

IRPE
Attachment A
Routing Slip for New Academic Programs
(New programs, concentrations, majors, and minors)

College submitting request: _____

Title of new program, degree, or concentration:

Initiator: _____
Name Campus Address Campus Phone

For conceptual approval, please provide the Executive Vice Chancellor/Provost with a summary that includes: 1) Degree Offered, Program, Location, Start date; 2) Information on the need this program will address; 3) New Faculty needs; 4) Library and Learning Resources; 5) Physical Resources; 6) Financial Support

1. Conceptual Approval by Executive Vice Chancellor/Provost

(Signature/Date): _____

Comments: _____

2. Conceptual Approval by Chancellor

(Signature/Date): _____

3. Department Chair/School Director Approval

(Signature/Date): _____

4. College Curriculum Committee Approval

(Signature/Date): _____

5. Dean of the College's Approval

(Signature/Date): _____

Please note if other accreditation is required: _____

6. Institutional Effectiveness Committee Approval

(Signature/Date): _____

7. Academic Undergraduate Council or Graduate Council Approval

(Signature/Date): _____

8. Executive Vice Chancellor/Provost

(Signature/Date): _____

9. Chancellor

(Signature/Date): _____

Return approved package to the office of the Associate Provost, which will be responsible for submitting the information to ACHE for approval, and will send a signed copy to the IRPE Office and to the appropriate Dean.

IRPE
Attachment B
Routing Slip for Extensions and Alterations of Existing Academic Programs

College submitting request: _____

Title of program, degree, concentration, or courses being changed:

Initiator: _____
Name
Campus Address
Campus Phone

1. Department Chair/School Director Approval

(Signature/Date): _____

2. College Curriculum Committee Approval

(Signature/Date): _____

3. Dean of the College's Approval

(Signature/Date): _____

4. General Studies Committee (for changes to the General Studies Program only)

(Signature/Date): _____

5. Institutional Effectiveness Committee Approval

(Signature/Date): _____

6. Academic Undergraduate Council or Graduate Council Approval

(Signature/Date): _____

7. Executive Vice Chancellor/Provost

(Signature/Date): _____

Return approved package to the office of the Associate Provost.
 A signed copy will be sent to the IRPE Office and to the appropriate Dean.

Attachment C
TROY UNIVERSITY
Routing Slip for Approval of all UC Academic Program Offerings

University College Site Submitting Request _____

Degree Program Requested: _____

Instructions: Please select (x) the situation below that is applicable for this request.

Requirements:

Letter of Intent - A full substantive change prospectus and a routing slip with items 1-12 completed is required in the following situations:

1. When UC offers an unapproved (new) program at an approved site
 2. When UC offers an approved program (a program currently offered within the region and previously reviewed/approved by SACS) at an unapproved (new) site
 3. When UC offers an unapproved (new) program at an unapproved (new) site
 4. When UC offers an approved program for the first time in a new region
 5. When UC offers an approved program for the first time in a new country

Letter of Notification – An abbreviated substantive change prospectus and a routing slip with items 1-4 completed is required in the following situation:

1. When UC offers an approved program (a program currently offered within the region and previously reviewed/approved by SACS) at an approved site.

Chancellor/Provost Pre-Approval/Date: _____

1. The Regional Director requests that a Letter of Notification or Letter of Intent be prepared to send to SACS and provides a one to two page summary of the proposed program addition. Elements to be included in the two-page summary:
 1) Degree Offered, Program, Location, Start date; 2) Background Information; 3) Faculty; 4) Library and Learning Resources; 5) Physical Resources; 6) Financial Support; 7) Evaluation and Assessment; 8) Appendices – (a) Roster of full-time and adjunct faculty, (b) current program PIE

2. University College Academic Dean sends a Letter of Notification/Intent with accompanying program summary and routing slip to the appropriate college dean/chair for review, comment and/or approval (5 days).

3. Chair Approval/Date: _____ Approve Disapprove

Dean Approval/Date: _____ Approve Disapprove

4. Upon receipt of item #3 approvals, the UC Academic Dean prepares a request to the IRPE Office. The IRPE Office prepares a formal letter for the Chancellor's signature, logs information, and mails the signed letter of intent or notification to SACS with copies being sent to the following: Regional Director, UC Academic Dean, IRPE Office, Provost, and College Dean.
5. The Regional Director prepares and sends the Prospectus to the UC Academic Dean.
6. The UC Academic Dean reviews the Prospectus, works with Instructional Support Services to edit the Prospectus, and sends the edited prospectus to the Regional Director for corrections as needed.

7. The UC Academic Dean sends Prospectus with routing slip, items #3 signed and approved, to the appropriate college dean for Committee review and approval.

8. College Dean/Date: _____

Approve Disapprove

Approved with Conditions (Attach conditions and specify if conditions must be met prior to request going to the IE Committee for review.)

9. The Substantive Change Prospectus with signed routing slip is submitted to the Institutional Effectiveness (IE) Committee for review and approval.

Signature of IE Chair/Date: _____ Approve Disapprove Approved with Conditions

10. The Prospectus and signed routing slip is sent to the Academic or Graduate Council for review.

Signature of Chair/Date: _____ Approve Disapprove

11. The Prospectus and signed routing slip is sent to the Provost for approval.

Provost/Date: _____ Approve Disapprove

12. The Prospectus and signed routing slip is returned to UC Academic Dean for final changes and for production of multiple copies for SACS-COC. The UC Academic Dean forwards the appropriate number of copies to the IRPE Office who prepares a formal cover letter for the Chancellor's signature, logs information, and mails the Prospectus with the Chancellor's cover letter to SACS-COC with copies of the letter emailed to the following: Regional Director, UC Academic Dean, IRPE Office, Provost, and College Dean.

Cc: Institutional Effectiveness (Original)
University College
Graduate Council
Financial Aid