<u>Letter of Intent</u>: <u>New Academic Program</u>

Background: All public senior and private nonprofit institutions of higher education in Maryland must submit a Letter of Intent (LOI) to the Maryland Higher Education Commission for a new graduate-level programs the institution intends to propose within the subsequent 6-month to 2-year period.

Before an institution submits a formal program proposal, the LOI is intended to (a) facilitate collaboration between institutions and (b) allow the Commission to provide early feedback regarding concerns about unnecessary duplication or unreasonable program duplication. While the LOI enables dialogue and transparency, it does not establish any priority or right of first refusal for program approval. The Commission will review submitted LOIs to identify potentially similar programs and, if necessary, notify the institutions involved to encourage coordination.

Although submission of LOIs is only required for new graduate-level programs, institutions are encouraged to also submit LOIs for undergraduate programs to support planning and collaboration.

LOIs will not be posted or circulated publicly. Instead, MHEC staff will review submissions and provide institutions with feedback, including analysis of potential duplication and opportunities for collaboration.

Implementation Timeline: The tentative implementation timeline begins with the first round of LOIs due July 15, 2025. Any proposal for a graduate program submitted *after* July 1 must begin with an LOI. Staff will review and provide initial feedback by August 15, and a process update will be shared at the September PRPAC meeting. Assuming no major issues or required changes, the next LOI submission date will be October 1, with an expected four-week turnaround for feedback. A second process update, along with potential regulations to formalize the LOI process, will be shared at the November PRPAC meeting and submission dates for 2026 will be discussed.

Name of Institution:	

Preferred Contact	Name:	
	E-mail:	Phone:

Program Overview	Draft Title:	
	Degree Level:	Proposed Modality1:
	Intended Implementation Date:	

---

[1] Fully in-person, fully online, hybrid

Draft Program Details	Provide a draft program description.
	Describe the intended competencies and skills.
	Describe the intended employment for graduates.
	Provide information on the need2 for the program.

Reasonableness of Program Duplication	Are there similar programs listed on MHEC's Academic Program Inventory3 (API) that are similar to the intended program? Yes No
	If yes, identify the institution(s) and program(s)
	If yes, why is it reasonable to offer another similar program?
	If yes, provide data showing the current and projected supply of prospective graduates.
	If <u>no</u>, provide preliminary evidence that the program is/will not be duplicative of another current program offering in the state.

External Considerations	Will students earn any licensure or certification? If yes, please explain.
	Does the program require approval from a national accreditor or other outside entity for implementation? If yes, please explain.

	Potential pre-requisite courses for enrollment in the program

---

[2] Four kinds of needs may be identified (COMAR 13B.02.03.08):
(1) The need for the advancement and evolution of knowledge;
(2) Societal needs, including expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education;
(3) Occupational and professional needs relative to upgrading vocational/ technical skills or meeting job market requirements; and
(4) The need to strengthen and expand the capacity of historically black institutions to provide high quality and unique educational programs.
[3] INSERT WEBSITE

Intended population to be served	
	Potential admissions requirements for the program

Resources	Please describe the existing resources you already have in place to run the program (e.g., faculty, facilities, partnerships).
	What additional resources may be needed to implement the program? (e.g., more or specialized faculty, expansion of facilities)
	Will you need to build a new building/facility or significantly upgrade an existing one? Please explain.
	Will capital funding be requested (or, has capital funding been requested) to support the potential program? If yes, please explain.

Mission	How is the proposed program aligned with the institution's approved mission?

President/Chief Executive	Name:	
	Signature:	Date: