

**ALABAMA COMMISSION ON HIGHER EDUCATION
2020 MEETING DEADLINES**

Correspondence regarding academic programs should be sent electronically to Dr. Robin McGill, Director of Instruction and Special Projects (robin.mcgill@ache.edu); and Ms. Margaret Pearson, Academic Program Review Analyst (margaret.pearson@ache.edu).

If preferred, materials may be sent by mail to
Dr. Robin McGill
Director of Instruction and Special Projects
Alabama Commission on Higher Education
PO Box 302000
Montgomery, AL 36130-2000

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 Community College System (ACCS). ACCS 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/ACHE_Reports/Forms/Program_Request/Review.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://ache.edu/ACHE_Reports/Forms/Program_Request/Review.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.

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 ACCS deadlines. Please check with ACCS for additional requirements.

Meeting Date	Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals	Deadline for Graduate Program Proposals
March 13, 2020	December 6, 2019	November 21, 2019
June 12, 2020	March 13, 2020	February 20, 2020
September 11, 2020	June 12, 2020	May 21, 2020
December 11, 2020	September 11, 2020	August 20, 2020

Please be sure to include a transmittal letter with any program proposal, NISP, or ISPA. Institutions are encouraged to submit these items electronically to robin.mcgill@ache.edu and margaret.pearson@ache.edu.

Deadlines for All Other Items for 2020 Meetings

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. Any Other Information Items.

Meeting Date	Deadline for Receipt of Off-Campus, Extensions/Alterations, Information Items
March 13, 2020	January 13, 2020
June 12, 2020	April 7, 2020
September 11, 2020	July 7, 2020
December 11, 2020	October 6, 2020

Institutions are encouraged to submit these items electronically to robin.mcgill@ache.edu and margaret.pearson@ache.edu.