**ACCS (INTERNAL) PROCEDURE:**

**FOR NEW INSTRUCTIONAL PROGRAMS (AND COURSES)**

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| **Procedure** | **Responsible Person** | **Timeline** |
| A TEAMS folder will be set up for new program/course submissions. Access needs to be granted to the two EDs, the Director of Health Programs, the Director of CTE, and the Associate Director of STEM and Distance Learning. | **This folder exists; however, CTE Director should check access and work with IT, if necessary, to ensure access is in place (for all who need it).** | **ASAP** |
| **The college submits an ACCS Proposal for a New Degree Program or course to the CTE Director (abigail.carter@accs.edu).** |  |  |
| After the CTE Director reviews the proposal and vets the proposed CIP code with ACCS’s Organizational Effectiveness and Research department personnel (who coordinates with ACCS’s IT Director of Student Applications), the proposal or course request is uploaded to the TEAMS folder and an e-mail is sent (marked urgent) to the appropriate Executive Director (ED-CTE for CTE-related documents and the ED-Academics for non-CTE-related documents). | **CTE Director** | **Within 24 hours of receiving the document(s)** |

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| The appropriate ED will review (and annotate with relevant comments, i.e. requests for additional information, recommended CIP Code change, etc.) the document(s) and send an e-mail to the appropriate team member, letting them know the document is ready for their review. | **ED—Academics**  **ED—CTE** | **Within 24 hours of receiving the document(s)** |
| The team member will review and work with the ED for clarity and the college for any additional information needs. | **Assigned Team Member** | **The goal is to return the final document(s) to the ED within one week of receiving it/them for final approval.** |
| Once returned to the appropriate ED, final approval is given and the finalized documents are sent back to the CTE Director. | **ED—Academics**  **ED—CTE** | **Within 48 hours of receiving the document(s).** |
| **The CTE Director will submit the documents through the ACHE portal or ACCS’s course directory (whichever is applicable).** | **CTE Director** | **Within 24 hours of receiving the document(s).** |