

6.17 Change in Degree, Diploma, Certificate Program

Last Revised: August 2021

Policy: Piedmont Community College (PCC) allows student-initiated changes to their programs of study.

Purpose/Definitions:

Purpose

The purpose of this policy is to allow for student-initiated changes in programs of study that best align with their goals.

Definitions

Term Census Date—the 10% point of the semester.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority over this policy.

Procedure:

Section 1: Requesting a Change of Program

- 1.1. Any student who wishes to change to another program of study must complete a Change of Information Form, which is available in the Student Development Office and on the PCC website. Students may also submit the requested change online using the student portal.
- 1.2. The Change of Information form must be submitted to the Admission’s Office for placement into the new program.
 - 1.2.1. Requests received prior to the term census date will go into effect immediately.
 - 1.2.2. Requests received after the term census date will be processed the following academic semester.
 - 1.2.3. A student may only be enrolled in two (2) active programs at a given time.

Legal Citation: N/A

History: Effective October 12, 1988; Revised October 2001, August 2021