

Approval Process for an Existing Program to be Taught in a New Off-campus Location

(Signed by the President on May 3, 2000)

Since the program and its curriculum are already approved the critical issues here are the assurance that program quality will be maintained and that adequate support services for students will be provided in the new location. For locations within Maryland, a brief proposal is required for MHEC approval that addresses these issues, as well as issues of mission, student demand, and financing. This proposal will be prepared by the unit concerned and submitted to the Provost's Office by the Dean with the approval of the College PCC committee. The Provost's Office will confirm that the academic and other requirements are in place, and will notify the Senate and the Senate PCC committee, and the Graduate Council and its PCC committee for a graduate program, that the new location for this program is being submitted to MHEC for final approval. Note that subsequent proposals for a site whose student support facilities have once been deemed appropriate may require less documentation in this respect. Requests to offer existing programs at an out-of-state location do not require MHEC approval. For such requests, the same approval process will apply, except for the MHEC notification step.

MHEC Approvals for Off-Campus Programs

Following are the official rules. In practice, MHEC will often approve such a program administratively based on an informal submission.

Traditional off-campus programs must be submitted for review and approval. Campuses offering programs off-campus must provide for adequate and appropriate library resources and for academic support services within reasonable distance of the instructional site. At least one-third of the classes offered in an off-campus program shall be taught by full-time faculty members of the parent institution.

Off-campus program proposals may be submitted to MHEC at any time during the year. Staff review will proceed expeditiously (between 60 and 90 days). Campuses shall submit a proposal which contains the following information regarding need and demand for extending the program, the resource requirements necessary to offer the program, and the impact the program may have on similar programs which may exist in the region:

- The title of the program and the degree or certificate to be awarded.
- The resource requirements for the program and the source of funds to support the program for the first two years of program implementation.
- A description of how the program meets a critical and compelling regional or statewide need as identified in the Maryland state plan.
- The need and demand for this program by stating in terms of the specific local, State, and/or national needs for graduates; job opportunities that are available to persons who complete the program and evidence of market demand through supporting data including results of surveys which have recently been conducted.
- Any similar program(s) offered within the same geographical region of the State. Where a similar program exists, describe the similarities or differences in the degree to be awarded, the area(s) of specialization, and the specific academic content of the program or course of study.
- Describe the method of instructional delivery, including telecommunications instruction, on-site faculty, and the mix of full-time and adjunct instructors. Briefly describe the academic oversight, quality control, and student services which will be provided.

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