

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 303.4**

**SUBJECT: ADDING OR DELETING AN OPTION FROM AS AND AAS PROGRAMS
 OF STUDY**

**PURPOSE: To document the process for proposing the addition or deletion of an option
 to an associate in science (AS) or associate in applied science (AAS) program
 of study listed on the college's Academic Inventory.**

The president of a college may propose the addition or deletion of a concentration/option to an AS or AAS academic program of study listed on the college's academic inventory. The president proposing the change must provide the rationale for the proposed change which is to include at a minimum:

1. a description of the proposed option;
2. the background and rationale;
3. a listing of courses for the concentration including the lecture, lab and credit hours and course descriptions;
4. dates the program advisory committee and curriculum committee endorsed the proposed change; and
5. impact on enrollment/student advancement and the college budget.

Ten copies of the proposal are to be forwarded to the MCCA Chief Academic Officer for placement on the Presidents Council agenda. Upon approval by the Presidents Council and the System President, the proposal will be forward to the Educational Policy Committee of the Board of Trustees for further action. (An additional nine copies will be needed for the committee action.)

The chief academic officer of the college proposing the change will send an electronic copy to the Academic Affairs Council as an information item on or before the date the proposal is forwarded for consideration by the Presidents Council.

Upon approval, the option will be listed on the academic inventory of the college and the college may list the option on the graduate's diploma and/or transcript.

Note: Should the proposed action relative to the option result in a substantive change, Policy Section 305 and Procedure Section 305.1, 2 must be followed.

- Within the program core, an option in an associate degree program should consist of a minimum of 9 credits to build knowledge depth in an area closely related to the program core.

REFERENCES: MCCS Policies 303 and 305

DATE ADOPTED: May 27, 2003

DATE(S) AMENDED: September 23, 2008; January 26, 2010