

- 3.4.1** The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration.  
**(Academic program approval)**
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### **Off-Site Committee Comments**

Troy University presents clear process for academic program approval including review and sign off by program chair, college curriculum committee, college dean, and institutional academic and enrollment leadership. Faculty members have a clearly outlined role and responsibility to be involved in program review and evaluation, as noted in institution documents including the Faculty Handbook. The University should explicitly affirm that these policies apply to all programs in all locations and formats.

### **NARRATIVE**

Troy University appreciates the recognition of the off-site committee that the University has a clear process in place for academic program approval. Troy University explicitly affirms that this process applies to all of its academic programs in all of its locations and formats.

As additional evidence, the following copies of routing slips are provided. These routing slips are used to control the initiation of academic programs and any changes to those programs. No curriculum changes, at any Troy University location, are made without following the specific standardized process described in the routing attachments. The documents include examples of:

- Addition of a Minor
- Addition of a New Concentration to a Major
- Addition of a New Major
- Addition of a New Course to a Graduate Program
- Addition of a New Course to a Major
- Addition of a New Course to a Minor
- Addition of a Prerequisite
- Adding an Existing Academic Program to a New Location
- Change in a Course Description Sample 1, Sample 2
- Change in Progression Policy
- Change in Course Numbers
- Modification of an Existing Graduate Program
- Modification of an Existing Undergraduate Program

In conclusion, Troy University respectfully finds that it is in compliance with this comprehensive standard.

3.4.1 Supporting Documentation Available Online	Location
Adding an Existing Academic Program to a New Location	<a href="http://sacs.troy.edu/reference/fr03-04-01/Adding an Existing Academic Program to a New Location.pdf">http://sacs.troy.edu/reference/fr03-04-01/Adding an Existing Academic Program to a New Location.pdf</a>
Addition of a Minor	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a Minor.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a Minor.pdf</a>
Addition of a New Concentration to a Major	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Concentration to a Major.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Concentration to a Major.pdf</a>
Addition of a New Course to a Graduate Program	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to a Graduate Program.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to a Graduate Program.pdf</a>
Addition of a New Course to a Major	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to an Existing Major.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to an Existing Major.pdf</a>
Addition of a New Course to a Minor	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to an Existing Minor.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a New Course to an Existing Minor.pdf</a>
Addition of a New Major	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of New Major.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of New Major.pdf</a>
Addition of a Prerequisite	<a href="http://sacs.troy.edu/reference/fr03-04-01/Addition of a Prerequisite.pdf">http://sacs.troy.edu/reference/fr03-04-01/Addition of a Prerequisite.pdf</a>
Change in Progression Policy	<a href="http://sacs.troy.edu/reference/fr03-04-01/Change in Progression Policy.pdf">http://sacs.troy.edu/reference/fr03-04-01/Change in Progression Policy.pdf</a>
Change in a Course Description Sample 1	<a href="http://sacs.troy.edu/reference/fr03-04-01/Changes in Course Descriptions-1.pdf">http://sacs.troy.edu/reference/fr03-04-01/Changes in Course Descriptions-1.pdf</a>
Change in a Course Description Sample 2	<a href="http://sacs.troy.edu/reference/fr03-04-01/Changes in Course Descriptions-2.pdf">http://sacs.troy.edu/reference/fr03-04-01/Changes in Course Descriptions-2.pdf</a>
Change in Course Numbers	<a href="http://sacs.troy.edu/reference/fr03-04-01/Changing Course Numbers.pdf">http://sacs.troy.edu/reference/fr03-04-01/Changing Course Numbers.pdf</a>
Modification of an Existing Graduate Program	<a href="http://sacs.troy.edu/reference/fr03-04-01/Revision of an Existing Graduate Program.pdf">http://sacs.troy.edu/reference/fr03-04-01/Revision of an Existing Graduate Program.pdf</a>
Modification of an Existing Undergraduate Program	<a href="http://sacs.troy.edu/reference/fr03-04-01/Modification of a Program.pdf">http://sacs.troy.edu/reference/fr03-04-01/Modification of a Program.pdf</a>