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.



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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.



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In order to submit the ACADEMIC	CHANGE FORM, enter the information requested below and click ESign Document.
	Instructions for completing the Academic Change Form can be found by clicking here
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Your email address: *	
Type of Action *	Select One
	ESign Document
	Troy University, Troy, Alabama 56082 1-600-414-5756 Questions? Submit Feedback Privacy Statement Read Our Discience Accreditation Statement @ 2007-2019 Troy University

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.



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 <u>cvtmanning@troy.edu</u> Wendy Huckabee Broyles 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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Troy University Pa	yro Troy University	Employee Back Pay Authorizatio	n 04/18/2017	 Will be sent for signature to Wendy 	
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An Employee	Troy University	Travel Approval	03/02/2017	(iec@troy.edu)	2
Ashley Turner-TRC	DY Troy University	Graduate Recommendation	02/16/2017	 Will be sent for signature to Troy University Associate Provost 	100
			•	(ugassocprovost@trov.edu)	P