



Academic and Student Support Information

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Academic Information

Students are urged to begin their admission process at the start of the semester preceding the one in which they wish to enroll. High school students may apply in their senior year for entrance after their high school graduation.

Students may register by mail, telephone, Internet or in-person several weeks before the start of each semester's classes. Specific registration information is contained in the "Schedule of Classes" published before each semester begins.

Students should apply and register at the campus where they expect to take the majority of their courses. After selecting a campus, a student is considered to be enrolled there until records are officially transferred to another campus. Students who wish to transfer records from one campus to another should complete a CHANGE OF STUDENT RECORDS form in the Office of Admissions and Records at the campus where their records are located. Credentials and permanent academic records will then be transferred.

Academic Probation or Dismissal

A student will be placed on probation under the following conditions: If the cumulative grade point average after the student has attempted 12 or more semester credit hours at Cuyahoga Community College is less than shown below:

Total Semester Cumulative Hours Attempted:	Grade Point Average
12-29 inclusive	1.50
30-50 inclusive	1.75
51-and above	2.00

Students with fewer than 12 cumulative credits attempted will not have an academic status. This will be designated as "NS - No Status."

A student who remains on probation two sequential full-term enrollment periods will be dismissed at the end of the full term unless the student's grade-point average for the most recent full-term period of enrollment is 2.00 or higher. Probation status will be continued until the student's cumulative GPA is not less than the requirements previously listed. It should be noted that the summer session, for the purposes of grade point average and dismissal, is equal to a normal term.

A student who has attempted 12 or more semester hours and has less than a .75 cumulative grade-point average at the end of any period of enrollment will be dismissed. A student who has been dismissed for the first time from Cuyahoga Community College because of poor scholarship will not be permitted to enroll for the term following his/her dismissal. A student dismissed at the end of the spring term may not enroll for the summer session or the fall term. A student dismissed for a second or subsequent

time will not be permitted to enroll for one full academic year.

A student who has been dismissed from Cuyahoga Community College must apply for academic re-admission. Application for re-admission must be made at least 30 days prior to the start of the term. Forms can be obtained from the Office of Admissions and Records.

Attendance

Regular class attendance is expected. An instructor may withdraw a student for excessive absence if the student has missed the equivalent of one week of instruction unless arrangements satisfactory to the instructor can be made by the student to demonstrate that he or she can make acceptable academic progress. An instructor may initiate a student withdrawal from the first day of the fourth week of the semester through the last day of the eighth week of the semester.

Students who are unable to continue their classroom attendance are advised to initiate a withdrawal prior to the 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.

Auditing a Course

Auditing a course means that a student attends classes but is not required to submit assignments or take examinations. An auditor, therefore, receives 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 when a student is 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 Cuyahoga Community College students are permitted to audit one or more courses. Careful consideration is advisable 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.

Change of Major Field of Study

Students may change their major field of study anytime during their enrollment at Cuyahoga Community College. Students are able to update their academic major by submitting changes through the Online Change Form using InfoAccess at www.tri-c.edu/InfoAccess. It is suggested that students notify a counselor/advisor before registering or 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 fewer than 30 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. 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 hours residency needed for College graduation.

Standardized methods of evaluation will be used to measure students' demonstrated knowledge of a subject area. Upon successful completion the student will be awarded the same academic credit as that designated for the course.

Comparable Credit Options:

Advanced Placement - The College accepts academic credits earned while in high school as measured by the College Entrance Examination Board's Advanced Placement (AP) program.

Credit by Examinations/College Level Examination Program (CLEP) - The College will award comparable academic credit to students for successful completion of the College Entrance Examination Board's College Level Examination Program (CLEP) general and subject area examinations. The examinations are based on the American Council on Education's "Guide to Educational Credit by Examination."

College Credit by Examination (CBE) - Students may be given the opportunity to demonstrate by examination college level knowledge in a particular subject area.

Prior Learning Assessment -Portfolio Presentation/Council for Adult and Experiential Learning (CAEL) - Students may be awarded earned comparable credit by providing verifiable documentation of college level knowledge and skills gained by means other than formal classroom instruction. The principles and practices for portfolio assessment of experiential learning developed by the Council for Adult and Experiential Learning (CAEL) will be used as basis for determining awarded academic credit.

Evaluation for Alternative Educational Options/ American Council on Education (ACE) - Alternative educational options are defined as learning that is attained outside the

sponsorship of accredited post-secondary educational institutions, such as the military or corporate training. Alternative educational learning related to subject areas, courses and programs of study will be evaluated using authorized ACE guidelines.

Cross-registration

Qualifying full-time (currently registered for 12 or more credits) Cuyahoga Community College students may register for one course per term during the regular academic year on a space available basis, at any of the institutions participating in the Cross-registration Program coordinated by the Northeast Ohio Council on Higher Education. Area colleges and universities participating in this program are Baldwin-Wallace College, Case Western Reserve University, Cleveland State University, Cuyahoga Community College, David N. Myers College, Hiram College, Lake Erie College, Lakeland Community College, Lorain County Community College, Notre Dame College, Ursuline College, John Carroll University, Cleveland Institute of Art and Cleveland Institute of Music. These host institutions waive their tuition and general fee charges for their courses taken as part of the Cross-registration Program.

However, for a Cuyahoga Community College student, the tuition and fees assessed for a Cross-registration Program course will be equal to tuition fees paid by other Cuyahoga Community College students with the same total number of credits and residency status.

Participation must be approved by Cuyahoga Community College and the availability of the course must be approved by the host institution. Program applications and registration information are available in the Office of Admissions and Records on each campus.

Distance Learning

As an alternative to the traditional classroom setting, a number of the College's credit courses are offered as distance learning courses. For individuals who are self-directed and motivated, distance learning can be a convenient and effective way to earn college credit. Students who prefer regular face-to-face interaction with an instructor may feel more comfortable registering for campus-based courses.

For more information about distance learning courses, contact the Distance Learning Center at (216) 987-4257 or email distance@tri-c.edu. Instructional modes used for delivery of distance learning courses include:

Telecourses - The typical telecourse consists of up to 26 half-hour video programs, an assigned textbook, a study guide and several on-campus seminars conducted by the faculty member assigned to the course. The instructor also is available for telephone and in-person consultation. Telecourse videos are broadcast on PBS Affiliate WVIZ-TV, cablecast on some area cable systems as Smart TV and are available for viewing at Tri-C libraries. Some are available for loan through the Tri-C Book Centers.

Independent Learning Courses - Students work independently and at their own pace on campus or at home, and interact individually or in small groups with their classmates and instructor. Some courses require visits to a Tri-C library to check out videotapes. Faculty is available to confer with students in person, by phone or by voicemail.

Cable College - Cable College is "live" delivery of credit instruction via cable television that allows students to participate from the on-campus classroom studio or from the convenience of their homes. At-home students watch cablecasts at the scheduled class meeting time and interactively participate with the instructor and on-campus students via telephone. Instructors are available for consultation via telephone or in-person. Computer interaction may be required for some classes.

To participate in Cable College courses from home, a student must have cable service from Adelphia in the City of Cleveland, or Cox Cable, and telephone service for interaction.

Web-based Courses - Some credit classes are offered via the Internet. Because the Internet is available 24 hours a day, students can go to class at any time to study lessons and assignments, access syllabi and course information, upload and download assignments and homework, and use e-mail to communicate with the instructor and fellow students. In place of class discussion, students use Internet "discussion groups" to read what other students and the instructor have said about a topic and add their own comments.

Interactive Video - A course offered at one campus is televised simultaneously at the College's other campuses or selected off-campus sites. Students and faculty at each site are able to interact with each other using the College's video systems. Among the distance learning alternatives offered by the College, Interactive Video most closely matches the traditional classroom environment.

Fresh Start - Grade Forgiveness Procedure for Student Success

The Fresh Start Procedure allows Cuyahoga Community College to grant academic grade forgiveness to former Cuyahoga Community College students who have received failing grades. This procedure is not applicable to those students previously awarded grade forgiveness or the change of degree option.

Fresh Start is available to returning students who have not been enrolled at Cuyahoga Community College for a period of at least five years, or to those students who have been enrolled in at least one quarter in the five-year period prior to the conversion to semesters. For detailed information, contact the Counseling Office.

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 hour 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 hour 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 hour of the course in which the grade is earned.

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

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 a credit to audit status after classes begin.

Pass/No Pass Grade Option

A new option is available for students registering for classes. An alternative to a letter grade [A, B, C, D and F] called Pass/No Pass grade option allows students who want 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 Cuyahoga Community College. Whereas, audited courses do not count, students may select up to 12 credits of Pass/No Pass to transfer to another college or university as electives.

Things to be considered before selecting a P/NP Grade:

Some restricted/selective admission program courses require traditional letter grades (A, B, C, D) for their core course requirements. Courses used as prerequisites or core courses for the 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 you have registered for a course and select the Pass/No Pass grade option you cannot convert back to a traditional grade option for that particular course after the

100% refund period. If you later learn that you need a letter grade for a course that you are registered for or completed using the Pass/No Pass grade option, you will need to retake the courses to earn a letter grade.

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.

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

NP (No Pass-Opts.):

A grade of "NP" indicates that a student has not passed and completed a course requirement; 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.

Comparable Credit Grading

ACE (American Council on Education)

AP (Advanced Placement)

BYP (By-Pass)

CBE (Credit by Examination)

CEL (Council for Adult and Experiential Learning)

CLP (College Level Examination Program)

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

CEU (Continuing Education Unit): A notation of CEU indicates the award of Continuing Education Units as specified in the College's policy on continuing education units.

I (Incomplete-Opts.): 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 credit hours) 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.

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 the College's policy on transfer credit from other institutions. The transfer credit hours awarded shall not be included in the computation of a student's cumulative grade-point average.

USF (Military Physical Education Credit-Opts.):

"USF" indicates a student has been 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 students DD214.

W (Withdrawal-Opts.): A notation of "W" indicates a student's withdrawal from a course in accordance with the College's withdrawal policy.

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 hours) 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 AU, W, CBE, I, IP, *, T, ACE, AP, CLP or USAF are noted but are not 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.

Honors Program

The College 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 co-curricular experiences, cultural events and honors colloquia to supplement their honors classes. For more information, contact the Honors Program director or visit www.tri-c.edu/honors.

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 credit hours during the preceding term.

Graduation with Honors

The College encourages academic progress and success for its students. The College 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 grade 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 Cuyahoga Community College 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 above specific designations are to 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," "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.

A word of caution: "P" and "NP" courses are not counted toward grade point average calculations.

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 grade point averages for admission purposes. Also, since repeating a course may have an adverse effect on financial aid benefits, students are urged to consult with the Student Financial Assistance Office and a counselor before they repeat a course.

Transfer from Tri-C

The process of transferring courses from Cuyahoga Community College to another college or university must begin with a consultation with a Tri-C counselor to ensure that the student enrolls in the appropriate courses.

After completing a program of courses, the student must arrange for transfer of credits by completing a REQUEST FOR TRANSCRIPT form in the Office of Admissions and Records with instructions for sending it to the school where course credits are to be transferred. The Office of Admissions and Records will send the transcript to the appropriate official at the requested school.

It is the student's responsibility to schedule a meeting with the appropriate admissions office at the receiving college or university to ensure that the transcript has been received and that all requirements for admission and transfer to the receiving school have been met.

Because of the highly specialized nature of courses in career programs, many are not designed for transfer to a four-year institution. The exception to this is any course in an approved Two-plus-Two program with a four-year college or university. A counselor can provide information about which programs offer this option. Students also should note that courses with numbers lower than 1000 usually do not transfer (see COURSE NUMBERING in this catalog).

Representatives from four-year colleges often visit the campuses to help Tri-C students plan their transfer programs. Acceptance of credit is always at the discretion of the receiving institution.

Transfer to Tri-C from another College

Students who wish to transfer to Tri-C should follow the established admissions procedures. The acceptance of transfer credits by the College will be determined to the extent feasible within the context of agreements and working relationships between Tri-C and other institutions of higher learning.

The College has agreed to accept credit from colleges and universities accredited by regional accrediting associations. Credit is also accepted from other institutions demonstrating that instruction provided at their institutions meets the College's standards.

Transfer credit may be awarded for courses earned through the college-level United States Armed Forces Institute (U.S.A.F.I.).

Transient Status

If a student wishes to take a course for credit at another institution while attending Tri-C, he or she can usually avoid having to go through the admissions procedure at the other institution by requesting transient status as follows:

1. Request a TRANSIENT STUDENT FORM from the Office of Admissions and Records or the Counseling Office.
2. Complete the form and return it to the Office of Admissions and Records.
3. The Office of Admissions and Records will confirm the student's status so that credit earned at the other institution can be properly credited to the student's permanent Tri-C record. This information also will be sent to the institution where the student is seeking transient status.

Withdrawal

Students may withdraw from any semester course prior to the end of week 12 of the full-term or 80 percent of any instructional part of term. Specific withdrawal dates are available by term in the campus' Office of Admissions and Records or published in the schedule of courses.

Students must submit a completed withdrawal form on time or follow the approved electronic process when available. The refund schedule for all parts of term and summer sessions is determined in proportion to the full-term schedule as established by College procedure.

Up to the last day of week 12 of the full-term semester, a student may withdraw from a course(s) for any reason. 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."

If the student misses class time for the equivalent of one week of instruction, an instructor has the option to withdraw the student for excessive absence. The instructor may elect not to exercise this option; however, it is the student's responsibility to make sure that an official withdrawal takes place. The alternative is an "F."

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

The first and final day of withdrawal from a course during the summer session or any part of term will be appropriately pro-rated.

Beyond week 12 or 80 percent of any instructional part of term, a student who is unable to complete the current semester for reasons beyond her/his control (such as an emergency medical condition or other extenuating circumstances) may petition for a late withdrawal after the deadline by completing a LATE WITHDRAWAL PETITION and submitting substantiating documentation to the Office

of Admissions and Records for review by a Collegewide Late Withdrawal Committee. Once the petition is approved it must have the appropriate instructor and/or academic dean's approval. There is a three-year limit to the period within which a student may petition for a late withdrawal from courses, beginning with the date on which grades for the semester in question have been issued.

Academic Support

Air Force Reserve Officer Training Corps

The Air Force Reserve Officer Training Corps (AFROTC) Program is a two-year or four-year sequence of courses that prepares students for active duty service as officers in the United States Air Force. Students receive information on the role of the Air Force in society, Air Force career opportunities and professional development topics. The first two years of AFROTC are available to all full-time Tri-C students. Students also have an opportunity to compete for entry into the final two years leading to a commission in the United States Air Force. To complete the program and receive an Air Force commission requires a four-year baccalaureate degree from an accredited four-year college or university. Therefore, students must continue their studies at a four-year college or university that offers AFROTC after completing their studies at Tri-C.

The College has an agreement with the University of Akron to offer AFROTC to full-time Tri-C students at the campus of the University of Akron. Registration information for freshmen and sophomores may be obtained by contacting the Department of Aerospace Studies, Schrank Hall South, Room 9, 185 S. Forge St., The University of Akron, Akron, Ohio 44325-6102, telephone (330) 972-7653 or the Counseling Department, Student Services Building, Room 130, Cuyahoga Community College, Metropolitan Campus.

Cooperative Education

The Cooperative Education Program supplements formal classroom education with actual on-the-job experience in a variety of career disciplines. The program integrates classroom education with study in the field, within the timeframe of academic terms. Work may be either temporary or long-term depending upon an agreement between the student, the employer and the College. While working in a career-related position, students are paid employees who receive vocational advising, earn academic credit for documented learning derived from their experiences, and are evaluated by employers. Students may earn a maximum of nine credit hours for cooperative work experience, which may be applied toward certain degree requirements.

There are three types of co-op work schedules available: part-time, full-time and alternating terms that can be coordinated with academic schedules.

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

1. Have completed 12 credit hours of college coursework.
2. Have taken at least two courses related in the major field or have equivalent experience.
3. Maintain at least a 2.00 GPA or better.
4. Be working toward an associate degree or certificate at Cuyahoga Community College.
5. Complete the co-op application process.
6. Have a personal interview with, and the approval of, the campus Cooperative Education Advisor at a campus Key Career Place office.

Developmental Education Services

The College's Developmental Education Program, through campus Learning Centers, offers all students the opportunity to improve their basic skills, enhance their understanding of college courses, develop their study skills and maximize their academic achievement. Services include free tutoring, study skills workshops, mini-courses and access to print and media learning aids.

Jobs - see Career Centers/Jobs - Key Career Place

Library/Technology Learning Center/Learning Resources Center

A Library, Technology Learning Center (TLC) or Technology Applications Center (TAC), and Learning Resources Center are located on each campus to provide a full range of library, academic computing and educational media support for students and faculty. Brochures describing these resources and services are available at each campus facility.

Each campus library provides you with access to a variety of resources and information with the assistance of professional librarians. You can use our automated Collegewide catalog to gain access to Tri-C's collection of over 140,000 books, periodicals, newspapers and non-print media; materials from other area libraries; and OhioLINK resources. OhioLINK is a consortium of all Ohio public (and most private) college and university libraries that provides students with access to the holdings of all member libraries and over 60 online reference and research databases.

The TLC on each campus provides you with the latest learning technologies, including access to computers, network resources and information services. Learning resources include state-of-the-art computers with standardized software and course-specific learning tools designed to assist you.

Orientation Services

New Student Orientation - The New Student Orientation sessions are designed to assess, inform and prepare students as they begin classes. Orientation provides students with all the information necessary to get a good start at Cuyahoga Community College. See the Counseling Office for more information.

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 will be 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.