



ACADEMIC PROGRAM PROPOSAL SUBMISSION WINDOWS 2020-2021

Originally, the “window” was defined as the period of time in which a 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 BOR Education Policy and Student Life Committee (EPSLC) 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 in which institutions can submit programs. In order to ease the scheduling difficulties for the institutions, the Committee will review 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.

Institutions are asked to submit proposals within the defined window to allow for mailing of the proposal to the Committee with the meeting agenda and other related materials for review. The windows are listed in the table below.

BOR Meeting	EPSLC Meeting	Window for electronic submission of program proposals to MHEC and USM
09/18/2020	09/08/2020	07/20/2020 – 08/03/2020
11/20/2020	11/03/2020	09/21/2020 – 10/05/2020
02/19/2021	01/12/2021	11/23/2020 – 12/07/2020
04/16/2021	03/05/2021	01/18/2021 – 02/01/2021
06/18/2021	05/04/2021	03/22/2021 – 04/05/2021