

Program and Site Requirements of USM, MHEC, and Middle States¹

Prior Approval (PA) or Prior Notice (PN) required before starting

Program type	USM	MHEC	Middle States
New degree on campus	PA	PA 30-day review	no
Substantial modification of existing program e.g., new name or concentration definition of concentration: ugrad > 24 credits masters > 12 credits doctoral >18 credits	PA	PA 30-day review	no
New track definition of track: ugrad ≤ 24 credits masters ≤ 12 credits doctoral ≤18 credits	no	no	no
Off-campus delivery of existing program (live instruction or partial electronic) more than 1/3 of program off-site OR we advertise that course work at off-campus site will lead to certificate or degree, regardless of portion offered off-site	PN	PA Admin. review	Possibly PA if establishing “additional location.” May include site visit.
Electronic delivery of existing program	no	no	no

¹ MHEC’s interpretation and enforcement of COMAR regulations has tightened significantly in recent years under Secretary Lyons. While this chart provides general guidelines, it should not be used as a substitute for talking with The Provost’s Office (Tony Moreira or Beth Wells) about specific program initiatives. We consult with MHEC on a case-by-case basis, as needed, for advice on how they will handle individual cases. We also consult with Middle States on how to comply with their accreditation requirements.

Prior Approval (PA) or Prior Notice (PN) required before starting

<u>Program type</u>	<u>USM</u>	<u>MHEC</u>	<u>Middle States</u>
Certificate program exclusively w/in existing degree program	PN	PA Admin. review	no
Certificate program where degree program does not exist or courses are selected across degree programs definition of certificate: LDC ≥ 12 credits fresh/soph level UDC ≥ 12 credits jun/sen level PBC ≥ 12 credits majority master level	PA	PA 30-day review	no
Cooperative degree Programs	PA	PA 30-day review	no
Closed site offering - previously-approved program	no	PN	no
Program suspension	PN	PN	no
Program discontinuance	PA	PA	no
Establishment of "additional location"	PA	no	PA Extensive documentation required. May include site visit.