



**ACADEMIC PROGRAM PROPOSAL SUBMISSION WINDOWS
2022-2023**

Originally, the “window” was defined as the period of time in which a new academic degree program proposal should be submitted to MHEC so that its transmittal from MHEC to segments will 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) to not exceed the 60-day review period prior to its formal approval at the next scheduled meeting of the full Board. This has sometimes resulted in very short windows for USM institutions to submit new program proposals. In order to ease the scheduling difficulties for institutions, the BOR EPSL Committee will review new program proposals while they are still out for comment.

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 new submission dates for all program approval requests to the Commission including new academic degree program proposals. USM continues to follow the “*Windows for Electronic Submission of New Academic Degree Program Proposals*” as stated 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 of the proposal to the EPSL Committee along with the meeting agenda and other related materials for review. The schedule of meetings and submission windows are as follows.

Full Board of Regents Meetings	Committee on Education Policy and Student Life Meetings	Windows for Electronic Submission of New Academic Degree Program Proposals to USM
11/11/2022	09/20/2022	07/18/2022 – 08/05/2022
12/16/2022	11/15/2022	09/15/2022 – 10/15/2022
02/17/2023	01/10/2023	11/15/2022 – 12/08/2022
04/14/2023	03/14/2023	01/15/2023 – 02/08/2023
06/16/2023	05/05/2023	03/15/2023 – 04/12/2023