

STUDENT HANDBOOK 2022-2023

Connect ▪ Engage ▪ Plan ▪ Succeed

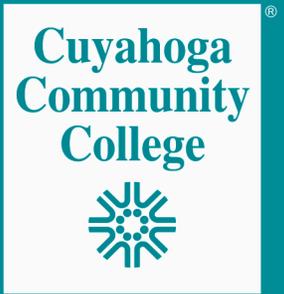


Table of Contents

Student Handbook Home | Page 3

Welcome | Page 3

Mission | Page 3

Vision | Page 3

Values | Page 3

COVID-19 Statement | Page 3

College Culture | Page 3

Important Phone Numbers | Page 3

Campus and Site Locations | Page 4

Academic Calendar | Page 4

2022-2023 Academic Calendar | Page 4

College Policies, Procedures and Guidelines | Page 6

College Policies, Procedures, and Guidelines | Page 6

Student Conduct Code and Student Judicial System | Page 6

Procedure on Student Complaints | Page 13

Procedure on Grade Disputes | Page 14

Procedure on Academic Status | Page 16

Readmission After Academic Dismissal | Page 16

Grading | Page 17

Academic Progress Reporting | Page 17

Auditing a Course | Page 17

Credit for Prior Learning (CPL) | Page 17

Types of Credit for Prior Learning | Page 17

Final Grades | Page 17

Grading System | Page 17

Grade Point Average | Page 18

Pass/No Pass Grade Option | Page 18

Repeating a Course | Page 19

Fresh Start: Grade Forgiveness Procedure for Student Success | Page 19

Transcript of Grades | Page 19

Student Attendance | Page 19

Withdrawal | Page 20

Petition for Withdrawal Exception | Page 20

Refund Schedule | Page 20

Student Financial Aid and Financial Information | Page 21

Tuition and Fees | Page 21

Tuition Guarantee Program | Page 21

15+ Perks Program | Page 21

Withdraw/Refund Deadlines | Page 21

Application Procedures | Page 21

BankMobile Disbursements | Page 21

Federal Programs | Page 22

Standards of Satisfactory Academic Progress (SAP) | Page 22

Repeated Courses and Financial Aid | Page 23

Scholarships | Page 23

Tax Credit Info | Page 23

Tuition and Fees Deduction (1098-T) | Page 24

Student Accounting | Page 24

Parking | Page 24

Special Services and Procedures | Page 24

Student Accessibility Services: Disability Services for Students (Formerly ACCESS) | Page 24

Service Animals | Page 25

Religious Accommodation | Page 25

This Is Me | Page 25

Discrimination and Harassment | Page 25

Title IX | Page 26

Tri-C 100% Tobacco-Free Policy | Page 26

Choose Not To Abuse | Page 26

Concealed Weapons | Page 26

Soliciting, Canvassing, and Sales/Distributing and Posting Written Materials | Page 27

Emergency Procedure | Page 27

Hazing | Page 27

Sexual Offense Felony Reporting | Page 27

Unattended Children | Page 27

Access to Student Records | Page 27

Directory Information | Page 27

Technology Resources Procedure | Page 27

10 Essential Tips for Success at Tri-C | Page 28

Student Handbook Home

Welcome

We are excited that you have chosen to begin your educational journey with us. The entire Tri-C community is dedicated to helping you reach your educational goals. Tri-C offers you one door with many options for success. Whether your plan is to transfer, prepare for a new career or enroll in personal enrichment courses, Tri-C will ensure you have a rich college experience and that you leave prepared for what lies ahead.

The Office of Student Affairs created this handbook to guide you through your educational experience. It will help you create plans leading to certificate and associate degree completion, transfer to a four-year institution or transition into a new career.

Throughout your first year, we will provide resources and information to help you develop essential skills like time management, goal-setting, and creating and following an academic plan.

We encourage you to reference this handbook throughout your enrollment at Tri-C. While this handbook is a great resource, it may not answer every question. Contact your campus Student Affairs office for additional guidance.

The Tri-C team looks forward to playing an active role in your success!

Mission

To provide high-quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs — that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment and economic development characterized by continuous improvement, innovation and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence and the achievement of

individual and institutional goals. We are dedicated to building trust, respect and confidence among our colleagues, students and community.

COVID-19 Statement

The College is taking many precautions to provide a safe, healthy environment for students, faculty and staff. Some of these include:

- Requiring staff, students and visitors to acknowledge the Statement of Personal Responsibility.
- In keeping with CDC guidelines **masks will be required** in all Tri-C facilities **beginning August 2, 2022, regardless of vaccination status**, assuming transmission level remains at **high**.
- Practicing safe distancing at all times, maintaining at least 6 feet between individuals while on campus.

Visit tri-c.edu/coronavirus for up-to-date information and a variety of resources, including FAQ and Return to College Guidance.

College Culture

Tri-C acknowledges the critical role that open, frank and orderly communication plays in achieving the College's mission, vision, values and goals. All members of the College community should support and encourage such communication.

Respecting diverse beliefs, ideas and experiences is essential to cultivate a safe and healthy campus community. Diversity promotes creative thinking and self-awareness and enhances social development. All members of the College community should demonstrate respect, reason, restraint and civility when communicating with others.

Members of the College community shall be free to support their beliefs or opinions by means that do not violate others' rights or freedoms and do not disrupt regular College operations or activities.

Tri-C acknowledges the importance of an environment that is conducive to learning. Visit tri-c.edu/policies-and-procedures for more information.

Important Phone Numbers Customer Service Center 216-987-6000

All Tri-C phone numbers are in the 216 area code.

	Eastern Campus	Metropolitan Campus	Western Campus	Westshore Campus	BUC
Assessment	987-2256	987-4311	987-5256	987-3888	987-3877
Bookstores	987-2070	987-4550	987-5550	987-3908	987-5550

	Eastern Campus	Metropolitan Campus	Western Campus	Westshore Campus	BUC
Campus Police and Security Services	987-4325	987-4325	987-4325	987-4325	987-4325
Career Center	987-2567	987-4913	987-5575	987-5031	987-5575
Counseling	987-6000	987-6000	987-6000	987-6000	987-6000
Enrollment Center (Admissions and Business Services)	987-6000	987-6000	987-6000	987-6000	987-6000
Library	987-2085	987-4292	987-5410	987-3887	987-3877
Program 60 Student Accessibility Services	987-6000	987-6000	987-6000	987-6000	987-6000
Student Affairs	987-2052	987-4344	987-5079	987-3900	987-5079
Student Life/Engagement	987-2202	987-5544	987-5027	987-5926	987-5757
Student Financial Aid and Scholarships	987-2045	987-4610	987-5427	987-5929	987-5757
Tutoring	987-6000	987-6000	987-6000	987-6000	987-6000
Transfer Center	987-2343	987-4253	987-5683	987-5902	987-3879
	987-4115	987-3841	987-5085	987-3130	987-5085
			Registration	General Information	
Workforce, Community and Economic Development Division			987-3075	987-3030	
Corporate College® West			987-2800	987-2800	
Corporate College® East			987-2800	987-2800	
Encore			987-3075	987-2274	

Campus and Site Locations

Advanced Technology Training Center (ATTC)

3409 Woodland Ave.
Cleveland, Ohio 44115

Brunswick University Center (BUC)*

3605 Center Road
Brunswick, Ohio 44212

Corporate College East (CCE)

4400 Richmond Road
Warrensville Heights, Ohio 44128

Corporate College West (CCW)

25425 Center Ridge Road
Westlake, Ohio 44145

Eastern Campus

4250 Richmond Road
Highland Hills, Ohio 44122

Hospitality Management Center (HMC)**

180 Euclid Ave.
Cleveland, Ohio 44114

Manufacturing Technology Center (MTC)

2415 Woodland Ave.
Cleveland, Ohio 44115

Metropolitan Campus

2900 Community College Ave.
Cleveland, Ohio 44115

Transportation Innovation Center

24881 Rockwell Drive
Euclid, Ohio 44117
Western Campus

Western Campus

11000 Pleasant Valley Road
Parma, Ohio 44130

Westshore Campus

31001 Clemens Road
Westlake, Ohio 44145

RTA: Most Tri-C campuses and sites (except BUC) can be reached via RTA. Use the online trip-planning feature at RideRTA.com or call the RTAanswerline at 216-621-9500.

*Brunswick Transit Alternative (BTA) offers service to the Brunswick University Center. Visit brunswick.oh.us/Service-and-Streets/BTA or call 330-723-9670 for information. Cuyahoga County residents can link to BTA via RTA #451 at Laurel Square.

**Parking for HMC is available at the ProPark (Jack Casino) Garage (2047 Ontario St.) between Prospect and Euclid avenues, on the east side of the street. When entering the garage, veer to the right and park on Level 6. Take the elevator to Level 1; turn right out of the door. It is a short walk around the corner to the HMC.

Academic Calendar

2022-2023 Academic Calendar Fall Semester 2022

Full Term Starts: Aug. 29, 2022 Ends: Dec.18, 2022 16 Weeks
Session A Starts: Aug. 29, 2022 Ends: Oct. 23, 2022 8 Weeks

Session O Starts: Sept. 12, 2022 **Ends:** Dec. 18, 2022 **14 Weeks**

Session B Starts: Oct. 24, 2022 **Ends:** Dec. 18, 2022 **8 Weeks**

Date	Description
March 21-28, 2022	Priority registration for Fall 2022
March 28 – Aug. 29, 2022	Registration for Fall 2022
Aug. 29, 2022	Fall semester (16 weeks) and Session A (first 8 weeks) begin
Sept. 5, 2022	Labor Day – College closed; no classes scheduled
Sept. 12, 2022	Session O (14 weeks) begins
Sept. 12, 2022	Last day to withdraw from full term (16 weeks) and Session A (first 8 weeks) with NO RECORD
Sept. 26, 2022	Last day to withdraw from Session O (14 weeks) with NO RECORD
Oct. 7, 2022	Last day to withdraw from Session A (first 8 weeks) course with a “W” grade
Oct. 9, 2022	Last day to submit incomplete work for Spring 2022 and Summer 2022
Oct. 14, 2022	Incomplete grades from Spring and Summer 2022 become Fs
Oct. 23, 2022	Session A (first 8 weeks) ends
Oct. 25, 2021	Session B (second 8 weeks) begins
Oct. 25, 2022	Session A (first 8 weeks) final grades due
Nov. 7, 2022	Last day to withdraw from Session B (second 8 weeks) with NO RECORD
Nov. 11, 2022	Veterans Day – College closed; no classes scheduled
Nov. 18, 2022	Last day to withdraw from full term (16 weeks) course with a “W” grade
Nov. 25, 2022	Last day to withdraw from Session O (14 weeks) course with a “W” grade
Nov. 24-27, 2022	Thanksgiving Recess – College closed; no classes scheduled
Dec. 2, 2022	Last day to withdraw from Session B (second 8 weeks) course with a “W” grade
Dec. 12-18, 2022	Final exam week (full term)
Dec. 15, 2022	Commencement
Dec. 18, 2022	Fall semester full term, Session B (second 8 weeks) and Session O (14 weeks) end
Dec. 20, 2022	Full term, Session B (second 8 weeks) and Session O (14 weeks) end
Dec. 23, 2022 – Jan. 1, 2023	Winter Recess – College closed

Note: Some dates are subject to change.

Additional Academic Progress Reporting dates exist for all parts of the term greater than five weeks in length.

Spring Semester 2023

Full Term Starts: Jan.17, 2023 **Ends:** May 14, 2023 **16 Weeks**

Session A Starts: Jan.17, 2023 **Ends:** March 12, 2023 **8 Weeks**

Session O Starts: Jan. 30, 2023 **Ends:** May 14, 2023 **14 Weeks**

Session B Starts: March 20, 2023 **Ends:** May 14, 2023 **8 Weeks**

Date	Calendar Description
Oct. 17-23, 2022	Priority registration for Spring 2023
Oct. 24, 2022 – Jan. 18, 3	Registration for Spring 2023
Jan. 16, 2023	Martin Luther King Day – College closed; no classes scheduled
Jan. 17, 2023	Spring semester full term and Session A (first 8 weeks) begin
Jan. 30, 2023	Session O (14 weeks) begins
Jan. 31, 2023	Last day to withdraw from full term (16 weeks) and Session A (first 8 weeks) with NO RECORD

Date	Calendar Description
Feb. 13, 2023	Last day to withdraw from Session O (14 weeks) with NO RECORD
Feb. 24, 2023	Last day to withdraw from Session A (first 8 weeks) course with a “W” grade
Feb. 26, 2023	Last day to submit incomplete work for Fall 2022
March 3, 2023	Fall 2022 incomplete grades become Fs
March 12, 2023	Session A (first 8 weeks) ends
March 13-19, 2023	Spring Break – No classes scheduled
March 20, 2023	Session B (second 8 weeks) begins
March 21, 2023	Session A (first 8 weeks) final grades due
April 3, 2023	Last day to withdraw from Session B (second 8 weeks) with NO RECORD
April 14, 2023	Last day to withdraw from full term (16 weeks) course with a “W” grade
April 21, 2023	Last day to withdraw from Session O (14 weeks) course with a “W” grade
April 28, 2023	Last day to withdraw from Session B (second 8 weeks) course with a “W” grade
May 8-14, 2023	Final exam week (Full term)
May 14, 2023	Full term, Session B (second 8 weeks) and Session O (14 weeks) end
May 16, 2023	Full term, Session B (second 8 weeks) and Session O (14 weeks) final grades due
May 18, 2023	Commencement

Note: Some dates are subject to change.

Additional Academic Progress Reporting dates exist for all parts of the term greater than five weeks in length.

Summer Session 2023

Full Term Starts: May 30, 2023 **Ends:** Aug. 6, 2023 **10 Weeks**

Session J Starts: May 30, 2023 **Ends:** July 1, 2023 **5 Weeks**

Session L Starts: June 12, 2023 **Ends:** Aug. 6, 2023 **8 Weeks**

Session K Starts: July 3, 2023 **Ends:** Aug. 6, 2023 **5 Weeks**

Date	Calendar Description
March 20 – May 30, 2023	Registration for Summer 2023
May 30, 2023	Memorial Day – College closed; no classes scheduled
May 30, 2023	Summer session full term (10 weeks) and Session J (first 5 weeks) begin
June 12, 2023	Session L (8 weeks) begins
June 13, 2023	Last day to withdraw from full term (10 weeks) and Session J (first 5 weeks) with NO RECORD
June 23, 2023	Last day to withdraw from Session J (first 5 weeks) course with a “W” grade
June 26, 2023	Last day to withdraw from Session L (8 weeks) with NO RECORD
July 1, 2023	Session J (first 5 weeks) ends
July 4, 2023	Independence Day – College closed; no classes scheduled
July 3, 2023	Session K (second 5 weeks) begins
July 5, 2023	Session J final grades due
July 17, 2023	Last day to withdraw from Session K (second 5 weeks) with NO RECORD
July 21, 2023	Last day to withdraw from full term (10 weeks) course with a “W” grade
July 21, 2023	Last day to withdraw from Session L (8 weeks) course with a “W” grade
July 28, 2023	Last day to withdraw from Session K (second 5 weeks) course with a “W” grade
Aug. 6, 2023	Summer session full term, Session K (second 5 weeks) and Session L (8 weeks) end

Date	Calendar Description
Aug. 8, 2023	Full term, session K (second 5 weeks) and Session L (8 weeks) final grades due

Note: Some dates are subject to change.

Additional dates for Academic Progress Reporting exist for all parts of term greater than five weeks in length.

College Policies, Procedures and Guidelines

College Policies, Procedures, and Guidelines Cuyahoga Community College is committed to providing high-quality, accessible and affordable education within a student-centered environment.

To maintain these high standards, the College must furnish an atmosphere conducive to student and educational growth, as well as one that encourages civility. The Student Conduct Code fosters and protects the mission of the College, promotes the scholarly and civic development of the students in a safe and secure learning environment, and protects the people, properties and processes that support the College and its mission.

The Student Conduct Code identifies prohibited conduct and clarifies when the code applies to student behavior. The Student Conduct Code closely relates to the College's Student Judicial System procedure (rule 3354:1-30-03.6), which sets forth penalties imposed for prohibited conduct and establishes a disciplinary process for alleged violations.

Our goal is for students to mature both socially and intellectually during their time at Tri-C. Students will gain understanding of the institutional values reflected in our policies and become familiar with the importance of personal integrity.

The core values of the Office of Student Affairs provide a framework for programs and practices that mirror the institutional values of **integrity, respect, responsibility, fairness and diversity.**

The College promotes a civil environment in which all students can learn and grow. Examples of behaviors that cultivate a civil atmosphere include:

- Attending class on time and actively participating.
- Listening in class when the instructor or other students are speaking.
- Turning your cellphone and other electronic devices off during class time, unless otherwise instructed.
- Respecting the rights of others to express viewpoints different from your own.

As a Cuyahoga Community College student, you are expected to uphold these core values and contribute to the growth and development of the campus. It is the student's responsibility — and in their best interest — to become familiar with all applicable conduct-related policies. The student conduct process is not a legal process and is separate from local, state and federal court proceedings.

Rather, the standard of responsibility is based on a preponderance of evidence. The student conduct process is designed to:

- Determine consequences for behaviors that violate College rules and policies and/or local, state and federal laws.
- Offer outcomes that assist students in learning about the impact of their actions.
- Protect the integrity of students, faculty, staff, the institution and the College community.

Contact your campus Student Affairs office for more information. We look forward to serving you!

Office of Student Affairs

Visit tri-c.edu/policies-and-procedures to view all College procedures. The student handbook is available online at tri-c.edu/studenthandbook.

Student Conduct Code and Student Judicial System (A) INTRODUCTION

1. The College is committed to providing high-quality, accessible and affordable education within a student-centered environment. To maintain these high standards, the College must furnish an atmosphere conducive to student and educational growth, as well as one that encourages civility. The Student Conduct Code is established to foster and protect the mission of the College, to promote the scholarly and civic development of the students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its mission.
2. The Student Conduct Code identifies prohibited conduct and clarifies when the code applies to student behavior.

3. The student judicial system establishes the disciplinary process for alleged violations of the Student Conduct Code. Student conduct hearings are administrative procedures and do not follow specific steps or methods used in civil or criminal proceedings.

(B) JURISDICTION

1. The Student Conduct Code applies to the on-campus conduct of all students and registered student organizations, including conduct using the College's computing or network resources. The Student Conduct Code also applies to the off-campus conduct of students and registered student organizations in direct connection with:
 - a. Academic course requirements or any credit or noncredit experiences, such as internships, field trips, study abroad trips, clinicals or practicums;
 - b. Any activity sponsored, conducted or authorized by the College or by a registered student organization;
 - c. Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes or threatens serious harm to the safety or security of members of the College community; or
 - d. Any activity in which a police report has been filed, a summons or indictment has been issued or an arrest has occurred for a crime of violence.
2. Each student shall be responsible for their conduct, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a student has ceased to be enrolled).
3. The College reserves the right to administer the Student Conduct Code and proceed with the student judicial system even if the student withdraws from the College, is no longer enrolled in classes or subsequently fails to meet the definition of a student while a disciplinary matter is pending.
4. Students continue to be subject to city, state and federal laws while at the College, and violations of those laws may also constitute violations of the Student Conduct Code. In such instances, the College may proceed with disciplinary action under the Student Conduct Code independently of any criminal proceedings involving the same conduct and may impose sanctions for violation of the Student Conduct Code even if such criminal proceeding is not yet resolved or is resolved in the student's favor. Determinations made or sanctions imposed under this Student Conduct Code shall not

be subject to change because criminal charges arising out of the same facts giving rise to violation of the Student Conduct Code were dismissed, reduced or resolved in favor of or against the criminal law defendant.

5. If sanctioned, a hold may be implemented, which will impact a student's ability to conduct any current or future business to include enrollment, obtaining transcripts or graduation.

(C) DEFINITIONS

1. These definitions apply to both the Student Conduct Code and the student judicial system.
 - a. **Accused student** – Any person defined as a student who has been accused, in an incident report, of violating College rules, regulations or policies.
 - b. **Adviser** – A person, chosen by the accused student or complainant, at their own expense, who advises or supports them through the student judicial process. The adviser is not permitted to represent the accused student or complainant in the student judicial system or to participate directly in the proceedings (examples of advisers include, but are not limited to, parents or attorneys).
 - c. **Appeal** – The method by which a decision can be challenged. All appeals must be submitted in writing to the Office of Student Affairs and may be denied if not in accordance with student judicial system procedures.
 - d. **Appellant** – A student who appeals the decision of a student conduct administrator.
 - e. **Appellate board** – An unbiased group of three administrators authorized by the executive vice president of Access, Learning and Success, or their designee, in accordance with the student judicial system procedures, to hear appeals of conduct meetings and/or level one hearings.
 - f. **Business day** – Monday through Friday, excluding any date that is a College holiday, winter leave day or a day that the College is closed for weather, emergency or any other reason.
 - g. **Charge** – Formal accusation of specific violation(s) of the Student Conduct Code.
 - h. **College** – Cuyahoga Community College District, all College locations, and College-sponsored events or activities.
 - i. **College official** – Any person employed by the College performing assigned administrative or professional responsibilities, including Campus Police and Security Services.
 - j. **College premises** – All land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).

- k. **Complainant** – Person providing information in an incident report alleging that a student violated College rules, regulations or policies.
- l. **Conduct code** – Document that contains and explains College rules, regulations, policies and procedures for addressing student behavior.
- m. **Conduct meeting** – Presentation of charges, fact-finding and investigation of alleged conduct by the student conduct administrator.
- n. **Expungement** – Elimination of a student disciplinary file or redaction of a person’s name from a disciplinary file.
- o. **Faculty member** – Any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- p. **Incident report/public report** – Written or electronic statement or report provided by a complainant to the Office of Student Affairs.
- q. **Level one hearing** – Meeting conducted by the student conduct administrator involving both the accused student and complainant, either separately or together. Both parties may be assisted by an adviser.
- r. **Member of the College community** – Any person who is a student, visitor, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the student conduct administrator.
- s. **Persona non grata** – A person who has been deemed detrimental to the College community and is no longer permitted to frequent or be present in any or specified College locations.
- t. **Plagiarism** – The use of published or unpublished words, ideas or other work that is not your own without full and clear acknowledgment of the source. Examples of plagiarism include, but are not limited to:
 - i. Using someone else’s information (regardless of whether you choose to quote or paraphrase) without citing the source;
 - ii. Failing to use quotation marks when quoting a source word for word;
 - iii. Failing to cite a paraphrased source;
 - iv. Submitting work prepared by another person or agency engaged in the selling of term papers or other academic materials; and
 - v. Copying any information from an internet site (or other source) without properly acknowledging the source.
- u. **Preponderance of evidence** – The standard used in determining if an accused student is responsible for a Student Conduct Code violation. Specifically, it must be found that it is “more likely than not” that the alleged behavior/conduct occurred and was in violation of College rules, regulations or policies.
- v. **Registered student organization** – Any number of persons who have complied with the formal requirements for College recognition.
- w. **Decision letter** – Written decision from the student conduct administrator that explains the outcome and sanction, if any, of a conduct meeting or level one hearing.
- x. **Revocation** – The process by which a College degree, certificate or license can be revoked.
- y. **Student conduct administrator** – Any person or persons authorized by the executive vice president of Access, Learning and Success or their designee.
- z. **Student** – A person who has applied, registered or is taking credit or noncredit courses at the College, either full time or part time, to pursue training, certification, undergraduate or professional studies. A person who withdraws after allegedly violating the Student Conduct Code, who is not officially enrolled for a particular term but who has a continuing academic relationship or educational interest with the College, or who has been notified of their acceptance for admission.
- aa. **Tenure** – Any period of active enrollment at any College location.
- ab. **Witness** – Any person who has direct information regarding an alleged incident.

(D) PROHIBITED CONDUCT

Any student found to have engaged, or to have attempted to engage, in any of the following conduct while within the College’s jurisdiction, as set forth in 3354-1-3003.5(B), will be subject to disciplinary action by the College.

1. **Academic dishonesty** – Acts of dishonesty including, but not limited to:
 - a. Cheating, plagiarism or other forms of academic dishonesty;
 - b. Furnishing false information to any College official, faculty member or office;
 - c. Forgery, alteration or misuse of any College document, record or instrument of identification; and
 - d. Resubmitting a portion of one’s own prior work, unless explicitly permitted to do so by the instructor of the current course.
2. **College rules** – Violation of any College policy, procedure, directive or other requirement (including, without limitation, requirements set forth in the student handbook) published in hard copy or available electronically.

- a. Unauthorized possession, duplication or use of keys or other modes of entry to any College premises or unauthorized entry to or use of College premises.
 - b. Unauthorized use of College supplies or equipment for personal purposes.
 - c. Violating campus traffic rules or regulations or obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or College-supervised functions.
3. **Controlled substances** – Violation of the College’s alcohol, drug and tobacco policy (3354:1-20-05) or any related College procedure.
 4. **Destruction/misuse of property**
 - a. Destroying, defacing, tampering with, materially altering or otherwise damaging property not one’s own. This includes, but is not limited to: doors, windows, elevators, swipe card mechanisms, restroom equipment, vending machines, signs, College vehicles, computer equipment and classroom equipment.
 - b. Creating a condition that endangers or threatens property not one’s own.
 5. **Disorderly conduct** – Actions that are disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to break the peace, disrupt or obstruct teaching, research, administration, disciplinary procedures and/or College activities or functions.
 - a. Verbal abuse, threats, intimidation, bullying, harassment or coercion.
 - b. Participating in an on- or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; or leading, inciting or attempting to lead or incite others to disrupt the schedule and/or normal College activities, whether on or off College premises (includes social networking sites and virtual environments).
 6. **Gambling** – Gaming or betting for money or other possessions on College property or in any College-operated or managed facility.
 7. **Harassment**
 - a. Threatening or intimidating a person, thereby creating a rational fear within that person.
 - b. Engaging in a course of conduct or repeatedly committing acts directed at another person that would seriously annoy a rational person.
 - c. Creating a condition that endangers or threatens the health, safety or welfare of another person.
 - d. Physically restraining or detaining another person, or removing any person from any place where he or she is authorized to remain.
 8. **Hazing** – Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, that endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Such acts may include, but are not limited to: use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. The express or implied consent of the victim will not be a defense.
 9. **Student judicial system** – Abuse of the student judicial system includes, but is not limited to:
 - a. Failure to obey the notice from a student conduct administrator or other College official to appear for a meeting or hearing as part of the student judicial system;
 - b. Falsification, distortion or misrepresentation of information before a student conduct administrator;
 - c. Disruption or interference with the orderly conduct of a student activity;
 - d. Initiation of a Student Conduct Code proceeding in bad faith;
 - e. Using harassment, intimidation, threats, force or coercion while attempting to discourage an individual’s proper participation in or use of the student judicial system;
 - f. Attempting to influence the impartiality of a member of the student judicial system;
 - g. Harassment (verbal or physical) and/or intimidation of a member of the student judicial system prior to, during and/or after a student judicial system proceeding;
 - h. Failure to comply with the sanction(s) imposed under the student judicial system; and
 - i. Influencing or attempting to influence another person to commit an abuse of the student judicial system.
 10. **Laws** – Violation of any federal, state, local or other applicable law.
 11. **Physical violence** – Physical abuse including, but not limited to: punching, slapping, kicking or otherwise striking any person(s) and/or other conduct, whether or not it threatens or endangers the health, safety and/or welfare of any person.
 12. **Reasonable request** – Failure to comply with direction of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons as, and when, requested to do so.
 13. **Recording privacy** – Any use of electronic or other devices to make an audio, photographic or video record of any person without that person’s consent, when such a recording is likely to cause injury, distress or damage to reputation. This includes, but is not limited to: taking video or pictures of another person in a gym, locker room, restroom or

classroom. The storing, sharing and/or distribution of such unauthorized records by any means is also prohibited.

14. **Sexual misconduct** – Unwelcome conduct of a sexual nature, including sexual violence and sexual discrimination. The College uses the phrase “sexual misconduct” to describe behaviors like rape and sexual assault. The use of this phrase is not intended to diminish or minimize a victim’s experience, but is instead a recognition that the College has no authority to determine that a crime occurred. The College does not view sexual misconduct as a lesser form of misconduct than rape or sexual assault.
 - a. Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to substance influence or intellectual or other disability.
 - b. Acts including, but not limited to: rape, sexual assault, sexual battery and sexual coercion.
15. **Theft** – Using, taking and/or possessing property or services that are knowingly not one’s own and/or without permission of the owner.
16. **Weapons** – Illegal or unauthorized possession, use or distribution of firearms, explosives, other weapons, or dangerous chemicals or other materials on College premises or use of any such item, even if legally possessed, in a manner that harms or threatens others.

(E) SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code (more than one of the sanctions listed may be imposed for any single violation):

1. **Behavioral requirement** – Required activities including, but not limited to: seeking academic or personal counseling, substance abuse screening, written apology.
2. **Discretionary sanctions** – Work assignments, essays, services to the College or other related discretionary assignments.
3. **Dismissal** – Separation of the student from the College for a defined period of time, after which the student is eligible to request, in writing, permission of the student conduct administrator to be readmitted. Such permission may be granted or denied at the sole discretion of the student conduct administrator. Additional conditions for readmission may be specified, including, without limitation, the completion of the normal application process.
4. **Eligibility restriction** – Student deemed not in good standing for conduct purposes for a specific time period. Restriction may include:

- a. Ineligibility to hold office in any registered student organization or hold elected or appointed office at the College; or
 - b. Ineligibility to represent the College in any way, including participating in a study abroad program, attending conferences or representing the College at an official function, event or competition
5. **Expulsion** – Permanent separation of a student from all College locations, events and activities.
 6. **Fines** – Reasonable fines may be imposed.
 7. **Loss of privileges** – Denial of specified privileges for a designated time period. Student may be denied specific privileges or be restricted to a specific mode of coursework.
 8. **Probation** – A written reprimand. Probation is for a designated time period and includes the probability of more severe disciplinary sanctions if the student violates any College rules during the probationary period.
 9. **Revocation of admission and/or degree** – Admission to the College or a degree awarded from the College may be revoked for dishonesty, fraud, misrepresentation or any other violation of the College standards for obtaining the degree, or for other serious violations committed by a student prior to graduation.
 10. **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement. This is not a fine, but rather a repayment for the value of property or loss of service due to damage or loss inflicted.
 11. **Suspension** – Temporary separation of a student from the College or specific activities/events, buildings or locations for a defined period of time, after which the student is deemed eligible to return. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at time of suspension.
 12. **Warning** – Official notice given in writing or verbally that a student is violating or has violated the Student Conduct Code. Such warning will be recorded in the student’s conduct record.
 13. **Withholding degree** – The College may withhold awarding a degree otherwise earned until the completion of the student judicial system process, including completion of all sanctions imposed, if any.
 14. **Group sanctions** – The following sanctions may be imposed upon groups or registered student organizations found to have violated the Student Conduct Code:
 - a. One or more of the sanctions listed above; o
 - b. Deactivation, de-recognition or loss of all privileges (including status as a registered student organization) for a specific time period.

(F) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The College complies with the Family Educational Rights and Privacy Act of 1974 in the maintenance of student education records. Disciplinary records fit within the purview of FERPA. See the procedure on student education records (3354:1-30-02.2) for more information about FERPA at Tri-C.

(G) STUDENT JUDICIAL SYSTEM: CHARGES, INTERIM SUSPENSION, CONDUCT MEETINGS, LEVEL ONE HEARINGS, DECISION LETTER

1. Bringing charges

- a. Any member of the College community may file an incident report accusing a student of violating the Student Conduct Code. Incident reports must be submitted in writing to the Office of Student Affairs at any campus or through an electronic reporting tool as may be made available through the Office of Student Affairs.
- b. Incident reports should be submitted immediately following the alleged violation, but no later than 90 calendar days, except where longer timeframes are required by law. After this 90-day timeframe (or longer if required by law), no incident report may be submitted without the prior written permission of the executive vice president of Access, Learning and Success, or their designee, who may grant or deny such permission at their sole discretion.
- c. Upon receipt of an incident report, the Office of Student Affairs that receives the report will determine which campus will process the incident report.
- d. The student conduct administrator will determine if the allegations contained in the incident report are within the parameters of the administration of the Student Conduct Code. The student conduct administrator may conduct an initial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties
- e. The student conduct administrator shall present all charges in written form to the accused student.
- f. A time shall be set to discuss the charge during a conduct meeting, not more than 10 business days after the accused student has been notified of the charge(s). Maximum time limits

for scheduling a conduct meeting may be extended at the discretion of the student conduct administrator.

2. Interim suspension

- a. After an incident report has been filed, the student conduct administrator may impose an interim suspension — but only if the student conduct administrator determines the suspension to be appropriate to:
 - i. Protect the safety and well-being of members of the College community or to protect College property;
 - ii. Protect the complainant and/or accused student's own physical or emotional safety and well-being; or
 - iii. Prevent or deter disruption of, or interference with, normal College operations.
 - b. During the interim suspension, an accused student may be denied access to all or part of the College (including classes) and/or all College activities or privileges for which the accused student might otherwise be eligible, and may be deemed persona non grata, as determined by the student conduct administrator.
 - c. The interim suspension does not replace the student judicial system process.
 - d. The accused student will be notified in writing of the interim suspension and the reasons for the interim suspension. The notice should include the time, date and place of the conduct meeting and/or level one hearing at which the accused student may show cause as to why their interim suspension should be discontinued.
- 3. Conduct meeting(s)** – Presentation of charges to the accused student including, but not limited to, fact-finding and investigation of the conduct issue can occur in one conduct meeting or over the course of multiple meetings. Upon the conclusion of the conduct meeting(s), the student conduct administrator, in their sole, reasonable discretion, will either (i) issue a decision letter or (ii) proceed to a level one hearing
- 4. Level one hearings** – Level one hearings shall be conducted by the student conduct administrator according to the guidelines below:
- a. Level one hearings will be conducted in private, though communications in such hearings should not be considered confidential.
 - b. The complainant and the accused student have the right to be accompanied by an adviser of their choice. The complainant and/or the accused student is responsible for presenting their own information and, therefore, advisers may be present but are not permitted to participate in the level one hearing.

- c. The student conduct administrator will determine if level one hearings involving more than one accused student are conducted separately or jointly.
 - d. The student conduct administrator, at their discretion, may permit the complainant and/or other witnesses to attend the level one hearing.
 - e. Pertinent records, exhibits and written statements may be accepted as information for consideration by a student conduct administrator at their discretion.
 - f. All procedural questions are subject to the final decision of the student conduct administrator.
 - g. The student conduct administrator's determination shall be made on a preponderance-of-evidence standard.
 - h. Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in the student judicial system process.
 - i. The student conduct administrator shall create a record. This may include all or some combination of video, audio or written record of the level one hearing. The record shall be the property of the College.
 - j. If an accused student fails to appear for their scheduled level one hearing, the hearing will continue in accordance with the student judicial system process. The accused student will be provided the decision in writing and held accountable for any finding of responsibility and all resulting sanctions.
 - k. The student conduct administrator may accommodate concerns for the personal safety and well-being of the complainant, accused student and/or other witness during the level one hearing. Appropriate accommodations will be made as determined by the student conduct administrator.
5. **Decision letter**
- a. Upon the conclusion of a conduct meeting and/or level one hearing, the student conduct administrator shall prepare and issue a decision letter.
 - b. In each case in which a student conduct administrator determines that an accused student has violated the Student Conduct Code, sanction(s) shall be determined and imposed by the student conduct administrator. Following the conduct meeting and/or level one hearing, the student conduct administrator shall notify the accused student — and the complainant, if permitted by law — in writing of the determination and any sanction(s) imposed, if applicable.

(H) APPEALS

1. **Appellate board panel** – The appellate board panel shall consist of three of the following individuals from a cross section of the campuses: student affairs deans and assistant deans; academic affairs deans and assistant deans; associate deans; full-time faculty; and/or staff members at the director level and higher.
2. **Appeal process**
 - a. A decision reached by the student conduct administrator or a sanction imposed by the student conduct administrator may be appealed by the accused student. In the case of Title IX-related conduct, the complainant may also appeal a decision or sanction imposed within 10 business days of the date the student conduct administrator's decision letter is issued. The appeal shall be limited to a review of the record of the conduct meeting and/or level one hearing and supporting documents for one or more of the following purposes:
 - i. To determine whether the conduct meeting and/or level one hearing was conducted fairly in light of the charge and information presented and in conformity with prescribed procedures. Any inquiry into fairness shall consider, at a minimum, whether the accused student had a reasonable opportunity to prepare and to present a response to the charge. Deviations from prescribed procedures will not be a basis for sustaining an appeal unless such deviations might reasonably have led to a different decision and/or different sanctions than were imposed
 - ii. To determine whether there were facts presented that, if believed by the student conduct administrator, were sufficient to establish that a violation of the Student Conduct Code occurred.
 - iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code that the accused student was found to have committed.
 - iv. To consider whether the conduct meeting and/or level one hearing should be reopened to allow the student conduct administrator to review newly available information. The appellate board may direct a reopening of the conduct meeting and/or level one hearing to review newly available information if and only if the appellate board determines that:

1. The appellant neither knew nor should have known such information at the time of the conduct meeting and/or level one hearing; and
 2. The information could reasonably be expected to alter the decision made by the student conduct administrator.
3. **Appellate board decision** – Following the appeal, the appellate board shall advise the accused student and the complainant (in cases in which the complainant had the ability to appeal a decision) in writing of the appellate board's determination(s).
- a. If the appellate board overturns the decision of the conduct meeting or level one hearing, the matter will be returned to the student conduct administrator for reopening of the conduct meeting or level one hearing, as applicable. In accordance with the ruling of the appellate board, the student conduct administrator shall reconsider the conduct meeting or level one hearing determination and/or sanction(s). The student conduct administrator shall then issue a decision letter in accordance with this procedure. The decision letter may be appealed, as any other conduct meeting or level one hearing, in accordance with this procedure.
 - b. If the appellate board upholds the decision of the conduct meeting and/or level one hearing, the matter shall be considered final and binding upon all involved

(I) PROCESS FOR EXPUNGING STUDENT CONDUCT CODE RECORDS

1. A student wishing to remove disciplinary actions from their educational record must provide a written request to the student conduct administrator at the campus that administered the discipline no less than two years after the sanction has been completed. The request must include the following information:
 - a. Student's full name at the time of attendance/disciplinary action;
 - b. Student number;
 - c. Disciplinary record for which student is requesting removal;
 - d. Date of disciplinary action; and
 - e. Reason for request. Describe and document any actions you have taken that represent personal growth and support your request to expunge your conduct record. Examples of personal growth include mentoring, community service, academic growth and personal counseling. Explain where/how you believe you

- have grown as a person and provide any additional documentation that supports that growth.
2. Requests will be reviewed by a Collegewide panel consisting of Student Affairs deans, administrative deans and faculty.
3. The student will be advised in writing of the panel decision. Expulsion, dismissal, revocation of degree or any sanctions related to cheating or plagiarism may not be expunged.

Effective date: May 11, 2020

Prior effective date(s): June 10, 2008; June 1, 2014

Procedure amplifies: 3354:1-30-03

Student Affairs Office Locations

Eastern Campus

4250 Richmond Road (ESS 2133[CB1])
Highland Hills, Ohio 44122
216-987-2202

Metropolitan Campus

2900 Community College Ave. (MBA 105)
Cleveland, Ohio 44115
216-987-4240

Western Campus/BUC

11000 Pleasant Valley Road (WSS G204)
Parma, Ohio 44130
216-987-5027

Westshore Campus

31001 Clemens Road (SLT 216)
Westlake, Ohio 44145
216-987-5926

[CB1]Website says 2232

Procedure on Student Complaints

(A) INTRODUCTION

1. The College strives to provide every student with a successful and positive educational experience. As part of an effort to continuously improve the College while also resolving legitimate student concerns, the College maintains this student complaints and grade disputes procedure. This procedure does not apply to issues covered by the College policy on affirmative action, equal opportunity, discrimination and harassment (rule 3354:1-42-01 of the administrative code) or that policy's associated procedures. It also does not apply to issues covered by the Student Conduct Code or student judicial system.

2. In this procedure, “days” means weekdays other than College holidays, winter leave days, or days the College is closed due to weather, emergency or other reason.
3. The student complaint and grade dispute processes are distinct and separate. A student who wishes to make a complaint and also to dispute a grade must follow both processes described in sections (B) and (C) below.

(B) STUDENT COMPLAINTS (TRI-C.EDU/CONCERNS)

1. The complaints process does not apply to grade disputes, which are addressed in section (C) below.
2. Any student or community member who is dissatisfied with an aspect of their collegiate experience involving a faculty member or other employee may seek resolution of the matter with the College, as follows:
 - a. The student or community member must initiate the matter orally with the faculty member or other employee who is the focus of the complaint within a reasonable time frame.
 - b. That individual will meet with the student or community member, listen to the facts and circumstances surrounding the complaint and provide a response to the student or community member.
 - c. In the event the student or community member is not satisfied, he or she may appeal by explaining the complaint fully, in writing, using the online complaint system available at www.tri-c.edu/concerns.
 - d. The associate dean of academic affairs will meet jointly or independently with the student or community member and faculty member (or the appropriate supervisor will meet jointly or independently with the student and individual who is the focus of the complaint) within 15 days following receipt of the complaint. The academic affairs associate dean or supervisor will review the facts and circumstances and provide the student with a written response. This decision will be final. The campus academic affairs dean or designee will send a copy of the decision to the campus president.
3. Any student or community member who is dissatisfied about an issue that does not involve a faculty member or other employee, or that involves an employee whose office or normal work location is not at a campus or Corporate College location, may seek resolution of the matter as follows:
 - a. The student or community member must address these non-academic complaints in writing using the online complaint system available at www.tri-c.edu/concerns. The dean of student affairs or their designee shall

receive the complaint and shall communicate the College’s decision regarding the complaint to the student within 15 days of receiving the written complaint.

- b. The decision communicated in prior paragraph (B)(3)(a) will not be subject to student appeal.

Effective date: May 17, 2021

Prior effective dates: Sept. 3, 2010; March 25, 2019

Procedure amplifies: 3354:1-30-03

Procedure on Grade Disputes

(A) INTRODUCTION

1. The College strives to provide every student with a successful and positive educational experience. As part of its effort to resolve student grade concerns, the College maintains this grade disputes procedure. This procedure does not apply to issues covered by the student conduct code or student judicial system. Issues related to student conduct are addressed in a separate process that the College may initiate in parallel to this grade dispute procedure.
2. In this procedure, “days” means weekdays other than College holidays, winter leave days or days the College is closed due to weather, emergency or another reason.

(B) GRADE DISPUTES

1. Grade disputes are challenges to recorded grades.
2. In most circumstances other than as described in this procedure, responsibility for academic evaluation rests with the faculty member.
3. Students are responsible for achieving academic performance standards established for each course in which they are enrolled.
4. The grade dispute process is comprised of three levels (Levels 1-3).
5. If a student fails to take the required steps in the process in a timely manner, the right to dispute the grade is automatically and permanently waived.
6. Level 1 grade disputes: Instructor
 - i. All Level 1 grade disputes must be filed by a student no later than 60 days after the disputed grade is recorded.
 - ii. The student must notify the instructor of the grade dispute and request a discussion. The instructor must schedule the discussion for a mutually agreed-upon date no later than 10 days after receiving the notice. Notification and discussion can take place in person, via email or by phone. If resolution satisfactory to the student is not achieved, or the instructor does

not respond to the student within the time frame allotted, the student may proceed to Level 2.

7. Level 2 grade disputes: Peer review panel

- i. If the student wishes to pursue the grade dispute at Level 2, the student shall file a written notice of the grade dispute with the instructor's academic dean or designee within 10 days of the last meeting with the instructor. If the instructor fails to respond to the student's request for a discussion, the 10-day period would begin starting with the date on which the original request for a discussion was made. The notice must state the student's reasons for dissatisfaction with the outcome of Level 1, provide some evidence to support the grade dispute, and clearly and completely state requested changes.
- ii. A copy of the written notice shall be provided by the academic dean or designee to the instructor within ten days of receipt. The academic dean or designee shall request a written response from the instructor, who shall provide it within 10 days.
- iii. The academic dean or designee will appoint and convene, within 20 days of receipt of the student's written notice, a peer review panel composed of three tenured faculty members, preferably from the field of the disputed class.
- iv. In cases in which there are no tenured faculty members in the field, tenure-track faculty members will be chosen. At least one faculty member will be from another campus. Faculty members who may have had responsibility for the grade in dispute should not be appointed to the peer panel. The panel will select its chairperson, who may remove or replace panel members.
- v. All members must be present at each panel meeting, or the meeting must be rescheduled.
- vi. The peer review panel must offer the student and the instructor the opportunity to meet with the panel and deliver oral testimony. The panel may meet with both the student and the instructor present or may meet with them separately. The chairperson of the peer review panel will provide a minimum of seven days' written notice to the student and instructor of any meeting they are required to attend. The student, instructor or any panel member may request that the chairperson postpone a panel meeting if the requester is unable to attend due to causes beyond the requester's control.
- vii. The panel shall have sole discretion to approve or deny the request(s) made. It may meet with other parties as deemed necessary by the panel. It may independently investigate and gather evidence as it deems appropriate.

viii. When possible, the chairperson will report the panel's decision in writing to the academic dean or designee within 15 days of the panel's receipt of the charge to review the Level 2 grade dispute. In reporting its decision, the review panel will address each main point that the student has raised, state a rationale for the decision, and provide copies of all documents reviewed and considered to the academic dean or designee.

ix. The academic dean or designee shall notify the student and instructor in writing of the official decision and the action taken or to be taken in the matter within 10 days of receipt of the written report from the peer review panel. The academic dean or designee shall provide copies of the decision and all documents reviewed and considered to the campus president (or their designee).

x. (x) The panel's decision will end the matter unless it is appealed to Level 3.

8. Level 3 grade disputes: Collegewide academic appeals board

i. If the student or instructor wishes to appeal the decision to Level 3, they must file a written notice of the appeal with the campus president (or their designee). This notice must be filed within 10 days of the date the written Level 2 official decision is sent. The notice will explain the reasons for the appellant's dissatisfaction with the decision. A copy of the written notice of appeal shall be provided by the campus president (or their designee) to the chairperson of the peer review panel and the student or instructor. The chairperson of the peer review panel and/or the instructor may choose to respond to the appeal notice in writing.

ii. The campus president (or their designee) will request that the executive vice president of academic and student affairs convene, within 10 days of receipt of notice of appeal, a Collegewide academic appeals board. The board will be composed of three tenured faculty members, one academic administrator and one student affairs administrator. Appeals board members will be selected annually by the executive vice president of Access, Learning and Success from a pool of faculty candidates nominated by the Joint Faculty Senate Council (JFSC) who are acceptable to the executive vice president and academic and student affairs administrative nominees who are acceptable to the JFSC. The academic administrator will chair the Collegewide academic appeals board.

i. The academic appeals board will review the Level 2 decision but will not consider any new issues.

- ii. If it does not conclude its review within 30 days of its first meeting on the case, the academic appeals board will issue a status report to all parties involved in the case.
- iii. The academic appeals board will report its decision to the campus president (or their designee) and the executive vice president of Access, Learning and Success no later than 60 days after having been convened. The academic appeals board's decision may deny or affirm the appeal. If the appeal is denied, the decision of the board is final. If the appeal is affirmed, the board will refer the matter for a new peer review panel.
- iv. The campus president (or their designee) will notify relevant parties of the academic appeals board decision within 10 days of receiving the decision. Relevant parties are the student, the instructor, the peer review panel, the academic dean or designee, the dean of student affairs and the executive vice president of Access, Learning and Success.

Effective date: June 9, 2020

Prior effective date(s): Sept. 3, 2010; March 25, 2019

Procedure amplifies: 3354:1-30-03

Procedure on Academic Status

(A) Good academic standing and Dean's List

Students will be considered to be in good academic standing as long as they meet the grade point average (GPA) requirements listed in Section (B). Students who have a current GPA of 3.50 or higher and who have attempted 12 or more credits during the current term will be placed on the Dean's List.

(B) Academic probation

1. A student will be placed on academic first probation (P1) if their cumulative GPA is less than shown below:

Total Credit Hours Attempted	Cumulative GPA
0-11 inclusive	.75
12-29 inclusive	1.50
30-50 inclusive	1.75
51 and above	2.00

2. Academic first probation continues as Probation 2 (P2) until the student's cumulative GPA is not less than the requirement stated in (B)(1).

3. A student placed on academic first probation (P1) at the end semester must participate in one of the following interventions.
 - i. Academic First Probation appointment with an academic counselor

(C) Academic dismissal

1. A student with more than 12 credits will automatically be dismissed after the next consecutive term following the probation status if the student's cumulative GPA is less than the requirement stated in section (B)(1).
2. A student who has been academically dismissed from the College is prohibited from enrolling in additional classes but may petition for academic readmission.
3. Students whose current credits attempted are 0.0 due to receiving all or any combination of "W," "AU," and "I" grades will retain their previous academic standing.
4. The president or their designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Readmission After Academic Dismissal

A student who has been dismissed from Tri-C must petition for academic readmission.

The first time a student has been academically dismissed from Tri-C, they 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 10 business days prior to the start of the semester. Forms can be obtained from campus Enrollment Centers or counseling offices.

Upon readmission after academic dismissal, a student must:

- Meet with an academic 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 GPA in the courses taken after readmission.

Grading

Academic Progress Reporting

Academic progress grades are an evaluation of students' progress in courses at the midpoint of all sessions eight weeks in length or longer. Faculty assign grades of either "S" (satisfactory) or "U" (unsatisfactory). Students are encouraged to meet with an academic counselor if they receive a "U" grade in any course. Students can view their (current term only) academic progress grades on *my Tri-C space*. These grades do not appear on a student's permanent record.

Auditing a Course

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

Currently enrolled Tri-C students are permitted to audit courses. Careful consideration is advised before requesting permission to audit a course. When uncertain whether to audit a course, students should see a counselor. Audit registration must be completed in person.

Audited courses may be added on the dates published in the Enrollment Guide at tri-c.edu/student-resources/enrollment-guide.html.

Credit for Prior Learning (CPL)

Credit for Prior Learning is degree credit awarded for demonstrated relevant college-level education acquired through nontraditional schooling, work or other life experience.

Through CPL, subject matter experts evaluate how prior experiences might translate to college-level knowledge and how that knowledge may equate to college credit.

Students can apply for CPL at any time after admission to the College. Credit approved through the evaluation process will be posted to their transcript.

A student may obtain a maximum of 30 semester credits of CPL. Awarded CPL will not affect a student's GPA or quality points, nor will it substitute for the required minimum of 20 semester credits of residency needed for graduation.

Types of Credit for Prior Learning

Recognized options under which CPL may be awarded include:

AP	Advanced Placement Credit
BYP	By-Pass Credit
CLEP	College-Level Examination Program Credit
EX	Challenge Exam Credit
CTAG	Career-Technical Assurance Guide Credit
DSST	DANTES Subject Standardized Tests Credit
IB	International Baccalaureate Diploma Program Credit
MC	Military Credit
MTAG	Military Transfer Assurance Guide Credit
TPC	Tech Prep Credit

CPL FEES

Students will be charged \$50 per course that is approved for CPL through the By-Pass Credit and Challenge Exam options. All fees must be paid at a Tri-C Enrollment Center. Students taking a CLEP exam must pay associated costs directly to the College Board.

See tri-c.edu/cpl for additional information about transferring credits to Tri-C.

ADDITIONAL INFORMATION

Visit the Academic Affairs office on your campus to apply for CPL.

Final Grades

Final grades are available for viewing on *my Tri-C space* within one week after the last day of each term.

Grading System

A (Excellent–4 points): 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–3 points): 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 – 2 points): 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–1 point): 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–0 points): 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–0 points): 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 of the course in which the grade is earned. P represents C or better work. Credits earned are not included in the computation of a student’s cumulative GPA.

NP (No pass–0 points): 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. No credits are awarded, and the NP is not included in the computation of a student’s cumulative GPA.

AU (Audit–0 points): 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 credit to be awarded. A student may not convert registration status from credit to audit (or audit to credit) after classes begin.

I (Incomplete–0 points): 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. Students who receive official permission to postpone an exam are assigned an I grade for that course. Students must personally request an incomplete grade from their instructors. Incomplete grades are 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 academic term following the semester in which the I was noted. Failure to complete such in the required time frame will result in an F grade.

I/E (Include/exclude–0 points): A course considered eligible for repeat is one that has an identical course (number, title and credits) or one officially identified as equivalent by the College catalog. 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–0 points): A notation of “T” indicates that a student has been awarded credit for coursework that 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. Transfer credits awarded shall not be included in the computation of a student’s cumulative GPA.

USF (Military physical education credit–0 points): A notation of “USF” indicates that a student has been awarded credit in recognition of physical education training received during at least 365 days of active duty in the U.S. military, as documented on the student’s DD-214. USF credit carries zero quality points and is not computed in GPA.

W (Withdrawal–0 points): A notation of “W” indicates a student’s withdrawal from a course in accordance with Tri-C’s withdrawal policy. Withdrawals carry zero quality points and are not computed in GPA.

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 number of credits (quarter or semester) attempted.

The following example illustrates the computation of GPA:

Points X Credit = Total Points

Grade			
A	4	3	12
B	3	3	9
C	2	4	8
D	1	3	3
F	0	3	0
Total	16	32	

GPA: $32/16 = 2.00$

GPA can be computed for any given semester or for the total of all credits attempted. When a GPA is computed for the total of all of the credits attempted, it is referred to as the cumulative GPA.

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 are not included in the computation of a student’s GPA.

Pass/No Pass Grade Option

An alternative to a letter grade (A, B, C, D or F), the 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 GPA. A student can elect up to 12 credits taken Pass/No Pass to fulfill degree requirements at Tri-C.

Things to consider before selecting a P/NP grade:

- Some restricted/selective admission program courses require traditional letter grades for their core course requirements. Courses used as prerequisites or core courses for health career and nursing programs must have a traditional letter grade. Pass/No Pass grades will not be accepted for prerequisites and core courses for health career and nursing programs. Students must consult with their program manager or counselor to determine P/ NP grading options.
- Once selected, the P/NP grade option cannot be converted back to a traditional grade option; nor can a traditional 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 using the traditional grade option. Courses taken as P/NP do count toward financial aid enrollment requirements.

Repeating a Course

In general, a student may repeat a course in which a grade of A, B, C, D, P, NP or F has been previously earned. When a course is repeated and a higher grade is earned, the previous grade will be excluded from the student's cumulative GPA calculation. If the same course grade is earned, the first grade earned chronologically is used to calculate GPA. Please note that all grades remain posted on the student's official transcript.

If a student is awarded a Fresh Start designation, grades excluded from the GPA calculation will be included for the purpose of determining eligibility for honors or other recognition based on the entirety of the student's academic career and record of academic performance at the College.

Pass/No Pass courses are not counted toward GPA calculations; therefore, the P/NP option cannot be used when repeating a course in which a previous letter grade was earned.* Credit for courses will be awarded only once in the semester in which the highest grade was awarded, unless the course description specifically states that additional credit may be earned.

Students are responsible for consulting with their program manager or counselor to determine if their specific program has guidelines or limitations for course repetition. Please note that some programs limit course repeats.

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

*Exception: For students who previously took MATH-0910 and received a letter grade, the new P/NP will replace the previous grade.

Fresh Start: Grade Forgiveness Procedure for Student Success

Fresh Start allows Tri-C to consider a GPA adjustment for 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 (Option 4).

Transcript of Grades

Information on a student's academic performance is available on *my Tri-C space*. Students can view their unofficial educational record at any time. Academic progress reports and final grades are available on the specific dates set in the academic calendar.

Students must file all grade disputes within 60 calendar days after the disputed grade is recorded.

Visit tri-c.edu/transcripts to request official transcripts of grades earned. Students receive one free transcript upon graduation.

Student 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. Eligibility for federal student financial aid is based in part on enrollment status.

Students who do not attend classes for the entire term are required to withdraw from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of their financial aid based on the date of last attendance. Students who do not attend the full session are responsible for withdrawing from their course(s).

Tri-C is responsible for identifying students who have not attended a course before financial aid funds can be applied to students' accounts.

Therefore, attendance is recorded in the following ways:

- For in-person and blended-learning courses, students must attend class by the 15th day of the semester (or equivalent for terms shorter than five weeks) to be considered attending. Students who have not met all attendance requirements for in-

person and blended courses, as described herein, within the first two weeks or equivalent, will be considered not attending.

- For online courses, students must log in at least two times per week and submit one assignment per week for the first two weeks of the semester, or equivalent to the 15th day of the term. Students who have not met all attendance requirements for online courses, as described herein, within the first two weeks or equivalent, will be considered not attending.

At the conclusion of the first two weeks of a semester or equivalent, instructors report any registered students who have “Never Attended” a course. Those students will be administratively withdrawn from that course. However, after the time period in the previous paragraphs, if a student stops attending a class or wants or needs to withdraw, for any reason, it is the student’s responsibility to withdraw from the course by completing and submitting the appropriate Tri-C form by the established withdrawal deadline.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses has been verified. 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% of their enrolled class time may be subject to the required federal refund policy.

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

Withdrawal

Students may withdraw from any semester course prior to the end of week 12 of the full semester, (or 80% of any instructional part of the semester). Specific withdrawal dates are available by semester at any Enrollment Center or in the [Enrollment Guide](#).

To withdraw from a course or courses, students must withdraw online or submit a completed withdrawal form by specific deadlines.

Withdrawal dates are published in the enrollment guide and on *my Tri-C space* on the Registration Dashboard card. Refund dates are published in the enrollment guide on *my Tri-C Space* on the Academic Calendars and Resources card. The refund schedule for all parts of term

within a semester or summer session is determined proportionately to the full semester schedule, established by Tri-C procedure.

A student may withdraw from a course or courses for any reason up to the last day of week 12 of the full 16-week semester. 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 grade.

Withdrawals related to student conduct are administrative withdrawals approved by the dean of student affairs or their designee.

All transactions involving withdrawal from courses shall be done in writing via Tri-C email 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% of any instructional part of a semester), a student who is unable to complete the current semester for reasons beyond their control (such as an emergency medical condition or other extenuating circumstances) may petition for a late withdrawal by completing a Petition for Withdrawal Exception and submitting supporting 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, and a recommendation by the committee to deny a request is final.

A recommendation by the committee to approve a request must also have approval from the appropriate instructor and academic dean. Submission deadline is defined as 30 days after the academic semester for which you are petitioning. Conditions approved under previous withdrawal petitions may not be approved again.

Refund Schedule

Students who officially withdraw from the institution or reduce the number of credits for which they are registered may be entitled to an adjustment of charges or a refund of amounts paid. Any refund or adjustment will be based on the official drop/withdrawal date listed in the enrollment guide for that particular term.

A refund will only be issued if there are no other financial obligations to Tri-C. Refunds are paid to the student’s selected refund preference with BankMobile Disbursements. (See the BankMobile Disbursements section on [page 22](#) of this handbook.)

Student Financial Aid and Financial Information

Financial aid consisting of scholarships, grants, loans and part-time employment, through the Federal Work-study program is designed to supplement a student's own resources. Student financial aid may be available for an entire academic year, including summer semester or for part of the year based on a student's enrollment.

Per federal and state regulations, primary considerations for recipients' financial aid eligibility are financial need, U.S. citizenship or eligible non-citizen status, and the potential to succeed in an academic program at Tri-C. However, some types of financial aid are based on criteria other than financial need.

Tuition and Fees

Tri-C, supported by Cuyahoga County taxpayers and assisted by the State of Ohio, maintains modest tuition and fees, both of which are subject to review by the Board of Trustees during any academic year and may be changed at its discretion with approval from the Ohio Department of Higher Education. Current tuition and fees can be found in the enrollment guide and at tri-c.edu/payingforcollege.

Tuition Guarantee Program

Tri-C's Tuition Guarantee program is an incentive for first-time college students to enroll full time for three years and pay the same tuition throughout that period. Visit tri-c.edu/payingforcollege or call 216-987-6000 (Option 3) for more information.

15+ Perks Program

The 15+ Perks program is an incentive for students to enroll full time and earn rewards equal to 50% of tuition. This program rewards students for enrolling each term and allows them to complete a degree or certificate within two years. Students can sign up on *my Tri-C space* or get more information from the Enrollment Center.

To be eligible for 15+ Perks, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov
- Complete all developmental education requirements
- Have a cumulative GPA of 2.0 or higher
- Successfully complete at least 15 credits in a fall or spring semester, or at least seven credits in a summer session
- Enroll in at least 12 credits in the next semester (fall or spring) or three credits in summer
- Sign the 15+ Perks program agreement

Withdraw/Refund Deadlines

Students who withdraw from academic credit courses will receive a refund of applicable tuition and fees in accordance with the following schedule, which governs all withdrawals/ refunds of tuition and fees for full-term courses of academic credit.

Withdraw/Refund period: Full Semester

First week – Student is responsible for 0% of tuition

Second week – Student is responsible for 30% of tuition

Third week – Student is responsible for 50% of tuition

Fourth week – Student is responsible for 75% of tuition

Fifth week and after – Student is responsible for 100% of tuition

If tuition was paid in full and there is no other outstanding balance, your payment minus the percentage you are responsible for will be refunded.

The refund process will begin two weeks after the start of term. Financial aid recipients should contact Student Financial Aid to determine how a withdrawal will affect their financial aid eligibility. The schedule for all parts of a semester and the summer session will be determined in proportion to the full semester schedule.

You will not be responsible for the instructional, general or supplemental fees if Tri-C cancels a course.

No refunds are granted if a student is dismissed from Tri-C for disciplinary reasons.

Application Procedures

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov. Review details on the application process at tri-c.edu/financialaid.

Students are strongly encouraged to complete the FAFSA at least four weeks prior to the priority deadlines listed below.

Fall Semester July 1
Spring Semester Dec. 1
Summer Session May 1

BankMobile Disbursements

The College delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.

Fee-free Allpoint ATMs are conveniently located on campus and at many citywide locations (Allpoint ATM's vary by location, availability and hours of operation are

subject to change). Visit tri-c.edu/paying-for-college/refund-choice.html or bankmobiledisbursements.com/refundchoicesso for more information.

Federal Programs

Pell Grant

The federal government makes funds available for tuition and other college-related expenses to undergraduate students with financial need who are U.S. citizens (or have permanent or immigration visas) and who have the ability to maintain satisfactory progress in their course of study. Students apply for a Pell Grant by completing the FAFSA. Eligible students have up to 12 full-time (or equivalent) semesters (e.g., 24 half-time semesters) to utilize the Pell Grant during their undergraduate career.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG provides grants to students who demonstrate exceptional financial need as determined by the FAFSA. Recipients may receive awards for the period required to complete their first bachelor's degree. Students apply for FSEOG funds by completing the FAFSA. Awards are contingent on availability of funds. Students who may be eligible for this grant are encouraged to complete the FAFSA as early as possible each academic year to ensure full consideration.

Federal Work-Study Program

Tri-C's work-study program provides meaningful work experiences that develop desired skills, attitudes and habits through varied job experiences. The work experience is intended to complement the student's education and enhance future employment. Whenever possible, the work experience is related to the student's educational program and career objectives.

Student employment not only accommodates student needs, it also provides valuable services necessary to the College's daily operations.

Federal Work-Study is awarded to students who demonstrate exceptional financial need as determined by the FAFSA. Students can review their work-study eligibility award through *my Tri-C space* or by contacting the Office of Student Financial Aid and Scholarships. Work-study is awarded on a first-come, first-served basis. Students can earn up to \$7,000 per academic year, depending on eligibility.

Federal Direct Student Loan Program

Undergraduate students may borrow up to \$3,500 in their first year and \$4,500 in their second year. Independent students may borrow up to \$6,000 of additional funds. To qualify, students must be enrolled in at least six credits and maintain satisfactory progress in their course of study.

Students who apply for loans will be awarded either a subsidized or unsubsidized loan based on financial need. During the in-school period and through the grace period after the borrower leaves school, all interest on subsidized loans is paid by the federal government.

If you are a new borrower as of July 1, 2012, interest will accrue during the grace period. Interest on unsubsidized loans will accrue from the time the loan is disbursed to the student. Repayment for student loans begins six months after the student leaves school or stops being enrolled in at least 6 credits. Students must complete the FAFSA to be considered for the Direct Student Loan Program.

Federal Parent PLUS Loan

Parents can choose to borrow a Federal Parent PLUS Loan. Students must be enrolled in at least six credits. PLUS loan applications are available in any Student Financial Aid and Scholarships office and are awarded based on an approved credit check. Students are not required to complete the FAFSA; however, it is strongly recommended to ensure they are considered for all types of available financial assistance.

Standards of Satisfactory Academic Progress (SAP)

Students must make measurable progress toward completion of their course of study in order to receive federal financial aid. Tri-C students must maintain at least a 2.0 cumulative GPA, successfully complete at least 67% of courses attempted and meet all degree requirements within 150% of the published credits required for the program.

All credits attempted since the first semester of enrollment and transfer hours will be included in this calculation, whether or not federal aid was received. Repeated courses are added into credits attempted and are used in the calculation of attempted credits versus completed credits. Failure to meet the rate of completion requirement and/or the grade point average requirement will result in the following:

- If, after one semester, a student is not making satisfactory academic progress, they will be placed on financial aid warning for the next semester.
- If, after two semesters, a student is not making satisfactory academic progress, they will become

disqualified for any additional federal aid until they re-establish eligibility. To regain eligibility, a student must fall within the satisfactory academic progress policy or submit a successful appeal.

Additionally, if a student receives all F grades or a combination of F, and W grades within one semester, whether or not on financial aid warning status, their financial aid is automatically disqualified. The student will need to appeal the disqualification.

Students receiving at least one I grade during a semester will be placed in a terminated SAP status until the grade is updated. Once the grade has been updated SAP can officially be calculated for the incomplete semester.

While on financial aid warning, a student is eligible for financial aid; however, they must be within the SAP policy guidelines by the end of the second semester. Failure to do so will result in financial aid disqualification. In addition, if a student attempts the maximum allowable credits for the program and has not been awarded a degree, financial aid is automatically disqualified.

Students who become ineligible due to SAP disqualification may submit an appeal through the student portal. The appeal should include a statement documenting the circumstances that prevented the student from being academically successful, including a plan for success along with the student's DegreeWorks audit, their academic plan and any supporting documentation. completing an online SAP Success Seminar, along with the student's DegreeWorks audit, their academic plan and any supporting documentation. The Office of Student Financial Aid and Scholarships considers the student's written appeal, other supporting documentation and federal regulations when making a final determination. Students with questions about their SAP Appeal outcome may contact the office of Student Financial Aid & Scholarships. The decision of the SAP Appeals Committee is final.

Repeated Courses and Financial Aid

Federal financial aid funds may be used only once to repeat previously passed courses for which a student has already received credit. Therefore, if a student has passed a course with a grade of D and has received credit for the course, they may only receive federal financial aid funds to repeat the course one time to improve their grade. However, if a student has not passed a course by receiving a F grade or has withdrawn (W) from a course without receiving credit, they will be able to receive financial aid to repeat the course, provided they meeting the requirements of SAP policy.

Example

If a student receives a D grade in a course with a minimum requirement of at least a C grade as a prerequisite to advance to the next level course, they must repeat the course in order to meet the academic standard. A student may only receive federal financial aid to repeat a course one time, regardless of how many times they need to retake it to achieve a C grade. The student will not receive financial aid for the same course repeated more than twice, for which credit has been received.

If a student repeats a course for which they have already received credit, the financial aid award may be adjusted for the courses in which the student is enrolled and for which they have not previously received credit. In some cases, it is still possible that the dollar amount of the financial award may cover the tuition balance. However, the student's financial aid award will now be calculated based on the eligible financial aid coursework. If the individual has student loans, they will need to be enrolled in at least six credits of non-repeated coursework to receive their student loan and be eligible for work-study awards.

Scholarships

Tri-C offers scholarships for students who participate in various programs and/or demonstrate high academic achievement. Scholarships may also be available based on a student's course of study. Visit tri-c.edu/scholarships to view the **Tri-C Scholarship Opportunities Booklet** and the awarding criteria for each scholarship.

The Cuyahoga Community College Foundation also offers a variety of scholarships for Tri-C students enrolled in various disciplines. These scholarships are created and supported through the generosity of donors who believe in the Tri-C mission and the importance of access to education.

Students can apply for Tri-C scholarships by completing the **FAFSA** and the Tri-C general scholarship application, available at tri-c.edu/scholarships.

Some scholarships may require a special application in addition to the Tri-C general application. These are noted in the scholarship booklet at tri-c.edu/scholarships.

The total scholarship award may not exceed the cost of attendance as determined by federal regulations and will be considered along with all other financial aid the student may receive.

Tax Credit Info

Students may benefit from the American Opportunity Credit (1098-T), Hope Credit (1098-T) and/or the Lifetime Learning Credit (1098-T). Individuals should meet with a

tax consultant to determine what, if any, tax deduction they may qualify for and/or receive. Visit [irs.gov](https://www.irs.gov) for more information on these tax credits.

Tuition and Fees Deduction (1098-T)

An individual may be able to deduct qualified education expenses paid during the year for themselves, a spouse or a dependent. 1098-T information is available on *my Tri-C space*.

Student Accounting

The Student Accounting department is responsible for billing, collection, refunding and all third-party sponsor-related activities. A third-party sponsor is an entity that pays the tuition and fees for a student. Contact Student Accounting at bursar@tri-c.edu or by fax at 216-987-4724 between 8:30 a.m. and 5 p.m.

Parking

Tri-C offers parking for students and visitors on all campuses.

The College automatically charges an institutional fee, based on credit hours, at the time of registration. The fee provides students with unlimited access to all campuses, recreation facilities, Technology Learning Center locations, libraries and special events on campus.

Fees are adjusted accordingly when courses are added/dropped based on the resulting credit hours.

1-3 credit hours: \$10
4-11 credit hours: \$50
12+ credit hours: \$70

This fee applies to all students and is based on credit hours charged. It is *not* based on student status (e.g., part-time, full-time, College Credit Plus, distance learning). Vehicle registration is not required.

Students are permitted to park in any College lot except faculty/staff and visitor lots. Student vehicles found in visitor lots will be ticketed. Students parking in faculty/staff lots will be issued a citation.

No vehicle is to be left on Tri-C property for longer than 24 hours. Vehicles are subject to tow at the owner's expense thereafter. If a vehicle must be left overnight, notify Campus Police and Security Services.

Tri-C is officially closed one hour after classes end.

Citations may be paid by mail or in person at any Enrollment Center. Appeals must be made within 10 days

of notice of the violation by visiting Campus Police and Security Services or via the online parking appeal form at tri-c.edu/parking.

Penalty for non-payment may include withholding grades, holding registration, impounding the vehicle or warrant citation (municipal court).

Parking and traffic rules and regulations have been adopted by the Cuyahoga Community College Board of Trustees to regulate traffic and parking on Tri-C property.

Motorcycles, motorbikes and motor scooters are subject to the same regulations as automobiles. The motor vehicle laws of the state of Ohio are in full effect on Tri-C property.

Special Services and Procedures

Student Accessibility Services: Disability Services for Students (Formerly ACCESS)

Founded in 1979, Student Accessibility Services at Tri-C serves more than 1,500 individuals annually. Student Accessibility Services supports students and visitors with disabilities at any Tri-C campus, site or location and in any online course. Common disability types include learning disabilities, intellectual disabilities, sensory limitations, mental health conditions, physical mobility conditions and chronic health issues. All matters related to a person's disability are kept confidential.

Student Accessibility Services (SAS) provides classroom accommodations and support for Tri-C students with disabilities. Once a student completes the online registration form on the SAS website, an intake appointment will be scheduled for the student to meet with a student advisor. To qualify for services, the student must provide documentation to establish that a disability exists and will substantially limit their ability to participate in the educational process without reasonable accommodations. Students with disabilities are encouraged to begin the process well in advance of the start of the semester to allow ample time for any follow-up and to ensure delivery of accommodations. However, students can apply for services at any time during the semester.

Typical academic disability accommodations include extended time for testing, assistive technology, sign language interpreters, disability advising, advocacy and referral to appropriate College programs and community

agencies. The Student Accessibility Services program is funded by the U.S. Department of Education, the State of Ohio and Tri-C.

For more information, visit tri-c.edu/sas or call the Student Accessibility Services office on your campus:

Brunswick Univ. Center	216-987-5793
Eastern Campus	216-987-2052
Metropolitan Campus	216-987-4344
Western Campus	216-987-5079
Westshore Campus	216-987-3900

Students using Sorenson Video Relay can call 216-223-6181. Please identify which campus the student will be attending.

Service Animals

Service animals are welcome at Tri-C and are subject to local and state laws and ordinances to the extent that those laws and ordinances do not conflict with the American with Disabilities Act (ADA). The service animal must be under the care and control of its handler at all times. Handlers are responsible for any damage or injuries caused by their service animals and must take appropriate precautions to prevent property damage or injury.

Under the ADA, service animals must be harnessed, leashed or tethered, unless these devices interfere with the animal's work or the individual's disability prevents them from using these devices. In this case, the owner/handler must control the animal through voice, signal or other effective controls.

A service animal is present because it is needed to perform a functional task to assist its owner; therefore, it is considered to be "on duty" at all times when on campus and should demonstrate controlled behaviors (quiet, calm, non-distracting, remaining with handler at all times). Please note that some service dogs are trained to alert their handlers and may be trained to bark to do so.

Visit tri-c.edu/sas for the most current service animal statement, including a list of behaviors that indicate a service animal may not be under the care and control of its handler.

Religious Accommodation

A student who requires a reasonable religious accommodation should submit a request directly to their course instructor within the first week of the term. The request must include an explanation of the religious conflict and suggested accommodation. An instructor may not deny a request for a religious accommodation without first consulting with their dean and the College's Executive Director of Diversity and Inclusion. The reasonable

accommodation provided need not be the accommodation requested. Visit tri-c.edu/diversity and click Policies and Procedures for more information.

This Is Me

A preferred name is a name by which a person chooses to be identified, apart from their legal name. The College allows students and employees to use a preferred name. Your preferred name will substitute for your primary/legal name on advising rosters, Blackboard, class rosters and grade rosters. You may add or update your preferred name, personal pronouns and/or gender identity on *my Tri-C space*. Additional information and step-by-step instructions are available at tri-c.edu/thisisme.

Discrimination and Harassment

Tri-C is committed to providing a workplace and educational environment — as well as other benefits, programs and activities — that are free from discrimination, harassment, sexual misconduct and retaliation. These commitments are moral imperatives consistent with an intellectual community that celebrates individual differences, diversity and meaningful individual freedom to pursue professional and educational goals.

To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the College community, Tri-C has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in allegations of discrimination or harassment on the basis of protected class status.

The College prohibits discrimination against students, employees and others based on race, color, religion, sex (including sexual harassment, sexual violence, sexual assault, sexual exploitation, relationship violence, domestic abuse and stalking), pregnancy, national origin, ancestry, physical or mental disability, age, marital status, sexual orientation, gender identity and/or expression, veteran status, military status, genetic information, participation in protected activity (retaliation) and/or any other statutes protected by state or federal law, including Title II, Title VI, Title VII, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Complaints regarding discrimination, harassment, sexual misconduct, retaliation and Title IX violations can be made to the Office of Institutional Equity, which will promptly, thoroughly and equitably investigate and resolve allegations to stop, remediate and prevent discrimination, harassment, sexual misconduct, retaliation and Title IX violations. The full Discrimination, Harassment, Sexual Misconduct, Retaliation and Title IX policy and procedure

is available at tri-c.edu/policies-and-procedures. A physical copy can be obtained by contacting the College's Office of Institutional Equity:

Cuyahoga Community College
700 Carnegie Ave.
Cleveland, OH 44115
216-987-3949

Visit tri-c.edu/OIE for more information.

Title IX

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Tri-C does not discriminate on the basis of sex, a requirement of Title IX, in any of its educational programs or activities, including admission and employment. Inquiries about the application of Title IX may be referred to the College's Title IX coordinator, who also serves as director of Institutional Equity.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by phone or by email to the Office of Institutional Equity (see contact information below) or online at tri-c.edu/concerns. The College will promptly and equitably resolve allegations prohibited by Title IX.

The full Discrimination, Harassment, Sexual Misconduct and Retaliation policy and procedure is available at tri-c.edu/policies-and-procedures. A physical copy can be obtained by contacting the College's Office of Institutional Equity:

Cuyahoga Community College
700 Carnegie Ave.
Cleveland, OH 44115
216-987-3949

Visit tri-c.edu/titleix for more information.

Tri-C 100% Tobacco-Free Policy

Cuyahoga Community College is committed to promoting a healthy lifestyle and workplace environment while preparing our students for tobacco-free work environments. The College supports administrators, faculty, staff and students in their efforts to reduce or discontinue the use of tobacco products. Therefore, the College approved a tobacco-free policy that supports a healthy environment for all who are on the grounds of any

College location.

Effective Aug. 8, 2016, the use of all types of tobacco products will be prohibited in all College-owned or leased properties including parking lots, garages and all outside areas. Visit tri-c.edu/breathefree for more information.

Choose Not To Abuse

Tri-C is dedicated to providing a clean learning environment free from the effects of alcohol and drug abuse. The use, possession, dispensation, manufacture or distribution of illegal drugs and controlled substances that are not medically authorized is prohibited.

Mandated by the Drug-Free Schools and Communities Act, Cuyahoga Community College has developed a Drug-Free Campus and Workplace program. All students are required to receive a copy of this program annually. The program specifically covers:

- **Sanctions** – Those choosing to violate the drug-free policy are subject to corrective action, up to and including discharge and possible referral for criminal prosecution.
- **What You Can Do: Alcohol and Drug Support Services** – Treatment options and referrals for rehabilitation. Students in need of assistance should contact their campus Counseling office.
- **Controlled Substances and You** – Health risks associated with the use of tobacco, illicit drugs and the abuse of alcohol. The risks associated with drug and alcohol use are numerous and include emotional, mental and physical effects. Some are irreversible, and even short-term use can cause or contribute to loss of life.
- **Substance Abuse Penalties and Enforcement** – Legal sanctions (local, state and federal) and penalties for violators may include fines, imprisonment or both.

Students may view the entire Drug-Free Campus and Workplace program on *my Tri-C space*. Please contact the director of Health and Well-Being for a hard copy. Students interested in more information regarding community resources can visit tri-c.edu/studentinfo.

Concealed Weapons

No person shall knowingly possess, have under their control, convey or attempt to convey a deadly weapon or dangerous ordnance, unless specifically approved in advance as a job-related requirement (i.e., campus police officers) or stored in designated parking areas in accordance with the concealed carry weapons law of the State of Ohio as set forth in Ohio Revised Code 2933. This policy applies to all students, faculty and staff without regard to any concealed handgun license or permit an individual may possess.

Soliciting, Canvassing, and Sales/Distributing and Posting Written Materials

No individual or organization may engage in soliciting, canvassing or selling of any kind at any College location. Except for individuals or organizations acting within such reasonable time, place and manner restrictions as may be required by the College, no individual or organization may distribute or post notices, circulars, signs or other written materials at any College location. Check with the Campus President's office and/or Student Life for possible exceptions to this rule.

Emergency Procedure

Evacuation instructions are posted in each classroom. Please be familiar with those postings. In case of an emergency, students should use the closest emergency exit.

Hazing

Hazing is illegal in Ohio. Hazing is an act that endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. Hazing is prohibited under the Student Conduct Code. Students may address their concerns to the dean of Student Affairs or view the Student Conduct Code at tri-c.edu/studentaffairs

Sexual Offense Felony Reporting

The sexual offense felony admission and reporting policy requires both credit and noncredit students to self-report any sexual offense felonies. Upon admission, returning or re-enrolling, all students are required to report all sexual offense felonies occurring within the past 15 years as well as any that require sexual offender registration. Individuals with sexual offense felonies seeking enrollment should anticipate delays resulting from additional required reviews.

Unattended Children

Except for Tri-C students who are younger than 18, minors must be accompanied and supervised by a parent or other responsible adult at all times at any Tri-C location or event. This helps ensure safety and helps the College properly carry out its educational activities. Parents must make the necessary child care arrangements and are not permitted to bring children to classes or other learning spaces such as tutoring or testing centers.

Access to Student Records

As part of its responsibilities to students, Cuyahoga Community College must maintain accurate and confidential student records. The College recognizes students' rights to access their educational records and to limit such access by others in accordance with the Family Educational Rights and Privacy Act (FERPA) and associated federal regulations. These rights are spelled out in the College's procedure on student education records. A Collegewide FERPA release form is available online in *my Tri-C space*.

With certain exceptions, student records will not be released without prior written consent of the student. Students have the right to review and question the content of their educational records within a reasonable time frame after requesting such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, an opportunity is provided for a hearing on the matter. Students who wish to review their educational records may visit tri-c.edu/compliance or apply to the appropriate Enrollment Center for details regarding College procedures designed to expedite their request.

Directory Information

Tri-C has designated the following information as directory information and will disclose this information without prior written consent unless otherwise instructed by the student: Name, address (local and home), program of study (including college of enrollment, major and campus), enrollment status (e.g., full time, part time, withdrawn), dates of attendance and degrees, and honors and awards received.

The following will be disclosed for athletic team members only: Previous educational agencies or institutions attended, participation in officially recognized activities and sports, and weight and height.

Students who wish to have this information kept confidential should contact the Enrollment Center or call 216-987-6000.

Technology Resources Procedure

Tri-C operates and maintains technology resources to facilitate the achievement of its mission and goals. Access to technology resources is a privilege, not a right. Access may be restricted or denied, and technology resources may be seized at any time and without notice. Users should not have an expectation of privacy in anything they create, store, send or receive using the College's technology resources. Every user is subject to this procedure and to other applicable procedures of the

College. To access the technology resources procedure, see Administration Policies and Procedures at tri-c.edu/policies-and-procedures.

10 Essential Tips for Success at Tri-C



10 Essential Tips for Success at Tri-C

1. Attend class regularly, and be punctual.
2. Visit professors during office hours or by appointment, and engage in classroom discussions.
3. Visit a counselor to create your Academic Plan, and follow up at least once each term to stay on track.
4. Get involved with student clubs and organizations (but not over-involved).
5. Proactively seek out scholarships and ask questions about financial aid.
6. Take care of yourself by getting enough sleep, eating nutritiously and staying physically active.
7. Learn about stress management, time management and financial literacy through campus workshops, Student Lingo videos, etc.
8. Utilize student success specialists, peer mentors and other campus support staff. They are here to help you stay motivated and overcome challenges on your journey.
9. Keep your skills sharp by routinely visiting the Learning Center for free tutoring in many courses and the Writing Center for writing support.
10. Research career paths and learn about job readiness in the Career Center. Plan ahead for a bright future!

