

**ALABAMA COMMISSION ON HIGHER EDUCATION
2018 MEETING DEADLINES**

A transmittal letter and one paper copy of all submissions should be sent to:

**Dr. Jim Purcell
Executive Director
Alabama Commission on Higher Education
PO Box 302000
Montgomery, AL 36130-2000**

In addition to a transmittal letter and paper copy, please send an electronic version to [Margaret Pearson](#), Academic Program Review Analyst.

Submission of the Notification of Intent to Submit a Proposal (NISP) or the Intent to Submit a Program Application (ISPA): Commission policy requires the submission of these documents prior to submission of the proposal (senior institutions) or application (two-year institutions) for a new program. The NISP [senior institutions] or ISPA [two-year institutions] remains in effect for a year. If the proposal or application is not submitted within that year, a new NISP or ISPA must be submitted.

Because these preliminary documents remain in effect for a year, there are no posted deadlines for their submission. However, the following requirements should be kept in mind when anticipating the submission of a proposal or an application for a new program.

NISP: The NISP must be submitted at least two months before the submission of the proposal.

ISPA: The ISPA first must be submitted by the institution to the Alabama Department of Postsecondary Education (ADPE). ADPE will review the ISPA and submit it to the Commission at least one month before submission of the program application.

For the "Procedures for the Evaluation and Review of New Programs of Instruction," see the following page at the Commission's website:
<http://ache.edu/Content/Departments/Instruction/NewProg/ProgImpl.PDF>

Deadlines for New Academic Program Proposals/Applications

For the “Procedures for the Evaluation and Review of New Programs of Instruction,” see the following page at the Commission’s website:

<http://www.ache.edu/Content/Departments/Instruction/NewProg/ProgImpl.PDF>

All Program Proposals/Applications: For consideration of proposals or applications for new academic programs, submit the proposal/application no later than the date indicated on the table below. **Note:** Placement of items on a particular meeting agenda even when the deadline is met may be dependent upon the volume of proposals and other items received. The timeliness of peer review (when required) may also be a factor. Therefore, it is advisable to submit proposals as early as possible, preferably by 5:00 pm.

Graduate Program Proposals: Deadlines for graduate program proposals are calculated to allow the minimum time necessary for the review by the Alabama Council of Graduate Deans and the Commission staff.

Community and Technical Colleges New Program Applications: The schedule does not take into account any Alabama Department of Postsecondary Education (ADPE) deadlines. Please check with ADPE for additional requirements.

Meeting Date	Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals	Deadline for Graduate Program Proposals
March 9, 2018	December 8, 2017	November 17, 2017
June 8, 2018	March 9, 2018	February 16, 2018
September 14, 2018	June 8, 2018	May 18, 2018
December 7, 2018	September 14, 2018	August 17, 2018

In addition to a transmittal letter and one paper copy sent to Dr. Jim Purcell, Executive Director [address on page 1], please send an electronic version of program proposals to [Margaret Pearson](#), Academic Program Review Analyst.

Deadlines for All Other Items for 2018 Meetings

Related Links:

Instruction Webpage:

<http://ache.edu/Content/Departments/Instruction/Instruction.aspx>

Review of Extensions & Alterations to Existing Programs & Units of Instruction:

<http://ache.edu/Content/Departments/Instruction/Instruction.aspx>

Off-Campus Instruction Policy and Forms:

<http://ache.edu/Content/Departments/Instruction/Instruction.aspx>

The deadlines in the table below are for all other regular meeting items, other than new program proposals (senior institutions) and new program applications (two-year institutions).

These items include:

- 1. Both exempt and non-exempt Off-Campus items**
- 2. Extensions and Alterations of Existing Units of Instruction**
- 3. Information Items.**

Meeting Date	Deadline for Receipt of Off-Campus, Extensions/Alterations, Information Items
March 9, 2018	January 12, 2018
June 8, 2018	April 6, 2018
September 14, 2018	July 6, 2018
December 7, 2018	October 5, 2018

In addition to a transmittal letter and one paper copy sent to Dr. Jim Purcell, Executive Director [address on page 1], please send an electronic version of all items to [Margaret Pearson](#), Academic Program Review Analyst.