

***Alabama Commission on Higher Education***  
**Responsibilities Related to Instruction at Public Two-Year Colleges**  
**Code of Alabama: Sections 16-5-8, 16-5-10**  
**Categories of Instructional Items—Public Two Year Colleges**

- The list is provided and to be used only as a general guideline.
- There may be exceptions to the information provided below.
- The list does not encompass all possible types of instructional items or instructional circumstances.
- The listing should not be used in lieu of consultation with ACHE and Alabama Community College System Staff.

**Actions Related to Instruction Which Can Be Implemented Without ACHE Notification or Approval:**

1. The addition of new courses on the main campuses and instructional sites of institutions.
2. New courses offered through distance education delivery.
3. Off-campus instruction on military bases.
4. Off-campus instruction delivered at business or industrial sites for employees.
5. The addition of minors.
6. The deletion of courses, minors, concentrations.
7. The discontinuation of courses and programs on off-campus sites.
8. Changing the name of an option, concentration, track, etc., in an instructional program.
9. Addition of a discipline (such as history, physics, chemistry) to a transfer associate of arts (AA) or science (AS) program already in the academic program inventory of a community college.

**Actions Related to Instruction Requiring ACHE Notification (For Information Only):**

1. Short certificate programs (less than 30 semester hours).
2. New off-campus sites in the institution's service area approved by the Alabama Community College Board of Trustees.
3. Distance education programs.
4. The deletion of instructional programs from the Commission's Academic Program Inventory.
5. The change in name of an instructional program or the code by which it is listed in the Commission's Academic Program Inventory.
6. The placing of a program on inactive status.
7. New administrative units at the department level.
8. New centers, institutes, etc., which do not offer courses for academic credit.

**Actions Related to Instruction Which Require ACHE Approval:**

1. New instructional programs leading to a certificate, or associate degree.
2. New off-campus sites outside the institution's recognized service area.
3. New off-campus courses at sites outside the institution's service area.
4. New administrative units greater than a department.
5. New units of instruction (colleges, centers, institutes, etc., which offer coursework for academic credit).

6. New reasonable extensions and alterations of existing instructional programs (tracks, concentrations, options, etc.)
7. Mergers or consolidations of existing institutions.
8. Division of one institution into two institutions (one would be a new unit of instruction).

**ACHE Instruction web page:**

<http://www.ache.alabama.gov/Content/Departments/Instruction/Instruction.aspx>

**Additional information regarding Commission responsibilities:**

<http://www.ache.alabama.gov/Content/About%20Us/Responsibilities.aspx>

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**ALABAMA COMMUNITY COLLEGE SYSTEM LIAISON TO ACHE REGARDING TWO-YEAR COLLEGE NEW PROGRAM PROPOSAL REVIEW AND EVALUATION PROCESS:**

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