SUBMISSION PROCEDURES FOR NEW ACADEMIC PROGRAM PROPOSALS FOR THE BOR EPSL COMMITTEE

New Academic Program Proposal Documents	Formats	Email Submissions
1. Cover Letter to the Chancellor (electronic signature of sender acceptable), 2. University System of Maryland Institution Program Proposal Coversheet, and 3. Program Proposal (MHEC link as follows) https://mhec.maryland.gov/institutions_training/Pages/acadaff/AcadProgInstitApprovals/NewAcademicProgramProposals.aspx	**Word Doc Format Only**	All components are to be submitted as a single Word document.

1. Separate "Program Summary" for each new academic program proposal submitted.
   a. Word Count minimum **140** to a maximum of **240**.
   b. Examples of program summaries attached
	Word Doc Format Only	Submit separately as a single Word document

1. Applicable MHEC Cover Sheet (MHEC link as follows) https://mhec.maryland.gov/institutions_training/Documents/acadaff/New%20Program%20and%20Sub%20Mod%20Cover%20Sheet%20FINAL.pdf	**PDF**	Submit separately as a single PDF document