Cuyahoga Community College®

Academic Information

Student Rights and Responsibilities

For a comprehensive list of all Tri-C procedures, please refer to the Student Handbook. The Handbook may be accessed 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 support 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 the College. The Student Conduct Code identifies prohibited conduct and clarifies when the code applies to student behavior. The Student Conduct Code is closely related to the Student Judicial System procedure, 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 in the Student Handbook referenced in the Student Rights and Responsibilities section 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 <u>may</u> report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class. However, <u>it is the student's responsibility to officially withdraw</u> from any class which he or she is no longer attending by the established withdrawal deadline, or risk receiving a failing grade in that class.

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.

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 website 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 website at: http://www.tri-c.edu/administrative-departments/campus-police/.

Academic Information

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://transfercredit.ohio.gov/ap/3?1579363519374.

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 before changing majors.

Comparable Credit Procedure

Comparable credit is defined as academic credit awarded to registered students upon demonstration of knowledge equivalent to that gained through a college course. A student must be currently enrolled in a minimum of 12 semester credit hours, or have completed a minimum of 20 semester credit hours, at Tri-C and be in good standing (maintain a minimum 2.0 GPA) 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. Standardized methods of evaluation are used to measure a student's demonstrated knowledge of a subject area. Upon completion, the student will be awarded the same academic credit as that designated for the course. The student should see a counselor for any additional requirements.

Comparable Credit Options

Recognized options under which comparable credit may be awarded include:

The **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 CLEP general and subject area examinations. Official transcripts must be submitted to the Enrollment Center with a letter requesting the posting of CLEP credit. For information on testing sites and exam options, see the CLEP website: https://clep.collegeboard.org/

DANTES Subject Standardized Tests (DSST) - DANTES is a group of standardized tests originally developed for the voluntary education programs of the U.S. Armed Forces. The tests have now been made available for civilian use. These civilian tests are administered through Educational Testing Services (ETS).

American Council on Education (ACE) - ACE makes policy recommendations and facilitates credit award decisions for alternative educational experiences, offering guidance to colleges and universities on how evaluate and award credit for these experiences. Examples include

(1) Military Training Credit
Prior learning credit can be awarded for education a student received while a member of the U.S. Armed Forces. For more information, see ACE's "Transfer Guide: Understanding Your Military Transcript and ACE Credit Recommendations" at www.acenet.edu.

(2) Standardized Training and Certification Programs
Prior learning credit can also be awarded for numerous standard training and certification programs. For more information, see ACE's "National Guide to College Credit for Workforce Training" at www.acenet.edu.

Credit by Exam (CBE) - There are many courses offered at Tri-C for which comparable credit may be awarded by a student's taking and passing a comprehensive exam on the course subject. CBE for a particular course may be taken only once. For more information, schedule an appointment with a counselor for an overview of CBE.

Bypass Credit - Bypass 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. For more information, schedule an appointment with a counselor for an overview of the Bypass Credit process.

Cross-Registration

Qualifying full-time Tri-C students (currently registered for 12 or more credits) 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, Cleveland State University, 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.

Online and Blended Learning

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 Online and Blended Learning courses:

- Visit www.tri-c.edu/onlinelearning
- Call the Office of eLearning & Innovation at: 216-987-4257
- Email elearning@tri-c.edu

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

Online
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, and military education centers. If the testing center requires a fee, it is the student's responsibility to pay that fee.

Blended Learning
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.

Distance Learning
Smart CLASS formerly known as 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.

- *Smart CLASS* courses are broadcast on Tri-C's SmartTV and video streamed on the SmartTV Web site at: http://www.tri-c.edu/online-learning/smart-tv.html.
- Students enrolled in *Smart CLASS* 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 checkout. 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) & My Academic Plan (MAP)

The Degree Audit Reporting System is a software tool which significantly eases the academic advising process for students. DARS & MAP compare 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. DARS is for all students enrolled prior to Fall 2014. MAP is the tool for students new to the College Fall 2014.

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" (Failure) 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 is reported 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 a 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.

Articulation & Comparable Credit Grading

AC (Articulation Credit)
ACE (American Council on Education)
AP (Advanced Placement)
BYP (Bypass)
CBE (Credit by Examination)
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's successfully passing a college-wide equivalency exam or other recognized method of prior learning assessment. 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. Any awarded comparable credit does 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, 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 continue on probation until attaining the cumulative GPA listed above, as long as term GPA is 2.00 or higher.

A student placed on academic first probation (P1) at the end of Fall semester will be required to participate in one of the following Student Success Probation Interventions in order to register for courses the following Fall.

A student placed on academic first probation (P1) at the end of Spring or Summer semester will be required to participate in one of the following Student Success Probation Interventions in order to register for courses the following Spring:

    a.   Online "Student Success Probation Workshop"
    b.   Academic First Probation appointment with a Counselor

A "hold" will be placed on the student's account prohibiting registration. Once the student has participated in one of the Student Success Probation Interventions, the "hold" will be expired and registration will be permitted.

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 in the chart under Academic Probation
- Term GPA is less than 2.0.

Readmission after Academic Dismissal

A student who has been dismissed from Tri-C must petition for academic re-admission. The first time a student has been academically dismissed from Tri-C he or she will not be permitted to enroll for the next semester. A student dismissed for a second or subsequent time will not be permitted to enroll for two semesters.

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 Office.

Upon readmission after academic dismissal, students must:

- meet with a counselor;
- complete an academic plan; and
- register for no more than two courses as recommended by a counselor.

Once readmitted, the academic status is "Second 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.

The P/NP grade option cannot be converted back to a letter grade nor can a letter grade option 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.

College Credit Plus 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 Enrollment Guide.

Honors Program

Tri-C offers an Honors Program that provides an academically rewarding and enriching learning experience for all qualified students. The Honors Program is separate from, but complements, the Phi Theta Kappa Honors Society. Students in the Honors Program are invited to participate in various cultural events, co-curricular experiences, and Honors colloquia to supplement the Honors classes they take as part of the Program. Membership is free and scholarships are available. Students intending to transfer to a four-year institution after completing their coursework at Tri-C are especially encouraged to consider the Honors Program. More information, qualification criteria, and the online membership application can be found on the Honors Program website: www.tri-c.edu/honors. The Assistant Dean-Honors and Experiential Learning Programs and the campus Honors Faculty Coordinators listed there are available to assist by phone, email or in person.

Academic Honors: Dean's List

The Dean's List recognizes students whose academic achievements are considered outstanding. The list includes all students who have earned a grade point average of 3.50 or greater while completing 12 or more credit hours during the preceding term.

Graduation with Honors

Candidates for associate degrees who demonstrate outstanding academic achievement graduate from Tri-C with honors. Graduation with honors is conferred upon candidates as follows, based upon their cumulative grade point average:

Cum laude (with honors):	3.50 – 3.69
Magna cum laude (with great honors):	3.70 – 3.89
Summa cum laude (with highest honors):	3.90 – 4.00

Honors designations are based solely upon coursework completed at Tri-C, including grades that have been recalculated or forgiven under other policies. Honors candidates are recognized in the Commencement Guide at each ceremony based upon coursework completed prior to their final term of enrollment. Following completion and verification of all degree requirements—including final term courses—honors designations are inscribed on diplomas and are noted on official transcripts.

General Graduation Information

The Office of the Registrar is responsible for identifying students who have met all the requirements for degree or certificate programs at Cuyahoga Community College. Once those students have met requirements, they will be graduated. Students will receive an email from the Office of the Registrar to their Tri-C email account during the semester they are enrolled in the final courses needed to graduate. This email will confirm that the student has registered for the necessary courses, and, pending successful completion of those courses, they can expect to receive their diploma(s) or certificate(s) at the end of the semester. Once those courses have been completed successfully, students will be graduated. Graduates will receive their diploma(s) or certificate(s) through the U.S. Postal Service based on the address on file with the College.

Repeating a Course

Students who have received credit for a course with a grade of "D" or higher or "P" may only repeat a course one additional time to improve the grade and receive federal financial aid funds for that course. 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: 216-987-6000.

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 on dates indicated 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 semester Enrollment Guide. Withdrawal and Refund Deadlines are available on the MyInfo yab 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 he or she 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. Co-op assignments are 180 hours where 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 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

The Library, Academic Computing Services and Media Services are located on each campus and are collectively known as the Learning Commons. The Learning Commons provide a full range of 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 libraries from 91 academic institutions across the state including public and private colleges and universities, as well as community and technical colleges. 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.

Academic Computing Services

Academic Computing Services maintain the College's academic technology 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.

Media Services

Media Services maintains 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 is a component of Cuyahoga Community College's Division of Access, Learning, & Success. 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 website 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.

The 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 high school graduates are placing into remedial level math and English college courses, costing them additional time and money and making it less likely that they will finish college. The CS 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. CS consists of three components: installing and utilizing College Success Outreach Centers in six 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 was previously funded by The Cleveland Foundation. For more information, please call 216-987-4196.

College Ready Academy

As a continuation of the College Success Program, the "Reaching the Destination: Ready for College" Program will increase the number of Cleveland Metropolitan School District (CMSD) students who place into college-level course work. The Saturday program for 150 students will expand Cuyahoga Community College's College Success Program. The goal of the proposed "Reaching the Destination: Ready for College" Program is to significantly increase the number of traditionally underserved 11th and 12th grade CMSD students who place directly into mainstream college-level coursework at Cuyahoga Community College immediately following high school graduation. The program will expand our institution's existing College Success Program, which was implemented in July 2012 as a collaborative effort among the College, the Cleveland Foundation, and CMSD. Staffed by Cuyahoga Community College employees who have extensive expertise in high school student development, the College Success Program currently operates on-site in five CMSD high schools throughout the school year. In addition to academic planning and other post-secondary education preparation activities, a key feature of the program is the use of computer-based math and English skills upgrading through self-paced learning software – Pearson Higher Education's MyFoundationsLab and MyMathLab. All services to students are at no cost to them or their schools. This program is funded by the Great Lakes Community Investment. For more information, please call 216-987-4251 or visit www.tri-c.edu/collegeready.

Educational Talent Search

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 (CMSD) high school students in grades 10 through 12 attend a half-day of school at their high schools 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). With funding from Kaiser Permanente and the Harold C. Schott Foundation, Cuyahoga Community College was able to offer a Healthcare Pathway for students. This funding will provide a highly-focused pathway that will enable traditionally underserved Cleveland high school students to pursue academic credentials necessary for careers in the healthcare industry. Faculty and administrators from Cuyahoga Community College and the CMSD 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 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

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. In the past, this program was supported by the Cleveland Foundation and TreuMart. For more information regarding the Tri-C Freedom Project, please call 216-987-3260.

Science, Engineering, Mathematics, and Aerospace Academy (SEMAA)
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). SEMAA'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 SEMAA 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 SEMAA 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 NASA Glenn Research Center, Paragon TEC. Inc., Time Warner Cable, the Martha Jennings Foundation, and the PPG Industries Foundation. For more information regarding SEMAA, please call 216-987-6301 or email semaa@tri-c.edu.

Upward Bound (UB)
Upward Bound 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: http://www.tri-c.edu/trio-programs/upward-bound/index.html.

Upward Bound Math/Science (UBMS)
Upward Bound Math/Science is a federally-funded, pre-college program designed to assist high school students interested in science, technology, engineering, and mathematics (STEM) careers. Serving Cleveland Metropolitan School District high school students at East Technical High School, Garrett Morgan Cleveland School of Science Academy, and Lincoln-West High School, UBMS provides individualized and small-group educational services that support students in building a mastery of core content knowledge. In addition to year-round academic planning and advising, students are engaged in authentic hands-on, project-based learning activities, monthly educational workshops, and a six-week summer STEM Academy.

To prepare students for academic success in STEM in high school and college, UBMS provides an academically enriching and rigorous math and science curriculum year-round. Students receive computer and technology training along with standardized test preparation. College, career, financial literacy, and scholarship assistance also provides students and families with information and resources to support their pursuit of a post-secondary education. For more information, please contact the Upward Bound Math/Science office at 216-987-4956 or visit www.tri-c.edu/ubms.

Innovative and Emerging Programs
Gateway to College
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, Conway Family Foundation, and the United Black Fund. 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 and Central State University located in Wilberforce, Ohio. Student

participants are urged to complete their associate degree 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. Scholarships are available for eligible students. For more information, please call 216-987-3260.

Adult-Focused Programs

Adult Diploma Program

The Adult Diploma Program will offer adults, age 22 or older, and an opportunity to earn a high school diploma. This will involve career advisement, a national career readiness certificate, and preparation for in-demand careers in Northeast Ohio that require a high school diploma. Participants will complete their Ohio high school diploma requirements by participating in a competency-based learning program which will demonstrate a mastery of skills that will prepare them for in-demand career fields such as healthcare, manufacturing, logistics, and constructions. There is no cost to participants except time and commitment. Cuyahoga Community College, with funding from the Ohio Department of Education, will launch this two-year program beginning in July of 2015. For additional information, please contact our program manager at 216-987-0610 or adultdiplomaprogram@tri-c.edu. Information may also be found at www.tri-c.edu/adultdiploma.

Hispanic / Latino Engagement

The College Pathway Programs team works collaboratively with the Hispanic Council at Cuyahoga Community College and Promise Academy. This program works to support and increase high school graduation and provide access to academic and workforce development programs. For more information, please call 216-987-3260.

Faith-Based & Community Initiative

The goal of this College-wide initiative 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 and focus to finish high school, GED, college, or workforce programs. For more information, please call 216-987-3260.

Promise Connection

A collaborative project between Promise Academy, a Cleveland Metropolitan School District sponsored charter school, and Cuyahoga Community College 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 216-987-0242.

Educational Opportunity Center (EOC)

Educational Opportunity Center offers free enrollment assistance to 1,200 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 through education and training. 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, enter the workforce, understand financial aid options, and identify marketable skills and career opportunities.

For FY15, the Women In Transition Program is funded by Cuyahoga Community College, Carl D Perkins Act, Westfield Insurance, TJX Foundation, The Foos Foundation, The SK Wellman Foundation, and others. There is both a day and evening class available. The class runs every eight weeks during the school year on four Cuyahoga Community College campuses: Eastern 216-987-2272; Metropolitan 216-987-4187; Westshore 216-987-3899; and Western 216-987-5091. Visit WIT on the web at www.tri-c.edu/wit.

Adult College Access Programs

ABLE (Adult Basic and Literacy Education)

The Adult Basic and Literacy Education courses provide foundation math, reading and writing skills, high school graduate refresher courses, assistance with The Official GED® Test preparation, and transition into employment and college.

GED Testing Services
GED Testing Services are available to adult learners who desire to take the official GED test. The services are designed for adults that have not graduated from an accredited high school or home school participants. Official GED testing is offered via the computer by registering through MyGED.com. Testing is done at the Unified Technology Center through Pearson-Vue, and also at various off-campus sites. All testing is scheduled by appointment and through MyGED.com. The cost is $120. Transcript can also be requested through MyGED.com.

English for Speakers of Other Languages
Our English for Speakers of Other Languages focus on improving English skills through speaking, listening, reading, and writing while providing instruction in grammar, conversation, and civics.

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. DD214 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: http://www.tri-c.edu/veterans/veterans-upward-bound.html.

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