

Offering an Existing Program in a New Location (University College)

Attention must be given to whether a new location is a location where SACS has already given permission for other Troy programs to be offered, or whether this will be the first time that a TROY course has been offered at this location.

- a) The Institutional Effectiveness Committee must review and approve all proposals to offer an existing program in a new location. If the program is a Graduate Program, it must be reviewed and approved by the Graduate Council after review by the IEC. Undergraduate programs are reviewed by the Undergraduate Academic Council. Programs can be reviewed by the IEC as 1) Informational Change, 2) Expedited Review, or 3) Full Reviews.
- b) Existing programs at an already approved location.
 - (1) IRPE will prepare a letter of notification for the Chancellor to send to SACS (routed through the Provost's Office) informing SACS of TROY's intent to offer an existing (approved) program for the first time at a location that has already been approved by SACS for University College programs.
 - (2) Letters of notification shall be sent to SACS six months prior to the implementation of the existing approved program at the new (but previously approved for other programs) location.
 - (3) Regional Directors are still required to prepare a SCP for review by the Graduate Council or Undergraduate Academic Council if the program is in a new region, but this does not go to SACS.
- c) Existing programs at new locations that have not been previously approved by SACS for TROY.
 - (1) SACS requires TROY to submit a Letter of Intent six months prior to the implementation and to submit a Substantive Change Prospectus within six months of the implementation of an existing program for the first time at a location that has not been previously approved by SACS for Troy.
 - (2) The Regional Directors of University College and the Dean of the college that is proposing to offer the program in the new location will be responsible for the preparation of the Substantive Change Prospectus.
 - (3) Working with University College, IRPE will propose a Letter of Intent for the Chancellor to send to SACS expressing TROY's plan to submit a Substantive Change Prospectus. The letter will be routed to the Chancellor through the Provost's Office. Electronic versions of the letter are sent to all included. Once the Chancellor signs the letter, copies are sent to all concerned.
 - (4) IRPE will prepare a letter for the Chancellor to send to SACS informing them of our submission of the Substantive Change Prospectus and requesting SACS to acknowledge our plan. This letter will be routed through the Provost's Office.