A “concentration” (also identified as a track, emphasis, or specialization) is deemed to be a specialized course of study within a degree program, the requirements for which are stated in the school’s publication(s).

If a certified proprietary school intends to offer one or more concentrations within a particular degree program, the school must submit the concentration(s) for review on the appropriate form (either the New Program Request Form or the Program Revision Request Form).

The MDHEWD will review the request and supporting documentation in its totality to verify if the concentration is considered a new program, a substantive change or a non-substantive change.

**New Program Request Form**

Schools will use this form if the number of hours to be recognized for the concentration **is fifty percent or more of the total degree program**. Such concentrations **will be listed** independently of the “parent degree” on the official program inventory.

**Program Revision Request Form**

Schools will use this form if the number of hours to be recognized for the concentration is **less than fifty percent of the total degree program**. However, schools must identify on the form and in the cover letter if the concentration is substantive or non-substantive and provide supporting documentation (see the Decision Tree on the following page to determine if the concentration is substantive or non-substantive).

*Cover Letter for Concentrations*

The cover letter for both substantive and non-substantive concentrations must specify if the school intends the official program inventory to reflect the concentration independent of the parent degree.

**DECISION TREE**

**STEP 1**

**Do the number of hours in the concentration comprise at least 50% of the total program hours?**

* If **YES**, complete the New Program Request Form, submit all required documentation and pay the appropriate fee.
* If **NO**, go to **STEP 2**.

**STEP 2**

**Will the concentration appear on the diploma presented to the student upon successful completion of the program of study?**

* If **YES**, this is a substantive concentration. Complete the Program Revision Request Form for a Substantive Change, submit all required documentation and pay the appropriate fee.
* If **NO**, go **to STEP 3**.

**STEP 3**

**Do the number of hours in the concentration comprise at least 20% of the total program hours?**

* If **YES**, this is a substantive concentration. Complete the Program Revision Request Form for a Substantive Change, submit all required documentation and pay the appropriate fee.
* If **NO**, this is a non-substantive concentration. Complete the Program Revision Request Form for a Non-Substantive Change and submit all required documentation.