

Alabama Commission on Higher Education

GUIDELINES ON IMPLEMENTATION OF A NEW PROGRAM

If approval is given by the Commission, a new program should be implemented in accordance with the timeline presented in the proposal. The institution must notify the Commission in writing when the program is implemented (that is, when the institution has admitted the first student(s) into the program). The institution also must notify the Commission in writing if the stated date or academic term of implementation changes. If the program is not implemented within 24 months of the date of approval, regardless of whether the Commission has been notified of the delay, the approval will be null and void and the program will be removed from the Commission's academic program inventory. Once an approval is declared null and void, an institution will have to submit and receive Commission approval of a new program proposal to offer the program.

At the time of proposing a new academic program, the institution may request additional time as a program start-up period before the post-implementation period begins. Generally, this period will be granted for programs that require extensive hiring of faculty and recruitment of students. The institution may request up to two years additional time before counting related to the post-implementation conditions begins. The staff will evaluate the institution's request for a start-up period and, if warranted, will make the request a part of the recommendation to the Commission concerning the program proposal. If there is a reported delay in implementation of an approved program as outlined in paragraph one, the start-up period will be adjusted by the staff accordingly. Responsibility for requesting the start-up period rests with the institution proposing the program.

After a new program is approved by the Commission, it will be entered in the Commission's academic program inventory with an approval date under the status column to denote that the program has been approved, but has not been implemented. Upon receipt of the written notice from the institution that the program has been implemented, the approval date will be removed from the status column. When programs are implemented, the status column will be blank.