

**CHANCELLOR'S PROCEDURE FOR POLICY
702.01: REQUESTS FOR NEW INSTRUCTIONAL PROGRAMS**

New program applications must meet all deadlines established by the Board and Alabama Commission on Higher Education (ACHE). Approval by the Board does not guarantee approval by accrediting bodies; therefore, a program cannot be implemented until all governing and accrediting bodies have granted approval. Pursuant to an agreement between the Alabama Community College System (ACCS) and ACHE, a program may be discontinued if expected outcomes are not reached within the established time frame.

	Procedure	Time Line
1.	College submits an ACCS-27 <i>Intent to Submit a Program Application (ISPA)</i> to ACCS.	
2.	ACCS acknowledges receipt of ISPA, and advises the college as to the completeness of the information. If it is determined that the program is eligible for further consideration, ACCS informs the college it may proceed with the ACCS-28 <i>Application for a New Instructional Program</i> . ACCS transmits ISPA to ACHE.	Within 14 days of confirmation of receipt of ISPA
3.	The college submits an ACCS-28 <i>Application for a New Instructional Program</i> .	Within one year of the date of the transmittal of the ISPA to ACHE
4.	ACCS acknowledges receipt of the application. ACCS reviews the application and determines that either additional information is required or the program is eligible for further consideration.	Within 14 days of receipt of program application.
5.	If no additional information is required, ACCS transmits the program application to ACHE for consideration. Following review by ACHE, the request for a new instructional program is placed on ACHE and Board agendas for approval.	For planning purposes, colleges should refer to ACHE and Board meeting schedules.
6.	Following approval by ACHE and the Board, the College is notified of the official action. If offering federal financial aid, colleges must obtain approval from the United States Department of Education. ACHE's approval will establish expected program outcomes that will be assessed in a five-year post-implementation program review.	Within 90 days of receipt of formal application
7.	If a program is disapproved by ACHE, ACCS may request a second review six months later. If the program is disapproved a second time, the Board may request reconsideration by ACHE.	

An electronic version of the ISPA and application must be submitted to ACCS. Forms may be found at <http://www.accs.cc/academicprograms.aspx>.