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.

Revised 11-15-2007
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: ___________________________________________________________

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.)

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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

Revised 11-15-2007