

	What to Submit:	Where to Submit in APR:	When to Submit:
1	<b>Academic Unit Change</b> <i>Upload letter with description of new unit, reorganization, or unit closure.</i>	➔ Academic Unit Update <ul style="list-style-type: none"> <li>File Upload PDF</li> </ul>	2 months prior to meeting
2	<b>Off-Campus Site – New</b> <i>Complete web form in APR.</i>	➔ New Off-Campus Site Request	2 months prior to meeting
3	<b>Off-Campus Site – Change to Existing</b> <i>Complete web form in APR.</i>	➔ Off-Campus Site Update	2 months prior to meeting
4	<b>Off-Campus Sites – Annual Report</b> <i>ACHE will distribute form in October.</i>	➔ Annual Off-Campus Site Report	Annually for December 1 <sup>st</sup>
5	<b>New Degree Program</b> <i>Complete web form and submit</i> <ul style="list-style-type: none"> <li>New Program Proposal</li> <li>Business Plan</li> <li>UG or Grad Curriculum Plan</li> </ul>	➔ New Program <ul style="list-style-type: none"> <li>File Upload PDF</li> <li>File Upload XLSX</li> <li>File Upload XLSX</li> </ul>	3 months prior to meeting
6	<b>New Certificate Program</b> (except for Long Certificate [CER]) <i>Complete web form and submit New For-Credit Non-Degree Notification.</i>	➔ New Non-Degree Certificate <ul style="list-style-type: none"> <li>File Upload PDF</li> </ul>	2 months prior to meeting
7	<b>New Option(s) for Existing Program</b> <i>Submit New Option(s) for Existing Program Notification. Multiple options for the same program can be included on one notification.</i>	➔ New Program Options <ul style="list-style-type: none"> <li>File Upload PDF</li> </ul>	2 months prior to meeting
8	<b>Post-Implementation Report</b> <i>ACHE will distribute letters and report templates in July.</i>	➔ Post-Imp Report	Annually for September 1 <sup>st</sup> for each program due
9	<b>Program Closure</b> <i>After closure is reviewed by SACSCOC, complete web form and upload approved teach-out plan/summary.</i>	➔ Program Closure	2 months prior to meeting
10	<b>Program Updates</b> (including Title, CIP, Nomenclature, Distance Ed) <i>Complete web form.</i>	➔ Program Updates	2 months prior to meeting
11	<b>Substantive Program Modification</b> <ul style="list-style-type: none"> <li>Substantive Modification Proposal</li> <li>Substantive Modification Curriculum Overview</li> </ul>	➔ Substantive Modification <ul style="list-style-type: none"> <li>File Upload PDF</li> <li>File Upload XLSX</li> </ul>	3 months prior to meeting