

**2019-2020 New Academic Degree Program Submission Schedule**

Receipt of Documents by SAAC	Window for SAAC to Review Program Documents	SAAC Meeting and Determination of Recommendation	Senate Meeting	Letter of Intent Due to Provost Office <sup>+</sup>	Letter of Intent to USM	Full Proposal to Provost Office	60 Days Before BOR (window opens)	Window for Electronic Submission of Program Proposals to MHEC* and USM	Deadline to Accommodate EPSLC mailing	EPSLC Meeting Scheduled	BOR Meeting Scheduled
<b>Mondays</b>	Tuesdays – Fridays	Tuesdays	Tuesdays	Not applicable	Not applicable	Not applicable	7/22/19	7/22/19 – 8/5/19	8/5/2019	9/6/19	9/20/19
<b>08/19/19</b>	08/19/19 – 08/28/19	8/27/19	9/10/19	9/2/19	9/9/19	9/12/19	9/23/19	9/23/19 – 10/7/19	10/7/19	11/5/19	11/22/19
<b>09/9/19</b>	9/10/19 – 9/30/19	10/1/19	10/8/19	11/4/19	11/11/19	11/14/19	11/25/19	11/25/19 – 12/9/19	12/9/19	1/07/20	2/21/20
<b>10/7/19</b>	10/8/19 – 10/31/19	11/5/19	11/12/19	11/4/19	11/11/19	11/14/19	11/25/19	11/25/19 – 12/9/19	12/9/19	1/07/20	2/21/20
<b>11/4/19</b>	11/5/19 – 11/29/19	12/3/19	12/10/19	12/2/19	12/9/19	12/12/19	1/20/20	1/20/20 – 2/3/20	2/3/20	3/6/20	4/24/20
<b>12/9/19</b>	12/11/19– 1/31/20	2/4/20	2/11/20	2/3/20	2/10/20	2/13/20	3/23/20	3/23/20 – 4/6/20	4/6/20	5/5/20	6/19/20
<b>2/10/20</b>	2/12/20– 2/28/20	3/5/20	3/10/20	3/2/20	3/9/20	3/12/20	3/23/20	3/23/20 – 4/6/20	4/6/20	5/5/20	6/19/20
<b>3/9/20</b>	3/11/20– 4/2/20	4/7/20	4/14/20	<b>Proposals will be submitted when the AY 2020-21 submission schedule is determined and the submission window opens.</b>							
<b>4/13/20</b>	4/15/20 – 4/30/20	5/5/20	5/12/20								

Departments that intend to develop new academic programs (including certificate programs) or make substantial modifications to an existing degree program are to consult with the Office of the Provost and Vice President for Academic Affairs early in the planning process and *before* the proposal is submitted through the UMES internal curriculum approval process. The consultation will include a discussion of the proposed degree program/certificate, the requisite approvals, including the potential need for approval by the Middle States Commission on Higher Education, and the approval process.

+ Creation and submission of a letter of intent (LOI) is required for all new academic degree programs and certificate programs.

\* Departments are responsible for the cost of the MHEC program submission fee. Fees can only be paid via R\*STARS payment transfer from a departmental account by the UMES Comptroller’s Office. The Provost’s Office will contact the department chair or dean at the appropriate time in the submission process to obtain the requisite account information. Please review the current MHEC Fee Schedule posted on the Academic Affairs website.

Note: The proposed internal dates align with the required submission window established by USM/MHEC and considers the time needed to appropriately and accurately review new proposed degree programs that require external approval. **This schedule assumes that proposals received by the Provost’s Office are complete, may only need minor modifications, and will have all requisite prior approvals.**