



**Title of Proposed Policy:**

MHEC Approval as Prerequisite for Marketing Academic Programs

**Applies to (check all that apply):**

**Full-time PIN Faculty      Full-time PIN Staff**

**All Personnel X      Division /Department:**

**Students                  Adjuncts      Other**

**Topic/Issue:**

MHEC Approval as prerequisite for Marketing

**Background to Issue/Rationale for Policy:**

Baltimore City Community College can offer degree or certificate credit programs or noncredit courses only if approved to do so by the Maryland Higher Education Commission (MHEC).

The College is potentially liable to legal sanctions and penalties if found to have marketed or promoted a degree or certificate credit program or a noncredit course not approved by MHEC.

**State/Federal Regulatory Requirements (cite if applicable):**

State COMAR regulation 13B.02.03.03 E (4): "Public institutions may not implement a program without the prior approval of the (Maryland Higher Education) Commission."

Education Article 11-107 grants MHEC powers to impose on public institutions (effective October 2009) serious penalties for not following regulations such as the program approval process.

**Proposed Policy Language:**

It is the policy of Baltimore City Community College to prohibit marketing and promoting to students or prospective students any program or course that has not received required approval from the Maryland Higher Education Commission (MHEC).

**Proposed Implementation Date:**

**Approved by the Board of Trustees:** October 27, 2009

**Originator/Branch-Department:**

Institutional Advancement, Marketing and Research