

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Program of Study**

**Board Policy No.: 3358:11-2-58**

**PROCEDURES**

1. Declaring a Program of Study:
  - a. When a student completes an application for admission to Owens Community College, the degree-seeking and certificate-seeking student must declare a program of study.
  - b. In the semester following the award of a degree or certificate, a student's program of study will be changed "undeclared". It is a student's responsibility to declare a program of study when applicable.
  
2. Changing a Program of Study:
  - a. A student may change a declared program of study by completing the appropriate electronic form on the student portal.
  - b. The effective semester of a program of study change will be determined by when the change is made:
    - i. Effective for a current semester: a change must be made no later than the 14<sup>th</sup> day of the current semester.
    - ii. Effective for the subsequent semester: a change made after the 14<sup>th</sup> day of a semester.
  
3. Declaring an Additional Program of Study:
  - a. A student should consult with an academic advisor prior to declaring an additional program of study.
  - b. The effective semester will be determined by when the additional program of study is added :
    - i. Effective for a current semester: program must be added no later than the 14<sup>th</sup> day of the current semester.
    - ii. Effective for the subsequent semester: program added after the 14<sup>th</sup> day of a semester.
  
4. Please refer to the policies and procedures of Catalog of Record 3358:11-2-21 and Dual Degrees and/or Majors 3358:11-2-52.

These procedures conform to the POLICY amended by the Board of Trustees on May 3, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of May 22, 2016.