Timeline for New Academic Program Implementation

Important ACHE Agenda timeline dates:

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August start date: Fall/Term 1

**August** Discussion with Departmental faculty, Chair or Director. Update the Academic Steering Committee

**September** ACHE Meeting

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- Department Chair/School Director
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- Institutional Effectiveness Committee
- On agenda for Graduate/Undergraduate Academic Council **DECISION by March**

**After March** Graduate/Undergraduate Academic Council approval, send for external approval:
- NISP to ACHE in late March
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**After September** ACHE approval, begin correspondence with SACSCOC regarding new program implementation:
- Substantive Change Prospectus six (6) months prior*
- SACSCOC deadline for SCP review
- January 1 for 7/1 - 12/31 implementation
- July 1 for 1/1 - 6/30 implementation

*minimum time before implementation

**July** Receives SACSCOC approval: add new program to **Active Admission**

While awaiting SACSCOC approval, begin advertising development.

**September**

Prepare Program Justification and Needs Assessment

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