

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.

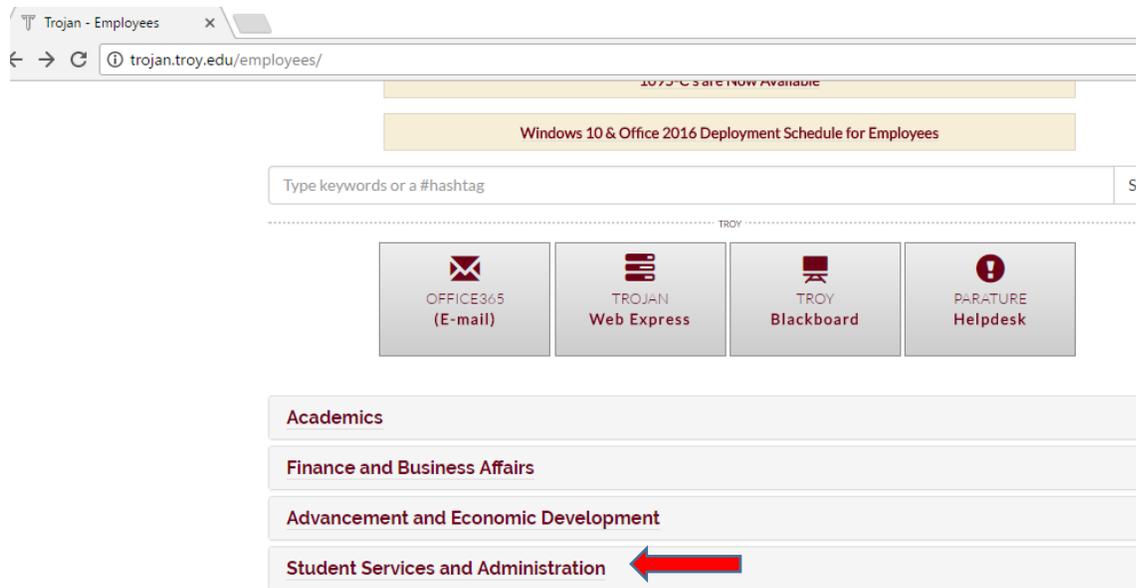
Governance of Troy University's curriculum is vested in the full-time faculty of the institution, most notably through the operation of the graduate and undergraduate academic councils. This governance takes shape at multiple levels, however, including the departmental level (through the deliberation 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, changes to TROY's academic offerings must be vetted at 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. Approval of the concept is required 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 TROY Employees website.

<http://trojan.troy.edu/employees/>

Scroll down to the Student Services and Administration section, and click to expand the division's departmental list.



Click on Institutional Research, Planning and Effectiveness.

The screenshot shows a web browser window with the URL [trojan.troy.edu/employees/](http://trojan.troy.edu/employees/). The navigation menu includes: Trojan, Home, Calendars, Forms, Academics, Faculty Resources, New Employees, and Help. Below the menu, there are four main categories of links:

- Academics**
- Finance and Business Affairs**
- Advancement and Economic Development**
- Student Services and Administration**

Under the 'Student Services and Administration' category, there are four columns of links:

Student Services & Administration	Campus Oversight Administration	Quality Enhancement Institute	Student Services
Admissions	- Montgomery	Strategic Planning	Dean of Student Services
eConnections	- Dothan	- Strategic Plan Reporting	Event Management
Institutional Research, Planning and Effectiveness	- Phenix City		University Police
	- Global Campus		

A red arrow points to the link '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 a web browser window with the URL [www.troy.edu/irpe/](http://www.troy.edu/irpe/). The page features a dark red header with the Troy University logo and a navigation menu with items: [troy.edu](#), [Future Students](#), [Academics](#), [Online Learning](#), [Student Life](#), [Locations](#), and [Outreach](#). Below the header is a breadcrumb trail: [Home](#) / [IRPE](#).

The main content area is divided into two columns. The left column is a navigation menu for the IRPE department, listing: [IRPE](#), [Home](#), [Research](#), [Planning](#), [Effectiveness](#), [Survey Reports](#), [Testing](#), [IE Handbook](#) (highlighted with a red arrow), [Consortia Relationship Review Committee \(CRRC\)](#), and [Staff](#).

The right column is titled "Institutional Research, Planning" and contains the following text:  
The Institutional Research, Planning and Effectiveness functions of institutional research, planning, and effectiveness are prepared for the University, federal agencies, state agencies, and that relevant University information be published.  
Institutional planning requires the coordination of academic statistics, and information to assist in planning and development. Alabama Commission on Higher Education (ACHE) and the Southern Association of Colleges and Schools (SACS-COC), members of the IRPE staff serve as liaisons.  
Institutional effectiveness requires that IRPE coordinate outcomes and verification that University programs are of improvements based on the effectiveness process. general studies assessment, satisfaction surveys of students. Institutional Effectiveness Core Requirement 2.5 and

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. Attachments need to be prepared before initiating the APA form in Echosign.

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

The screenshot shows a web browser window with the URL [www.troy.edu/irpe/forms.html](http://www.troy.edu/irpe/forms.html). The page is titled "IRPE" and "Institutional Research, Planning and Effectiveness". On the left is a navigation menu with items like Home, Research, Planning, Effectiveness, Survey Reports, Testing, IE Handbook, etc. The main content area is titled "Institutional Effectiveness Handbook" and lists various resources. A section titled "Forms" contains several links, with "Academic Program Action (APA) Proposal" highlighted by a red arrow.

IRPE

Home

Research

Planning

Effectiveness

Survey Reports

Testing

IE Handbook

Consortia Relationship Review Committee (CRRRC)

Staff

Submit Request

Additional Resources

Fact Site

Consumer Information Disclosure

Institutional Research, Planning and Effectiveness

Institutional Effectiveness Handbook

Change Management Resources

[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

[Academic Program Action \(APA\) Proposal](#)

[Procedures for Academic Program Actions \(APA\)](#)

[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 on 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 a web browser window displaying the Troy University Academic Program Action Form (APA) submission page. The browser's address bar shows the URL: [https://forms.troy.edu/cgi-bin/test/adobetest13/index.cgi?action=AcadProAction\\_submit](https://forms.troy.edu/cgi-bin/test/adobetest13/index.cgi?action=AcadProAction_submit). The page header includes the Troy University logo and the text "POWERED BY Adobe Sign". The main heading is "ACADEMIC PROGRAM ACTION APA". A yellow arrow labeled "Start" points to the "College:" field. Below this, there is a "Department (if applicable):" section with radio buttons for "Undergraduate" and "Graduate". A "TYPE OF ACTION" section follows, with two dropdown menus. The "PROGRAM DELIVERY INFORMATION" section includes fields for "Degree/Certificate Program Name", "Major/Minor/Concentration Name", "Degree Level", and "# of Cr.". A "Download PDF" button is located near the "# of Cr." field. The page footer contains the text: "Troy University, Troy, Alabama 36082 | 1-800-414-5756 | Questions? | Submit Feedback | Privacy Statement | Read Our Disclaimer | Accreditation Statement | © 2016 Troy University".

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.

The next arrow will carry you through to every item needed.

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 Echosign.

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 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

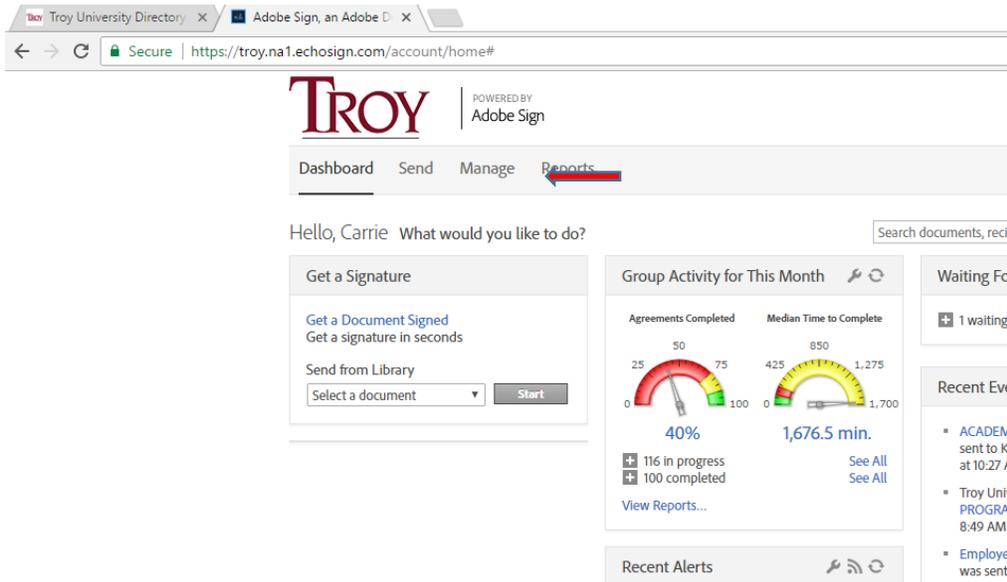
materials, and other web and print collateral are updated. The fact is worth special note here that the graduate and undergraduate academic catalogs are the official sources of Troy University's academic offerings. Questions regarding academic offerings and the process described here can be directed to Wendy Broyles, Director of Assessment & Compliance, or Carrie Taylor Manning, Coordinator for Compliance Records, within the Office of Institutional Research, Planning & Effectiveness. Their contact information is included 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 the **Manage** tab in your Echosign 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 look for a document by person's name, **filter by name or 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, Remind, 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.

Title

Status

Participant email

Search Specific Fields

Filter by Name or Company

Filter by Document Status

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

Print
Enlarge
PDF
Decline

**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)

View

Share

Protect

Remind

History

Notes