

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 303.6**

SUBJECT: AWARDING AN ADDITIONAL CREDENTIAL TO OR IN PLACE OF AN EXISTING PROGRAM OF STUDY IN THE SAME DISCIPLINE

PURPOSE: To delineate the process for requesting authorization to award an additional credential in addition to or in place of an existing program of study. Examples: An AS where an AAS currently exists or an AAS where an AS currently exists.

The president of the college proposing to award the associate in science credential for an existing associate in applied science program of study or vice versa shall forward to the Presidents Council at least one week in advance of a regularly scheduled meeting, a memorandum providing the following information:

- ◆ Rationale for awarding the AS (or AAS) credential for the specific program of study
- ◆ Effective date of the change
- ◆ Whether the AS (or AAS) credential replaces the AAS (or AS) credential previously awarded for the program, or if the AS is an additional credential for the program of study
- ◆ Attach a listing of the courses of the program of study by subject area as listed in MCCS Policy Section 302 and indicate how the AS (or AAS) course requirements differ from the existing AAS (or AS) course requirements

Upon endorsement by the Presidents Council and approval by the System President, the Educational Policy Committee will be notified of the change of credentials awarded for the particular program of study. The notification of approval by the System President will be used as authorization to amend a college's approved academic inventory.

REFERENCES: MCCS Policy 303

DATE ADOPTED: March 23, 1999

DATE(S) AMENDED: May 25, 2001; September 23, 2008; January 26, 2010