

Academic Program Approval Process

Internal & External Review At-a-Glance

STEP 1 | INITIAL REVIEW

New Program Concept Questionnaire

Reviews the proposed program and determines whether additional market research is needed.

Submit

- New Program Concept Questionnaire
- Proposed curriculum outline

Where: Curriculog > + New Proposal > Others

Review areas

- Purpose & rationale
- Strategic fit
- Preliminary market indicators

Possible outcomes

No market analysis needed

Proceed to Internal Step 2 + External Step 1

Full market analysis required

Allow 6-8 weeks

Data cut required

Allow 4-6 weeks

INTERNAL | STEP 2

Curriculum Approval

Submission window: June 1-November 15

Submit the appropriate program proposal through Curriculog. Proposals route through the University's internal approval process and require approval by the **Undergraduate Curriculum Committee (UCC)** or **Graduate Curriculum Committee (GCC)**.

Proposal types

- New undergraduate major or stand-alone certificate
- New graduate program or certificate
- New undergraduate track or concentration
- New graduate track or concentration
- Changes to undergraduate programs, concentrations, or tracks
- Changes to graduate programs, concentrations, or tracks

Important: External Review Step 1 may begin while the internal proposal is moving through the approval workflow.

EXTERNAL | STEP 1

Letter of Intent (LOI)

Undergraduate: LOI required by University System of Maryland (USM) for new programs and stand-alone certificates.

Graduate: LOI required by USM and Maryland Higher Education Commission (MHEC) for new programs and stand-alone certificates.

Where: Curriculog > + New Proposal > Others

When: After Provost approval of the Program Concept Questionnaire and while internal review is underway, but at least **3 weeks** before submitting the full proposal to MHEC.

EXTERNAL | STEP 2

USM & MHEC Program Proposal

Required for: New academic programs, new areas of concentration, substantial program modifications, stand-alone certificates.

Draft deadline: March 1

Submit to: Office of Academic Affairs – email draft to jeellis@salisbury.edu, using the MHEC Program Proposal Outline.

Submission windows

- MHEC: 1st and 15th of each month
- USM: Aug. 1-17 • Sep. 15-Oct. 15 • Nov. 1-15 • Dec. 15-Jan. 4 • Feb. 15-Mar. 15 • Apr. 15-May 3

EXTERNAL | STEP 3

Review & Presentation

The USM Education Policy and Student Life and Safety (EPSLS) Committee reviews and votes on academic proposals before Board of Regents action.

Presenters: Dean, department lead, and Provost. Program director or department lead may also be asked to present at the dean's discretion.

EPSLS meeting dates: 9/9 • 11/2 • 12/1 • 1/28 • 3/31 • 5/26

FINAL APPROVAL

External approval may take up to 60 days

Academic Affairs will notify appropriate stakeholders when approval is received and provide next steps and expected timelines.

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