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, the vetting of changes to TROY's academic offerings must go through 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. Required approval of a concept given via a paper form housed within the offices of the Graduate and Undergraduate Associate Provosts.
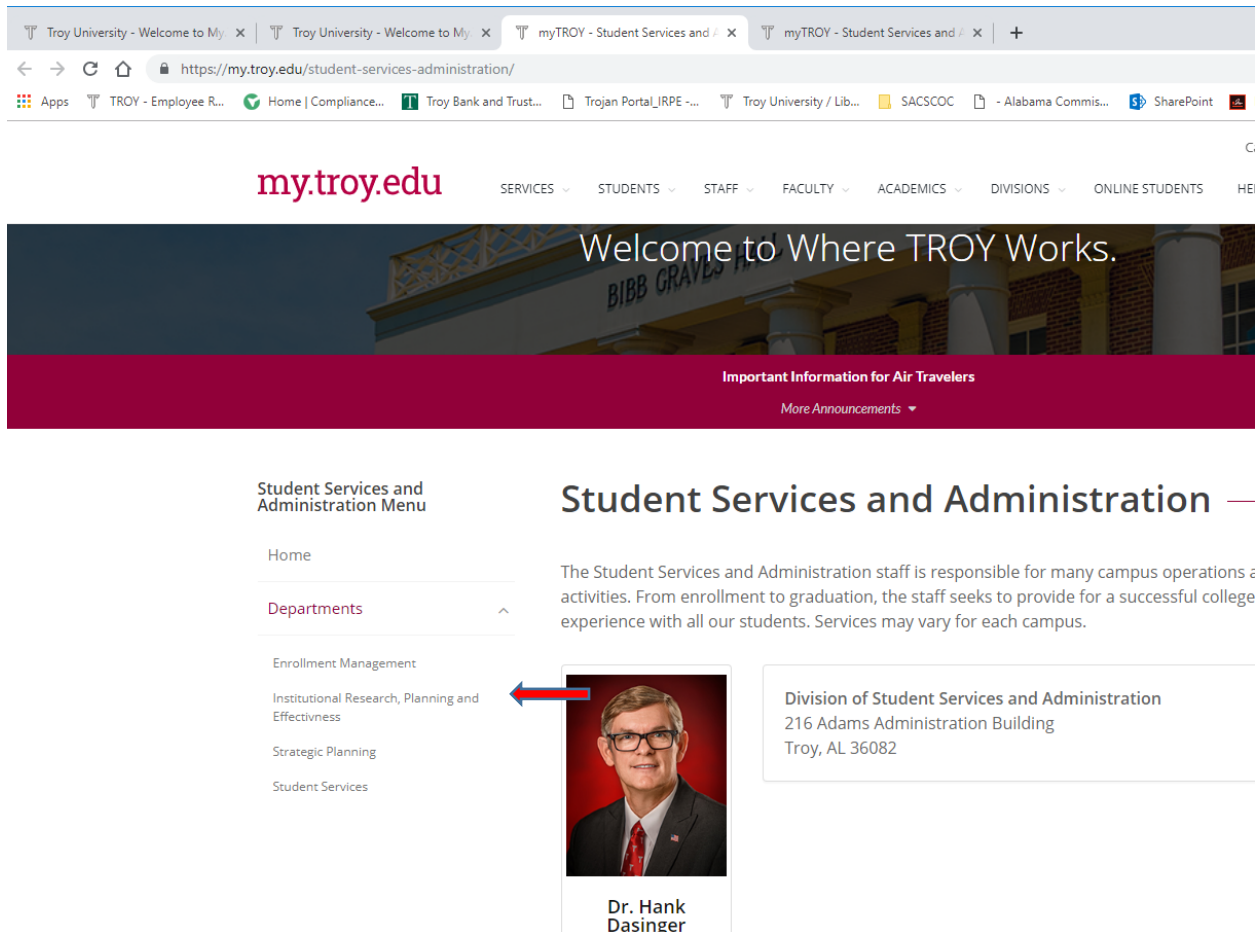
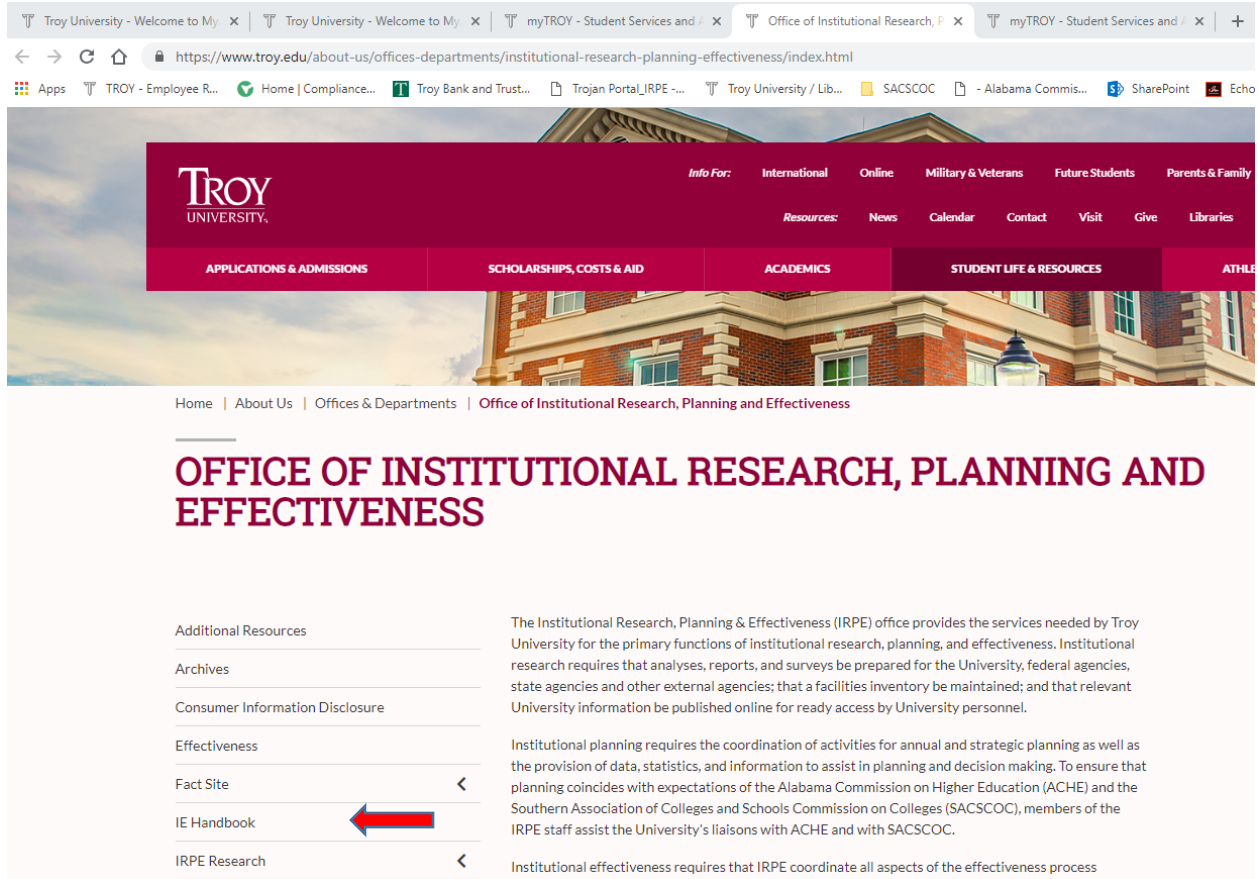To access the Academic Program Action (APA) form, begin on the my.troy.edu website.

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

Find the DIVISIONS tab, select the Student Services and Administration section, and click to expand the division's departmental list.
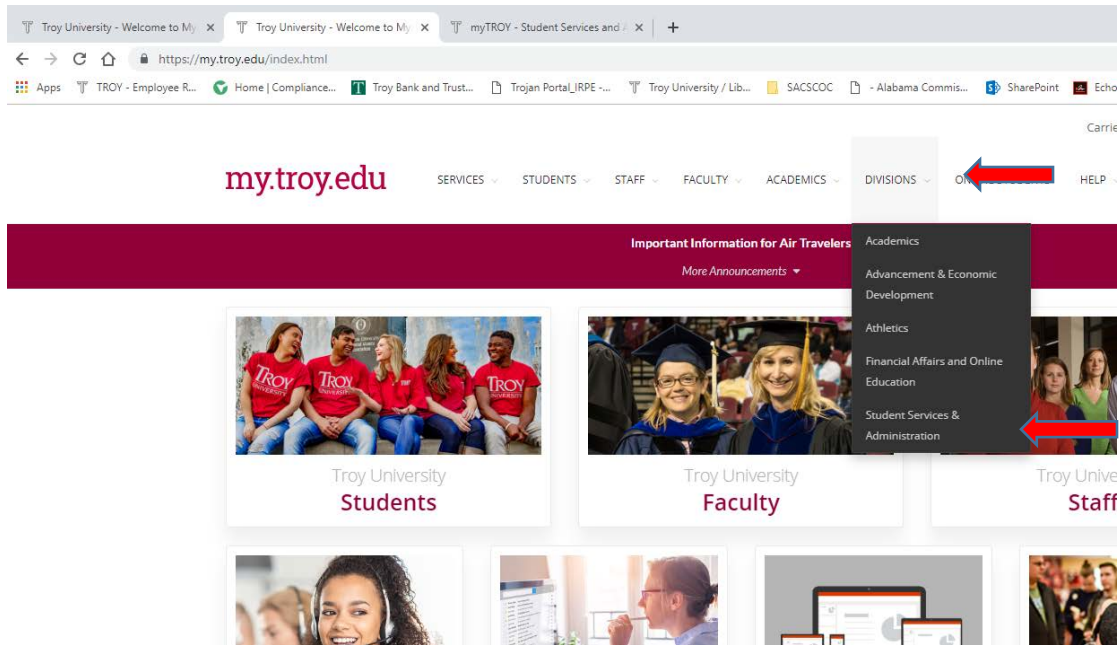
Click on the Departments arrow and then chose Institutional Research, Planning and Effectiveness.

You will land in 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 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. Please prepare these attachments before initiating the APA form in AdobeSign.

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

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 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 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 AdobeSign.

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 of 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 are secured, the finalization of implementation of the academic changes may occur. 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. You may direct your questions regarding academic offerings, and the process described here to Wendy Broyles, Director of Assessment & Compliance or Carrie Taylor Manning, Coordinator for Compliance Records within the Office of Institutional Research, Planning & Effectiveness. Please see their contact information below:

Wendy Huckabee Broyles   Carrie Taylor Manning
whuckabee@troy.edu   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 sign into your Adobe Sign account and click on the ***Manage*** tab in your Adobe Sign account.
Home address to the Adobe Sign web page:
https://troy.na1.echosign.com/public/login#

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, *Search Full Text and Participant email*. There is a way to look for a document by person's name, *filter by name and 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, Reminder, 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.