |
| College of Health and Human Services | chhsdean@troy.edu |
| Sorrell College of Business | cobdean@troy.edu |

The reason for using the generic emails is to ensure we do not lose any documentation, due to personal retirement or position change. These documents are used to notify ACHE (Alabama Commission on Higher Education), SACSCOC (Southern Association of Colleges and Schools Commission on Colleges), and other accrediting agencies.

Once you have filled in the appropriate emails for your department and college, click to e-Sign, which will take to the next screen. Next, you will begin to fill in the form.

The screenshot shows the Troy University Academic Program Action Form (APA) web interface. At the top, there is a navigation bar with the Troy University logo, a "POWERED BY Adobe Sign" badge, and a "Next Required 13" indicator. The main content area is titled "ACADEMIC PROGRAM ACTION FORM APA" and includes instructions, a "Start" button, and various form fields for "College", "Department", "Type of Action", and "Program Delivery Information". A yellow arrow points to the "Start" button.

INSTRUCTIONS: Complete this form as thoroughly as possible. Information provided in this form will be used to advise external approvals as needed. For more detailed instructions, please reference the APA Procedures document. http://trojan.troy.edu/employees/irpe/assets/documents/Procedures_for_Academic_Program_Action.pdf

College: *

Department (if applicable): *

Undergraduate Graduate

Please note that it may take up to two years prior to program implementation to process requests for new academic programs, depending on the complexity of the proposal. Please reference the Optimal Timeline at <http://trojan.troy.edu/employees/irpe/forms.html> for more information.

TYPE OF ACTION (Select the appropriate action(s) from the drop down lists below.)

*Select... Select...

**Inactivation is a temporary status. Additional guidance must be sought from the appropriate Associate Provost and/or IRPE regarding inactive academic offerings.*

PROGRAM DELIVERY INFORMATION

Degree/Certificate Program Name *

Major/Minor/Concentration Name (if different from above)

Degree Level # of Cr

IMPORTANT! Specify the rationale for this proposed program change as it relates to our automatic assessment results and/or process.

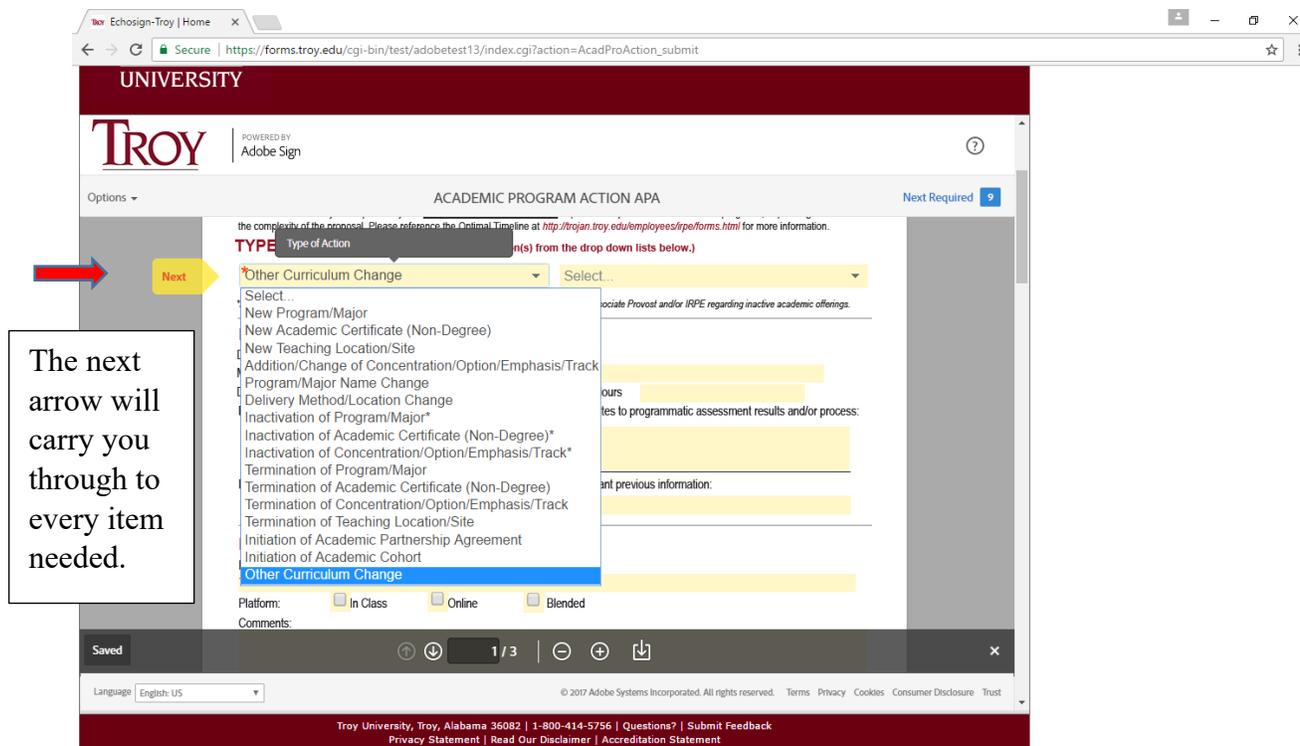
Language: English: US

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The yellow arrow will guide you through all of the required fields.

Please see the different ***types of actions*** and that there are two drop-down menus available for action in one APA form. Please only equate one APA form to one academic offering for changes, with the understanding you can make multiple changes with one APA form.



Once you have filled in all of the required areas, you will be prompted to e-sign the document. Once you have e-signed the document, it will be sent to the emails you assigned on the landing page before you began completing the form in Echosign.

Completion of the APA approval process signifies the end of TROY's internal approval process, at which point steps may be required to seek approval by external governing bodies. To oversimplify the external approval process, let's consider ACHE and SACSCOC. The Alabama Commission on Higher Education, also known as ACHE, reviews and approves all new programs, extensions and alterations of existing programs (to include additions of concentrations and new teaching locations within the State of Alabama), and deletions of programs from TROY's academic program inventory. Regional accreditor SACSCOC reviews and approves new programs and program closures, as well as new teaching locations and address changes for existing teaching locations. Programmatic or specialized accreditors may also need to be involved in the external approval process. The Office of Institutional Research, Planning & Effectiveness (IRPE) is available for consultation regarding academic program actions requiring ACHE and/or SACSCOC review and approval.

Once all necessary internal and external approvals have been secured, implementation of the academic change may be finalized. IRPE will work with University Records, Admissions, Information Technology, and Marketing & Communication to ensure that Datatel program codes are up to date with teaching locations assigned, and new student applications, advertising

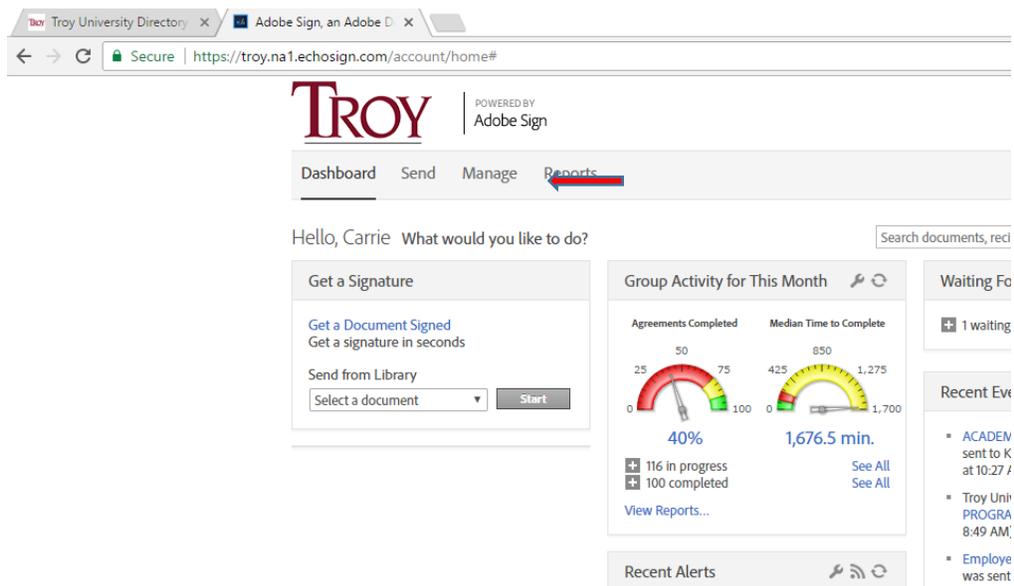
materials, and other web and print collateral are updated. The fact is worth special note here that the graduate and undergraduate academic catalogs are the official sources of Troy University's academic offerings. Questions regarding academic offerings and the process described here can be directed to Wendy Broyles, Director of Assessment & Compliance, or Carrie Taylor Manning, Coordinator for Compliance Records, within the Office of Institutional Research, Planning & Effectiveness. Their contact information is included below:

Wendy Huckabee Broyles
whuckabee@troy.edu

Carrie Taylor Manning
cvtmanning@troy.edu

IRPE Office
 (334) 670-3803

*Would you like to check the status of your document? To check the history of who has viewed or signed your documents. You will need to go to the **Manage** tab in your Echosign account.



Once in your documents, you have several ways to look up a document. You can search by the email of the person who has sent the document, **Participant email**. There is a way to look for a document by person's name, **filter by name or company**; this filter will help you to search by the author of the document.

There is another option within the document called **History**. Once, you have clicked on the document you are concerned with, you will open the document's filters. Offered to the viewer are View, Share, Protect, Remind, History, & Notes. If you are concerned your document has not been reviewed, **History** will give you a clear picture of who has reviewed your document and when they have signed the document.

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Name >	Company >	Document Title >	Date >
▼ Waiting For Me to Sign (1)			
Troy University IRPE	Troy University	ACADEMIC PROGRAM ACTION A...	06/15/2017
▼ Waiting For Me to Prefill (1)			
Dionna Hoover	prefill	Asset Pick Up/Delivery Request	02/01/2011
▼ Out for Signature (3)			
Troy University IRPE	Troy University	ACADEMIC PROGRAM ACTION A...	06/15/2017
Troy University Hum...	Troy University	Employee Dependent Tuition Ass...	06/13/2017
Troy University Hum...	Troy University	Leave Request	06/05/2017
▼ Signed (102)			
Troy University Hum...	Troy University	Employee Dependent Tuition Ass...	05/30/2017
Troy University Hum...	Troy University	Leave Request	05/16/2017
Troy University Hum...	Troy University	Leave Request	05/16/2017
KM-Asset Managemen...	Troy University	ASSET PICKUP AND DELIVERY FO..	04/28/2017
Troy University Hum...	Troy University	Leave Request	04/27/2017
Troy University Payro...	Troy University	Employee Back Pay Authorization...	04/18/2017
Troy University Payro...	Troy University	Employee Back Pay Authorization...	04/18/2017
KM_Asset Managemen...	Troy University	ASSET PICKUP AND DELIVERY FO..	04/06/2017
Troy University Payro...	Troy University	Employee Back Pay Authorization...	03/15/2017
An Employee	Troy University	Travel Approval	03/02/2017
Ashley Turner-TROY ...	Troy University	Graduate Recommendation	02/16/2017

ACADEMIC PROGRAM ACTION APA

From: Troy University IRPE (Troy University)

To: Carrie Taylor Manning (Troy University), Kimberly Jones (Troy University), Somer Givens (Troy University), Wendy Broyles (Troy University),

History

[Audit Report](#)

- Document created by Troy University IRPE (irpeforms@troy.edu) Jun 15, 8:49 AM
- Sent out for signature to Carrie Taylor Manning (cvtmanning@troy.edu) Jun 15, 8:49 AM
- Waiting to be signed by Carrie Taylor Manning (cvtmanning@troy.edu)
- Will be sent for signature to Kimberly Jones (kbrink@troy.edu)
- Will be sent for signature to Somer Givens (smgivens@troy.edu)
- Will be sent for signature to Wendy Broyles (whuckabee@troy.edu)
- Will be sent for signature to IEC Institutional Effectiveness Committee (iec@troy.edu)
- Will be sent for signature to Troy University Associate Provost (ueassocrovost@troy.edu)

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