

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 303.5**

**SUBJECT: ADDING A CERTIFICATE PROGRAM OF STUDY TO AN APPROVED
DIPLOMA OR ASSOCIATE DEGREE PROGRAM OF STUDY.**

**PURPOSE: To delineate the process for authorization to award a certificate credential
for the satisfactory completion of the prescribed academic requirements for a
certificate in an associate degree or diploma program of study.**

The president of the college desiring to offer students the opportunity to obtain a certificate credential after satisfactory completion of the prescribed course requirements for one year of an associate degree or diploma program of study listed on the college's academic inventory shall forward a letter to the system president outlining the rationale for the proposed action. This letter shall address the:

- Need,
- Impact on enrollment/student advancement,
- Impact on the college's budget,
- Dates the program advisory council and college curriculum committee endorse proposed action, and include a
- List of the curriculum requirements for the certificate credential.

A copy of the letter is to be forwarded to the presidents of the other MCCS colleges as a means of notification of the proposal. Each college president then has the opportunity to express any concerns about the proposed action to the system president within ten working days from the date of notification. The college chief academic officer making the proposal is to notify the Academic Affairs Council of the proposed action no later than the date of the forwarding of the letter to the System President.

Approval by the system president will occur within no more than fifteen working days from date of request by notification to the college president. Written notification of the approved program will be forwarded to the Education Policy Committee of the Board of Trustees by the system president.

REFERENCES: MCCS Policy 303

DATE ADOPTED: November 18, 1997

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