

Curricular Modification Proposal Template For Degree-Granting Institutions Authorized to Operate in Maryland Proposal Template for Modifications to an Existing Academic Program

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)

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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)

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.

Current Program Requirements	Credits	Removed, Changed or Added?	New Program Requirements	Credits
Total Current Program Requirements			Total New Program Requirements	

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

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.

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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](#)

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.**

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

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)

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.

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)

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.

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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 or 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)

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

Briefly explain *(Suggested response limit 1,000 characters)*

11. For Substantial Modifications: 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.