



## Change in Program Modality Request Form

*Institutions may change an approved program's modality.*

An institution of higher education that has received approval to operate a program in the state of Maryland may add, change, suspend, or discontinue a program modality if the institution provides advance notice to the Commission in accordance with COMAR 13B.02.03.29 and COMAR 13B.02.03.22

**An institution's notice to the Commission shall include:**

Provide the program's title and degree level:

Provide the program's HEGIS and CIP code:

Provide a description of, and rationale for, the addition, change, suspensions, or discontinuation of program modality:

Provide an affirmation that the program's most recently approved curriculum and objective are coherent, cohesive, and comparable, regardless of program modality:

Provide the planned implementation date of the addition, change, suspension, or discontinuation of program modality:

For any suspension or discontinuation of a program modality;

Provide the number of students enrolled in the program who are using that program modality and their expected graduation dates:

Provide a plan that covers each of the students using the program's modality to ensure that:

The student's time to completion of the program is not increased;  
Students and faculty continue to have access to course material, student services, and academic support for the duration of the program.

Please submit a **coversheet** and **Program Modality Request Form** along with a **cover letter** addressed to the Secretary. Proposal submission(s) can be sent electronically to [acadprop.mhec@maryland.gov](mailto:acadprop.mhec@maryland.gov) or via postal mail.