

**ALABAMA COMMISSION ON HIGHER EDUCATION  
2009 MEETING DEADLINES**

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

**Dr. Pamela G. Arrington  
Director of Instruction, Planning, and Special Services  
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://www.ache.state.al.us/Acadaffr/NewProg/Review.PDF> .

### **Deadlines for New Academic Program Proposals:**

For consideration of proposals for new academic proposals, submit the proposal no later than the date indicated. 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.

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

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.state.al.us/Acadaffr/NewProg/Review.PDF> .

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

<b>Meeting Date</b>	<b>Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals</b>	<b>Deadline for Graduate and First Professional Program Proposals</b>
March 13, 2009	December 12, 2008	November 21, 2008
June 26, 2009	March 13, 2009	March 6, 2009
September 11, 2009	June 26, 2009	May 22, 2009
December 4, 2009	September 11, 2009	August 14, 2009

**In addition to a transmittal letter and one paper copy sent to Dr. Pamela Arrington, Director of Instruction, Planning, and Special Services [address on page 1], please send an electronic version of program proposals to [Margaret Pearson](#), Academic Program Review Analyst.**

**Deadlines for Off-Campus Items to Be Presented to the Commission:**

These items include both exempt and non-exempt Off-Campus items.

<b>Meeting Date</b>	<b>Deadline for Receipt of Proposals</b>
March 13, 2009	January 13, 2009
June 26, 2009	April 26, 2009
September 11, 2009	July 11, 2009
December 4, 2009	October 4, 2009

**In addition to a transmittal letter and one paper copy sent to Dr. Pamela Arrington, Director of Instruction, Planning, and Special Services [address on page 1], please send an electronic version of off-campus items to [Margaret Pearson](#), Academic Program Review Analyst.**

**Deadlines for Other Decision and Information Items to Be Presented to the Commission:**

Other items to be presented to the Commission must be submitted according to the following schedule. These items include: Extensions and Alterations (both substantive and non-substantive); and information items.

<b>Meeting Date</b>	<b>Deadline for Receipt of Proposals</b>
March 13, 2009	January 13, 2009
June 26, 2009	April 26, 2009
September 11, 2009	July 11, 2009
December 4, 2009	October 4, 2009

**In addition to a transmittal letter and one paper copy sent to Dr. Pamela Arrington, Director of Instruction, Planning, and Special Services [address on page 1], please send an electronic version of proposed items to [Margaret Pearson](#), Academic Program Review Analyst.**