

Submitting a Proposal for Substantial Modification of Existing Programs

Outlined below is the process required for:

1. **Proposing a new program title** within an approved program. (*Note: This essentially translates to a name change that is not accompanied by any substantive change in curriculum, e.g. Water Science to Applied Hydrology*)
2. **Proposing a new area of concentration** within an existing program.

Area of concentration = a sequential arrangement of courses within a program which at the:

- Undergraduate level exceeds 24 semester credit hours
- Master's level exceeds 12 semester hours; and
- Doctoral level exceeds 18 semester hours.

1. Faculty must submit a completed internal Declaration of Intent (DOI) to the dean of the college for approval and signature. The dean will then submit the DOI to the Provost's Office.
2. If the DOI is approved by the Provost, the Assistant Provost will send signed copies to the college dean, chair of the department, and the registrar. The academic department may then begin formal development of the proposal.
3. Review the following to determine whether your program requires MHEC approval.
4. The department should then submit the following 3 documents to the dean of the college for review and signature:
 - USM Cover Page
 - Substantial Modification of Existing Program Proposal
 - This requires a 1 page notification of change, description and rationale
 - Towson University Program Approval Signature Form

The proposal must then be forwarded to the appropriate College Curriculum Committee for review and signature.

5. Substantial Modification of Existing Program proposals for undergraduate programs that have been submitted and approved by the dean and the College Curriculum Committee should be forwarded to the University Curriculum Committee for review and signature. The University Curriculum Committee meets on the 2nd Monday of each month. Substantial Modification of Existing Program proposals for graduate programs that have been submitted and approved by the dean of the college and College Curriculum Committee should be forwarded by the dean to

the Graduate Studies Committee for review and signature. The Graduate Studies Committee meets on the 2nd Friday of each month.

6. If approved by UCC or GSC, the proposal is sent to the University Senate Executive Committee for inclusion on the next Senate agenda for final approval. The University Senate Executive Committee meets on the 3rd week of the month.
7. Once approved and signed by the Senate, the college dean will be notified by the Senate. The Senate will submit the completed proposal to the Provost's Office.
8. MHEC will then send a letter of approval to the Provost's Office.