



**OTHER REQUIREMENTS:**

In selecting courses, each student must fulfill the following requirements:

**Computer Literacy Requirement**

For a complete description of options to meet the computer literacy requirement, see complete listing in the Academic Standards section of the catalog.

**International/Intercultural Requirement**

All degree-seeking students must complete one course which emphasizes a global, cross-cultural, or multi-cultural perspective and encourages students to think beyond the boundaries of traditional Western European cultural perspectives.

**Courses which satisfy this requirement are:**

- ANT K116 Puerto Rican Experience
- ANT K122 Cultures: Intro to Cultural Anthropology
- ANT K224 Native Peoples of the North
- BIO K128 Environmental Science
- CDV K136 Anti-Bias Curriculum
- ENG K241 Ethnic Literature of the United States
- ENG K243 Studies in World Literature
- ENG K276 Women Writers Across Cultures
- GEO\* K101 Intro to Geography
- HIS K121 Early World Civilizations
- HIS K122 Recent World Civilizations
- HIS K221 Modern Asian History
- HIS K222 The Middle East
- HIS K225 History of Latin America
- HIS K226 African American History
- PHL\* K151 World Religions
- POL\* K103 International Politics
- SOC K112 Current Social Problems
- SOC K216 Race and Ethnicity
- SOS K210 World Issues
- SPA K201/K202 Intermediate Spanish

**Oral Communication Requirement**

All degree-seeking students must complete one course to develop competency in oral communication; the courses which meet this requirement are:

- ENG K133 Speech Practice 1 credit
- ENG K133 Intro to Speech Communication 3 credits

These requirements do not increase the total number of credits needed to complete the degree; they can be met within the 60-61 credits of the degree program by choosing appropriate electives.

**DEVELOPMENTAL COURSES COMPLETED:**

Writing Workshop \_\_\_\_\_  
Semester/Year

Effective Reading \_\_\_\_\_  
Semester/Year

Basic Math Skills \_\_\_\_\_  
Semester/Year

Basic Algebra \_\_\_\_\_  
Semester/Year

**PLAN OF STUDY REVIEWED BY:**

\_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
Student Date

**Graduation Audit Completed by:**

\_\_\_\_\_  
Signature Date

## **PLAN OF STUDY GUIDELINES**

The College reserves the right to modify this Plan of Study in subsequent academic years. Each student has the responsibility to insure that he/she completes all courses required for graduation, completes prerequisites for required courses, and completes all other requirements of the College as explained in the College Catalog.

### **ACADEMIC ADVISEMENT PROCESS**

Students are required to meet with their advisor early in their first semester of enrollment. It is the student's responsibility to seek out information concerning program requirements. This may be done with the help of their advisor, the Department Chairperson, the Program Coordinator, the Counseling staff, or individual faculty members. While each student is assigned to an Academic Advisor, ultimate responsibility for meeting program requirements lies with the individual student. Students are encouraged to initiate and maintain close contact with their Academic Advisor throughout their program enrollment. A Plan of Study Form signed by a student and academic advisor must be presented when registering for second semester courses.

### **PROGRAM REQUIREMENTS**

Students have the option of meeting the degree or certificate program requirements listed in the College Catalog under which they initially enrolled or the requirements as listed in the current catalog. [EXCEPTION]: Students who have a two-year or more lapse in enrollment must meet the program requirements in effect at the time of re-enrollment at the College or the requirements as listed in the current catalog.

### **COURSE PREREQUISITES**

All prerequisites to courses listed in the College catalog must be met by students prior to registration in those courses. If, however, students consider that they have the equivalent of a prerequisite listed for a given course, they may present evidence to the instructor, and may register for the course if written consent is filed by the instructor in the Registrar's Office.

### **COURSE SUBSTITUTION**

Any substitution of a course or courses for those listed as requirements for a degree or certificate must be approved by either the Department Chairperson or Academic Program Coordinator and submitted to the Registrar. Contact your advisor or the Director of Counseling for additional information.

### **GRADUATION REQUIREMENTS**

All students should schedule a graduation review with their Academic Advisor before registering for their final semester in a degree or certificate program. Eligible students must fill out a graduation application form and pay the appropriate fee by the date published in the academic calendar.

To be eligible for graduation with an Associate in Science, Arts or Applied Science degree or a Certificate from the College, the student must:

1. Fulfill all of the program course requirements in an approved program and have achieved at least a 2.0 cumulative grade point average.
  - a. In addition, Associate Degree candidates must complete a minimum of sixty credits in college level courses in an approved Plan of Study with no more than twelve credits carrying a "P" grade and complete a basic computer literacy requirement.
2. Successfully complete at least 50% of courses attempted. At least 25% of credits earned must have been completed at Three Rivers CC.
3. Fulfill all financial obligations to the institution.
4. Fulfill other requirements consistent with policies of the Board of Trustees which may apply.