

2020-2021 New Academic Degree Program Submission Schedule

Receipt of Documents by FAASC	Window for FAASC to Review Program Documents	FAASC Meeting and Determination of Recommendation	Faculty Assembly Meeting	Letter of Intent Due to Provost Office ⁺	Letter of Intent to USM	Full Proposal to Provost Office	60 Days Before BOR (window opens)	Window for Electronic Submission of Program Proposals to MHEC* and USM	Deadline to Accommodate EPSLC mailing	EPSLC Meeting Scheduled	BOR Meeting Scheduled
Mondays	Tuesdays – Fridays	Thursdays	Tuesdays	Not applicable	Not applicable	Not applicable	7/20/2020	7/20/20 – 8/3/20	8/3/2020	9/8/20	9/18/20
08/3/20	08/4/20 – 08/28/20	9/3/20	9/8/20	8/31/20	9/7/20	9/14/20	9/21/2020	9/21/20 – 10/5/20	10/5/2020	11/3/20	11/20/20
09/7/20	9/8/20 – 9/25/20	10/1/20	10/13/20	11/2/20	11/9/20	11/16/20	11/23/2020	11/23/20 – 12/7/20	12/7/2020	1/12/21	2/19/21
10/5/20	10/5/20 – 10/30/20	11/5/20	11/10/20	11/2/20	11/9/20	11/16/20	11/23/2020	11/23/20 – 12/7/20	12/7/2020	1/12/21	2/19/21
11/9/20	11/10/20– 1/30/21	2/5/21	2/9/21	3/1/21	3/8/21	3/15/21	3/22/2021	3/22/21 – 4/5/21	4/5/2021	5/4/21	6/18/21
2/9/21	2/10/21- 2/27/21	3/5/21	3/9/21	3/1/21	3/8/21	3/15/21	3/22/2021	3/22/21 – 4/5/21	4/5/2021	5/4/21	6/18/21
3/8/21	3/9/21-3/27/21	4/2/21	4/13/21	Proposals will be submitted when the AY 2021-2022 submission schedule is determined by the USM and the submission window opens.							
4/6/21	4/7/21 – 5/1/21	5/7/21	5/11/21								

Departments that intend to develop new academic programs (including certificate programs), make substantial modifications to an existing degree program, offer an academic program off campus, or offer an academic program via distance education (100% online) are to consult Dr. Wade early in the planning process and *before* the proposal is submitted through the UMES internal curriculum approval process. The consultation will include a discussion of the proposed degree program/certificate, the requisite approvals (including the potential need for approval by the Middle States Commission on Higher Education), tips on preparing the proposal, and the approval process/program implementation timeline.

+ Creation and submission of a letter of intent (LOI) is required for all new academic degree programs and certificate programs, including academic programs offered at regional higher education centers. The LOI must circulate among the USM institutions for three weeks and receive no objections before the full proposal can be submitted to the USM and MHEC for consideration.

* Departments are responsible for the cost of the MHEC program submission fee. Fees can only be paid via R*STARS payment transfer from a departmental account by the UMES Comptroller's Office. The Provost's Office will contact the department chair or dean at the appropriate time in the submission process to obtain the requisite account information. Please review the current MHEC Fee Schedule posted on the Academic Affairs website.

Note: The proposed internal dates align with the required submission window established by USM/MHEC and considers the time needed to appropriately and accurately review new proposed degree programs that require external approval. **This schedule assumes that proposals received by the Provost's Office are complete, may only need minor modifications, and will have all requisite prior approvals.**