



**ACADEMIC PROGRAM PROPOSAL SUBMISSION WINDOWS
2023-2024 (updated)**

New academic degree program proposals must be approved by the USM Board of Regents (BOR) as well as the Maryland Higher Education Commission (MHEC). 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 (EPSL) 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 EPSL Committee decided it will review proposals while they are still out for comment through MHEC.

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 EPSLC meeting, the Board would consider those comments and decide whether to defer final action on its Committee’s 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 program 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 Meetings	Full Board of Regents Meetings
[window has closed]	09/26/2023	11/10/2023
10/15/2023 – 11/15/2023	11/29/2023	12/15/2023
12/16/2023 – 01/02/2024	01/16/2024	02/16/2024
03/01/2024 – 03/15/2024	03/28/2024	04/19/2024
04/15/2024 – 04/26/2024	05/14/2024	06/14/2024