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Student Rights and Responsibilities

For a comprehensive list of all Tri-C procedures, please refer to the Student Handbook at www.tri-c.edu/about/Documents/StudentHandbook.pdf or by logging into *my Tri-C space* and clicking on the Student Services tab. The Student Handbook is in the College Guidelines channel.

Student Conduct Code

The Student Conduct Code is established to advance the mission of Tri-C, to foster the scholarly and civic development of students in a safe and secure learning environment, and to protect the people, property and processes that support Tri-C and its mission. The Student Conduct Code identifies prohibited conduct and clarifies when the Code applies to student behavior. The Student Conduct Code closely relates to the Tri-C procedure titled, "Student Judicial System" which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

The Student Conduct Code and Student Judicial System may be found through Tri-C's Web address listed above.

Attendance

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Federal regulations require that students attend all registered classes in order to receive federal financial aid funds. Students who do not attend the full session are responsible for withdrawing from courses. Tri-C is required to insure that students receive financial aid only for courses that they attend and complete. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from classes prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw, using the appropriate Tri-C form, from any class which she/he is no longer attending or risk receiving a failing grade in that class. Students wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with class work because of a prolonged absence should confer with the instructor or a counselor.

Snow Closing - Emergencies, Catastrophic Events and Severe Weather Closings

Tri-C is committed to providing students with the maximum number of scheduled instructional days possible. In the instance of an emergency, catastrophic event or severe weather conditions, Tri-C initiates a procedure to determine if classes can continue as scheduled.

Three criteria determine if classes will be held: 1) the municipalities and State Department of Transportation can confirm prior to 6 a.m. that the main roads and highways will be accessible; 2) local governments and/or Homeland Security alert status; 3) Campus Plant Operations can confirm that all buildings have heat, water, sufficient parking areas and clear access routes to campus buildings. If these three criteria can be fulfilled, classes will be held. Emergency closing announcements will be broadcast over local television and radio stations and their websites. The Tri-C Web site and *my Tri-C space* will also announce closing information. Closing announcements will also be distributed as a Tri-C Alert, with a phone call or text message to the Alert number provided by employees and students. This message will always come from 1-866-989-ALRT(2578). In order to receive a call or text, you must have provided an updated Alert number in your personal information. Look for this option on the Student Records channel located on the My Info tab of *my Tri-C space*. Note: *Anyone who has opted out of the Tri-C Alert system will not receive notification from the college.*

Student Right-to-Know and Campus Security Act

Tri-C complies with all federal regulations concerning the Student Right-to-Know and Campus Security Act. For specific information contact your Campus Police and Security Services office or visit the Campus Police Web site at: www.tri-c.edu/administrative/campuspolice.

Academic Information

Change of Major Field of Study

Students may change their major field of study anytime during their enrollment at Tri-C. Students are able to update their academic major by submitting changes through *my Tri-C space*. It is suggested that students check with a counselor/advisor before changing majors.

Class Standing

All students will be classified as freshmen or sophomores based upon the number of semester units of academic credit they have completed. Freshmen are students who have accumulated 29 or fewer academic credits. Sophomores are students who have accumulated 30 or more academic credits.

Comparable Credit Procedure

Comparable credit is defined as academic credit awarded to registered students upon demonstration of knowledge equivalent to that gained through college courses. A student must be currently enrolled and in a minimum of 12 semester hours or have completed a minimum of 20 semester credit hours at Tri-C and be in good standing (minimum 2.0), before applying for prior learning credit. Students may obtain a maximum of 30 semester credits through one or a combination of the recognized options for comparable credit. Awarded comparable credit will not affect a student's grade point average or quality points. Also, the awarded comparable credit will not substitute for the required 20 semester credits of residency needed for college graduation. See an academic counselor for additional requirements. Standardized methods of evaluation are used to measure students' demonstrated knowledge of a subject area. Upon completion, the student will be awarded the same academic credit as that designated for the course.

Comparable Credit Options

Recognized options under which comparable credit may be awarded include:

Advanced Placement (AP) - Advanced Placement Exams are administered in the high schools and are usually culminating exams for high school students enrolled in honors courses. Students in Ohio who take a College Board Advanced Placement examination and score at least a "3" are guaranteed college credit, usually towards their general education curriculum, upon entering an Ohio Public Institution of Higher Education. A complete list of all the AP Credit Awards at Cuyahoga Community College can be found at: <https://transfer-oatn.ohiohighered.org/ap:3>.

College Level Examination Program (CLEP) - The (CLEP) includes general and subject-specific exams in a variety of areas. Tri-C will award comparable academic credit to students for successful completion of the College Entrance Examination Board's (CLEP) general and subject area examinations. Official transcripts must be submitted to the Enrollment Center with a letter requesting the posting of CLEP credit.

Defense Activity for Non-Traditional Education Support (DANTES) - This is a group of standardized tests developed for the voluntary education programs of the U.S. Armed Forces which have now been made

available for civilian use. The civilian tests are administered through Educational Testing Services (ETS).

American Council on Education (ACE) - Alternative educational learning related to subject areas, courses, and programs of study will be evaluated using authorized publications and methods for effecting assessment.

- (1) **Military Training Credit**
Prior learning credit can be awarded for training a student received while a member of the armed forces. Credit is awarded based on recommendations of the American Council on Education (ACE). Publication: *American Council on Education's Handbook to the Guide to Evaluation of Educational Experiences in the Armed Forces*
- (2) **Standardized Training and Certification Programs**
There are numerous standard training and certification programs for which you may earn credit for prior learning. Credit is awarded based on recommendation of the American Council on Education (ACE). Publication: *American Council on Education National Guide to Educational Credit for Training Programs*

Credit by Exam (CBE) - There are many courses offered by Tri-C for which credit for prior learning may be awarded by taking and passing a comprehensive exam on the course subject. Students may be given the opportunity to demonstrate, by examination, college-level knowledge in a particular subject area. CBE for a particular course may be taken only once.

By-Pass Credit

For By-Pass Credit, comparable credit is awarded for achieving competence equivalent to a course or a sequence of courses applicable to fulfilling an academic degree requirement. Students must document the requisite knowledge and skills considered for comparable credit. By-Pass Credit may be awarded for learning attained through documented, valid academic and/or equivalent work experience, including professional certification/licensing, and completion of formal training programs. Formal training programs include, but are not limited to, hospital-based and corporate education where requisite knowledge, skills, and competencies are documented.

Cross-registration

Qualifying full-time (currently registered for 12 or more credits) Tri-C students may register for one course per semester during the regular academic year, on a space-available basis, at any of the institutions participating in the Cross-registration Program. Area colleges and universities participating in this program are Baldwin-Wallace College, Case Western Reserve University, Cleveland Institute of Art, John Carroll University, Kent State University, Notre Dame College, Ursuline College and Youngstown State University. These host institutions waive tuition and general fee charges for courses taken as part of the Cross-registration Program.

However, Tri-C students are billed for the number of credits taken at the host institution using the Tri-C tuition rate once confirmation of registration is received from the host institution. Tuition and fees assessed for a Cross-registration Program course will be equal to tuition and fees paid by other Tri-C students with the same total number of credits and residency status.

Participation must be approved by Tri-C and the availability of the course must be verified by the host institution. Program applications and registration information are available in the Enrollment Center on each campus. Cross-registration is not available during the Summer Session.

Distance Learning/eLearning

As an alternative to the traditional classroom environment, Tri-C also offers more than 800 distance learning courses. For students who are self-directed and motivated, distance learning can be a flexible and effective way to earn college credit. Students must be able to use a computer, navigate the Internet and use email to successfully complete a course.

Registration procedures and cost per credit are the same as on-campus courses. For more information about Distance Learning/eLearning courses:

- Visit our Web site at www.tri-c.edu/onlinelearning
- Call the Office of eLearning & Innovation at: 216-987-4257
- E-mail us at elarning@tri-c.edu

Instructional modes used for the delivery of Distance Learning courses include:

Online (OL)

Online courses use Blackboard, an Internet-based Learning Management System, for course delivery and assignments.

- The Blackboard course site is available 24/7.
- Students should access course daily.
- Information regarding on-campus requirements and proctored testing is available at www.tri-c.edu/onlinelearning.
- Students must use Tri-C email. It is the official and primary method of communication between you and the College.
- Students must be able to use a Web browser and modify their settings relating to security, pop-ups and firewall settings.
- Students should know how to create, modify and attach documents.
- Students should know how to save, upload and download files.

Proctored Testing

Proctored testing may be required in some Online and Blended Learning courses, particularly Math courses. A “suitable proctored environment” is an environment directly monitored by an instructor, testing center administrator or other learning provider, in a physical or virtual setting and approved by faculty. While proctors must be approved by the instructor, some suitable proctors may include Tri-C Assessment Centers, other accredited college or university testing centers, public libraries and military education centers. If the testing center requires a fee, it is the student’s responsibility to pay that fee.

Blended Learning (BL)

Blended Learning describes courses that blend online learning with face-to-face classroom instruction, significantly reducing the amount of time spent in the classroom.

- Attend class on-campus and complete course assignments via the computer. (*On-campus requirement is determined by instructor.*)
- Students must be able to use a computer, navigate the Internet and use email.

Cable College (CC)

Cable College allows students to take credit courses and choose whether to participate “live” in a classroom through cable television and the Internet or watch replays at their convenience online.

- Cable College courses are broadcast on Tri-C’s SmartTV and video streamed on the SmartTV Web site at: www.tri-c.edu/onlinelearning/pages/smarttv.aspx.
- Students enrolled in Cable College are able to replay their courses at any time at: <http://tricsmarttv.pegcentral.com>.
- SmartTV is Cuyahoga Community College’s television station and is broadcast on Time Warner cable’s digital channel 195 (must have cable box or a digital TV to view) in the City of Cleveland, on Cox Cable digital Channel 216 in the following communities: Broadview Heights, Brooklyn Heights, Fairview Park, Lakewood, Olmsted Falls, Olmsted Township, Parma, Parma Heights, Rocky River, Seven Hills and on Brunswick Area Television Channel 24.

Independent Learning (IL)

Independent Learning courses are designed as alternatives to on-campus classroom instruction, offering maximum scheduling flexibility for students interested in independent study.

- Students complete assignments from the text and study guide and complete exams on-campus.

- IL courses require viewing videos or listening to audios. Course materials are available at Tri-C libraries, some for check out. Some programs are available for purchase at the Tri-C Bookstores.
- Some video programs are available on the Internet through Video on Demand (VoD), requiring Windows Media Player and a high-speed (cable or DSL) connection to the Internet.
- It is recommended students attend on-campus seminars, offered via closed-circuit television to enable participation from any Tri-C campus, which provides an opportunity for class discussion and course review.

Degree Audit Reporting System (DARS)

The Degree Audit Reporting System is a software tool which significantly eases the academic advising process for students. DARS compares academic program requirements against a student's academic history. The resulting report lists courses taken that apply toward graduation, courses yet to be taken and courses that do not apply to the program major. The ability of both students and staff to obtain this information is part of an effective academic advising program.

Grading System

A (Excellent-4pts.): A grade of "A" indicates that a student has demonstrated excellent academic performance; it carries a weight of four quality points for every credit of the course in which the grade is earned.

B (Good-3pts.): A grade of "B" indicates that a student has demonstrated good academic performance; it carries a weight of three quality points for every credit of the course in which the grade is earned.

C (Average-2pts.): A grade of "C" indicates that a student has demonstrated average academic performance; it carries a weight of two quality points for every credit of the course in which the grade is earned.

D (Below Average-1pt.): A grade of "D" indicates that a student has demonstrated below average academic performance; it carries a weight of one quality point for every credit of the course in which the grade is earned.

F (Failure-0pts.): A grade of "F" indicates that a student has failed to demonstrate minimal academic performance; it carries a weight of zero quality points for each credit of the course in which the grade is earned.

P (Pass-0pts.): A grade of "P" indicates that a student has passed and completed a course; it carries a weight of zero quality points for each credit of the course in which the grade is earned. "P" represents "C" or better work. The credits earned are awarded, but are not included in the computation of a student's cumulative grade point average.

NP (No Pass-0pts.): A grade of "NP" indicates that a student has not passed and completed a course; it carries a weight of zero quality points for each credit hour of the course in which the grade is earned. "NP" represents "D" or "F" work; however, the "NP" is not included in the computation of a student's cumulative grade point average.

AU (Audit-0pts.): A notation of "AU" indicates that a student was granted permission to register for a credit course and attend that course on an audit basis with no academic credits to be awarded. A student **may not** convert registration from credit to audit status or audit to credit status after classes begin.

I (Incomplete-0pts.): A notation of "I" indicates that a student has not completed all course requirements as a result of circumstances judged by the instructor to be beyond the student's control. A student must complete all course requirements no later than the end of the sixth week of the academic term following the semester in which the "I" was noted. Failure to complete such requirements will result in an "F" (Failing) grade.

I/E: I (Include) and E (Exclude) course symbols:

A course considered eligible for repeat is one that is an identical course (number, title and credits) or one officially identified as equivalent by the College Catalog (effective Fall 1998). Specialized courses with allowable accrued credits will be considered for repeat calculations only upon written request and validation by the appropriate academic area of identical topic repeat.

NA (Never Attended): Never attended is reported when a student has never attended a class in person or logged on to a class that is electronically delivered. When reported as never attended, the student is dropped from the course.

T (Transfer Credit): A notation of "T" indicates that a student has been awarded credit for course work which has been evaluated and accepted in transfer from another institution of higher education in accordance with Tri-C's policy on transfer credit from other institutions. The transfer credits awarded shall not be included in the computation of a student's cumulative grade-point average.

USF (Military Physical Education Credit-0pts.): "USF" indicates awarded credit in recognition of physical education training received by a student who has served on active duty in the military services of the U.S. for at least 365 days as documented on the student's DD214.

W (Withdrawal-0pts.): A notation of "W" indicates a student's withdrawal from a course in accordance with Tri-C's withdrawal policy.

WF (Withdrawal for Stopped Attending - 0 pts.): A grade notation of "WF", noted with a specific date, indicates that a student stopped attending class on the

noted date. "WF" will count in attempted hours, carries a weight of zero quality points and will be calculated into GPA as such. It indicates a student's failure of the course due to stopped attending.

APR (Academic Progress Reporting): Academic Progress Reporting serves as a report for the purpose of informing students how they are doing with regard to meeting the course requirements at the approximate mid-point of the course. The grades of either "S" (Satisfactory) or "U" (Unsatisfactory) are assigned by faculty. Students are encouraged to make an appointment to see an academic counselor if a "U" grade is received in any course. Student can view their (current term only) APR grades via *My Tri-C space* on the My Info Tab. APR grades do not appear on the student's permanent record.

Comparable Credit Grading

- AC (Articulation Credit - Adult Education Training Partnership Agreements)
- ACE (American Council on Education)
- ACN (Access Nursing Credit)
- AP (Advanced Placement)
- BYP (By-Pass)
- CBE (Credit by Examination)
- CCT (Career Technical Credit Transfer)
- CEL (Council for Adult and Experiential Learning)
- CLP (College Level Examination Program)
- HAC (High School Articulation Credit)
- TPC (Tech Prep Credit)
- SLC (Service Learning Credit)

A notation of "ACE," "AP," "BYP," "CBE," and/or "CLP" indicates that credit has been awarded by Tri-C as a result of a student successfully passing a college-wide equivalency exam or other recognized method of evaluation by policy. No quality points will be awarded for credits earned through successful completion of appropriate examinations, and the credits earned will not be included in the computation of a student's cumulative grade point average. Comparable credits awarded do not count towards the 20-hour residency requirement for graduation.

Grade Point Average

Grade point average (GPA) is a measure of scholastic performance. It is computed by dividing the sum of the total quality points earned by the total units of credits (quarter or semester) attempted. The following example illustrates the computation of GPA:

Grade	Points	x	Credit	= Total Points
A	4		3	12
B	3		3	9
C	2		4	8
F	0		3	0
			13	29

GPA = 29/13 = 2.23

Grade point average can be computed for any given semester or for the total of all credits attempted. When a

grade point average is computed for the total of all of the credits attempted, it is referred to as the cumulative grade point average.

Courses in which the letter symbols S, U, P, NP or the action symbols AC, BYP, CCT, CEL, HAC, TCP, USF AU, W, CBE, I, IP, T*, ACE, AP, CLP or USAF are noted will not be included in the computation of a student's grade point average.

Students who receive official permission to postpone an examination are assigned an "I" (Incomplete) as the grade for that course. STUDENTS MUST PERSONALLY REQUEST AN INCOMPLETE GRADE FROM THEIR INSTRUCTORS. It is not granted automatically. Incomplete grades can be removed by completing the examination or other requirements no later than the end of the sixth week of the following academic term. Failure to do so will result in an "F" (Failure) grade.

Academic Probation or Dismissal

A student will be placed on probation if her/his cumulative grade point average is less than shown below:

Total Semester Cumulative Credits Attempted:	Grade Point Average
0-11 inclusive	.75
12-29 inclusive	1.50
30-50 inclusive	1.75
51 and above	2.00

A student will be dismissed when these four conditions are met:

- Twelve or more semester credits have been attempted at Tri-C.
- Student has been on the academic status of Probation for two consecutive semesters at Tri-C.
- Cumulative GPA is less than shown above.
- Term GPA is less than 2.0.

A student will continue on probation until attaining the cumulative GPA listed above, as long as term GPA is greater than 2.00.

Readmission after Academic Dismissal

A student who has been dismissed for the first time from Tri-C because of poor grades will not be permitted to enroll for the semester following his/her dismissal. A student dismissed for a second or subsequent time will not be permitted to enroll for two semesters.

A student who has been dismissed from Tri-C must apply for academic re-admission. A Petition for Readmission form must be submitted at least ten (10) business days prior to the start of the semester. Forms can be obtained from the Enrollment Center or Counseling Offices.

Upon readmission after being academically dismissed, students must meet with an academic counselor, complete an academic plan, and will be permitted to register for no more than nine credit hours as recommended by a counselor. Once readmitted, the academic status is "Probation". The student must maintain a 2.0 grade point average in the courses taken after readmission.

Pass/No Pass Grade Option

An alternative to a letter grade (A, B, C, D and F) called Pass/No Pass grade option allows students who wish to explore a discipline and/or course to register without the penalty of a grade impacting their grade point average. A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at Tri-C. Whereas audited courses do not count, students may select up to 12 credits of Pass/No Pass that may transfer to another college or university as electives.

Considerations before selecting a P/NP Grade:

Some restricted/selective admission programs require traditional letter grades (A, B, C, D) for their core course requirements. Courses used as prerequisites or core courses for Health Career and Nursing programs must have a traditional letter grade. The P/NP grading option for prerequisites and core courses will not be accepted by the Health Career and Nursing programs. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options.

Once selected, the P/NP grade option cannot be converted back to a traditional grade option. Once selected, the traditional grade option cannot be converted to the P/NP option after the 100% refund period. If a letter grade is required for a course taken as Pass/No Pass, the course must be retaken using the traditional grade option.

International students and Post-Secondary Enrollment Options program students are not eligible to utilize the Pass/No Pass option.

Courses taken Pass/No Pass count toward financial aid enrollment requirements.

Auditing a Course

Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. Students, therefore, receive neither a grade nor course credit. Students must indicate their intention to audit a course on a separate audit form to be completed during the audit registration period. The auditing fee is the same as for a student regularly enrolled for credit. Credit courses or Pass/No Pass courses cannot be converted to audit status nor can audited courses be converted to credit status or Pass/No Pass status after audit registration ends.

Currently enrolled Tri-C students are permitted to audit one or more courses. Careful consideration is advised

before requesting permission to audit a course. When uncertain whether to audit a course, students should see a counselor. Registration for auditing a course or courses must be completed through in-person registration only. The audited courses may be added on the dates published in the semester schedule of classes.

Honors Program

Tri-C offers an Honors Program that provides an academically challenging and enriching learning experience for qualified students. Students in the Honors Program are invited to participate in various cultural events, co-curricular experiences and Honors colloquia to supplement their Honors classes. Scholarships are also available to members enrolled in Honors courses. For more information or to apply for membership, go to the Honors Program Web site at: www.tri-c.edu/honors. The Assistant Dean – Honors and Experiential Learning Programs and the Honors Faculty Coordinators, listed at the Honors Program Web site, are also available to assist by phone, e-mail or in person.

Academic Honors: Dean's List

Each term, the Dean's List gives public recognition to those students whose academic achievements are considered outstanding. The list includes all students who have earned a grade point average of 3.50 or higher in attempting 12 or more credits during the preceding term.

Graduation with Honors

Tri-C encourages academic progress and success for its students. Tri-C feels that those students who excel in their academic pursuits should be recognized for their achievements.

Academic achievement shall be determined by a student's grades and by the fulfillment of all graduation requirements.

The following designations are to appear on the commencement program, all diplomas and official College transcripts based on cumulative grade point averages for Tri-C course work only:

Cum laude: 3.50 - 3.69
Magna cum laude: 3.70 - 3.89
Summa cum laude 3.90 - 4.00

The above designations will appear in the commencement program for fall, spring and summer graduates (based on fall cumulative grade point average).

Upon confirmation that a student is eligible to receive a degree, the specific designations above will be appended to the student's official academic college transcripts.

Repeating a Course

Students may repeat a course in which a grade of "B", "C", "D", "F", "WF", "P", or "NP" has been earned. When

an identical course is repeated, the highest grade will be used in computing the cumulative grade point average. "P" and "NP" courses are not counted toward grade point average calculations. Federal financial aid funds may be used only one time to repeat previously passed courses. Students who have passed a course with a grade of "D" or "P" and have received credit for the course, may only repeat the course one time to improve the grade and receive federal financial aid funds to retake a previously passed course.

Credit for courses will be awarded only once in the semester in which the highest grade was awarded for the course, unless the course description specifically states that additional credit may be earned.

Students planning to transfer to another college or university are cautioned that the receiving institution may use ALL grades earned to compute a grade point average for admission purposes. Also, since repeating a course may have an adverse effect on financial aid eligibility, students are urged to consult with the Student Financial Aid & Scholarships Office and a counselor before repeating a course.

Fresh Start – GPA Adjustment Procedure for Student Success

The Fresh Start Procedure allows Tri-C to consider a GPA adjustment for Tri-C students who have received failing grades. This procedure is not applicable to those students previously awarded this consideration.

For detailed information, contact the Counseling Office at: 1-800-954-8742.

Transcripts of Grades

Student Academic Performance Information is available on *my Tri-C space* under the My Info tab/ Student Records channel. Students can view this Unofficial Educational Record at any time. Academic Progress Reports and Final Grades are available at the specific dates set in the academic calendar. Students must file all grade disputes within 60 calendar days after the disputed grade is recorded. Students may request official academic transcripts via *my Tri-C space*, My Info tab. Students receive one free transcript upon graduation.

Withdrawal

Students may withdraw from any semester course prior to the end of week 12 of the full semester or 80 percent of any instructional part of semester. Specific withdrawal dates are available by semester in any Enrollment Center or published in the schedule of courses. Withdrawal and Refund Deadlines are available on the Info Tab on *My Tri-C space* or at the following:

https://portal.tri-c.edu/payment_info/docs/refund4.htm

Students must submit a completed withdrawal form or follow the approved electronic process when available. Students may also withdraw by letter or fax sent directly to the Enrollment Center. The postmark of the letter or date of the fax determines the refund amount.

Fax number for the Enrollment Centers

Eastern Campus: 216-987-2214

Metropolitan Campus: 216-987-3283

Western Campus 216-987-5071

Westshore Campus 216-987-5294

When withdrawing by letter or fax, request must include:

Name

Student Tri-C ID number

Phone number

Semester of the course being dropped

Course number(s)

Student's signature

The refund schedule for all parts of semester and the Summer Session is determined in proportion to the full semester schedule as established by College procedure.

Withdrawal from a course prior to the last day of the second week of the semester will have no notation made in permanent records; withdrawal thereafter will be noted with a "W."

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Tri-C is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first two weeks of a semester, instructors may report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, it is the student's responsibility to withdraw from any class which she/he is no longer attending or risk receiving a failing grade in that class. Students wishing to withdraw must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Withdrawals related to student conduct are administrative withdrawals processed by the Dean of Student Affairs.

All transactions involving withdrawal from courses shall be done in writing and on forms provided by Tri-C or through electronic means. A student's failure to attend classes shall not constitute an official withdrawal.

Petition for Withdrawal Exception

Beyond week 12 or 80 percent of any instructional part of semester, a student who is unable to complete the current semester for reasons beyond her/his control (such as an emergency medical condition) may petition for late withdrawal by completing a Petition for Withdrawal Exception and submitting substantiating documentation to the Enrollment Center. The Withdrawal Exception Review Committee meets monthly to review petitions. Submission of a Petition for Withdrawal Exception does not guarantee approval. A recommendation by the committee to deny a request is final. A recommendation by the committee to approve a request must also have the appropriate instructor and academic dean's approval. Students must submit a Withdrawal Exception Petition by the end of the next academic semester. Conditions approved under past withdrawal petitions may not be approved again.

Academic Support Services

Cooperative Education/Experiential Learning

The Cooperative Education (Co-op) Program supplements formal classroom education with actual on-the-job experience in a variety of academic disciplines, typically within the timeframe of an academic semester. Work may be either temporary or long-term depending upon an agreement between the student, the employer and Tri-C. While working in a co-op assignment, students receive pay for the work they do, earn academic credit for documented learning derived from their experiences, and are evaluated by employers and the co-op instructor. Students may earn a maximum of nine credits for cooperative work experience, which may be applied toward certain degree requirements.

There are two types of co-op work schedules available: part time, and full time, either of which can be coordinated with academic schedules.

To participate in the Cooperative Education work experience program, students must:

1. Be currently enrolled at least part-time at Tri-C.
2. Be working toward a degree or program certification.
3. Have completed 12 or more credits of college coursework, transfer credits included.
4. Have completed at least two courses related to the major field or have equivalent experience (subject to employer's requirements).
5. Have a GPA of 2.75 or better.
6. Complete the co-op application process and orientation process.

7. Complete and sign an experiential learning (co-op) agreement.

The benefits of co-op include paid, hands-on experience in the field of study before graduation, the ability to earn academic credit in the major and the opportunity to network with employers. For more information, contact the Career Center at 1-866-933-5180, or visit:

www.tri-c.edu/careerservices

Tutoring and Testing Services

Tri-C's Tutoring and Testing Services are administered through the Learning Centers at all four campuses. Free tutoring is available for many courses at Tri-C; however, tutoring may not be available for every course. Students must be currently enrolled in the course for which they request tutoring. The Learning Centers offer all students the opportunity to improve their basic skills, enhance their understanding of college courses, develop their study skills, and maximize their academic achievement through free tutoring and study skills workshops. Assessment, make-up, and eLearning course tests are administered through the Learning Centers on a walk-in basis during testing hours.

Learning Commons

A Library, Technology Learning Center (TLC), and Learning Resources Center (LRC) are located on each campus and are collectively known as the Learning Commons. The Learning Commons provide a full range of library, academic computing and educational media support for students and faculty.

Library

The campus libraries provide access to a variety of resources and information with the assistance of professional librarians. The electronic college-wide catalog can be used to gain access to the Tri-C collection of over 160,000 books, periodicals, newspapers and non-print media; materials from other area libraries; and OhioLINK resources. The Ohio Library and Information Network, or OhioLINK, is a consortium of 89 academic institutions including 16 public universities, 23 community/technical colleges, 50 private colleges and the State Library of Ohio. OhioLINK provides students and faculty easy access to information with over 100 online reference and research databases that can be accessed anywhere via the Internet, as well as rapid delivery of library materials from any member library in the state.

Technology Learning Center

The TLCs maintain the College's academic computing infrastructure and house the academic classroom computer labs and open lab at their respective campus. The labs provide access to Windows (and Mac at some sites) computers with high speed Internet and the

licensed software applications needed to complete academic coursework.

Learning Resources Center

The LRCs maintain each campus' classroom presentation technology and provide a wide array of audiovisual support and media development services.

Student-Faculty Conferences

Tri-C faculty members maintain scheduled office hours to confer with students regarding class work and related matters. Schedules of office hours are announced by instructors in their classes and posted in the faculty office areas. Students are urged to familiarize themselves with the schedules and to contact their instructors during those hours.

College Pathway Programs (CPP)

The Office of College Pathway Programs (CPP) is a component of Cuyahoga Community College's Division of Academic and Student Affairs. The unit provides services to both current and prospective students, including recruitment and enrollment growth initiatives, and scholastic K-12 programming. The unit also administers the Aeronautics Education Laboratory through the Science, Engineering, Math, and Aerospace Academy Program, the Cuyahoga Community College/Central State University Dual Enrollment Program, and the Cuyahoga Community College Freedom Project. Included in the Office of CPP are the Youth & Early College, Innovative & Emerging, and Adult-Focused program units. CPP provides programs and services to improve access, retention, and success for those in targeted groups (low-income, first generation, minority, women in transition, youth, recipients of public resources, etc.) among the eligible adult and youth population of the Greater Cleveland area. CPP offers programs for adults and youth. Individual programs are further described below. Visit the CPP programs page at: <http://www.tri-c.edu/pathways>.

Youth & Early College Programs, a Unit of the Office of College Pathway Programs

Youth and Early College Programs share common goals: 1) to increase educational opportunities for youth, 2) to assist students in gaining access to higher education, 3) to motivate students to participate in college courses while in high school, and 4) to provide opportunities to foster student success through interventions such as assessment, coaching, and mentoring.

College Success Program (CS): The College Success Program is a partnership between Cuyahoga Community College and the Cleveland Metropolitan School District (CMSD) to prepare CMSD students to successfully transition into college level courses. Many CMSD

graduates fail to place into college level math and English courses, costing them additional time and money to take the necessary remedial courses and making it less likely that they will finish college. The College Success Program seeks to remedy these Math and English deficiencies in CMSD graduates by increasing the number of students who successfully progress through high school, graduate, enroll in postsecondary education at college-level, and succeed in their college coursework. College Success Programs consists of three components: Installing and utilizing College Success Outreach Centers in selected CMSD High Schools, inviting students to attend the College Success Summer Academy at the Cuyahoga Community College Metropolitan Campus, and providing a unique First Year Experience for students transitioning to Cuyahoga Community College upon graduating from high school. This program is funded by The Cleveland Foundation. For more information, please call 216-987-4196.

Educational Talent Search (ETS)

Educational Talent Search is a federally-funded pre-college program created in 1965 as part of the Higher Education Act. It is designed to motivate and develop the skills necessary for students to be successful in secondary school, graduate, and enroll in an institution of post-secondary education. Being among the pioneer TRIO programs in the country, Cuyahoga Community College's Educational Talent Search program has been in existence since 1968. Students in grades 6 through 12 are eligible to participate. Students from the Cleveland Metropolitan School District that are low-income and first-generation are targeted for participation. Educational Talent Search student advisors and instructional assistants provide classroom workshops on careers, financial aid, test preparation for OGT, PSAT, ACT, SAT, and COMPASS tests, and individual counseling and tutoring sessions to assist students in achieving their pre-college and college entrance goals. Students also participate in college tours, as well as cultural activities to assist in their personal development. Talent Search serves 1,250 students annually. For more information, please call 216-987-6310.

High Tech Academy (HTA)

HTA is a dual enrollment program in which Cleveland Metropolitan School District high school students in grades 10 through 12 attend a half-day of school at their high schools, and then attend college classes on the Metropolitan Campus of Cuyahoga Community College. HTA offers students a rigorous curriculum, and helps to develop students' academic and technical skills as well as leadership skills. Students can choose classes from various HTA pathways, including college preparatory (liberal arts), engineering technology, information technology, business management, and allied health (Physician Assistant Program). Faculty and administrators from Cuyahoga Community College and the Cleveland Metropolitan School District coordinate

programming for more than 250 high school students annually. Upon high school graduation, HTA graduates are able to continue their college studies toward earning an associate's degree at Cuyahoga Community College, transfer to four-year colleges and universities or enter the workforce. Established in 2000 with major support from National City and NASA Goddard Space Flight Center, and now with generous support from PNC, the program has allowed more than 850 high school students to earn college credit. Nearly 50 students have earned an associate degree at the same time as earning their high school diplomas. For more information regarding HTA, please call 216-987-3549.

Freedom Project/Freedom School (FP)

This unique project is a series of three programs linked to form a year-round learning process. The project is designed to actively engage high school students, grades 8 to 12, in a holistic approach to achieving academic success. Typically, students enter during the summer session of Freedom Schools. Freedom Schools is an initiative of the Children's Defense Fund national operation and uses reading-based curriculum developed and taught by specially trained college students. Students are equipped with innovative approaches to problem solving that enhance their ability to be successful in their "home" school and lives.

The Freedom Partnerships component creates bonds with students' home schools and parents and also includes elements of the Freedom Schools approach to student engagement and development. Certified teachers assist the program leaders and serve as "academic success coaches" to students who may need more intense academic support in reading, language arts or mathematics during the academic year. Students who exhibit potential leadership skills and academic ability in Freedom Schools and Freedom Partnerships are encouraged to participate in the third arm of this project, Freedom Leadership Academy.

Freedom Leadership Academy includes elements of both of its sister programs and builds additional leadership, communication and civic engagement abilities. In addition to working side-by-side with college students, participants in upper-level classes may also be enrolled in Cuyahoga Community College credit or certificate classes to begin their college career while in high school. The program is supported by the Cleveland Foundation, Sisters of Charity, and Kiwanis. For more information regarding the Tri-C Freedom Project, please call 216-987-3626.

Science, Engineering, Mathematics and Aerospace Academy (SEMMA)

The Science, Engineering, Mathematics, and Aerospace Academy is a national, innovative program designed to increase the participation and retention of historically underserved and underrepresented K-12 youth in the areas of science, technology, engineering and

mathematics (STEM). SEMMA's ultimate goal is to increase the number of students in the identified populations who enroll in STEM-related academic majors in college. A hands-on, inquiry-based, cooperative learning environment is implemented through Saturday classes during the fall, winter, and spring at Cuyahoga Community College. During the summer semester, camp experiences are available for student enrichment. Middle and high school students are engaged in learning activities in the SEMMA Aerospace Education Laboratory (AEL), a state-of-the-art, computerized classroom that uses cutting-edge technologies to model real-world challenges in aviation, robotics and microgravity research. All students enrolled during fall, winter, and spring are engaged in StarLab (portable planetarium) activities. Established as the first SEMMA site in the nation with generous support from NASA, the program serves a minimum of 625 students each program year. The program is supported by the Alcoa Foundation, Cleveland Chapter of CHUMS, Martha Jennings Foundation and the Thomas H. White Foundation. For more information regarding SEMMA, please call 216-987-6301 or email semaa@tri-c.edu.

Upward Bound (UB)

UB is a pre-college program for high school students. The program helps students to develop the skills and motivation needed to succeed in post-secondary education. UB provides college, career and financial aid counseling, tutoring, field trips and test preparation for the OGT, ACT and SAT tests. Students also attend a six-week Summer Session and graduating seniors attend an eight-week bridge component. UB is funded by the U.S. Department of Education. Call 216-987-4958 or visit UB at: www.tri-c.edu/apply/hsstudents/upwardbound/.

Upward Bound Math/Science (UBMS)

Upward Bound Math/Science is a federally-funded, youth-serving program designed to assist high school students interested in science, technology, engineering, mathematics, or medical (STEMM) careers. Serving Cleveland Metropolitan School District high school students at East Technical High School, Garrett Morgan Cleveland School of Science Academy, Lincoln-West High School, and the New Technology Schools at East Tech and Max Hayes, UBMS provides individualized and small-group educational services that build mastery of core academic skills. In addition to year-round academic planning and advising, students are engaged in hands-on, project-based learning activities, monthly educational workshops, and a STEMM focused six-week Summer STEMM Academy.

To prepare students for academic success in high school and college, UBMS provides an academically enriching and rigorous math and science curriculum. Students receive computer and technology training along with OGT and ACT/SAT preparation. College, career, financial literacy, and scholarship assistance also

provides students with information and resources to successfully pursue a post-secondary education. For more information, please contact the Upward Bound Math/Science office at 216-987-4927.

Innovative and Emerging Programs

Gateway to College National Network

Gateway to College helps high school dropouts (ages 16-21) and students on the verge of dropping out to earn a high school diploma while also earning college credits. By providing another path to a high school diploma and the opportunity to go to college, Gateway to College is helping thousands of young people rewrite the story of their lives. This program is funded by the Gateway to College National Network. For more information, please call 216-987-3260.

North Coast Tech Prep

The Tech Prep Program enables high school students in grades 11 and 12 to participate in state-approved career and technical programs to earn articulated college credit upon high school graduation. The curriculum reflects real-world technical careers in high demand today. Tech Prep enables a smooth transition from high school into 2- and 4-year college degree programs. For more information, please call 216-987-4987.

Central State University & Historically Black Colleges and Universities (HBCU) Transfer Program

The Central State University Project, is a partnership between Cuyahoga Community College (Tri-C) and Central State University located in Wilberforce, Ohio. Student participants are urged to complete their Associate degree, and then move directly into their junior year at Central State. Students majoring in most areas can also earn credits through the dual enrollment component. Transferring credits is a seamless process through this program.

A major advantage for student participants in Project programming is saving thousands of dollars by beginning their coursework while in high school or at the community college. For more information, please call 216-987-3260.

Adult-Focused Programs

Hispanic / Latino Engagement

The College Pathway Programs team works collaboratively with the Hispanic Council at Cuyahoga Community College and the Promise Academy. This program works to support and increase high school graduation, and access to academic and workforce development programs.

Faith-Based & Community Initiative

The program's goal is to provide training and information to faith-based institutions so they can assist parishioners and community members in achieving their academic, educational and workforce related aspirations.

The desired outcome of these partnerships will be to strengthen connections between Cuyahoga Community College and the faith community. Similar programs in other colleges have recognized that individuals who receive critical information about education and jobs in a familiar location from someone they know are more likely to enroll, focus to finish high school, GED, college or workforce programs.

Promise Connection

A collaborative project between Promise Academy, a Cleveland Metropolitan School District sponsored charter school, and Cuyahoga Community College (Tri-C) that opens the windows of opportunity for continued education and training of Promise Academy students, and prepares them to enter the workforce with education and training beyond the high school diploma. For more information, please call 216-987-3260.

Educational Opportunity Center (EOC)

Educational Opportunity Center offers free enrollment assistance to 1200 Cuyahoga County adults annually, ages 19 and over, who wish to further their education. EOC advisors meet with individuals by appointment and provide information, workshops, and services to groups. Call EOC at 216-987-6305 to schedule a meeting with an EOC advisor to receive services such as: assistance enrolling in GED classes; college, certificate, or Vocational Training Programs; academic and career advising; admissions information; and applying for Federal Student Aid and scholarships. EOC provides referrals to social service and community resources. Assistance in completing financial aid and admissions applications is available. All services are free. The U.S. Department of Education and Cuyahoga Community College fund the EOC. Call 216-987-6305 for more information.

Women in Transition (WIT)

Women In Transition is a free non-credit course that is designed to help adult women move their lives forward. We believe through education and training, the possibilities are endless. Participants receive basic computer training, help in career exploration, financial literacy enrichment, personal development and soft skill training. Upon completing the program, participants are equipped to continue their education, understand financial aid options, identify marketable skills and career opportunities. Women In Transition is funded by Cuyahoga Community College, Carl D Perkins Act, Carl D. Perkins, United Black Fund, TJX Foundation, BJ's Charitable Foundation, The Foundation of Community Betterment, The Weal Foundation, and others. The class runs every eight weeks during the school year on three Cuyahoga Community College campuses; Eastern 216-987-2272, Metropolitan 216-987-4187, and Western 216-987-5091 or visit WIT on the web at www.tri-c.edu/wit.

Adult College Access Programs

GED/ ABLE (Adult Basic and Literacy Education)

The Adult Basic and Literacy Education courses provide basic reading, writing, and mathematics remediation for adult learners who are preparing to take the GED test or high school graduates who need refresher courses.

GED Testing Services

GED Testing Services are available to adult learners who desire to take the official GED test. The program is designed for adults that have not graduated from an accredited high school or home school participants. Official GED testing is offered via the computer or the standard paper and pencil test at the Eastern, and Metropolitan Unified Technology Center, and various off-campus sites.

GED Testing Services' Centers offers both the Official Practice Test and the General Education Development Test. All testing is scheduled by appointment and on a first-come, first-serve basis.

English as a Second Language (ESL)

Classes focus on the four language skills of speaking, listening, writing and reading. Students learn the specific sounds of English, how to speak in conversations, and how to ask and respond to questions. These classes include information on North American culture and civics. If requested or proposed, preparation for the U.S. Citizen test may be included in the course.

Student Support Services (SSS)

The SSS programs provide academic and other support services to Metropolitan and Western Campus students until they graduate and/or transfer to a four-year institution. Services include: academic and financial aid advising; career workshops; tutoring; study groups; and transfer assistance. Eligible participants include low-income and first-generation college students with a need for academic support services. SSS is funded by the U.S. Department of Education (TRIO) and Cuyahoga Community College. Call 216-987-4149 (Metro), 216-987-5360 (West) or visit : www.tri-c.edu/studentsuccess/Pages/StudentSupportServices.

Veterans Upward Bound (VUB)

VUB provides a variety of support services to assist veteran students in the successful pursuit and completion of their educational and career goals. VUB offers an academic enrichment program featuring refresher courses in Mathematics, Science, English and basic Computer Skills. Five nine-week sessions are offered per year as well as a six-week accelerated Summer Bridge Program. Other services include: academic and financial aid advising; career and personal counseling; tutoring; Veterans Affairs benefits information; college transfer assistance; scholarship opportunities; peer mentoring; and a veterans club. All services are free to eligible participants at the

Eastern, Metropolitan and Western Campuses. DD-214 and income verification are required to apply. The VUB Program is funded by the U.S. Department of Education (TRIO). Call 216-987-4938 or visit VUB at: www.tri-c.edu/apply/specialinterest/veterans/Pages/VeteransUpwardBound.



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