

Development of a New Academic Program

- a) Proposals for offering a new academic program must be reviewed and approved by the Institutional Effectiveness Committee. This review and approval should occur prior to the review and approval by either the Graduate Council or the Undergraduate Academic Council.
- b) Proposals shall be submitted using the Routing Slip for New Academic Programs form.
- c) If a program will be offered in the State of Alabama, a proposal must be submitted for approval to ACHE.

Proposals to ACHE will include:

- Explanation of how the program fits into the role of Troy University
- Objectives of the new program
- How the program will be administered
- Provisions for providing peer reviews
- Accreditations of the program
- Curriculum
- Program Completion Requirements
- Any collaborations with other Alabama schools
- Use of Distance Education
- Admissions Requirements
- Evidence of the Need for the Program
- Faculty Resources and Qualifications
- Support Staff
- Equipment
- Facilities
- Library
- Student Resources
- Program Budget

Please refer to the Notification of Intent to Submit a Proposal, known as a NISP letter, on the ACHE site at www.ache.state.al.us/acadaffr/NewProg/FM-NISP.doc.

- d) Information regarding all new programs offered outside of Alabama must be submitted to SACS as a proposal for Substantive Change, which must be approved by SACS-COC. *This includes any program that is not in the approved inventory for a University College location.* Working with the appropriate college, IRPE will propose a letter for the Chancellor to send to SACS expressing TROY's intent to submit a Substantive Change Prospectus. This Letter of Intent must be submitted to SACS-COC at least six months prior to the implementation of the new program. The letter will be routed to the Chancellor through the Provost's Office. Electronic versions of the Letter of Intent are sent to all organizations involved, and once the signed letter is ready to send, copies are sent to all.

- e) Guidelines for the Substantive Change Prospectus (SCP) are on page 28 of this document. When the SCP is completed, three copies are to be sent to IRPE. IRPE will develop the cover letter for the Chancellor's signature via the Provost. Copies of the SCP are sent to SACS-COC with the cover letter. Electronic copies of the cover letter go to all involved, and after the letter is signed by the Chancellor, hard copies are sent to all involved.
- f) Notification will be sent to all concerned when ACHE or SACS-COC approves a new program.