

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 303.8**

SUBJECT: CHANGE A GENERAL STUDIES OFFERING

PURPOSE: To delineate the process for requesting authorization to retain on the college's academic inventory the AA in General Studies.

A college president who proposes to award both an Associate in Arts in Liberal Studies and an Associates in Arts in General Studies shall forward to the Presidents Council at least one week in advance of a regularly scheduled meeting a memorandum with the following information:

1. Rationale for awarding both credentials;
2. Proposed effective date of the change;
3. A list of the General Studies program course requirements by subject area as provided in MCCS Policy Section 302 and a description of how those requirements differ from the Liberal Studies program course requirements; and
4. The elective options and a description of:
 - a. How occupational courses in the elective options will complement the student's learning to preserve the academic integrity of the "Arts" aspect of the credential;
 - b. How the depth of knowledge in various elective categories will be assured; and
 - c. The advising process to inform students of the potential for transfer credit for elective courses.

Upon approval by the Presidents Council and the MCCS President, the Board of Trustees Education Committee will be notified of the change of credentials awarded for the particular program of study. Notification of the MCCS President's approval constitutes authorization to amend the college's approved academic inventory.

REFERENCES: MCCS Policies 302 and 303

DATE ADOPTED: June 26, 2001

DATE(S) AMENDED: September 23, 2008; January 26, 2010, March 21, 2017