

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, 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.

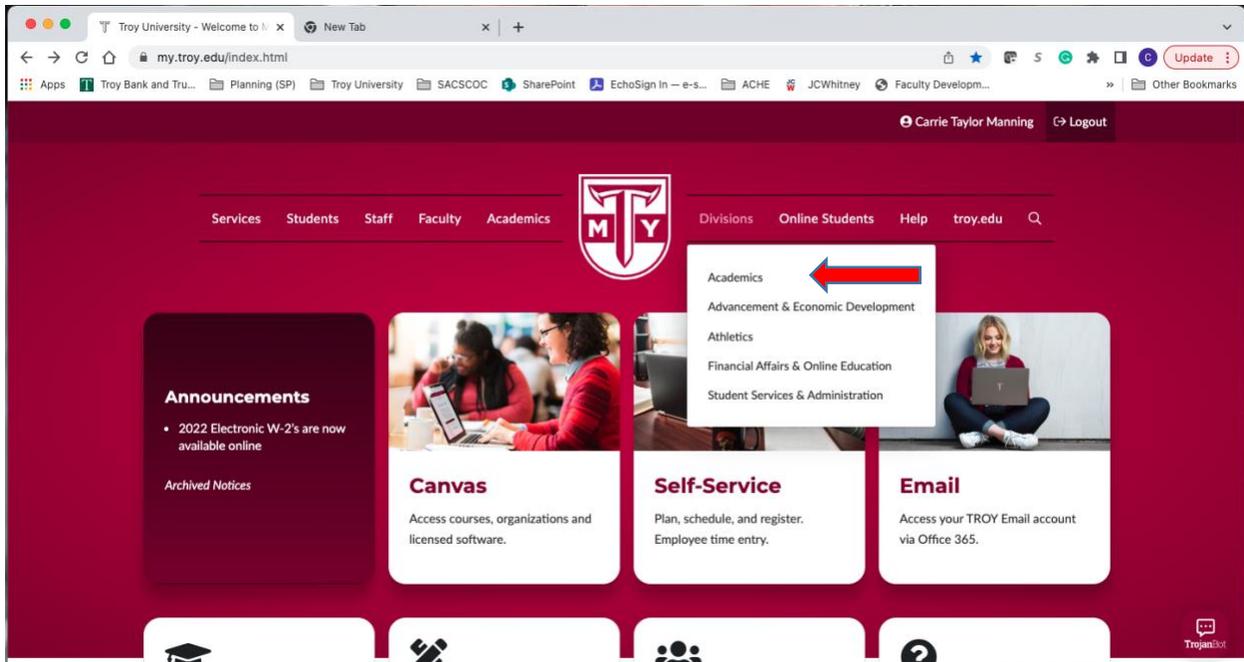
Governance of Troy University's curriculum is vested in the full-time faculty of the institution, most notably through the operation of the graduate and undergraduate academic councils. This governance takes shape at multiple levels, however, including the departmental level (through the deliberation 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 Change Form (or ACF) is designed to facilitate the workflow for curricular additions, changes, and deletions. Approval via a memo from the college is required as an attachment to the ACF for the office of the Academic Associate Provost to review. The memo should only be directed through the college dean and no further. It should be attached to the ACF, where all other reviewers will review and give the approvals required for the change to be documented.

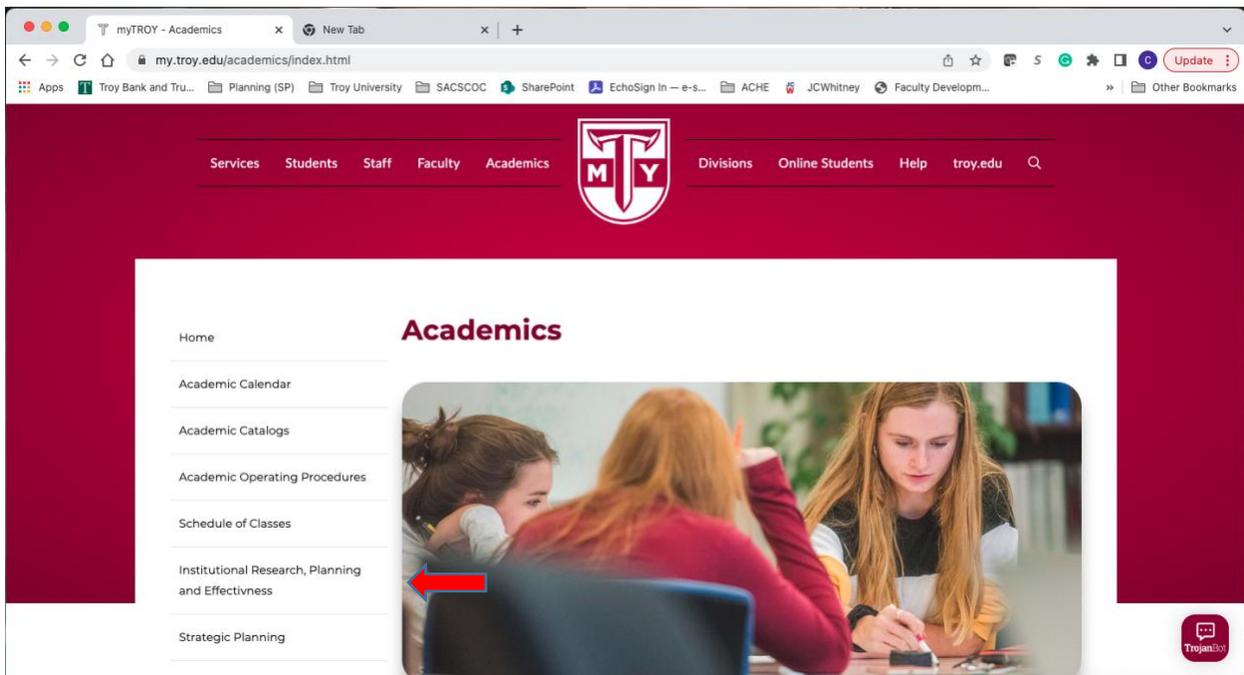
To access the Academic Change Form (ACF), begin on the TROY Employees website.

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

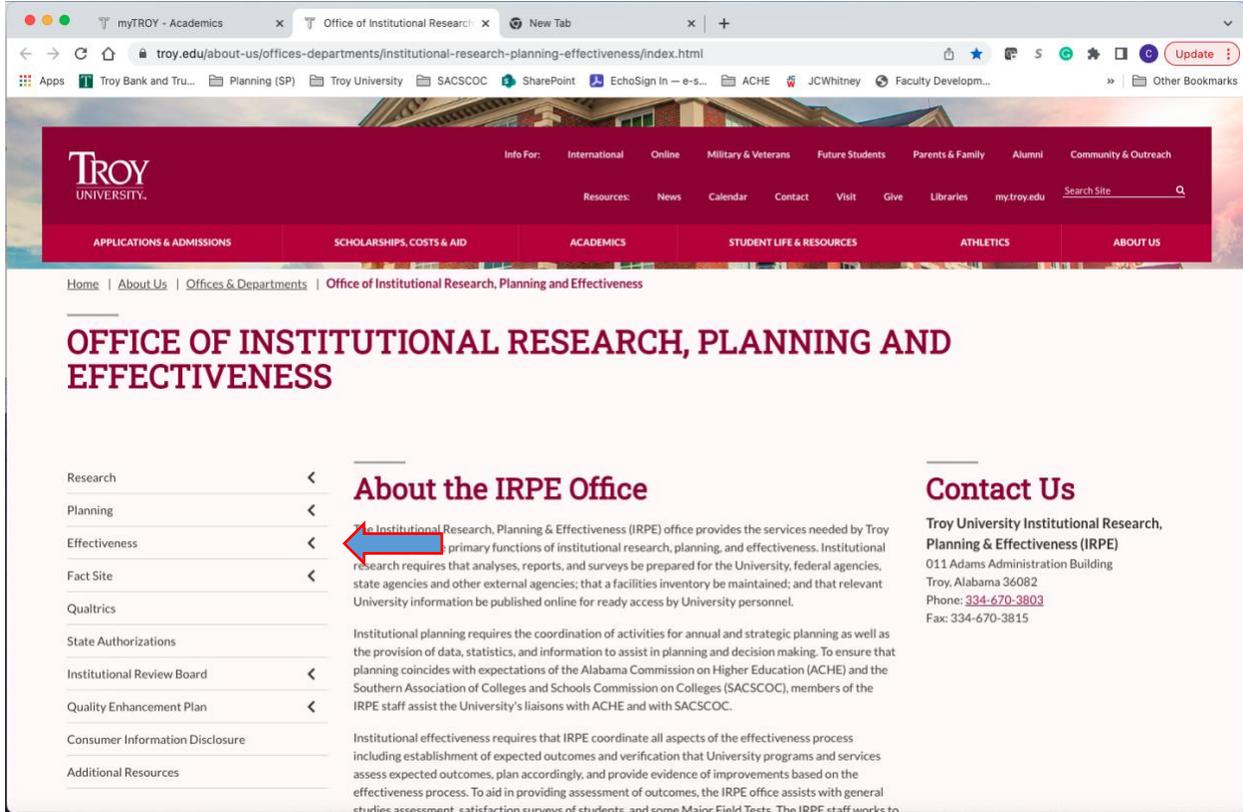
Under Divisions, choose Academics, on the Academic web page, the departmental list will be located on the left.

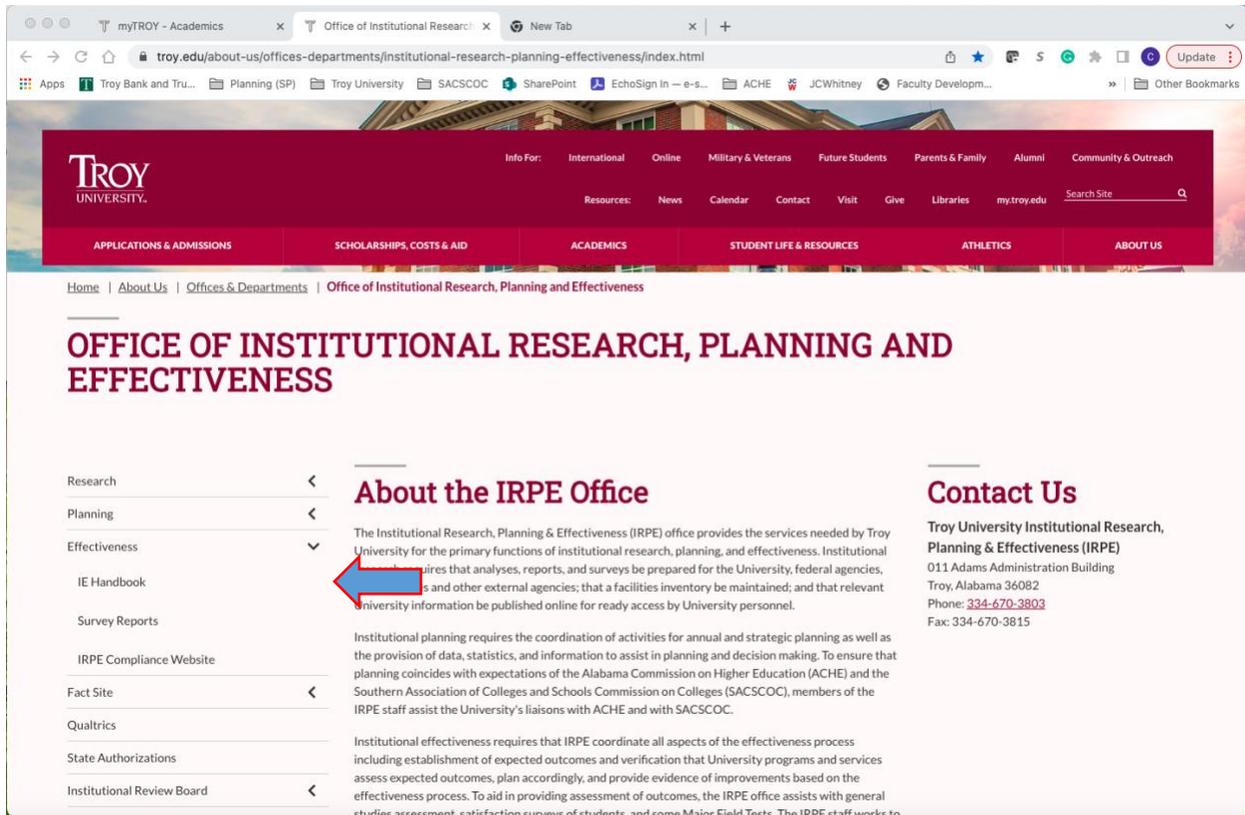


Click on Institutional Research, Planning and Effectiveness.



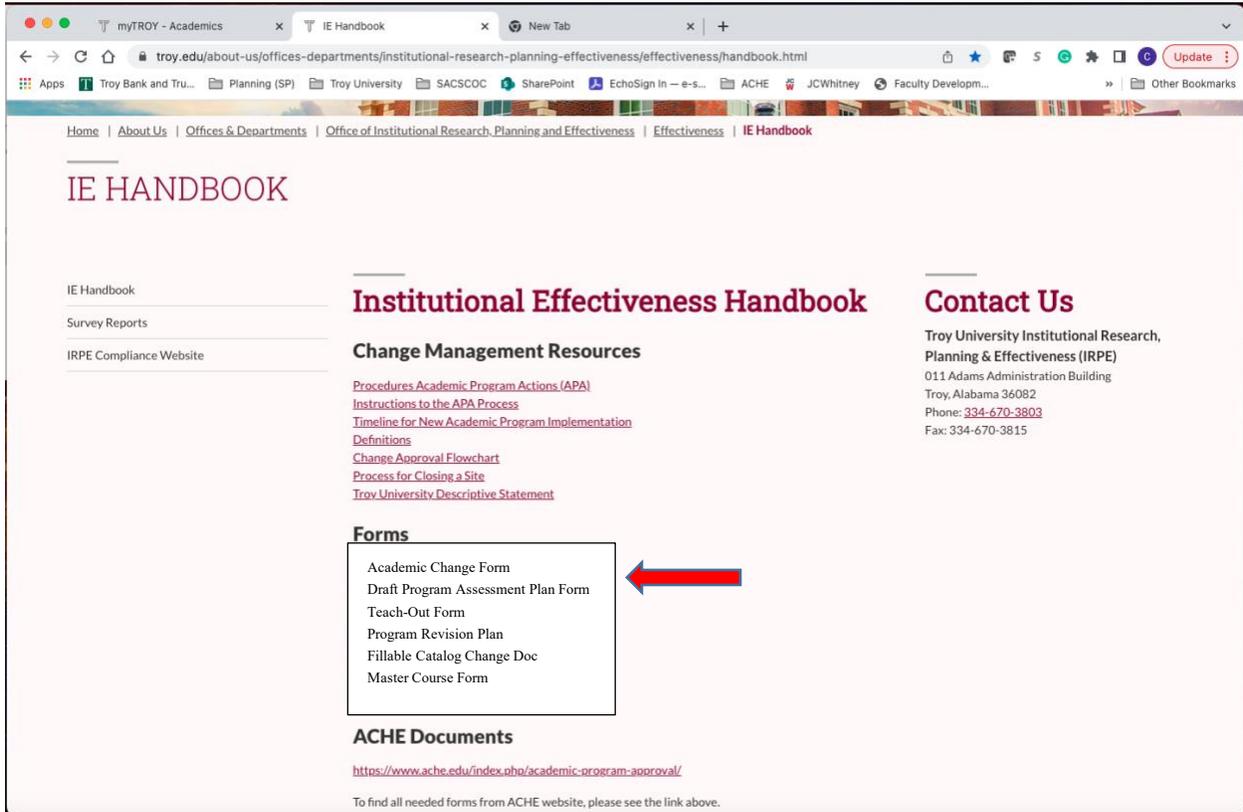
You will land on the Institutional Research, Planning and Effectiveness departmental page, and from there, you will find the IE Handbook in the left-hand menu. Click on the IE Handbook to display details in the right-hand panel of the web page.





Once in the IE Handbook, you will find the Academic Change Form (ACF). There you will also find any other documents you may need to attach to the APA, such as the catalog change fillable document, teach-out form, program revision plan, and master course form. All attachments, such as the College memo and any other required documents, must be prepared before initiating the ACF form in AdobeSign.

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



From this landing page, you will start your Academic Change Form. You will need to select undergraduate or graduate, select the college, add your TU email, and choose the type of action. If you have questions before moving forward, you can click the link at the top of the page to review the Instructions for completing the Academic Change Form.

Once you have selected the level of program and your college, you add your email. Please refer to the list of different **types of actions** and select from the available options on the AC form. Once you have selected the type of action you are taking, click to e-Sign, which will take you to the next screen, where you will begin to fill out the form and attach the needed materials.

The selection of college prefills the generic emails used by colleges, departments, and other approval signature lines 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.

Options ▾ Academic Change Form Next require

Powered by Adobe Acrobat Sign

**TROY UNIVERSITY** **ACADEMIC CHANGE ACTION FORM** **ACA**

College: Sorrell College of Business  
 Department (if applicable): Economics, Finance, Risk Management and Insurance  
 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** New Program/Major

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

**PROGRAM INFORMATION MODIFICATIONS**

Degree/Certificate Program Name \_\_\_\_\_  
 Major/Minor/Concentration Name (if different from above) \_\_\_\_\_  
 Degree Level Undergraduate # of Credit Hours \_\_\_\_\_

**IMPORTANT!** Specify the rationale for this proposed program change as it relates to programmatic assessment results and/or process:  
 \_\_\_\_\_

If this change involves an existing related program/major, please indicate relevant previous information:  
 \_\_\_\_\_

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

Once you have filled in all of the required areas and attached your documents, you will be prompted to e-sign the document. Once you have e-signed the document, it will be sent to the emails assigned on the landing page before you begin completing the form in AdobeSign.

Completion of the AC form 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

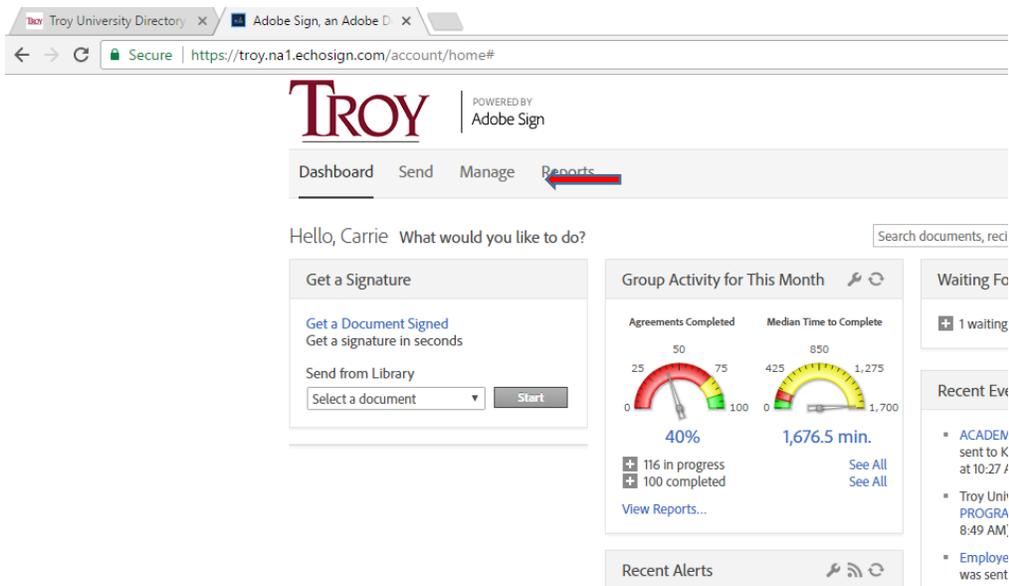
be directed to Carrie Taylor Manning, Coordinator for Compliance Records, or Wendy Broyles, Director of Assessment & Compliance within the Office of Institutional Research, Planning & Effectiveness. Their contact information is included below:

Carrie Taylor Manning  
[cvtmanning@troy.edu](mailto:cvtmanning@troy.edu)

Wendy Huckabee Broyles  
[whuckabee@troy.edu](mailto:whuckabee@troy.edu)

IRPE Office  
(334) 670-5916

\*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 AdobeSign 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 search for a document by a person's name or **filter by name or company**; this filter will help you 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 that your document has not been reviewed, **History** will provide a clear picture of who has reviewed your document and when they signed it.

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Name >	Company >	Document Title >	Date >
<b>Waiting For Me to Sign (1)</b>			
Troy University IRPE	Troy University	ACADEMIC PROGRAM ACTION A...	06/15/2017
<b>Waiting For Me to Prefill (1)</b>			
Dionna Hoover	prefill	Asset Pick Up/Delivery Request	02/01/2011
<b>Out for Signature (3)</b>			
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
<b>Signed (102)</b>			
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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