

AOP 1-6-09-01 (Revised 11/12/13)
**ACADEMIC POLICY FOR REVIEW OF AGREEMENTS INVOLVING JOINT
AND DUAL ACADEMIC AWARDS**

Troy University assumes responsibility for and maintains control of all aspects of its degree program(s) or course(s) offered through relationships. On January 1, 2009, a Consortia Relationship Review Committee (CRRC) was established with the purpose of ensuring all Troy University consortia relationships are consistent with the university's purpose and goals and are in compliance with the comprehensive requirements of SACSCOC. Furthermore, through annual reviews, Troy University will ensure the quality of educational programs/ courses offered through consortia relationships. The Consortia Relationship Review Committee's responsibilities are ongoing and the committee meets at least once each semester.

On January 18, 2012 the AOP 1-6-09-01: Academic Policy for Review of Consortia Relationships was reviewed for continued alignment with the approved changes in the *SACSCOC Principles of Accreditation* (December, 2011), *the Joint Curricular Ventures Involving the Award of Credit by Member Institutions: Policy and Guidelines* (December, 2006), *Collaborative Academic Arrangement: Policy and Procedures* (December, 2010) and *Substantive Change for Accredited Institutions of the Commission on Colleges* (August 18, 2011). In December 2012 the "Agreements Involving Joint and Dual Academic Program" was revised and approved by the SACSCOC Board of Trustees. The revisions in the SACSCOC policies were reviewed and compared to the January 2012 AOP. The 2013 AOP document is updated to be current and fully aligned with the SACSCOC revisions of "Agreements involving Joint and Dual Academic Awards: Policies and Procedures."

The Senior Vice Chancellor for Academic Affairs, will chair the Consortia Relationship Review Committee. The Committee is comprised of, but is not limited to, Senior Vice Chancellor for Student Services and Administration, Associate Vice Chancellor for International Programs, the Vice Chancellor for Troy Global Campus, the Dean of the College of Arts and Sciences, the Dean of the Sorrell College of Business, the Dean of the College of Education, the Dean of the College of Communications and Fine Arts, the Dean of the College of Health and Human Services, the Associate Provost and Dean of the Graduate School, the Associate Provost and Dean of Undergraduate Programs, the Dean of the Libraries, Registrar, Associate Vice Chancellor for Global Campus Operations, and the Associate Vice Chancellor of Marketing and Communications.

The CRRC will ensure compliance with the following SACSCOC requirements through the review of all external dual or joint agreements:

- Integrity (Section 1)
- Institutional Mission (CR 2.4)
- Faculty (CR 2.8 and CS 3.7.1)
- Learning Resources and Services (CR 2.9)
- Institutional Effectiveness: educational programs, to include student learning outcomes (CS 3.3.1.1)
- Academic program approval (CS 3.4.1)

- Admission policies (CS 3.4.3)
- Acceptance of academic credit (CS 3.4.4)
- Practices for awarding credit (CS 3.4.6)
- Consortia relationships/contractual agreements (CS 3.4.7)
- Institutional credits for a degree (CS 3.5.2 and CS 3.6.3)
- Student records (CS 3.9.2)
- Physical facilities (CS 3.11.3)
- Substantive change (CS 3.12.1)
- Program curriculum (FR 4.2)
- Publication of policies (FR 4.3)
- Program length (FR 4.4)
- Student complaints (FR 4.5)
- Recruitment materials (FR 4.6)
- Distance and correspondence education (FR 4.8), if applicable
- Definition of credit hours (FR 4.9)
- Policy: Agreements Involving Joint and Dual Academic Awards: Policy and Procedures
- Policy: Substantive Change for Accredited Institutions
- Policy: Distance and Correspondence Education (*if applicable*)

Sources of evidence used in the CRRC review may include, but will not be limited to: the contractual agreement, annual Academic Quality Assurance Audits, Faculty After-Action Reports, Student Course Evaluations, survey data, faculty rosters and files, Program Effectiveness Reports, financial audits, University communications, University catalogs, and policy and procedures.

To ensure all TROY University consortia relationships comply with the current SACSCOC requirements, the CRRC will utilize the attached Oversight Rubric. To confirm compliance, all relevant documentation will be attached to the completed rubric. The committee will recommend one of the following actions for each consortia agreement: “Continuance”, “Continuance with Conditions of Improvement”, or “Termination.” When the review of an agreement is identified as “Continuance with conditions for improvement”, an action plan will be developed, reported, implemented and facilitated through the Associate Vice Chancellor for International Programs. Progress on the plan’s effectiveness will be monitored for confirmation of achievement in the next review cycle. When a consortium relationship is “terminated”, Troy University will take action to remove all reference to Troy University by the former partner institution; implement appropriate teach-out activities, and notify SACSCOC of the termination of the consortia agreement. The Associate Vice Chancellor for International Programs will be responsible for preparing the SACSCOC notification letter and forwarding it to the Senior Vice Chancellor for Student Services and Administration for final approval, signatures, mailing to SACSCOC and maintaining a record of all SACSCOC correspondence.

Annual CRRC Review Reports and original copies of active “consortia agreements,” “partnerships”, “collaborations” or “contracts” related to joint and dual academic awards will be held in the Office of Research, Planning and Effectiveness. The Associate Vice Chancellor for International Programs is responsible for assuring that the Office of Research, Planning, and Effectiveness files are kept current and will maintain an updated complete list of all active consortia relationships managed or held by Global Campus. Any changes in the list of active consortia relationships will be relayed immediately to the Office of Research, Planning and Effectiveness. The Associate Vice Chancellor for

International Programs will also maintain necessary records, materials, and / or information required for the CRRC to effectively review and verify compliance of the consortia relationship.

**APPROVED BY: ACADEMIC STEERING COMMITTEE, JANUARY 6, 2009
REVISED 11/12/13)
OPR: DR. HAL FULMER**

AOP-1-06-09-01 – ATTACHMENT 1 - EVALUATION FORM
ACADEMIC POLICY FOR REVIEW OF AGREEMENTS INVOLVING JOINT
AND DUAL ACADEMIC AWARDS

This form is intended as a guide for the evaluators of joint and dual academic award sites. The evaluation form lists items for specific consideration when reviewing/evaluating the effectiveness of external agreements that lead to joint or dual academic awards. Also included are suggested documents that may be helpful in the rendering of a recommendation (i.e. “In compliance”, “Needs further documentation” or “Not in compliance”) by the evaluators. To supplement this guide, evaluators should be familiar with all requirements relevant to external relationships that lead to joint or dual academic awards contained in the *SACSCOC Principles of Accreditation*, Agreements involving Joint and Dual Academic Awards: Policies and Procedures.

Supporting documentation for the Consortia Relationship Review Committee (CRRC) review shall be compiled and provided to the chair of the CRRC. The chair of the CRRC will distribute the supporting documentation to the appropriate committee member(s). Evaluators should confirm items of the review by placing a “√” on the line preceding the review item. Evaluators will write a summary of their findings, state the evidence reviewed, and potential recommendations for submission to the chair and presentation to the CRRC.

1. Courses and Programs offered through the joint or dual agreement are congruent with the educational purpose and goals of TROY University, and approved and controlled by TROY faculty and administration:

Confirm the following: Courses and programs

- _____ are consistent with other TROY campuses in content and rigor
- _____ must involve evaluation of student work
- _____ must have been approved by faculty and administration
- _____ must have expected outcomes, assess the extent to which these outcomes are achieved, and provide evidence of improvements based on analysis of results.
- _____ the standard of student achievement is equivalent to standard on other TROY campuses.
- _____ clearly define how qualified faculties of joint and/or dual academic award entities will periodically review courses and programs.
- _____ align with information provided in University Catalog

Suggested Documentation:

- University mission statement and goals
- Program /Course
 - Program purpose statement
 - Learning Objectives Coursework or Curricula
 - Course Syllabi ---
 - Graduation Requirements ---2.7.1
 - % and courses (credits) in curricula accepted from partner institution
- Joint or Dual Agreement

- Routing Slip that documents approval through Academic Councils and administration for program to be offered in said joint or dual relationship - --
- Academic Quality Assurance Audit Reports

2. Admission procedures are consistent with the University mission and published admission and language proficiency criteria. (Admissions Report)
Confirm the following:

_____ Students are provided with an Enrollment agreement or policies of the University:

- a. that clearly outlines obligations of the institution, partner and student
- b. prior to any payment made
- c. clearly informs students of their obligations, responsibilities, and rights
- d. that includes policies related to admissions, tuition charges, payment methods, and refunds consistent with TROY mission statement
- f. that contains a document that shall be signed by the student confirming their understanding of its contents
- g. that is not binding until accepted by TROY authorities

_____ Policies related to admissions, tuition charges, and refunds are consistent with policies applied to (international) students on U.S. campuses.

_____ International students are unconditionally admitted before the institution accepts/transcripts transfer credits.

_____ Recruiting agents are:

- a. are properly trained and supervised
- b. adhere to the laws of the country/state in which they operate
- c. properly licensed/ registered to operate as required
- d. provide and collect signed enrollment agreements prior to money collection
- e. provide applicant with a receipt for all money collected
- f. do not use title(s) which imply functions beyond their scope (i.e. counselor, advisor, or registrar)
- g. accurately represent TROY University policies and procedures
- h. do not violate (orally/in writing) any standard applicable to advertising promotional materials

Suggested Documentation:

- Training Certification / Signed receipt of training / Verification of completion of on-line training
- Enrollment Agreement
- University mission statement
- Copy of Joint or Dual Agreement(s)
- University Admission / Enrollment policies / Program Admission / Enrollment requirements
- University catalogs / Student Handbook (Oracle) /Other communications publications given to students
- Student survey feedback

- Admissions Report
- Annual Admissions Audit (compilation of admits to Joint or Dual academic programs, with demographic and TOEFL score documentation)

3. Practice of awarding, transferring, evaluating and recording credit on transcripts is consistent with TROY University published policies.

(Registrar’s Report)

Confirm the following:

- _____ Practice adheres to published policy on transfer of credit
- _____ Practice adheres to published policy of awarding credits
- _____ Credits transferred in, awarded or otherwise recognized are comparable to TROY credits.
- _____ If credits are awarded in blocks –but TROY does not employ faculty in the discipline --- TROY must have documentation that those credits have been evaluated by persons w/appropriate credentials in these areas (i.e. ECE, AACRAO, etc.)
- _____ Clearly established responsibility functions of TROY and partner institution regarding student records
- _____ TROY and partner protects security, confidentiality and integrity of student records
- _____ TROY maintains specific security measures to back up data.
- _____ No credit or transfer of credit is allowed until students are unconditionally admitted and successfully complete a minimum of nine semester hours with TROY in the international program.
- _____ TROY maintains official records of academic credit earned in its international program.
- _____ Official transcript issued by TROY identifies by site (institution), course, and term credits earned in its off campus programs.

Suggested Documentation:

- Example of student transcript with partner institution credits identified by course and site
- Joint or Dual Agreement
- TROY University Statement on confidentiality of student records
- University defined and published policy for evaluating, awarding and accepting credit for transfer that ensures course work and learning outcomes are at the collegiate level.
- AOP for evaluation of academic work at foreign universities
- Registrar’s Report

4. TROY faculty teaching courses in the joint or dual program are qualified and reviewed for competency or when TROY has not employed the faculty, credits accepted into the program have been evaluated as equivalent to TROY courses by an accepted academic evaluation service and Commission on Colleges. (Academic Faculty Report)

Confirm the following: Faculty

- _____ Must meet university accepted certification standards of the faculty employed in the discipline
- _____ Must meet language proficiency standards
- _____ Must have defined role and participate in advising of students
- _____ Must have defined role and participate in outcome assessment
- _____ Must be reviewed for excellence in teaching (demonstrate competency in teaching)

Suggested Documentation:

- Joint or Dual Agreement
- Faculty Rosters by Term
- Faculty files (Vita, Transcripts, Supervisor / Student Evaluations)
- Articulation agreement / documented equivalency of credits accepted when TROY does not hire faculty to teach course but accepts credit from partner institution.
- Academic Policy
- AOP for determining equivalency of foreign university degrees
- Quality Assurance Audit Report

5. The facilities / access to learning information resources is adequate and appropriate to the mission of TROY University and programs offered through the agreement. (Library Report)

Confirm the following:

- _____ Clearly established responsibilities of TROY and partner institution regarding safety regulations.
- _____ Clearly defined steps taken to provide healthy, safe and secure environment of all members of the campus community.
- _____ Clearly established responsibilities of TROY and partner institution regarding property ownership and accountability.
- _____ Clearly established responsibilities of TROY and partner institution regarding faculty facilities.
- _____ Physical facilities and learning resources are appropriate to serve the needs of the institution's academic programs, support services and other mission related activities.
- _____ Physical facilities support the mission of the institution and the scope of its programs and services.
- _____ Access to the Library and other learning resources is adequate and appropriate to the mission of the TROY and its programs.

Suggested Documentation:

- Joint or Dual agreement
- Description of access to library and other learning resources through the University Web page (available and communicated to students enrolled in joint or dual program)
- Program collections audit from Library University Mission statement --- 3.8.1
- Faculty After Action Reports
- Student Survey results
- University Policy

- Quality Assurance Audit Reports

6. TROY University has the financial capacity and can provide full accountability for the support of the joint or dual relationship without diminishing its financial support of the U.S. campuses (Financial Report)

Confirm the following:

- _____ Has clearly established responsibility of TROY and partner institution regarding:
 - a. indirect costs
 - b. approval of salaries (administrative and faculty as applicable)
 - c. termination costs
 - d. licenses and fees
 - e. equipment
 - f. tuition refunds
 - g. subcontracts
 - h. travel
 - i. property ownership and accountability
 - j. faculty facilities
 - k. inventions and patents
 - l. publications and copyrights
 - m. insurance coverage
 - n. audits
- _____ Student does not render payment before being provided with an enrollment agreement.
- _____ Tuition:
 - a. is reasonable
 - b. charges are bona fide, effective on specific dates and applicable to all who enroll, or who are presently enrolled
 - c. payment methods follow sound ethical business practices.
 - d. refund policy is accepted and applicable to all students and clearly stated in publications.
- _____ If promissory notes, etc. are sold to 3rd parties, their financial sponsors are made aware of this action.
- _____ Regulations for federal and state student aid programs are being met. (as applicable)
- _____ Financial capacity to underwrite the International program without diminishing financial support of other TROY Campuses is demonstrated.
- _____ Full accounting of International program and designated 3rd parties is provided.
- _____ TROY University does not sell or franchise the right to its name.

Suggested Documentation:

- Joint or Dual Relationship
- Financial audit
- Annual budget approved by board
- Financial Policy (specific arrangements for joint or dual agreements)
- Joint or Dual agreement

7. Public communications and recruiting practices meet standards published in TROY University Communication Policy. (Marketing and Communications Report)

Confirm the following:

- _____ All publications / advertising brochures / web references on the international program must
- a. be approved by TROY before use
 - b. be monitored on a regular basis
 - c. indicate education, not employment, is being offered
 - d. use the correct name of the school
 - e. accurately provide a list of the programs offered in the international programs
 - f. accurately represents University policy and procedures
 - g. make clear to the public that accreditation by the Commission does not extend to programs taken at the international partner
 - h. properly represents the influence of TROY in transfer of international students to American colleges and universities.

Suggested Documentation:

- TROY University Communication Policy
- Joint or Dual Agreement
- Approval Slips for all Public Communication (including web pages) used by Partner–
- Samples of Brochures
- Review of Web pages
- SACS-COC disclaimer statement

8. The standard of student achievement in the joint or dual program is equivalent to the standard of student achievement on other TROY campuses and outcomes are assessed and evaluated according to stated IE Policy of TROY University. (Program Director’s PER)

Confirm the following:

- _____ Standard of achievement is equivalent to standard on other TROY campuses.
- _____ Assessments are aligned to Student learning outcomes for the program.
- _____ Performance expectations are communicated to students prior to assessment.
- _____ Student Learning Outcomes are assessed in a manner consistent with the student’s academic program
- _____ Outcome data is included by location on the Program Effectiveness Report
- _____ Program and SLO are analyzed and Plans for Improvement are formulated that include the data collected from the joint or dual program.
- _____ Evidence of improvement resulting from the analysis of data are documented.

Suggested Documentation:

- IPE Handbook
- Program student learning outcomes
- Student Achievement Reports (across SLO, by location)
- Joint or Dual Agreement
- Academic Quality Assurance Audit Report
- Program PER
- Student surveys

9. Student responsibilities and rights are clear, appropriate and disseminated and support services personnel are qualified and effective. (Student Support Services Report)

Confirm the following:

- _____ Provides students with Enrollment Agreement:
 - a. Clearly and accurately describes student responsibilities and obligations
 - b. Clearly and accurately describes students' rights
 - c. Routinely provided before enrollment or any payment of money
- _____ Provides students with student handbook
 - a. Clearly and accurately describes student rights and responsibilities
 - b. Method of distribution to students identified as appropriate
- _____ Employs qualified support services personnel
- _____ Rating of "Satisfactory" or better on Student Surveys reflecting the quality and effectiveness of student support services:
 - a. admissions personnel
 - b. admission procedures
 - c. advising
 - d. library / learning resource access
 - e. library resources
 - f. facility maintenance
 - g. recruiting personnel
 - h. overall customer service satisfaction

Suggested Documentation:

- Joint or Dual relationship
- Student Handbook / Internet web sites / methods of communications
- Vita/Resume of support services personnel
- Documentation of professional development of support personnel / orientation with TROY University policies and procedures.
- Feedback from student and faculty surveys
- Student Support Service Report
- Joint or Dual agreement
- University policy

10. Physical facilities and resources are adequate to meet the needs of the program faculty and students (Facilities Report)

Confirm the following:

_____ Clearly established responsibilities of TROY and partner institution regarding:

- a. campus safety regulations and accountability
- b. property ownership and accountability
- c. faculty facilities

_____ Physical facilities are:

- a. Adequacy of Facilities (size, equipment / technology, maintenance, overall quality of learning environment)
- b. Safety of Learning Environment

Suggested Documentation:

- Description / Audit of physical facilities and resources at Joint or Dual partner used by joint or dual program
- Emergency Action Plan
- OSHA requirements
- Feedback from faculty and student surveys
- Academic Quality Assurance Audit Report

The CRRC will ensure compliance with the following SACSCOC requirements through the review of all external dual or joint agreements:

- Integrity (Section 1)
- Institutional Mission (CR 2.4)
- Faculty (CR 2.8 and CS 3.7.1)
- Learning Resources and Services (CR 2.9)
- Institutional Effectiveness: educational programs, to include student learning outcomes (CS 3.3.1.1)
- Academic program approval (CS 3.4.1)
- Admission policies (CS 3.4.3)
- Acceptance of academic credit (CS 3.4.4)
- Practices for awarding credit (CS 3.4.6)
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- Institutional credits for a degree (CS 3.5.2 and CS 3.6.3)
- Student records (CS 3.9.2)
- Physical facilities (CS 3.11.3)
- Substantive change (CS 3.12.1)
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Refer to the *Principles of Accreditation: Foundations for Quality Enhancement* issued by SACSCOC.

<http://www.sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf>

Consortia Relationship Review Committee Oversight Rubric

Name of Partner Institution: _____

Date Reviewed _____

DIRECTIONS: Elements of this Rubric will be reviewed using suggested "supporting documentation" outlined on Form 1. Committee subcommittees will be assigned to review and report to the Committee on specific elements of the consortial relationship for compliance with SACS-COC Principles and SAC-COC Policy and Guidelines on Joint Curricular Ventures Involving the Award of Credit by Member Institutions. Attach "supporting documentation" to the completed rubric.

		Not in Compliance	Needs Further Documentation	In Compliance
1	Courses and programs offered through the Consortia Agreement are congruent with the educational purpose and goals of TROY University and approved and controlled by TROY faculty and administration. (CR 2.7.2, 2.7.3; CS 3.4.1, 3.4.10, 3.12.1, 3.13.1; FR 4.2, 4.4)			
2	Admission procedures and practices are consistent with the University mission and published admission and language proficiency criteria. (CS 3.4.3, CS 3.4.4, CS 3.6.4; FR 4.3)			
3	The practice of awarding, transferring, evaluating and recording credit in the consortia program is consistent with TROY University practice and published policies. (CS 3.4.4, 3.4.5, 3.4.6, 3.4.1, 3.6.2, 3.6.3, 3.9.2; FR 4.3)			
4	TROY faculty teaching courses in the consortia program are qualified and are reviewed for competency. When TROY has not employed the faculty, credits accepted into the program have been evaluated as equivalent to TROY course by an accepted academic evaluation service and guidelines from the Commission on Colleges. (CR 2.8, 2.7.4, CS 3.2.9, 3.5.2, 3.7.1, 3.7.2)			
5	The facilities and student access to library /information resources necessary to support program offerings, through this agreement, are adequate and appropriate to the mission of TROY University. (CR 2.9; CS 3.8.1; 3.8.2, 3.8.3)			
6	TROY University has the financial capacity and can provide full accountability for the support of the consortia relationship without diminishing its financial support of the U.S. campuses. (CR 2.11.1, CS 3.10)			
7	Public communications and recruiting practices meet standards published in TROY University Communications policy.(CS 3.14, 3.14.1; FR 4.6)			
8	The standard of student achievement in the consortia program is equivalent to the standard of student achievement on other TROY campuses, and outcomes are assessed and evaluated according to stated IE Policy of TROY University. (CR 2.5; CS 3.3.1.1, 3.5.1; FR 4.1)			
9	Student responsibilities and rights are clear, appropriate and disseminated, and support services personnel are qualified and effective.(CR 2.10; CS 3.4.9, 3.4.12, 3.9.1, 3.9.3;FR 4.3, 4.5)			
10	Physical facilities and resources are adequate to meet the needs of the program faculty and students (CR 2.11.2; CS 3.11)			

Committee Recommendation:

- Recommend Continuance
 Recommend Continuance with Conditions
 Recommend Termination

Summative Report and Conditions (when Appropriate):

Attach additional pages

Signature: _____
CRRC Chair

Date: _____

Follow Up: (Maintained by CRRC Chair)**Recommended Continuance with Conditions:**

- Action Plan Submitted: (attach copy) _____ Date: _____
 Review of Plan's Effectiveness: (completed at end of next AY and submitted with next annual review) _____ Date: _____

Recommended Termination:

- Action taken to Remove References to TROY University by former partner _____ Date: _____
 Implementation of Appropriate Teach-Out Agreements: _____ Date: _____
 SACS notification: _____ Date: _____
 Teach-Out Completed: _____ Date: _____