**Definition: (**Live instruction only, or partially offered electronically) No Letter of Intent to USM is required.

1. An existing degree or certificate program that offers more than 1/3 of required course work for the major or certificate at non campus site during any 12-month period; or
2. An existing degree or certificate program for which an institution advertises that course work at an off-campus site will lead to award of certificate or degree, regardless of portion of program offered at off-campus site.

**NAME OF PROGRAM:**

**SITE OF OFF-CAMPUS OFFERING:**

**PROPOSAL:** Submit a proposal for a Substantial Modification. Attach MHEC [cover sheet](https://mhec.state.md.us/institutions_training/Documents/acadaff/New%20Program%20and%20Sub%20Mod%20Cover%20Sheet%20FINAL%20%281%29.pdf) and [proposal](https://mhec.state.md.us/institutions_training/Pages/acadaff/AcadProgInstitApprovals/NewAcademicProgramProposals.aspx).

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| --- | --- |
| **IMPACT REVIEW** SIGNATURES (see procedures for authorized signers) |  DATE |
| Admissions[ ]  No impact [ ]  Impact statement attached | Director or designee: |  |
| Records[ ]  No impact [ ]  Impact statement attached | Registrar or designee: |  |

|  |  |
| --- | --- |
| **APPROVAL SEQUENCE** APPROVAL SIGNATURES | DATE |
| 1. Department / Division  |   |  |
| 2. Final faculty review body within each  School/ College |  |  |
| 3. College Dean or Designee |  |  |
| 4. UFS |  |  |
| 5. Provost or Designee |  |  |
| 6. President |  |  |
| 7. USM |  |  |
| 8. MHEC |  |  |