

**ALABAMA COMMISSION ON HIGHER EDUCATION
2011 MEETING DEADLINES**

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

**Mrs. Ellen E. Haulman
Director of Instruction and Special Projects
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 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.

Meeting Date	Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals	Deadline for Graduate Program Proposals
March 11, 2011	December 10, 2010	November 19, 2010
June 10, 2011	March 11, 2011	February 18, 2011
September 9, 2011	June 10, 2011	May 20, 2011
December 9, 2011	September 9, 2011	August 19, 2011

In addition to a transmittal letter and one paper copy sent to Mrs. Ellen E. Haulman, Director of Instruction and Special Projects [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.

Meeting Date	Deadline for Receipt of Off-Campus Items
March 11, 2011	January 11, 2011
June 10, 2011	April 11, 2011
September 9, 2011	July 11, 2011
December 9, 2011	October 11, 2011

In addition to a transmittal letter and one paper copy sent to Mrs. Ellen E. Haulman, Director of Instruction and Special Projects [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.

Meeting Date	Deadline for Receipt of Proposals
March 11, 2011	January 11, 2011
June 10, 2011	April 11, 2011
September 9, 2011	July 11, 2011
December 9, 2011	October 11, 2011

In addition to a transmittal letter and one paper copy sent to Mrs. Ellen E. Haulman, Director of Instruction and Special Projects [address on page 1], please send an electronic version of proposed items to [Margaret Pearson](#), Academic Program Review Analyst.