PLAN OF STUDY FORM - 2003/2004 HUMAN SERVICES - KB37 ASSOCIATE IN SCIENCE DEGREE CREDITS REQUIRED 60-61

THREE RIVERS	COMMUNITY	COLLEGE
NAME:		

Last

		First

STUDENT ID#		

Advanced Credits:	
Transfer Credits	
#CLEP/DANTES	
#Credit by Exam	
#APL Credits	
#Military Credits	

Name(s) of transfer college(s)

A combined maximum of 30 credits may be used to satisfy degree requirements Computer Literacy Requirement met by:

Course ID	Title of Course	Credits	Semester Completed	To Be Completed
ENG K111°	College Composition	3		
ENG K112°	² Literature and Composition	3		
HLT K111	Personal Health	3-4		
or	or			
BIO	Lab Course			
HSV K110	Introduction to Human Services	3		
HSV K152	Work with Individuals and Families	3		
HSV K201	Introduction to Group Work	3		
HSV K202°	Work with Agencies and Communities	3		
HSV	Practicum in Human Services	3		
K219**				
MAT K108***	Mathematics in Today's World or higher math	3		
POL K112	Practical Local Politics	3		
PSY K111	General Psychology I	3		
PSY K201°	Life Span Development	3		
SOC K111	Introduction to Sociology	3		
	Current Social Problems	3		
or	or			
SOC K216°	Race and Ethnicity			
or	or			
SOC K218°	Sociology of Women			
	Human Services Electives: (In addition to human			
	services courses, other courses in the social sciences			
	will satisfy this requirement if they are approved by the			
	Program Coordinator of the Human Services Program.)			
		3		
		3		
	Humanities Elective (English, art, music, languages,	3		
	philosophy, reading, theatre, humanities)			
	Open Elective***	3		
	Language Electives: (Two semesters of Spanish or Sign Language are required. Liberal Arts and Sciences electives may be substituted if two years of the same language with a grade of "C" or higher were completed at the high school level. High school transcript and college verification required for substitution.)			
	· /	3		
		3		
	GRAND TOTAL	60-61		

GRAND TOTAL

° Course has a prerequisite. Students should check course description.

PLAN OF STUDY REVIEWED BY:

Advisor	Date
Student	Date
Graduation Audit Completed by:	

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^{**} Practicum - Requires the consent of the instructor. *** See Program Coordinator for recommendations.

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 twoyear 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.