PLAN OF STUDY FORM - 2014/2015 **THREE RIVERS COMMUNITY COLLEGE**
WEB DESIGN AND DEVELOPMENT - KK08 NAME: _____
CERTIFICATE PROGRAM First Last
CREDITS REQUIRED — 27
STUDENT ID# _____

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

Name(s) of transfer college(s) _____
_____
_____

Course ID	*Title of Course*	*Credits*	*Semester Completed*	*To Be Completed*
SEMESTER I				
CST* K153°	Web Development & Design I	4	_____	_____
ENG* K101°	Composition	3	_____	_____
GRA* K140°	Publication Design		_____	_____
or	or	3		
GRA* K230°	Digital Imaging		_____	_____
MAT* K135°	Topics in Contemporary Math		_____	_____
or		3		
HIGHER	_____		_____	_____
SEMESTER II				
CST* K252°	Web Development & Design II	4	_____	_____
CST* K253°	Web E-Commerce	4	_____	_____
GRA* K260°	Web Design	3	_____	_____
ENG* K202°	Technical Writing	3	_____	_____
	GRAND TOTAL	**27**		

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

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 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 or registration card signed by an academic advisor must be submitted when registering for courses until 12 credits are earned at TRCC.

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 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 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.

   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 Trustees which may apply.