Procedures for Academic Program Actions (APA)

Procedures contained herein are intended for use with the Academic Program Actions (APA) form developed in September 2013 by the Office of Institutional Research, Planning & Effectiveness (IRPE). With its adaptation for EchoSign use in April 2016, this process has now been split into two parts:

Part 1 - APA Proposal: https://forms.troy.edu/cgi-bin/adobe6/index.cgi?action=APAProposal_form
Part 2 - APA Approval: https://forms.troy.edu/cgi-bin/adobe7/index.cgi?action=APAApproval_form

This one routing process has been developed to replace all previous routing forms. The APA process is to be utilized to create new academic offerings, to change, modify, or revise existing program offerings, and to terminate part or all of an academic offering. The term academic offering is used in place of the following terms to encompass them all: program, major, minor, concentration, track, option, emphasis, specialty, certificate, etc.

An initiator of (or contact person for) an academic change should complete part one of the process, the APA Proposal. Upon completion of his or her part of this APA form, the initiator should schedule a meeting with the appropriate College Dean and Associate Provost to discuss the proposal. These Associate Provosts represent an institutional perspective regarding change management; therefore, conceptual discussion with the appropriate Associate Provost may include development of a tentative timeline for implementation, particularly when external approvals will be required.

At the time of discussion with the appropriate Associate Provost for conceptual approval, that Associate Provost will have the power to prescribe "Required Attachments" that must accompany the APA Approval form prior to acquisition of "Required Approvals" for internal approval as well as "Additional Documents" that may be necessary after internal approval and prior to implementation of the proposal. The Associate Provost will be empowered to indicate on page 2 of the APA Proposal form whether the proposal requires "Full Review" or can receive "Expedited Review", and whether external action involving Alabama Commission on Higher Education (ACHE) or Southern Association of College and Schools Commission on Colleges (SACSCOC) is required or the proposal will require internal action only.

"Full Review" will require conceptual approval by the Senior Vice Chancellor for Academic Affairs. If no more than the first two items under the heading "Required Attachments" are checked - suggesting changes to academic catalog copy only - the Associate Provost may mark the proposal for "Expedited Review." "Expedited Review" suggests that no additional fiscal, physical, or human resources are necessary for implementation of the proposal. Because the "Expedited Review" process typically involves catalog changes only, "Expedited Review" suggests that internal approval can end with the approval of the appropriate Academic Council (Graduate or Undergraduate Academic Council). Some special circumstances may allow "Expedited Review" beyond the first two "Required Attachments," but IRPE should be consulted and all published Troy University policies must be considered in these situations.

Some items listed under the heading "Additional Documents" include parenthetical options indicated on the APA Proposal form by italicized words in dark blue. In the event that one of these items is checked for inclusion, at least one italicized blue option should be marked for clarification. An example follows here. For ACHE, three Forms for Submission of Alterations to Existing Programs exist: Form A is for alteration of CIP (Classification of Instructional Programs) Code, Program Title, or Degree Nomenclature; Form B is for Description of Curriculum Changes; and Form C is for the Addition of an

Option, Track, Specialization, or Concentration, etc. It is possible that more than one of these ACHE forms will be necessary for implementation of a proposed change. If a Substantive Change Prospectus (SCP) will be required for SACSCOC, IRPE should be consulted to determine whether a full prospectus will be necessary or a modified prospectus will be sufficient. In the case of a full prospectus, IRPE will send a letter of intent to SACSCOC at least six months prior to implementation; this letter of intent is not included in the list of potential "Additional Documents" on the APA form. A completed SCP must be sent to SACSCOC at least three months prior to implementation.

When the initiator receives notice that the APA Proposal has been completed, he or she should then proceed to prepare part two of the process, the APA Approval form. Items indicated as "Required Attachments" on the APA Proposal form must be added to the APA Approval form before the initiator may distribute that second form to collect required signatures for formal approval. Internal "Required Approvals" include the Department Chair or School Director, College Curriculum Committee, College Dean, Graduate or Undergraduate Academic Council, Institutional Effectiveness Committee (IEC), and the Senior Vice Chancellor for Academic Affairs. EchoSign will facilitate distribution of completed APA Proposal and Approval forms.

The APA process has been developed to include all information necessary for an ACHE Notification of Intent to Submit a Proposal (NISP). When all internal "Required Approvals" have been acquired, the initiator should consult the appropriate Associate Provost to format information for the ACHE template. The Associate Provost for Graduate or Undergraduate studies will serve as the point of contact for the ACHE notification and approval process. IRPE will serve as the point of contact for the SACSCOC notification and approval process. Information for SACSCOC will be drawn from documentation submitted with the completed APA Approval form and from relevant ACHE documentation. Documents to and from SACSCOC will be copied to the contact person for the item, the appropriate College Dean, the Senior Vice Chancellor for Academic Affairs, and the appropriate Associate Provost.

For reference, the electronic APA Proposal form includes two drop-down "Type of Action" selection boxes with the following options:
- 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 Academic Partnership Agreement
- Initiation of Academic Cohort
- Other Curriculum Change

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

The option "Other Curriculum Change" has been included in these drop-down selection boxes to allow the APA process to be utilized for less frequent changes to academic offerings, such as change of address for a teaching location/site, expanding an approved program to an approved location, changes to academic colleges or departments, additional classroom space for a teaching location/site, etc.

A version of this document accompanies the APA forms at http://trojan.troy.edu/employees/irpe/forms.html