Policy Statement

Terra State Community College (TSCC) students must declare a program of study at the time of application. After making this decision, some students may find that their interests and abilities lead them in a different direction. TSCC offers a transparent and timely process for students to change programs and successfully complete a degree or certificate program. The responsibility of intent to change a program rests with the student.

Policy Details

TSCC allows students to select no more than two (2) official programs of study be on their record at any one (1) time.

Students are eligible to change their program at any time. Students receiving financial assistance should confer with an advisor before requesting a change to their program. Program change requests must be in writing, either by email to recordsdept@terra.edu or through use of a Record Revision Form available at Student Records.

Procedures

1. Program changes will not be completed without documentation.
   a. A Record Revision Form completed by the student. These can be obtained from an advisor or the student records office in person or email to recordsdept@terra.edu
   b. An email from the student's official TSCC provided email account. Student ID and exact name of program must be identified in the email.
2. Financial Aid will validate all change request for current terms.
3. Notification of program changes will be sent to the student's official TSCC provided email account.

Resources

Documentation

NA

Definitions

Term	Definition
Certificate	A select combination of courses, less than 60 credit hours, that when completed earn a credential.
Degree	A select combination of courses, equal to or greater than 60 credit hours, that when completed earn a credential.
Program	A combination of courses that are required to complete a specific degree or certificate. (aka Program of Study)

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
2-25-2004	Policy	Issued	CASA
3/31/2023	Entire Document	Changed title and Policy Statement	Eric Steinberger
4/20/2023	Policy	CASA Approval with edits	Cory Stine, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 4/21/2023
Next Review Date: 3/31/2033