AOP-2-20-07-01 (Revised 7/12/2016)
16-WEEK ONLINE COURSES APPROVAL PROCESS

Troy University's policy is to have eTroy be, with the exceptions noted below, the sole source of online courses for the University. It is also the University's policy that online courses will be predominantly offered in the 9-week format. There may be a few exceptions when courses need to be offered online in a longer format. The following criteria will be used when determining if and when 16-week online courses will be offered at Troy University locations:

1. School of Nursing may continue to offer 16-week online courses as needed. These courses will be managed and counted as part of the School of Nursing regular semester. The School of Nursing may offer selected term courses in the RN-to-BSN program as approved.
2. Alabama campuses may only offer 16-week online courses that are approved by the College Deans and Senior Vice Chancellor for Academic Affairs. The deans will use the following criteria when evaluating whether or not a course may be offered in a 16-week online format:
   - The course must always be taught in a 16-week format (no summer offerings or other accelerated term formats may be used).
   - The course needs to be taught in an online format.
   - If the course has been offered in an accelerated term format, e.g., summer term, or has been offered by eTroy, it will only be allowed in the 9-week format and will be offered by eTroy.
   - If the above three criteria are met and the course is approved to be offered in the 16-week online format, it will only be offered in this format until such time the dean determines it will be changed to a 9-week format.
3. When courses are approved to be offered in a 16-week format, these will be managed by the campus offering the courses. They will be listed in the campus course schedule like other campus courses as part of the regular semester.
4. Courses approved to be offered in a 16-week format must be reviewed by an eTroy Instructional Designer for quality of design and presentation. Faculty who are approved to teach courses in a 16-week format must contact the eTroy Instructional Designer for review of the course prior to teaching in the online format, and must be certified by the Director for eTroy as eligible to teach online courses for Troy University.
5. All courses approved to be taught in a 16-week format must be offered using the Blackboard Learning System, and faculty must comply with all relevant eTroy procedures and protocols such as those related to course design, examinations, student and level of faculty interaction, etc.

APPROVED BY ACADEMIC POLICIES COMMITTEE, FEBRUARY 20, 2007
(Revised 7/12/2016)

OPR: DR. LEE VARDAMAN