

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
SECTION 305.1**

SUBJECT: SUBSTANTIVE CHANGE IN ACADEMIC PROGRAMS

PURPOSE: To list the procedures for colleges to follow in proposing changes resulting from substantive change to programs of study.

1. For modifications within a degree, diploma or certificate program of studies that result in a change of fifty percent or more of the non-general education courses (i.e., the program core) or credit hours and that collectively establish a new or different orientation for the program, a proposal requesting approval shall be prepared and routed through the normal procedures for new program approval. This proposal shall include the documentation outlined in Form 305.1.1.
 2. For the addition of a new option that involves 50% or more of the non-general education courses or credit hours, a proposal as outlined in 1. above, shall be developed and routed through normal process for a new program approval. For the discontinuance of an option which constitutes 50% or more of the non-general education courses or credit hours in a program of study, the program discontinuance procedure (Section 303.2) must be followed.
 3. For a series of credit courses not presently a component (or elective) of existing programs of study which constitutes more than twelve semester credit hours in a particular concentration, an abbreviated proposal for temporary approval is to be developed using the format and documentation outlined in Form 305.1.2.
- This procedure does not apply to the Liberal Studies program.

REFERENCES: MCCS Policies 303 and 305

DATE ADOPTED: December 17, 1996

DATE(S) AMENDED: May 27, 2003; September 23, 2008; January 26, 2010

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Form 305.1.1

**THE FORMAT AND DOCUMENTATION FOR APPROVAL OF A MODIFIED PROGRAM SHALL BE
PROVIDED AS OUTLINED BELOW.**

1. Proposed program modification
2. Background and rationale
3. Curriculum comparison of changes
4. Course distribution analysis
5. Catalog descriptions of the new courses
6. New catalog program description
7. CIP code designation of existing program and if appropriate, the proposed new CIP code
8. Endorsement by appropriate college advisory committees, academic dean and president
(Please attach the New Program Implementation Check-List from Procedure 303.1)

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Form 305.1.2

_____ Community College's

Proposal for Temporary Approval

For _____ Course of Study

For _____
Name of Organization(s)

1. Need and objectives
2. Relationship to existing programs
3. Curriculum
4. Date the program will begin
5. Date the program will terminate
6. Date of approval by college curriculum committee
7. Credential to be awarded

Date of Written Notification to Academic Affairs Council _____

Date of Submittal by College _____

Approval Date: _____

Presidents Council _____

Education Policy Committee _____

Note: Should the college desire to make this course of study a regular catalog program offering, a complete program proposal will be required.