

Policy Statement

Students must meet all College, degree and/or certificate completion requirements in order to graduate from Terra State Community College (TSCC).

Policy Details

Consideration for degree or certificate completion does not occur automatically. Students nearing the completion of an award need to petition for graduation. The Application for Graduation may be completed through the student portal or at the Student Records Office. Graduation applications should be completed and submitted to the Student Records Office one (1) academic term prior to the projected date of completion. Please see Procedure below.

Associate Degree

Students planning to earn an associate degree at TSCC must:

1. Successfully complete all credit hours, or equivalent work, in an active degree program.
2. Earn a minimum of 2.0 cumulative grade point average (GPA) in the technical area or pathway/major, and earn a minimum of 2.0 cumulative GPA overall. Please see the TSCC Academic Catalog for curriculum information.
3. Earn at least one-fourth of total credit hours required in the program with courses taken at TSCC.

Please contact recordsdept@terra.edu for further questions.

Certificate Programs

Students planning to complete a certificate at TSCC must:

1. Complete all credit hours, or equivalent, in an active certificate program in which enrolled.
3. Earn a minimum of 2.0 cumulative GPA in all required program courses, and earn a minimum of 2.0 cumulative GPA overall. Please see the TSCC Academic Catalog for curriculum information.
3. Earn at least one-fourth of all total credit hours required for the certificate program with courses taken at TSCC.

Please contact recordsdept@terra.edu for further questions.

Catalog Eligibility

The College recognizes the need to update its curriculum periodically.

When the curriculum of a student's program changes, a candidate for graduation may elect to follow the requirements listed for the desired program either in:

1. The catalog in effect the year the student first registered for classes at TSCC if within the previous four (4) academic years; or
2. Any catalog in effect while the student is enrolled at TSCC, if within the previous four (4) academic years; or
3. The current catalog in effect at the time the student graduates.

In the event that the College no longer offers a course specified in an earlier college catalog, another course may be substituted. The appropriate academic Dean or designee must approve all course substitution(s).

Please contact recordsdept@terra.edu for further questions.

Embedded Certificate

Embedded certificates are a subset of required courses that correspond to an approved degree program offered at TSCC. The embedded certificate may be awarded concurrently or prior to its corresponding degree program. The Student Records Office may automatically award embedded certificates dependent on:

1. All required coursework existing in the current student information system.
2. All requirements having been met within the previous four (4) academic catalogs.
3. Being enrolled within the current academic year.

Students who are auto-awarded embedded certificates must complete applications to graduate if they wish to receive a printed copy of each certificate. See the procedures below.

Please contact recordsdept@terra.edu for further questions.

Procedures

Petitioning for an Associate Degree or a Certificate of Proficiency

Consideration for graduation does not occur automatically. Students nearing the completion of an award need to petition for graduation. Students initiate the process by applying to graduate through the student portal (see below). All students should apply to graduate at least one (1) academic term prior to the projected graduation date. Students with questions or those applying for more than two (2) academic program awards must consult with the Student Records Office by email at recordsdept@terra.edu.

- Go to myterra.edu
- Select "Links"
- Select "Banner Self-Service"
- Select the Student Tab
- Select "Student Records"
- Select "Apply to Graduate" and follow the prompts. Please read the instructions carefully.

Graduates must resolve any outstanding financial obligations and/or unreturned library materials before a printed degree can be issued to the student. Candidates can purchase their regalia from the College Store prior to the Spring commencement ceremony.

Resources

NA

Documentation

Definitions

<i>Term</i>	Definition
<i>Degree</i>	Any recognition or award for completion of a prescribed program of study in an institution of higher education designated by the customary titles of associate, bachelor, master, specialist or doctor.
<i>Certificate</i>	A formal award certifying the satisfactory completion of an organized program of study at the postsecondary level. Certificates should be designed as building blocks toward future degrees and with the intent of articulating the program into the next degree.
<i>Embedded</i>	A subset of courses that are identical to courses in a degree program.

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
5/26/2004	Entire Document	Effective	CASA
7/1/2017	Entire Document	Updated	CASA
5/16/2019	Entire Document	Updated	CASA
10/17/2019	Entire Document	Updated	CASA
3/23/2023	Entire Document	Updated – Reorganized to fit in current design	William Taylor, CASA Co-Chair
4/17/2025	Policy	Policy Review – minor revisions (added Student Records Department)	Eric Steinberger, Registrar

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

Effective Date: 3/24/2023

Next Review Date: 3/23/2027