

**ALABAMA COMMISSION ON HIGHER EDUCATION  
2022 MEETING DATES AND DEADLINES**



In order to streamline the submission process and reduce duplication of effort, ACHE staff has developed a web-based portal for institutions to submit their items for the ACHE agenda. The Academic Program Review (APR) Portal can be found at [apr.ache.edu](http://apr.ache.edu), and logins will be sent separately to institutional users. Any questions regarding the new portal or academic programs in general can be addressed to Dr. Robin McGill, Deputy Director for Academic Affairs ([robin.mcgill@ache.edu](mailto:robin.mcgill@ache.edu)); and Mrs. Kristan White, Academic Program Analyst ([kristan.white@ache.edu](mailto:kristan.white@ache.edu)).

**PLEASE NOTE:** Beginning with the March 2022 meeting, all agenda items (both decision items and information items) should be submitted to ACHE through the Academic Program Review (APR) Portal located at [apr.ache.edu](http://apr.ache.edu). For your convenience, ACHE has revised its forms to align with the portal submission. These can be found at <https://ache.edu/Instruction.aspx>.

Meeting Date	Deadline for Receipt of Non-Degree Certs, Extensions/Alterations, Information Items	Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals	Deadline for Graduate Program Proposals
March 11, 2022	January 11, 2022	December 10, 2021	December 1, 2021
June 10, 2022	April 5, 2022	March 11, 2022	March 1, 2022
September 9, 2022	July 5, 2022	June 10, 2022	June 1, 2022
December 9, 2022	October 4, 2022	September 9, 2022	September 1, 2022

**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 or application 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.

**Graduate Program Proposals:** Deadlines for graduate program proposals are calculated to allow the minimum time necessary for 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.

**PLEASE NOTE:** Placement of items on a particular Commission meeting agenda, even when the deadline is met, is 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.