

Is there a link to the workgroup materials?

Yes, it can be found [here](#).

How does our institution sign up to pay via R-Stars?

R-Stars payments are interagency transfers. Public institutions that use the FMIS financial software may be eligible to use this payment method. If your institution meets this criteria and are interested reach out to Samuel Durai Pandian, samueldurai.pandian1@maryland.gov, and CC the academic program mailbox, acadprop.mhec@maryland.gov.

For a program designated as fully online can students be required to come to campus for testing and still be considered fully online?

Yes. If a student signs up for a fully-online class they will never be expected to come to campus for anything other than orientation, testing, clinical placement and the like.

Is there information on HEGIS codes available?

Yes. It can be found [here](#).

Are the last two digits of HEGIS codes determined by sequence so they are specific to the institution not the discipline?

Correct. The last 2 digits of HEGIS codes are specific to the institution and go in sequence.

Is there a list of all programs (or CIPs) that currently meet the Manpower Shortage list (as opposed to a list of existing Manpower shortage programs)? How frequently is the list reconsidered?

The API designates Health Manpower Shortage programs in the API list found [here](#). Programs with this designation will have “HMS” to the left of the CIP code. We also have a list of historically approved Manpower Shortage programs [here](#). The API keeps running track of these approvals.

Do new Associate's degrees require articulation agreements?

No. As per [COMAR 13B.02.03.19](#) only substantial modifications to existing associate’s degrees require articulation agreements.

If our institution is unable to produce an agreement, can we still send in the new program proposal/ sub mod?

Yes. As per [COMAR 13B.02.03.19](#) either an articulation agreement or “justification for why an articulation agreement is not feasible or applicable” is acceptable.

If we have a stand-alone articulation agreement that is not connected to a proposal we are submitted we can notify you on the 1st or 15th of the month with a non-substantial cover sheet and no fee, correct?

Correct.

Should articulation agreements be fully ratified when submitting a proposal?

No, as per [COMAR 13B.02.03.19](#) they may be provisionally signed: *“Subject to §C(1) and (2) of this regulation, all proposed new and modified articulation agreements submitted under §B(1)—(3) of this regulation shall be provisionally signed by the appropriate individual, as identified in [COMAR 13B.06.02.13](#), prior to submission.*

Do institutions have 30-days after MHEC approval to submit a fully signed and executed articulation agreement to MHEC?

Yes.

When our institution sends in the final, fully signed articulation agreement after the proposal has been approved, do we need to send that on the 1st or 15th, and do we need a cover sheet and cover letter for that? Or can we just send it in?

No cover sheet is needed when the articulation agreement is connected to a proposal. Please send it in whenever it is approved to the analyst corresponding with you on the proposal, and to the academic program mailbox, acadprop.mhec@maryland.gov.

When our institution has a program with a specific number of "program electives" (students select from a list) and the only change to the program is the addition of a new course to that list, does this require a non-Substantial modification proposal?

No. only if the total credits of electives student are required to take is changed is a proposal required.

Who can sign the MHEC proposal coversheet? Is it limited to the President or can the Provost (chief academic officer) also sign?

The President or Chief Academic Officer of the institution can submit the cover letter and sign the cover sheet.

Is a program title change considered a substantial or non-substantial modification?

Title changes are considered non-substantial program changes.

Does a 2-year parent program require the same number of discipline-related credits as an AoC? An AOC requires 12 credits of discipline-specific coursework.

Per [COMAR 13B.02.03.02](#):

“Area of concentration” means a sequential arrangement of courses within a program that:

At the associate’s level is at least 12 semester credit hours, and not greater than 30 semester credit hours;

At the bachelor’s level is at least 24 semester credit hours;

At the master’s level is at least 12 semester credit hours above the bachelor’s degree; and

At the doctoral level is at least 18 semester credit hours above the master’s degree.

Is it a 30 day deadline for a comment like it is for an objection?

Yes, the 30-day circulation period is for both comments and objections

How do I get emails from MHEC, be identified as a point of contact for my institution, and learn who our college contact person at MHEC is?

Notify the Academic Program Mailbox (acadprop.mhec@maryland.gov)

What are ETrends and DTrends?

ETrends is institutional enrollment data compiled within MHEC that was submitted by Maryland colleges and universities. Dtrends is the graduation data. This report provides trend data on enrollment, grouped by program in which the student is enrolled. Data on Maryland institutions may be found at: [2022 MHEC Data Book](#) and [MHEC Office of Research and Policy Analysis](#)

If new concentrations are created for an existing program will a full proposal for each concentration be required? Or can all concentrations be listed on one cover sheet?

Establishing a new area of concentration (AoC) requires a Substantial Modification full proposal submission. Each concentration should be submitted with its own cover sheet, fee, and proposal.