

**STAGE ONE  
APPLICATION**

**MARYLAND HIGHER EDUCATION COMMISSION**

Stage One Application for Initial Approval  
as an In-State Degree-Granting Institution

**Name of Proposed Institution**

\_\_\_\_\_

**Mailing Address of Proposed Institution**

\_\_\_\_\_

If a specific facility is yet to be identified, please provide as a minimum, the county or city in which you plan to operate.

Person to Contact For this Application: \_\_\_\_\_

Title:

Organization: \_\_\_\_\_

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Office of Academic Affairs  
Maryland Higher Education Commission  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201  
(410) 767-3300**

**[acadprop.mhec@maryland.gov](mailto:acadprop.mhec@maryland.gov)**

## STAGE ONE APPLICATION

Under the *Code of Maryland Regulations* (COMAR) 13B.02.02.06, there are two stages that a prospective institution shall complete before the Secretary of Higher Education may grant institutional approval to operate. The application process may take up to six months after the receipt by the Maryland Higher Education Commission of a completed Stage One and Stage Two application. The prospective institution shall complete the first stage before it may start the second stage.

(a) A prospective institution shall provide an initial, **Stage One Application** to the Secretary of Higher Education which requires:

(1) A demonstration of a compelling regional or Statewide need and demand to initiate specific academic degree programs in a specific geographical region of the State (see COMAR 13B.02.02.05).

(2) Evidence of adequate financial resources to establish and maintain and institution of higher education as provided in COMAR 13B.02.02.07.

(3) Additional information as the Secretary may require (see COMAR 13B.02.02.06F).

(4) The required Application Fee (see below).

(b) Upon submission of the Stage One Application it will be distributed to all higher educational institutions in the State for a thirty day comment period. The Secretary shall consider all comments and objections received prior to making a final Stage One decision.

(c) The Secretary may ask the applicant for additional information in response to the comments and objections.

(d) The Secretary shall then make public the final decision on the Stage One proposal at a regularly scheduled meeting of the Maryland Higher Education Commission. If the Stage One proposal is approved, the institution shall proceed to complete and submit a separate follow-up, Stage Two Application.

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This questionnaire, properly completed with the supporting documentation and a completed page one cover sheet, shall serve as the **Stage One Application** for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.02.

### **I. SUPPORTING DOCUMENTATION.**

**Application Fee.** (COMAR) 13B.02.02.06D

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. the institution's check should be made payable to: Maryland Higher Education Commission.

**Certification.**

I hereby certify that the answers given in this application and its attachments are accurate and complete and further agree to comply with the Annotated Code of Maryland and State regulations governing the minimum requirements for degree-granting institutions operating in Maryland (COMAR 13B.02.02).

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Chief Executive Officer

## **II. APPLICATION QUESTIONNAIRE.**

**1. Proposed Programs.** A detailed and accurate description of the prospective institution's proposed programs and operations shall be provided and will include: all degree and certificate programs to be offered; a description of the objectives of each degree and certificate including the modes of instructional delivery; a description of the student population to be served; the curriculum for each program to be offered; and the nature of faculty and resources required to support the programs. See COMAR 13B.02.02.06E(d).

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: Programs") to this application with your responses to the following questions:

(a) Provide a complete list of all the proposed programs and certificates to be offered. For each of these programs provide the following information:

- (1) the full title of the program;
- (2) all areas of Specialization;
- (3) the degree or certificate to be awarded;
- (4) the total number of credit hours (semester or quarter);
- (5) the mode of instructional delivery;
- (6) the curricular outline; and
- (7) the educational objectives of the program.

\_\_\_\_\_

(b) Describe the student population which each program serves.

\_\_\_\_\_

(c) Describe the nature of the faculty and resources (library, facilities, equipment) that will be required to support each of these programs.

\_\_\_\_\_

**2. Educational Need.** Before the Commission may evaluate an institution’s readiness to operate or award new degrees in the State, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question within the State. See COMAR 13B.02.02.05.

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled “A-2: Educational Need”) to this application with your responses to the following questions:

(a) **For each program** proposed in Section One above, what “critical and compelling” Regional or Statewide (Maryland) need and demand do these programs meet? [COMAR 13B.02.02.05C] In responding to this question provide documentation as indicated below:

(1) If the proposed programs serve an occupational need, present data projecting market demand and the availability of openings in the job market to be served by these new programs for which the institution is making application. This information will include:

- (A) workforce and employment projections prepared by the federal and State governments;
- (B) the availability of graduates in the State or region;
- (C) marketing studies done by the institution or others;
- (D) data from prospective employers on education & training needs and the anticipated number of vacancies expected over the next 5 years;
- (E) material from professional and trade associations; and
- (F) consistency with the Maryland State Plan for Postsecondary Education.

\_\_\_\_\_

(2) If some of the proposed programs serve societal needs (including the traditional liberal arts and non-occupational type programs) provide a description of how the proposed programs will enhance higher education in Maryland and contribute to the betterment of society in general.

\_\_\_\_\_

(b) If similar programs currently exist in the State, what are the similarities or differences in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of these programs?

\_\_\_\_\_

**3. Financial Resources.** The institution shall provide evidence of adequate financial resources to establish and maintain an institution of higher education in a form and manner prescribed by the Secretary. See COMAR 13B.02.02.06E(b)(c) & .07.

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled: “A-3 Financial Resources”) to this application with your responses to the following questions:

(a) Provide a long-range financial plan for the institution, which includes (1) a four year projection of anticipated income and expenditures that demonstrates that tuition and other sources of income shall be sufficient to provide a sound financial operation and assure diversity of intellectual interest and resources and (2) a preliminary budget for the school and its programs.

\_\_\_\_\_

(b) If available, provide a certified copy of the institution or its parent institution’s **most recent audited financial statement**. (Copy attached?  Yes  No )

(c) List the name of the chief financial officer of the institution, giving (1) the preparation by education (institutions and degrees) and experience for his/her work and (2) his/her involvement with the operation of the institution’s educational facilities and programs.

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**Please Submit All Information To:**

**Maryland Higher Education Commission  
Office of Academic Affairs  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201  
(410) 767-3300  
[acadprop.mhec.@maryland.gov](mailto:acadprop.mhec.@maryland.gov) (for electronic submissions)**