

Policy Statement

Terra State Community College (TSCC) is committed to providing educational access to all individuals who desire, benefit from, and wish to pursue a college education.

Policy Details

Terra State Community College has an "open door" admission policy for Ohio residents, United States citizens, and non-citizens with permanent resident status. The College shall provide admission of any person regardless of race, color, religion, national origin, sex, age, handicap disability, military status, genetic information, or sexual preference. Terra State Community College extends educational opportunities to everyone with a high school diploma, General Educational Development GED certificate or home school graduate and to non-high school graduates under one of the following conditions:

- Student is aged 16 or older and proves an ability to benefit (please see Ability to Benefit policy).
- Student is participating in the College Credit Plus (CCP) program with the approval of their homeschool and submission of all required documentation.
- Student is seeking personal enrichment or credit-based workforce development and receives a recommendation for admission by a college official.

Non-citizens and non-permanent residents may be considered for admission under the College's International Student Policy.

Ex-Offenders must disclose any prior, and current felony convictions and all prior convictions involving violence, drug abuse, harm to others, or weapons in any state or country upon application to the college to be considered for admission and are subject to an institutional review and committee admission recommendation from the Behavioral Intervention Team (BIT).

Procedures

First-time degree or certificate seeking students/ Re-admit students (more than five (5) years since last date of attendance):

Prior to the start of term, students entering the College for the first time, including College Credit Plus (CCP) graduates, or readmitting to the College with an absence of more than five (5) years since last date of attendance are **required** to:

- Complete and Submit [Application for Admission](#). If questions regarding the application process, please contact admissions@terra.edu.
- Upon receiving an acceptance letter, students must schedule a meeting with an admissions advisor by contacting admissions@terra.edu.
- Provide assessment scores from an approved college readiness test (for example: ACT, SAT, Accuplacer).
- Provide official transcripts* from secondary institution or equivalent General Education Development (GED) or proof of homeschool completion. Students may also provide proof of prior credit (for evaluation) if previously attended another college or university.
- Complete Orientation.
- Meet with Academic Advisor to schedule courses and develop an academic plan for their program of study.

**Per the Secondary Education Transcript Policy of 2012.*

Prior to the start of term, students entering the College for the first time, including College Credit Plus (CCP) graduates, or readmitting to the College with an absence of more than five (5) years since last date of attendance are **highly encouraged** to:

- Provide proof of prior credit (for evaluation) if previously attended another college or university.
- Visit and tour the College. Contact admissions@terra.edu.
- Explore opportunities to [Pay for College](#).
- Explore opportunities for [On-Campus Housing](#).

Non-degree or certificate seeking students / Re-admit students (last date of attendance at TSCC was five (5) years or less) / any other student type not listed above:

Prior to the start of term, non-degree or certificate seeking students / Re-admit students (last date of attendance at TSCC was five (5) years or less) are **required** to:

- Complete and Submit [Application for Admission](#). If questions regarding the application process, please contact admissions@terra.edu.
- Meet with Academic Advisor to schedule courses and develop an academic plan for their program of study.

Prior to the start of term, non-degree or certificate seeking students / Re-admit students (last date of attendance at TSCC was five (5) years or less) are **highly encouraged** to

- Provide proof of prior credit (for evaluation) if previously attended another college or university.
- Visit and tour the College. Contact admissions@terra.edu.
- Explore opportunities to [Pay for College](#).
- Explore opportunities for [On-Campus Housing](#).

Military Readmission:

In accordance with federal regulations 668.18, TSCC will promptly readmit service members who seek readmission to a program that was interrupted due to a uninformed service obligation. This policy will apply to:

- Service members who are unable to attend classes for more than 30 consecutive days; and
- Service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the college.

TSCC will promptly readmit service members to the next available class in their program unless a later date is requested or unusual circumstance exists. Students will be readmitted to the same program with the same academic status, including completed credit hours and academic standing, in accordance to the Federal Student Aid Handbook, Chapter 3 of Volume 2 [DoD MOU, paragraph 3,i(1)]. If the program is no longer offered, the student will be placed in the most similar program unless they agree otherwise.

If a student is not prepared to resume their studies or complete the program, a TSCC advisor will work with the student to make a reasonable effort in assisting the student. Readmission is not required if after reasonable efforts, the student remains unprepared, or if no reasonable efforts can be made. Reasonable efforts are those that don't cause TSCC undue hardship, and TSCC must provide proof of a student's unpreparedness. Eligibility can also end with dishonorable or bad conduct discharge under this policy. It may also terminate due to specific dismissals or removals as outlined in federal law. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission under the general re-admission policy outlined above.

Required Documentation:

For readmission at TSCC, the student must provide one of the following documents:

- DD-214 Certificate of Release or Discharge from Active Duty; or
- Copy of duty orders

Any required steps not fulfilled, final admission decisions will be made by the Dean of Enrollment Services or designee. Military readmission decisions will be made by the Registrar.

Admissions Policy

Resources

- Ability to Benefit Policy
- [Terra State Admission Application](#)
- Ex-Offender Admission Policy
- Federal Student Aid Handbook

Definitions

Term	Definition
<i>Ability to Benefit</i>	Determines if prospective students who do not have a high school diploma, home school diploma, General Educational Development (GED), or recognized equivalent are academically prepared to successfully complete their planned program or courses of study and to help direct them to attain the necessary academic preparation.
<i>Behavioral Intervention Team</i>	Multidisciplinary committee that will review applications and records of students who have been charged and/or convicted of a felony prior to admission to the College.
<i>College Credit Plus program</i>	State of Ohio program that provides student in grades 7-12 the opportunity to earn high school and college credit simultaneously by taking courses at participating Ohio colleges or universities.
<i>Ex-Offenders</i>	Persons convicted of any prior, and current felony convictions and all prior convictions involving violence, drug abuse, harm to others, or weapons in any state or country upon application to the college.
<i>GED</i>	A high school equivalency diploma.
<i>"Open Door" Admission</i>	Acceptance of enrolled students without evidence or previous education, experience, or references.
<i>Federal Student Aid Handbook</i>	Official publication from the U.S. Department of Education that details the rules, regulations, and procedures for participating in Federal Student Aid programs.
<i>DD-214 Form</i>	For veterans, also known as a Certificate of Release or Discharge from Active Duty.

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
10/18/2011	Entire Document	Issued	Unknown
11/05/2022	Policy	Revised	Full name of CASA Chair
11/05/2022	Procedure	Edited – Updated to new form Removed some of the language regarding PSEO and tech prep as this all falls under CCP	Jessica McCarthy
11/17/2022	Entire Document	Approved with Edits by CASA	
6/9/2025	Procedure	Edited - Added Military Readmission policy and required documentation.	Jessica McCarthy

10/23/2025	Policy	Reviewed and Approved by CASA	CASA Co-Chair, Dr. Doug Mead
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Next Review Date: 10/31/2028
Effective Date: 11/17/2022