**APPLICATION FOR CONVERSION OF AN EXISTING OPTION TO**

**AN AREA OF CONCENTRATION**

*In accordance with COMAR 13B.02.03.03-1, a community college that publicized a sequential arrangement of approved courses as an option, totaling 12 to 30 credits on or before*

*June 30, 2014, may have that arrangement approved as an area of concentration. All conversion proposals must be received no later than* ***JUNE 30, 2017.***

Fee schedule for Community College Option Conversions:

Conversions can be submitted in bundles, up to ten conversions per submission, @ $250 per submission.

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| 1. Name of Institution: |  |

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| 2. Name of degree program:3. Name of option being converted: |  | When did the option first become available?  |
| 4. Name of new Area of Concentration (AOC): |  |  |

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| 4. Explain the centrality of the proposed area of concentration (AOC) to the institution’s mission: |
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| 5. Outline the new Area of Concentration’s curriculum design (including course names, course descriptions and credit hours). **PLEASE NOTE: Credit hours for an AOC must be between 12 and 30 semester hours**. |

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| 6. Identify one of the following: |
| 6a. Education need for the Area of Concentration, including the regional or statewide need as identified in the State Plan; OR |
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| 6b. Identify the transfer or articulation arrangements that the area of concentration will facilitate or support (include any relevant Memoranda of Understanding, if applicable): |