

**PLAN OF STUDY FORM - 2012/2013**  
**HUMAN SERVICES - KB37**  
 ASSOCIATE IN SCIENCE DEGREE  
 CREDITS REQUIRED — 60-63

**THREE RIVERS COMMUNITY COLLEGE**

NAME: \_\_\_\_\_

First

Last

STUDENT ID# \_\_\_\_\_

Advanced Credits: Name(s) of transfer college(s) \_\_\_\_\_

Transfer Credits \_\_\_\_\_

#CLEP/DSST \_\_\_\_\_

#Credit by Exam \_\_\_\_\_

#APL Credits \_\_\_\_\_

#Military Credits \_\_\_\_\_

# A combined maximum of 30 credits may be used to satisfy degree requirements

<i>Course ID</i>	<i>Title of Course</i>	<i>Credits</i>	<i>Semester Completed</i>	<i>To Be Completed</i>
CSA* K105°	Introduction to Software Applications	3	_____	_____
ENG* K101°	Composition	3	_____	_____
ENG* K102°	Literature and Composition	3	_____	_____
<b>Please select one of the following three courses:</b>		3 - 4		
HLT* K155°	Personal Health		_____	_____
or	or			
BIO* K115	Human Biology		_____	_____
or	or			
BIO* K121°	General Biology I		_____	_____
HSE* K101°	Introduction to Human Services	3	_____	_____
HSE* K210°	Group & Interpersonal Relations	3	_____	_____
HSE* K241°	Human Services Agencies & Organizations	3	_____	_____
HSE* K251°	Work with Individuals and Families	3	_____	_____
HSE* K281**°	Human Services Field Work I	3	_____	_____
MAT* K135***°	Topics in Contemporary Math or higher	3	_____	_____
POL* K111°	American Government	3	_____	_____
PSY* K111°	General Psychology I	3	_____	_____
PSY* K201°	Life Span Development	3	_____	_____
SOC* K101°	Principles of Sociology	3	_____	_____
SOC* K103°	Social Problems	3	_____	_____
Human Services Electives or Foreign Language or Sign Language: (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.)		6 - 8		
_____	_____		_____	_____
_____	_____		_____	_____
Fine Arts: (any art, music, theatre, creative writing; also, ARC* K102 Architecture of the World)		3		
_____	_____		_____	_____
Open Electives***		6		
_____	_____		_____	_____
_____	_____		_____	_____
<b>GRAND TOTAL</b>		<b>60 - 63</b>		

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

\*\* Practicum - Requires the consent of the instructor.

\*\*\* See Program Coordinator for recommendations.

**PLAN OF STUDY REVIEWED BY:**

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

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

**Preliminary 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 assigned advisor early in their first semester of enrollment. After advisement, the assigned advisor will remove the registration hold allowing the student to register. 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.

### **PROGRAM REQUIREMENTS**

The plan of study used to determine graduation eligibility will be that under which the candidate first enrolled, except as noted in the following:

1. If the candidate was readmitted to the College, after an absence of two years or more, the Plan of Study at the time of being readmitted will be the plan of study the candidate will follow.
2. If the candidate changed his/her program one or more times during attendance, the Plan of Study used shall be that which was in effect at the time of the last change of program.
3. If the courses required within a program have been significantly changes since the time of enrolled readmission or change of program, or if other unusual circumstances exist as determined by the Registrar, the catalog in effect at the time of graduation may be used. If the candidate disagrees with the selection of catalog, he/she may seek written permission from the program coordinator and/or department chair to be evaluated under another catalog.
4. In no case will a student be permitted to use requirements from more than one catalog, or from a combination of catalogs, to meet graduation requirements.

### **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 the Academic Dean. 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 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.  
*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.*
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 Regents which may apply.