



ACADEMIC PROGRAM PROPOSAL SUBMISSION WINDOWS

Academic Year 2024-25

revised 09-30-24

New academic degree program proposals must be approved by the USM Board of Regents (BOR) as well as the Maryland Higher Education Commission (MHEC); the MHEC application cover sheet calls for the Board approval date. Originally, the “window” for program proposal submission was defined as the period of time in which an academic degree program proposal should be submitted to MHEC so that its transmittal from MHEC to segments would permit the proposal 1) to be out for comment for 30 days prior to the meeting of the Board of Regents (BOR) Committee on Education Policy and Student Life [and Safety] (EPSLS) and 2) not to exceed the MHEC 60-day review period prior to its formal approval at the next meeting of the full Board. The process sometimes resulted in very short windows for USM institutions to submit new program proposals. To ease the scheduling difficulties for institutions, the BOR EPSLS Committee decided it will review proposals while they are still out for comment through MHEC. **Proposals can go to USM prior to submission to MHEC, but they may not go to MHEC before USM.**

The Committee will make its recommendation based on the merits of each proposal and the criteria stipulated in the regulations concerning mission and resources. If objections or comments from MHEC or from other institutions are received during the comment period after the EPSLSC meeting, the Board would consider those comments and decide whether to defer final action on the Committee recommendation while any outstanding issues are addressed.

Effective December 2021, MHEC announced the 1st and 15th of the month are the submission dates for all program approval requests to the Commission. USM continues to follow the “*Windows for Electronic Submission of New Academic Degree Program Proposals*” as noted in the table below. The submission windows adhere to the meeting schedules of the Committee on Education Policy and Student Life and the full Board of Regents. Institutions submit new academic degree proposals within the defined window to allow for submission and review of the proposal to the EPSL Committee prior to the meeting.

Windows for Electronic Submission of New Academic Degree Program Proposals to USM & MHEC	Committee on Education Policy and Student Life and Safety Meetings	Full Board of Regents Meetings
08/01/2024 – 08/16/2024	09/03/2024	09/19/2024
11/01/2024 – 11/15/2024	12/03/2024	12/12/2024 12/20/2024
01/02/2025 – 01/15/2025	01/30/2025	02/13/2025
(Monday) 03/03/2025 – (Mon.) 03/17/2025	04/03/2025	04/14/2025
04/15/2025 – 05/01/2025	05/15/2025	06/12/2025