

POLICIES AND PROCEDURES MANUAL

TITLE	Approval Process for Requests for New Instructional Programs
LEGAL AUTHORITY	State Board of Education Policy 702.01
DATE APPROVED BY BOARD	January 28, 1999

Alabama Community College System institutions shall submit to the Chancellor a written request for any new instructional program.

The Chancellor shall:

- a. Develop all necessary forms and times lines for the submission of all applications for approval.
- b. Publish the necessary forms and time lines prior to the summer term of each academic year, allowing the institutions adequate time to plan and to complete the application process.
- c. Accept all completed applications submitted under this policy and inform each institution submitting such application in writing of its receipt.
- d. Review all completed applications and notify each respective institution of the results of the review. The Chancellor may reject an application.

The time lines established by the Chancellor according to this policy shall provide to the institutions an opportunity to respond to the Chancellor's review.

Upon recommendation from the Chancellor, the State Board of Educational shall consider the application for official action.

- a. After final action of the State Board of Education, the Chancellor shall notify each respective institution of the Board's action and Department direction on its application.
- b. The Chancellor shall notify external agencies of State Board of Education action.
- c. The Chancellor shall report to the State Board of Education periodically regarding requests made under this policy.