Procedures: Academic Program Actions (APA)

Procedures contained herein are intended for use with the Academic Program Action (APA) form developed in September 2013 by the Office of Institutional Research, Planning & Effectiveness (IRPE). With its adaptation for EchoSign use in April 2016, IRPE split the process into two parts. The October 2017 revision simplified the process to a single EchoSign form, with a required Conceptual Approval process detailed below.

To acquire Conceptual Approval, an initiator of an academic change must prepare a memo to the appropriate Graduate or Undergraduate Associate Provost and through the College Dean. This memo will provide an explanation of the proposed change, and the Dean's signature on this memo will serve as the college-level conceptual approval. Once the Dean's signature has been secured, the initiator will schedule a meeting with the Associate Provost to discuss the proposed change. The Associate Provosts represent an institutional perspective regarding change management; therefore, conceptual discussion with the appropriate Associate Provost may include the development of a tentative timeline for implementation, particularly when external approvals will be required.

At the time of discussion with the Associate Provost for conceptual approval, the Associate Provost will have the power to prescribe "Required Attachments" that must accompany the APA form in EchoSign 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 the Conceptual Approval form whether the proposal requires "Full Review" or can receive "Expedited Review", and whether external action involving the Alabama Commission on Higher Education (ACHE) or Southern Association of College and Schools Commission on Colleges (SACSCOC) is required, or that the proposal will require internal action only.

> ***Full Review*** *Suggests that additional fiscal, physical, or human resources may be necessary for implementation of the proposal, so will require conceptual approval by the Senior Vice Chancellor for Academic Affairs.*

> ***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) and use of only a catalog change form in EchoSign may be allowed. 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." Some special circumstances may allow "Expedited Review" beyond the first two "Required Attachments," but please make sure to consult IRPE and consider all published Troy University policies in these situations.*

Some items listed under the heading "Additional Documents" include parenthetical options indicated on the Conceptual Approval form by italicized words in dark blue. If one of these items is checked for inclusion, the Associate Provost should mark at least one italicized blue option 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 SACSCOC requires a Substantive Change Prospectus (SCP), IRPE should be consulted to determine whether a full prospectus will be necessary or a modified prospectus will be sufficient and coordinate communication with SACSCOC. A completed SCP must be sent to SACSCOC by January 1 for July 1 – December 31 implementation and by July 1 for January 1 – June 30 implementation. IRPE coordinates all institutional communications with SACSCOC, in consultation with TROY's SACSCOC liaison.

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After meeting with the Associate Provost and upon completion of the APA Conceptual Approval, the initiator should then proceed to prepare the APA form in EchoSign. Items indicated as "Required Attachments" on the Conceptual Approval form must be attached in EchoSign before the initiator signs the form to send to the required signers. Internal "Required Approvals" include the Department Chair or School Director, College Curriculum Committee, College Dean, Institutional Effectiveness Committee (IEC), Graduate or Undergraduate Academic Council, and the Senior Vice Chancellor for Academic Affairs. EchoSign will facilitate distribution of completed APA form.

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. IRPE will draw information from the documentation submitted with the completed APA form and from relevant ACHE documentation to submit documentation for SACSCOC. Any documents sent to or received from SACSCOC are scanned and attached to an email that is then sent to the initiator, appropriate College Dean, appropriate Associate Provost, Senior Vice Chancellor for Academic Affairs, and other required University staff.