



MHEC
Creating a state of achievement

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Secretary

The Maryland Higher Education Commission has received this proposal. This submission will not be complete until the appropriate fee, along with a copy of your cover letter, are received by MHEC. **All fees should be made payable to the Maryland Higher Education Commission, and sent to the attention of Michael Kiphart, Ph.D.** Once the payment is received at the MHEC office, the proposal will be reviewed by staff and, if necessary, it will be circulated to the higher education community of Maryland for comment/objection. For your convenience the fee schedule is outlined below. Thank you.

Category	Actions Covered	Fee
Exempt and No Fee	Articulation Agreement; Code Change; Discontinue a program at a Regional Higher Education Center; Institutional Approval to Offer Distance Education Application; Military Exemption; Request for Proposal From Community College; Program at a Regional Higher Education Center; Suspend a program at a Regional Higher Education Center	\$0
Nominal Fee	Change Program Modality; Change Program Title; Discontinue Program; Non-substantial Program Change; Reactivate Program; Substantial Change of Area of Concentration; Substantial Change of a Certificate Program; Suspend Program	\$50
Modest Fee	Change of Institutional Designation/Name; Closed Site Approval; New Areas of Concentration; New Certificate Program Within an Existing Program; Off-Campus Program; Religious School Exemption; Statewide and Health Manpower Designations; Substantial Change to Degree Program	\$250
Substantive Fee	BTPS Program; Cooperative Degree Program; New Academic Program; New Academic Program At Approved Out-of-State; Institution Within a Nonrenewal Year; New Stand Alone Certificate Program	\$850
New Degree Level Fee	New Degree Level Approval	\$5,000 plus \$1,000 per program over the first two requested
Out-of-State and New In-State Authorization	Initial Out-of-State Application (per site); Out-of-State Distance Education with Physical Presence; Out-of-State Location Change/Addition; Out-of-State Renewal Application; New In-State Institutional Stage One Application; New In-State Institutional Stage Two Application;	\$7,500 plus \$850 per program over the first two requested

MARYLAND HIGHER EDUCATION COMMISSION

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