Procedures: Academic Program Actions (APA)

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

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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 a "Required Attachment" 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" are 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.

The APA form and other corresponding forms are located at: https://www.troy.edu/irpe/forms.html