

**OOS NEW PROGRAM REVIEW  
EXTENDED OPERATION IN  
MARYLAND**

**MARYLAND HIGHER EDUCATION COMMISSION**  
**Application for New Academic Programs for Out-of-State Degree-Granting Institutions**  
**EXTENDED OPERATION IN MARYLAND**

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval for new academic programs for Out-of-State Degree-Granting Institutions under extended operational approval that operate in Maryland under the Code of Maryland Regulations (COMAR) 13B.02.01.06

Out-of-State Degree-Granting Institutions that are not under extended operational approval can add additional programs using the Out-of-State Renewal Application, as per COMAR 13B.02.01.08, which can be found on the MHEC website.

If these programs/classes are to be offered at a military installation and the recruitment and enrollment of students is limited to active-duty personnel, their dependents, or civilians employed at the installation, and if the institution waives its right to claim veterans' benefits for enrolled students, do not complete this application. Complete an Application for Exemption to COMAR 13B.02.01 instead.

**Please Note: A separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland.**

<b>PROPOSED START DATE.</b>
Applications should be submitted at least <u>5 months prior</u> to the proposed start date.

<b>INSTITUTION APPLYING FOR APPROVAL.</b>	
Name of Institution:	
Web Address:	
OPEID Code: <small>U.S. Department of Education, Office of Postsecondary Education, ID Code -- Title IV eligibility.</small>	
Chief Executives Officer:	
Mailing Address:	
Telephone:	Email:

<b>Institutional Liaison:</b> Name and title of the individual who will serve as liaison to the Maryland Higher Education Commission:	
Name:	
Title:	
Mailing Address:	
Telephone:	Email:

\*\*\*\*\* CERTIFICATION \*\*\*\*\*

I hereby affirm 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 operation of out-of-State degree-granting institutions (COMAR 13B.02.01).

Date	Print Name of Chief Executive Officer
Signature of Chief Executive Officer	

**Electronic applications are preferred for applications. You can send your application to [oosauthorization.mhec@maryland.gov](mailto:oosauthorization.mhec@maryland.gov)**

**All payments should be mailed to:  
Maryland Higher Education Commission  
Director of Academic Affairs  
Institution Review  
6 N. Liberty St., 10th Floor  
Baltimore, Maryland 21201**

A copy of these regulations can be found on the [Maryland Higher Education Commission's web site \(mhec.maryland.gov\)](http://mhec.maryland.gov)

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## **I. SUPPORTING DOCUMENTATION.**

Only a complete application can be acted upon. While separate application forms must be completed and submitted for each proposed location, the following Supporting Documentation needs to be included only once for the entire package of applications. **CHECK EACH ITEM AS ATTACHED.**

Cover letter from the Chief Academic Officer addressed to the Secretary of Higher Education requesting the approval of the new program.

Out-of-State New Program and Sub Mod Cover Sheet with all required signatures for each newly proposed program.

Application Fee      COMAR 13B.02.01.08B(2)

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. The application renewal fee will be waived for renewals of out-of-state institutions operating at Regional Maryland Higher Education Center.

Faculty Compliance Report      COMAR 13B.02.01.16C

At least 1/3 of the classes offered shall be taught by full-time faculty of the parent institution. Submit a Faculty Compliance Report<sup>1</sup> for each newly proposed program.

Teach-out Plan      COMAR 13B.02.01.08B(4)(j)(iv)

The institution must provide a copy of its teach-out plan<sup>2</sup> allowing enrolled students to complete their programs if the institution decides to cease offering this program in Maryland.

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<sup>1</sup> Requirements and forms for a Faculty Compliance Report are available on the Out-of-State Degree Granting Institutions page of our website: [mhec.maryland.gov](http://mhec.maryland.gov)

<sup>2</sup> A teach-out plan is an institution's written plan to ensure its students are treated fairly with regard to finishing their programs of study. Minimum requirements for a teach-out plan are available on the Out-of-State Degree Granting Institutions page of our website: [mhec.maryland.gov](http://mhec.maryland.gov)

## **II. APPLICATION QUESTIONNAIRE**

This questionnaire, properly completed with supporting documentation, shall serve as an application for approval for new academic programs for Out-of-State Degree-Granting Institutions that operate in Maryland under the Code of Maryland Regulations (COMAR) 13B.02.01.06.

Please note: a separate application form must be completed and submitted with all supporting documentation for each proposed location in Maryland.

Provide the following information for each newly proposed program.

**A/B. Pursuant to COMAR 13B.02.01.06A, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question in the State. This shall include the evidence required by COMAR 13B.02.01.06B and listed below.**

- (1) The degree to be awarded;
- (2) The area of specialization;
- (3) The purpose or objective of the program or course of study to be offered (Please include a program description and identify all learning outcomes);
- (4) Specific academic content of the program or course of study (Please include all program requirements);
- (5) The quality of the proposed program in comparison to existing programs;
- (6) An analysis of the market for the program; Include information on the student population that will be served by the program, the roles or pathways for which this program will prepare students, and what distinguishes the proposed program from similar programs in the state.
- (7) The State's equal educational opportunity obligations under State and federal law.

**C. In addition, the out-of-State institution shall demonstrate that the proposed program, for which the institution is making application:**

- (1) Meets a critical and compelling regional or Statewide need;  
Demonstrate demand and need for the program in terms of meeting present and future needs of the region and the State in general based on one or more of the following:
  - (a) The need for the advancement and evolution of knowledge
  - (b) Societal needs, including expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education
  - (c) The need to strengthen and expand the capacity of historically black institutions to provide high quality and unique educational programs.
  - (d) Occupational and professional needs relative to upgrading vocational/technical skills or meeting job market requirements.
- (2) Is consistent with the current Maryland State Plan for Postsecondary Education.  
Demonstrate how the program serves one of the three goals of the State Plan: access, success, innovation.

**D. The out-of-State institution shall clearly state the demand and need for a program, for which the institution is making application, in terms of meeting present and future needs of the region and the State in general. Two kinds of need may be identified:**

- (1) Societal needs, including the tradition of liberal arts education, which provides immeasurable returns to the State in part by instilling in citizens a capacity for advanced learning and individual and societal benefits regardless of workforce or market demand considerations and/or expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education; and
- (2) Occupational needs relative to meeting workforce requirements or upgrading vocational or technical skills.

**E. Market Demand Data**

- (1) The out-of-State institution shall present data projecting market demand and the availability of openings in the job market to be served by the new program for which the institution is making application. The type of information submitted will vary, depending on the program, but may include workforce and employment projections prepared by the federal and State governments as well as professional and trade associations.
- (2) With the exception of programs in the liberal arts, recently collected, existing, or new market surveys shall be used which clearly provide quantifiable and reliable data from prospective employers on the educational and training needs, and the anticipated number of vacancies, expected over the next 5 years.
- (3) In assessing demand for a new program, for which the institution is making application, an institution shall also present data showing the current supply of graduates in that program area in the State and region.

Some potential data sources are:

- [Education Crosswalk](https://www.onetonline.org/crosswalk/CIP/)
- <https://www.dllr.state.md.us/lmi/iandoproj/maryland.shtml>
- [Maryland Occupational Projections](https://mwejobs.maryland.gov/vosnet/Default.aspx)
- [Maryland Workforce Exchange](https://mwejobs.maryland.gov/vosnet/Default.aspx)
- [Health Professional Shortage Area Search Tool](https://data.hrsa.gov/tools/shortage-area/hpsa-find)

Is a Maryland employer sponsoring/supporting the application for the program(s) to be offered at this location?

Yes  No

**If yes**, please attach a letter of support from the employer addressed to the Assistant Secretary, Academic Affairs. The letter should outline the employer’s reasons for selecting the institution and its programs and state the benefits to the employees who participate in the program

**F. Faculty Information**

**Commission authorization is by academic program; therefore, each program is reviewed independently to determine compliance with COMAR 13B.02.01.16. In addition to the Faculty Compliance Report included with your supporting documentation, please provide the following information:**

(a) List all faculty that are to teach in the first year (or cycle) of the program at this location. For each faculty member provide the following information: COMAR 13B.02.01.16A, B, and C.

- (1) the course(s) the faculty might soon teach;
- (2) the degrees the individual holds
- (3) the degrees areas of specialization; and
- (4) whether or not the faculty member is full-time or part-time (adjunct) at your parent institution

(b) Please include a curriculum vitae/resume for each potential faculty member. For those faculty who are yet to be hired include a job description and minimal qualifications.