

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.

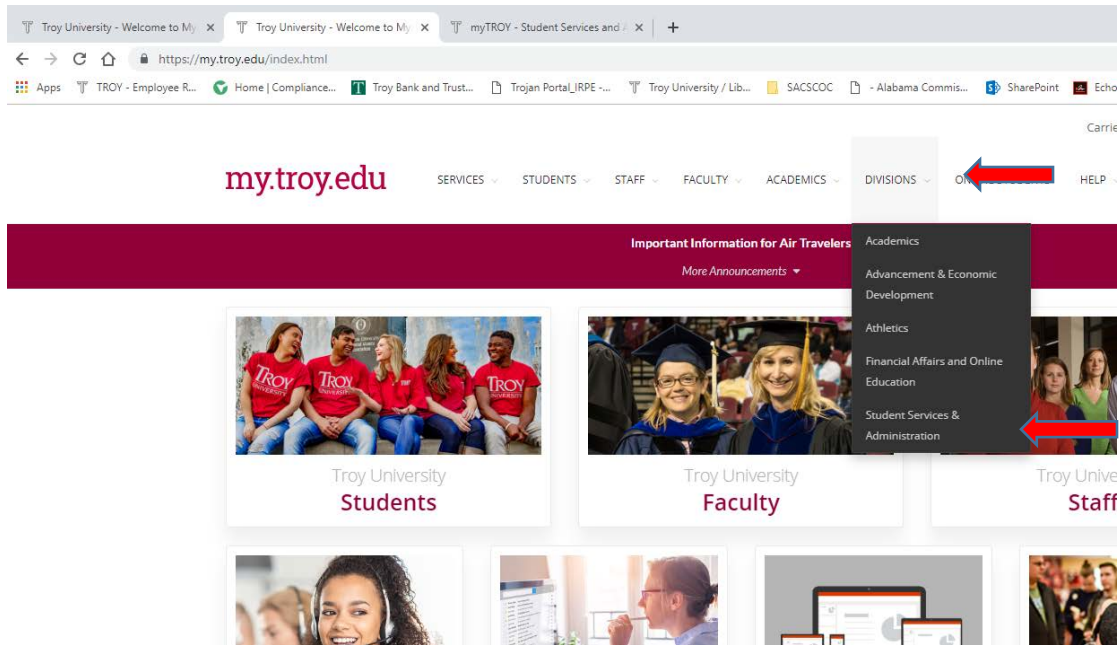
Governance of Troy University's curriculum is vested in the full-time faculty of the institution, most notably through the operation of the graduate and undergraduate academic councils. This governance takes shape at multiple levels, however, including the departmental level (through the deliberation 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.

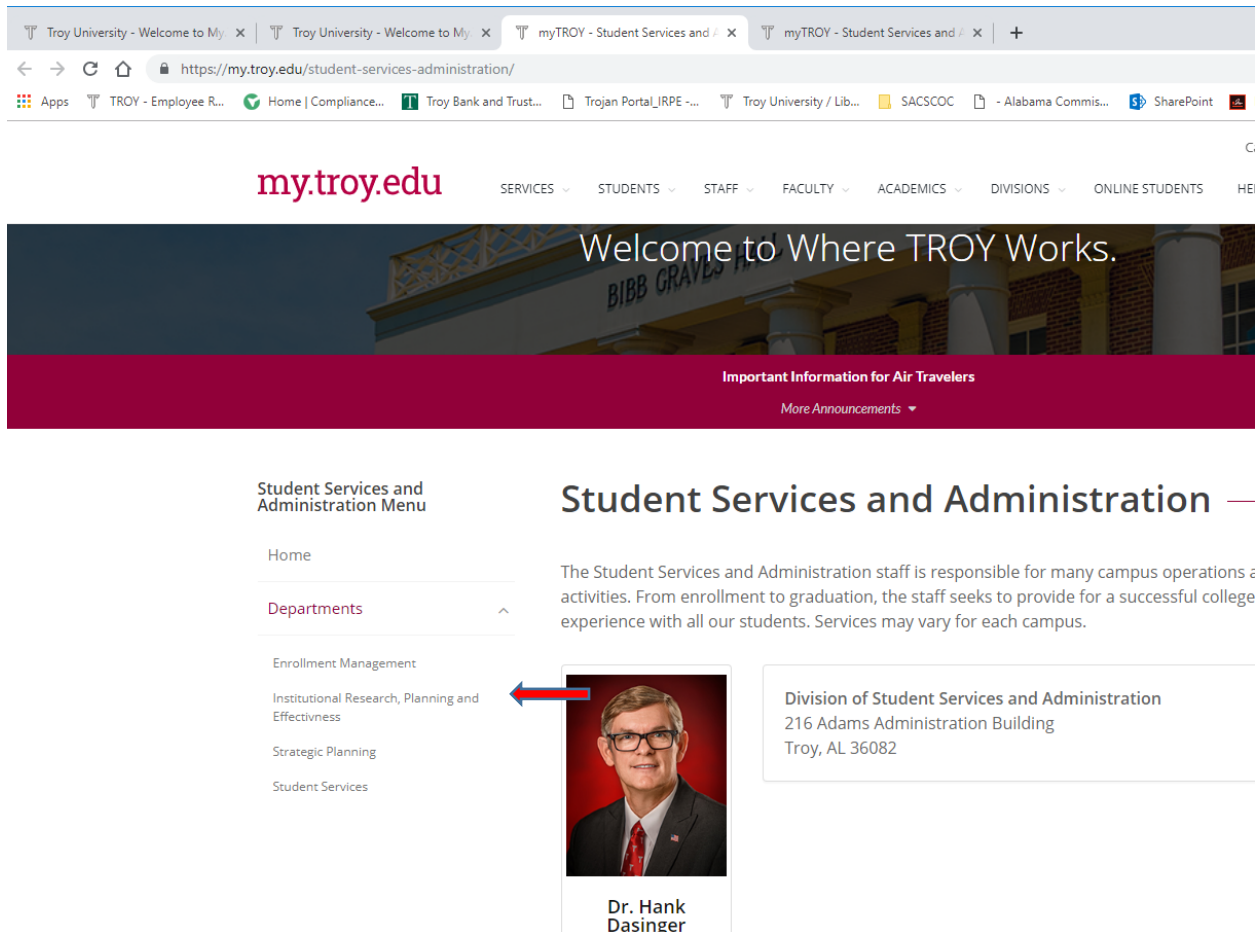
To access the Academic Program Action (APA) form, begin on the my.troy.edu website.

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

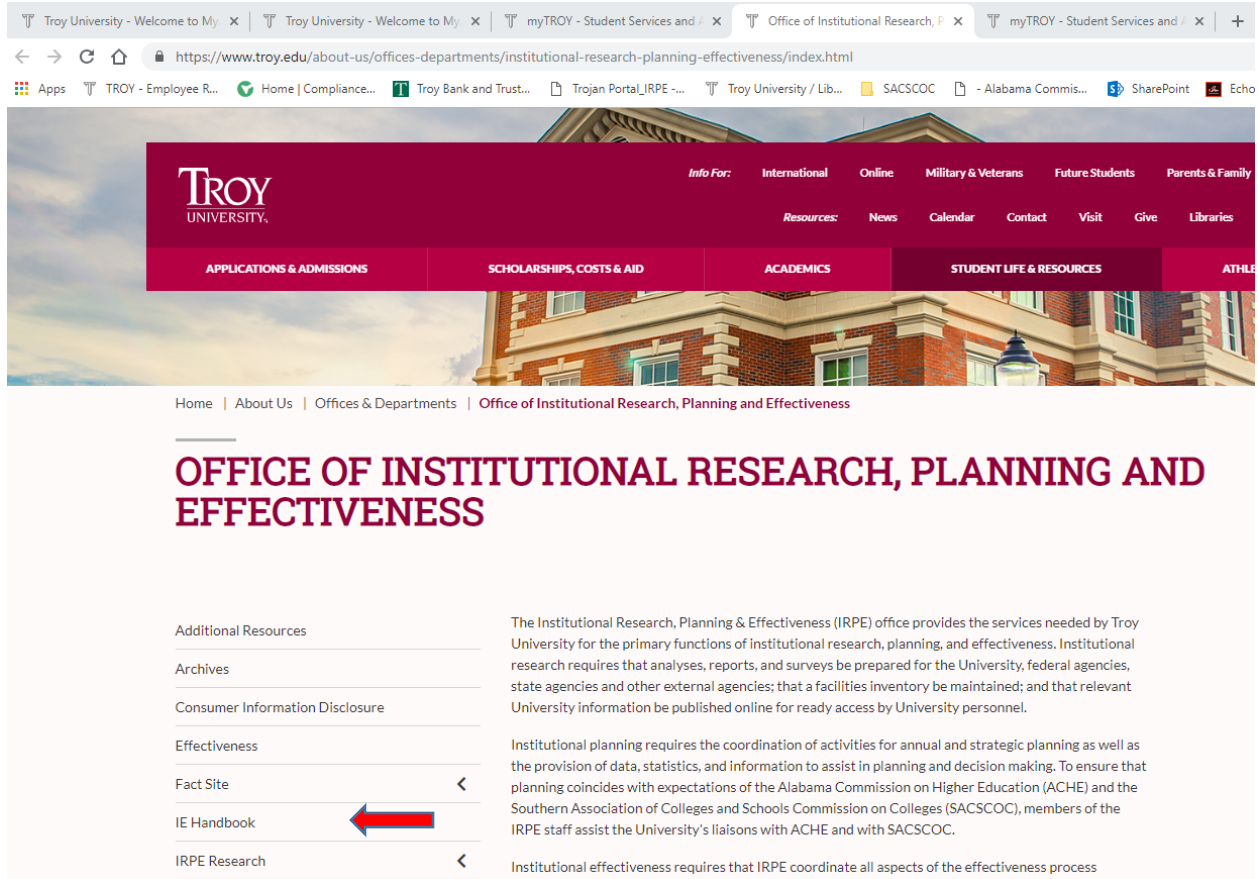
Find the DIVISIONS tab, select the [Student Services and Administration](#) section, and click to expand the division's departmental list.



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.



The screenshot shows the Troy University website. The top navigation bar includes links for 'Info For:' (International, Online, Military & Veterans, Future Students, Parents & Family) and 'Resources:' (News, Calendar, Contact, Visit, Give, Libraries). Below this is a secondary navigation bar with categories: APPLICATIONS & ADMISSIONS, SCHOLARSHIPS, COSTS & AID, ACADEMICS, STUDENT LIFE & RESOURCES, and ATHLETICS. The main header area features the Troy University logo and a large image of a building. Below the header, a breadcrumb trail reads: Home | About Us | Offices & Departments | Office of Institutional Research, Planning and Effectiveness. The main content area is titled 'OFFICE OF INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS'. On the left, a sidebar menu lists: Additional Resources, Archives, Consumer Information Disclosure, Effectiveness, Fact Site, IE Handbook, and IRPE Research. A red arrow points to the 'IE Handbook' link. The right-hand panel contains text about the IRPE office's services, including institutional research, planning, and effectiveness, and mentions of the Alabama Commission on Higher Education (ACHE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

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.

The screenshot shows the Troy University website's 'Forms' page. The browser tabs at the top include 'Troy University - Welcome to My...', 'myTROU - Student Services and...', and 'Forms'. The address bar shows the URL: <https://www.troy.edu/about-us/offices-departments/institutional-research-planning-effectiveness/forms.html>. The page header includes navigation links: Home | About Us | Offices & Departments | Office of Institutional Research, Planning and Effectiveness | **Forms**.

The main heading is 'FORMS'. Below it, there is a left sidebar with a list of links, each with a chevron icon pointing right:

- Additional Resources
- Archives
- Consumer Information Disclosure
- Effectiveness
- Fact Site
- IE Handbook
- IRPE Research
- IRPE Staff
- Planning
- Quality Enhancement Plan
- Qualtrics
- Survey Reports
- Trojan Assessment Center (TAC)
- State Authorizations
- Institutional Review Board

The main content area is titled 'Institutional Effectiveness Handbook'. It contains two sections:

- Change Management Resources**
  - 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
  - Troy University Descriptive Statement
  - ACHE Policies
  - SACSCOC Substantive Change Policy
- Forms**
  - Undergraduate Academic Program Action (APA) ← **Red arrow pointing here**
  - 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
  - Master Course Form

In order to submit your **ACADEMIC PROGRAM ACTION (APA)**, you will need to enter the information requested below.

Instructions for completing the APA form can be found by clicking [here](#).

To view a training video about the APA process, click here. [here](#).

**Level of program this approval will affect:**

☒ Undergraduate ☐ Graduate

Your E-mail address:

Department Chair/School Director's E-mail address:

College Curriculum Committee Representative's E-mail address:

Academic College Dean's E-mail address:

[Click to e-Sign](#)

[EchoSign FAQ](#)

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	<a href="mailto:casdean@troy.edu">casdean@troy.edu</a>
College of Communication and Fine Arts	<a href="mailto:cfadean@troy.edu">cfadean@troy.edu</a>
College of Education	<a href="mailto:coedean@troy.edu">coedean@troy.edu</a>
College of Health and Human Services	<a href="mailto:chhsdean@troy.edu">chhsdean@troy.edu</a>
Sorrell College of Business	<a href="mailto:cobdean@troy.edu">cobdean@troy.edu</a>

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 screenshot shows the Troy University Academic Program Action Form (APA) interface. The form is titled "ACADEMIC PROGRAM ACTION FORM APA" and is powered by Adobe Sign. It includes instructions, a "Start" button, and various input 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](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.

UNIVERSITY

**TROY** POWERED BY Adobe Sign

Options ▾

ACADEMIC PROGRAM ACTION APA Next Required 9

the complexity of the proposal. Please reference the *Original Timeline* at <http://trojan.troy.edu/employees/irpe/forms.html> for more information.

**TYPE** Type of Action (n(s) from the drop down lists below.)

**Other Curriculum Change** Select...

Select...

New Program/Major

New Academic Certificate (Non-Degree)

New Teaching Location/Site

Addition/Change of Concentration/Option/Emphasis/Track

Program/Major Name Change

Delivery Method/Location Change

Inactivation of Program/Major\*

Inactivation of Academic Certificate (Non-Degree)\*

Inactivation of Concentration/Option/Emphasis/Track\*

Termination of Program/Major

Termination of Academic Certificate (Non-Degree)

Termination of Concentration/Option/Emphasis/Track

Termination of Teaching Location/Site

Initiation of Academic Partnership Agreement

Initiation of Academic Cohort

**Other Curriculum Change**

Platform: ☐ In Class ☐ Online ☐ Blended

Comments:

Saved

Language English: US

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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  
[whuckabee@troy.edu](mailto:whuckabee@troy.edu)

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

The screenshot displays the Adobe Sign web interface. At the top, there's a navigation bar with tabs: Dashboard, Send, Manage, and Reports. The Reports tab is highlighted with a red arrow. Below the navigation bar, the user is greeted with 'Hello, Carrie' and a prompt 'What would you like to do?'. To the right of the greeting is a search bar labeled 'Search documents, rec'. The main content area is divided into three columns. The left column is titled 'Get a Signature' and contains a section 'Get a Document Signed' with the text 'Get a signature in seconds' and a 'Send from Library' section with a dropdown menu and a 'Start' button. The middle column is titled 'Group Activity for This Month' and contains two gauges. The first gauge is 'Agreements Completed' showing 40% completion (116 in progress, 100 completed). The second gauge is 'Median Time to Complete' showing 1,676.5 min. The right column is titled 'Waiting For' and shows '1 waiting'. Below these sections is a 'Recent Alerts' section.



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.

The screenshot displays the Troy University Adobe Sign interface. At the top, there's a navigation bar with 'Dashboard', 'Send', 'Manage', and 'Reports'. Below this, a search bar is highlighted with a red arrow, labeled 'Search Full Text'. To the right, there's a 'Participant email' search field. Below the search bar, there are filters for 'Filter by Name or Company' and 'Filter by Document Status', both highlighted with red arrows. The main table lists documents with columns for Name, Company, Document Title, and Date. A red arrow points to the 'History' button in the document preview pane on the right.

Name	Company	Document Title	Date
Waiting For Me to Sign (0)			
Out for Signature (13)			
rmccormick154731@troy.edu	Troy University	Master Course Information Form	04/04/2019
Troy University Associate Provost	Troy University	Master Course Information Form	04/04/2019
rmccormick154731@troy.edu	Troy University	Master Course Information Form	04/04/2019
Troy University Associate Provost	Troy University	Master Course Information Form	04/04/2019
rmccormick154731@troy.edu	Troy University	Master Course Information Form	04/04/2019
Carrie Taylor Manning	Troy University	Master Course Information Form	04/04/2019
Troy University Associate Provost	Troy University	Master Course Information Form	04/02/2019
Jefferson Spurlock	Troy University	Master Course Information Form	04/02/2019
Frank Hammonds	Troy University	ACADEMIC PROGRAM ACTION APA	04/02/2019
Troy University Course Information	Troy University	Master Course Information Form	04/01/2019
rmccormick154731@troy.edu	Troy University	Master Course Information Form	03/28/2019
email@troy.edu	Troy University	Master Course Information Form	03/27/2019

**Master Course Information Form**  
 From: Troy University IRPE (Troy University)  
 To: rmccormick154731@troy.edu (Troy University), Troy University Associate Provost (Troy University), Undergraduate Academic Council (Troy University), mcil@troy.edu (Troy University), Troy University Course Information (Troy University)  
 Date: 04/04/2019, 10:35 AM  
 Status: Out for e-signature

Buttons: View, Share, Protect, Remind, History