

APPROVAL FOR  
DEVIATION FROM  
APPROVED  
ASSOCIATE OF  
APPLIED SCIENCE  
DEGREE PROGRAMS

In order to provide flexibility in the Associate of Applied Science Degree programs to meet the individual needs of students, while at the same time providing realistic standards for the degree, the following procedures shall be established for the approval of deviations from approved programs:

1. The individual student shall submit a written request for approval of the desired deviation to his or her advisor. The request shall contain the justification for approval of the specific request.
2. The advisor shall evaluate and validate the reasons for the request and endorse the request if he or she finds the reasons sufficient. The advisor will submit the request with his or her endorsement to the appropriate division chair for his or her endorsement.
3. The division chair shall evaluate, endorse, if in agreement, and submit the request to the appropriate subcommittee of the Curriculum and Instruction Committee for action. If not in agreement with the request, the division chair should return it to the student with an explanation of the reasons.
4. Upon endorsement by the appropriate subcommittee of the Curriculum and Instruction Committee, the division chair will forward the subcommittee's recommendation to the associate dean of instruction. The associate dean of instruction shall evaluate the request, and if in agreement, shall submit the request to the Curriculum and Instruction Committee for action. If the associate dean of instruction does not choose to endorse the request, it shall be returned to the student with an explanation of the reasons.
5. Upon endorsement by the Curriculum and Instruction Committee, the provost and dean of academic and student affairs will forward the committee's recommendation to the college president. If the committee does not endorse the request, the provost and dean of academic and student affairs will advise the student of that action.
6. If the college president approves the recommendation, the college president will transmit this information to the registrar with a directive to alter the official degree plan as requested. The provost and dean of academic and student affairs will notify the student that the substitution has been approved. If the college president disapproves the recommendation, the college

president will return the recommendation to the Curriculum and Instruction Committee with such instructions or suggestions as appear appropriate in the particular case.

If the student is not satisfied with the action taken, the student may appeal as follows:

1. Appeal from the actions of the advisor or division chair may be made to the Curriculum and Instruction Committee.
2. Appeal from the action of the provost and dean of academic and student affairs or the Curriculum and Instruction Committee may be made to the college president.