

About This Guidance

This guidance document is designed to support institutions in completing the MHEC Curriculum Modification Template. It includes links to the required and recommended resources referenced in the training, as well as brief guidance within each section describing the information MHEC expects institutions to provide in their responses.

Guidance is provided in **blue** text throughout the template, and information that requires particular attention is highlighted for ease of reference. These features are intended to help institutions navigate the template and identify key submission requirements and considerations.

Please review the applicable resources and guidance before submitting a proposal to ensure that your submission is complete and addresses each question. This document is intended to complement, not replace, the Curriculum Modification Template, applicable statutory and regulatory requirements, and other MHEC guidance.

Helpful Links

- [2026–2030 Maryland State Plan for Higher Education](#)
- [2025 Workforce Needs Analysis](#)
- [Academic Program Inventory](#)
- [Guidelines for Academic Program Proposals](#) (includes required proposal documents and templates)
- [Program Review COMAR Fee Schedule](#)
- [Guidance on Writing Learning Objectives and Learning Outcomes](#)
- [New Academic Programs Under Review](#) (includes objections received since 2022)

SECTION 1: INSTRUCTIONS/CHECKLIST

Institution Name:

Preferred Contact for this Proposal:

Name:

Title:

Email:

Instructions and Checklist:

In accordance with **COMAR 13B.02.03**, institutions shall submit a proposal addressing the requirements outlined below for the review and approval of modifications to an existing academic program.

Proposals must be submitted electronically to acadprop.mhec@maryland.gov on the **1st or 15th of each month**.

A complete proposal must include the following:

1. **Cover Letter:** A cover letter from the Chief Academic Officer addressed to the Secretary of Higher Education formally requesting review and approval of the proposed modification(s).
2. **Cover Sheet:** The appropriate and fully executed cover sheet:
 - Substantial Modification [Cover Sheet](#), or
 - Non-Substantial Modification [Cover Sheet](#)
3. **Proposal Template:** Complete all sections of this document.
Complete the template in Word, save as a PDF, and combine all elements (cover letter, cover sheet, and completed proposal template) into a single PDF. The submitted proposal must be digitally accessible.
4. **Required Fee:** [COMAR fee schedule](#)
 - ☐ \$250 — For proposals exceeding a 50% curricular modification
 - ☐ \$50 — For proposals not exceeding a 50% curricular modification

Note: A fee is not required for curricular changes mandated by an accreditor or licensing board.

SECTION 2: PROGRAM INFORMATION

Name of Program:

Current CIP Code:

Current HEGIS Code:

Current Modality: ☐ On-campus ☐ Online ☐ Dual (offered in BOTH a fully on-campus and fully online format)

SECTION 3: MODIFICATION DETAILS FOR APPROVED PROGRAM

1. Provide a summary of the proposed modification(s) to the existing academic program.
(Suggested response limit: 2,500 characters)

Provide a concise overview of the proposed curriculum changes, highlighting the overall nature and purpose of the modifications. Write to a reviewer who is familiar with higher education but not with the details of your program.

2. Provide the current and proposed program requirements (excluding general education and prerequisite requirements) in full using the modification table below.

Note: Elective changes are included in the 50% change calculation when the total number of elective credits required for a student to complete the program and graduate is modified. Changes to the elective course options themselves are not included unless they result in a change to the total elective credits required for program completion.

Modification Table Instructions

- Include **all** current courses and credit requirements needed to graduate.
- If a course is **removed**: indicate this in the “Removed, Changed, or Added” column and leave the new requirements blank.
- If a course is **changed** (e.g., credit or title): indicate the change and include the updated course in the new requirements column.
- If a course is **added**: indicate this in the “Removed, Changed, or Added” column, leave the new requirements blank, and complete the new requirements column.
- Provide total credits for both current and proposed programs.

EXAMPLE FOR TRAINING:

Current Program Requirements	Credits	Removed, Changed or Added?	New Program Requirements	Credits	Change
ABCD 370 Human Development	2		ABCD 370 Human Development	2	
ABCD 495 Human Development Lab	1	Changed	ABCD 495 Experimental Ecology Lab	2	1
ABCD 463 Cultural Studies	3		ABCD 463 Cultural Studies	3	
ABCD 474 Research Methodology	2		ABCD 474 Research Methodology	2	
MNOP 222 Human Development and Learning	3		MNOP 222 Human Development and Learning	3	
IJKL 141 Introduction to Apparel and Merchandising	3	Removed			3

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IJKL 381 Textiles	3	Removed			3	
IJKL 361 Garment Manufacturing and Technology	3	Removed			3	
ABCD 203 Lifespan Development	3		ABCD 203 Lifespan Development	3		
ABCD 242 Life Literacy and Well-Being	3		ABCD 242 Life Literacy and Well-Being	3		
ABCD 243 Residential Design	3	Removed			3	
ABCD 310 Resource Management	3		ABCD 310 Resource Management	3		
ABCD 361 Sociology of the Modern Family	3		ABCD 361 Sociology of the Modern Family	3		
ABCD 399 Pre-Internship Seminar	1		ABCD 399 Pre-Internship Seminar	1		
ABCD 400 Internship	3		ABCD 400 Internship	3		
ABCD 409 Professional Practicum Capstone	1	Removed			1	
ABCD 460 Aging and the Family Lifestyle or ACDE 361 Social Gerontology	3		ABCD 460 Aging and the Family Lifestyle or ACDE 361 Social Gerontology	3		
ABCD 490 The Psychology of the Consumer	3		ABCD 490 The Psychology of the Consumer	3		
QRST 210 Fundamentals of Nutrition	3	Removed			3	
QRST 211 Culinary Science and Technology	4	Removed			4	
QRST 305 Lifespan Nutrition	3		QRST 305 Lifespan Nutrition	3		

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PSYC 203 Adolescent Psychology	3		PSYC 203 Adolescent Psychology	3		
		Added	HDFS 202 Lifespan Human Development and Sexuality	3	3	
		Added	HDFS 220 Culture, Identity, and Family Life	3	3	
		Added	HDFS 300 Modern Frameworks in Human Development	3	3	
		Added	HDFS 330 Families, Law, and Public Policy	3	3	
		Added	HDFS 405 Coping in Contemporary Families	3	3	
		Added	HDFS 420 Designing and Evaluating Community Programs	3	3	
		Added	QRST 400 Socio-Cultural and Environmental Eating Behaviors	3	3	
Free Electives	24	Changed	Free Electives	21	3	
Total CURRENT Program Requirements	83		Total NEW Program Requirements	82	45	

Guidance: How to Calculate Substantial Modifications

- The 50% threshold for determining whether a program change is substantial is based on the current program requirements. The credits being modified are then compared to that threshold to determine the percentage of program requirements being changed.
- In this example, the current program has 83 credits of program requirements.
- 50% of 83 credits = 41.5 credits.
- The regulation requires a change of more than 50% to constitute a substantial modification. Because 50% of 83 credits is 41.5 credits, a change of 42 or more credits constitutes a substantial modification. Because 45 credits are being modified, the proposed changes in this example exceed 50% and therefore constitute a substantial modification.

3a. Provide the current and proposed program learning objectives¹.

If learning objectives are not changing, list the current objectives and indicate “No Change” in the second column.

Current Learning Objectives	New Learning Objectives

3b. Provide the current and proposed learning outcomes².

If learning objectives are not changing, list the current objectives and indicate “No Change” in the second column.

Current Learning Outcomes	New Learning Outcomes

- [Guidance on Writing Learning Objectives and Learning Outcomes](#)

Guidance: This requirement is based on COMAR 13B.02.03.10. See link above.

4. Are the proposed curricular changes required because of recent actions or requirements from an accreditor, licensing board, or other state or national governing entity (i.e., requirements necessary for entry into a specific field or profession)?

☐ Yes ☐ No

If YES, provide the following:

- Name of Accreditor/Licensing Board
- Letter or email from accreditor/licensing board reflecting the required modification OR Link to required changes on the accreditor/licensing board site

Note: If the modification is solely driven by accreditation/licensing board requirements and the information requested above has been provided, **you may stop your proposal here.**

Guidance: This provision applies to curriculum changes required by an accreditor, licensing board, or other applicable state or national entity under COMAR 13B.02.03.03. Institutions are required only to notify MHEC of these changes. A full program modification submission and fee are not required.

5. Explain how the program, with the proposed changes, remains consistent with the institution’s approved mission.
(Suggested response limit: 1,500 characters)

¹ **Learning objective:** a description of the knowledge, skills, competencies, or expertise that a student is expected to obtain, exhibit, or meet upon the successful completion of a specific course or program.

² **Learning outcome:** a measurable and demonstrable statement of the specific knowledge, skills, competencies, or expertise that a student has actually acquired and can visibly exhibit or apply as a result of completing a specific course or program.

Guidance: Explain how the proposed modifications remain consistent with the institution's approved program and overall institutional mission. Address the institution's mission specifically; do not focus on the mission of the department, school, college, or other academic unit.

6. Discuss and demonstrate the current regional or statewide need for the program, as outlined in the State Plan for Higher Education. If the regional or statewide need has changed in the past 5 years, provide an explanation.
(Suggested response limit: 2,500 characters)

Guidance: Describe the current regional or statewide workforce need for the program, consistent with the 2026–2030 Maryland State Plan for Higher Education. Use the current Workforce Needs Analysis to support your response. If a relevant occupation is not identified, please address this directly in your response. Additional guidance will be provided as we finalize the next iteration of the Workforce Needs Analysis.

7. If the proposed changes apply to an associate or bachelor's degree program, explain how the articulation agreement requirements outlined in **COMAR 13B.02.03.19** are met.
(Suggested response limit: 1,000 characters)

The proposal must include:

- A proposed articulation agreement **or** modifications to an existing agreement with at least one community college or public senior higher education institution; **or**
- Justification for why an articulation agreement is not feasible or applicable.

Guidance: For substantial modifications to associate's or bachelor's programs, per **COMAR 13B.02.03.19** provide a new or modified articulation agreement with at least one public institution or explain why an agreement is not feasible or applicable (e.g., an applied associate degree not intended for transfer). The agreement should demonstrate meaningful transfer of program requirements, rather than transfer credit solely as electives. Non-substantial modifications may respond to this with N/A as well as private institutions as they are not subject to the COMAR requirement.

8. Has the originally approved program (or subsequent substantial modifications) been subject to a formal objection?
☐ Yes ☐ No

If **yes**, provide a concise summary of the objection(s) and describe how the proposed modification addresses the concerns raised.

(Suggested response limit: 2,500 characters)

Guidance: If the program was subject to a formal objection, respond directly to each concern raised in the original objection. For each concern, explain whether the institution's previous response remains applicable to the modified program or whether the proposed modifications change the response. Provide any additional information needed to demonstrate that the concern(s) has/have been addressed in the context of the modified program. The institution should also explain how the modified program continues to fulfill a current statewide or regional need, particularly considering the presence of the program(s) identified in the original objection.

9. Does the proposed modification change the program's curriculum, title, learning outcomes, or delivery format in a way that may result in duplication with existing or approved programs in Maryland?
☐ Yes ☐ No

Provide justification demonstrating that the modified program does **not** constitute:

- Unreasonable duplication that would harm the State or students; **or**
- Unnecessary program duplication in violation of the State's equal educational opportunity obligations under State or federal law.

(Suggested response limit 3,500 characters)

Guidance: Respond to both parts of this question.

1. **Other changes:** Indicate whether anything other than the curriculum is changing. If so, identify each additional change and note that it may require a separate submission to MHEC.
2. **Duplication:** Explain whether the proposed curriculum modifications, standing alone, would result in unreasonable duplication that harms the State or students or unnecessary duplication that conflicts with State or federal equal educational opportunity requirements. Focus your response on potential impacts to the State and students.
Use a CIP and title search of the most recently distributed Academic Program Inventory (API) and review proposals currently on circulation to identify and address potentially duplicative programs. MHEC recognizes that current regulations do not provide a precise definition of “unreasonable” or “unnecessary” duplication. Respond to the best of your ability based on the information currently available.

Adequacy of Financial Resources with Documentation (as outlined in COMAR 13B.02.03.14)

10. Will the modified program be supported by:

- ☐ Existing resources only
- ☐ New resources only
- ☐ A combination of existing and new resources

Guidance: Please choose one. If you are submitting a non-substantial modification, you stop your submission here.

11. For Substantial Modifications Only: Using Table 1 and Table 2 below please provide finance data for the program.

- **Table 1: Resources and Narrative Rationale**
Provide financial data for the first five years of program implementation. Enter figures into each cell and provide totals for each year. Include a narrative rationale for each resource category. If resources are reallocated, identify the source of funds.
- **Table 2: Program Expenditures and Narrative Rationale**
Provide financial data for the first five years of program implementation. Enter figures into each cell and provide totals for each year. Include a narrative rationale for each expenditure category.

Guidance: Complete the required financial tables using the links provided in the template and provide a narrative explaining each resource and expenditure category. Enter a numeral in every field; blank fields and dashes will not be accepted. Please provide the best response possible based on the information currently available regarding existing resources. Additional guidance will be provided as MHEC’s review of this requirement progresses.

MHEC Office Hours are offered every other Tuesday using the link below:

Google Meet joining info

Video call link: <https://meet.google.com/ncq-vczd-wkr>

Or dial: (US) +1 413-685-2337 PIN: 598 576 016#

More phone numbers: <https://tel.meet/ncq-vczd-wkr?pin=8652343548237>

The dates remaining for 2026:

- September 29
- October 13
- October 27
- November 10
- November 24
- December 8
- December 22