

Attachment C
TROY UNIVERSITY
Routing Slip for Approval of all GC Academic Program Offerings

Global Campus Site Submitting Request: _____

Degree Program Requested: _____

Instructions: Please select (x) the situation below that is applicable for this request.

Requirements:

Letter of Intent - A full substantive change prospectus and a routing slip with items 1-12 completed is required in the following situations:

- ___ 1. When GC offers an unapproved (new) program at an approved site
- ___ 2. When GC offers an approved program (a program currently offered within the region and previously reviewed/approved by SACS) at an unapproved (new) site
- ___ 3. When GC offers an unapproved (new) program at an unapproved (new) site
- ___ 4. When GC offers an approved program for the first time in a new region
- ___ 5. When GC offers an approved program for the first time in a new country

Letter of Notification – An abbreviated substantive change prospectus and a routing slip with items 1-4 completed is required in the following situation:

- ___ 1. When GC offers an approved program (a program currently offered within the region and previously reviewed/approved by SACS) at an approved site.

Chancellor/Provost Pre-Approval/Date: _____

1. The Regional Director requests that a Letter of Notification or Letter of Intent be prepared to send to SACS and provides a one to two page summary of the proposed program addition. Elements to be included in the two-page summary:
1) Degree Offered, Program, Location, Start date; 2) Background Information; 3) Faculty; 4) Library and Learning Resources; 5) Physical Resources; 6) Financial Support; 7) Evaluation and Assessment; 8) Appendices – (a) Roster of full-time and adjunct faculty, (b) current program PIE

2. Global Campus Academic Dean sends a Letter of Notification/Intent with accompanying program summary and routing slip to the appropriate college dean/chair for review, comment and/or approval (5 days).

3. Chair Approval/Date: _____ Approve Disapprove
Dean Approval/Date: _____ Approve Disapprove

4. Upon receipt of item #3 approvals, the GC Academic Dean prepares a request to the IRPE Office. The IRPE Office prepares a formal letter for the Chancellor's signature, logs information, and mails the signed letter of intent or notification to SACS with copies being sent to the following: Regional Director, GC Academic Dean, IRPE Office, Provost, and College Dean.
5. The Regional Director prepares and sends the Prospectus to the GC Academic Dean.
6. The GC Academic Dean reviews the Prospectus, works with Instructional Support Services to edit the Prospectus, and sends the edited prospectus to the Regional Director for corrections as needed.

7. The GC Academic Dean sends Prospectus with routing slip, items #3 signed and approved, to the appropriate college dean for Committee review and approval.

8. College Dean/Date: _____

Approve Disapprove

Approved with Conditions (Attach conditions and specify if conditions must be met prior to request going to the IE Committee for review.)

9. The Substantive Change Prospectus with signed routing slip is submitted to the Institutional Effectiveness (IE) Committee for review and approval.

Signature of IE Chair/Date: _____ Approve Disapprove Approved with Conditions

10. The Prospectus and signed routing slip is sent to the Academic or Graduate Council for review.

Signature of Chair/Date: _____ Approve Disapprove

11. The Prospectus and signed routing slip is sent to the Provost for approval.

Provost/Date: _____ Approve Disapprove

12. The Prospectus and signed routing slip is returned to GC Academic Dean for final changes and for production of multiple copies for SACS-COC. The GC Academic Dean forwards the appropriate number of copies to the IRPE Office who prepares a formal cover letter for the Chancellor's signature, logs information, and mails the Prospectus with the Chancellor's cover letter to SACS-COC with copies of the letter emailed to the following: Regional Director, GC Academic Dean, IRPE Office, Provost, and College Dean.

Cc: Institutional Effectiveness (Original)

Global Campus
Graduate Council
Financial Aid