Welcome to Cuyahoga Community College (Tri-C®)!

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 student 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. This handbook contains college survival information for new students, comprehensive resources for continuing students and information about activities that support learning.

For students who will be participating in the First Year Experience, this handbook may also serve as the textbook for your First Year Student Success Seminar. Throughout your first year, we will provide you with 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. For additional guidance, please contact the Student Affairs offices located on each campus.

The Tri-C team looks forward to being an active part of your success!
ABOUT CUYAHOGA COMMUNITY COLLEGE
College Student Handbook - A Guide for College Life

2019-2020

THIS HANDBOOK BELONGS TO:

Name: ____________________________________________

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

Connect  •  Engage  •  Plan  •  Succeed
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 the diverse beliefs, ideas and experiences we may share as individuals is essential to having a healthy and safe campus community. Diversity promotes creative thinking, 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 the regular operation of the College or College activities.

The College acknowledges the importance of an environment that is conducive to learning. For more information, please visit the College’s procedure website at www.tri-c.edu/policies-and-procedures.

Discrimination against any individual based upon race, color, religion, sex (including sexual harassment), pregnancy, national origin, ancestry, disability, age, sexual orientation, gender identity and expression, veteran status, military status or genetic information is prohibited. Any employee, student or other person who wishes to report discrimination or harassment based on any of the aforementioned protected classes should contact the College’s Office of Diversity and Inclusion:

Cuyahoga Community College
2500 East 22nd St.
Cleveland, Ohio 44115
216-987-0204

Additionally, the College’s Title IX (related to sex discrimination) and Section 504 and Title II of the American Disabilities Act (related to disability discrimination) coordinator is housed at the above address and can be reached at 216-987-3949.
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## IMPORTANT PHONE NUMBERS

### Customer Service Center
**216-987-6000**
All Tri-C phone numbers are in the 216 area code.

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<th>Eastern Campus</th>
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<td>Corporate College® East</td>
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**Connect  •  Engage  •  Plan  •  Succeed**
# ACADEMIC PROGRAM DIRECTORY

## Eastern Campus

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<th>Academic Program</th>
<th>Phone Number</th>
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<td>Academic Affairs</td>
<td>216-987-2296</td>
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<td>Adjunct Services</td>
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<tr>
<td>Business, Math and Technology</td>
<td>216-987-2262</td>
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<tr>
<td>Creative Arts</td>
<td>216-987-0295</td>
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<tr>
<td>Health Careers and Natural Sciences</td>
<td>216-987-2350</td>
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<tr>
<td>Hospitality Management</td>
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<tr>
<td>Liberal Arts</td>
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## Metropolitan Campus

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<td>Academic Affairs</td>
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<td>Adjunct Services</td>
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<td>Business, Math and Technology</td>
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<td>Creative Arts</td>
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<td>Engineering Technology</td>
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<td>Health Careers and Natural Sciences</td>
<td>216-987-4417</td>
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<td>Hospitality Management</td>
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<td>Liberal Arts</td>
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<td>Nursing</td>
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<td>Adjunct Services</td>
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<td>Business and Applied Technologies</td>
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<td>216-987-4677</td>
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<td>216-987-5508</td>
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<td>Public Safety Center of Excellence</td>
<td>216-987-5177</td>
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<td>STEM</td>
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<td>Academic Affairs</td>
<td>216-987-3528</td>
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<td>Adjunct Services</td>
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Campus Locations
BY AUTOMOBILE:

The Eastern Campus is bound by Harvard Road to the north, Emery Road to the south, Richmond Road to the east and Green Road to the west.

Motorists traveling south on I-271 should take the Harvard Road exit (Exit 28B). Turn right off the exit ramp and travel west on Harvard (about a quarter mile) to Richmond Road. Turn left on Richmond Road and travel south (about a quarter mile). The Eastern Campus entrance will be on your right.

Motorists traveling north on I-271 should take the Harvard Road exit (Exit 28B). Turn left off the exit ramp and proceed (about a quarter mile) west on Harvard to Richmond Road. Turn left on Richmond and travel south to the entrance of the Eastern Campus (on your right).

Motorists traveling on I-480 east should merge onto I-271 north (use local lanes) and follow the directions above (north on I-271).

BY PUBLIC TRANSIT:

#15 Union-Harvard. Operates seven days, early morning through late night.

#94 E. 260th - Richmond. Operates Monday-Friday, early morning through evening.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
Notice: All Tri-C campuses are undergoing numerous construction projects. Visit www.tri-c.edu/constructionupdates for important information and construction updates.

**Metropolitan Campus**

**216-987-6000**

2900 Community College Ave. | Cleveland, Ohio 44115-3196

**BY AUTOMOBILE:**

The Metropolitan Campus is bound by Community College Avenue to the north, Woodland Avenue to the south and East 30th Street to the east. Motorists can reach the campus by traveling east or west via Euclid or Carnegie Avenue to East 30th Street and then south to the campus.

From I-77 north, take the Woodland Ave. exit (Exit 162A) onto Woodland Ave.

From I-90 east and I-71 north, take the exit to I-77 south and immediately exit onto East 30th Street (Exit 162A). Turn left onto East 30th Street.

**BY PUBLIC TRANSIT:**

#11 Quincy-Buckeye. Operates seven days, early morning through late night.

#14 Kinsman. Operates 24/7.

#15 Union-Harvard. Operates seven days, early morning through late night.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTA Answerline at 216-621-9500.
BY AUTOMOBILE:

The Western Campus is bound by Pleasant Valley Road to the south and York Road to the east. Motorists traveling on I-77 should take the Pleasant Valley Road exit (Exit 153) and travel west on Pleasant Valley Road to the campus.

Motorists traveling on I-71 should take the Bagley Road exit (Exit 235) and travel east on Bagley Road (street name changes to Pleasant Valley Road) to the campus.

BY PUBLIC TRANSIT:

#45 Ridge. Operates seven days, early morning through late night.

#83 W. 130th. Operates seven days, early morning through evening.

#86 Bagley. Operates Monday-Friday, early morning through evening rush and Saturday, early morning through evening.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
**BY AUTOMOBILE:**

The Westshore Campus is bound by Bradley Road to the east and Clemens Road to the north. Motorists traveling west on I-90 should take the Crocker Road exit (Exit 156) and turn right onto Crocker Road. Motorists traveling east on I-90 should take the Crocker Road exit (Exit 156) and turn left onto Crocker Road. Take an immediate left onto Clemens Road. The Westshore Campus entrance is about a half mile down the road, just after the Bradley Road intersection.

**BY PUBLIC TRANSIT:**

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
**BY AUTOMOBILE:**

The Brunswick University Center is bound by Route 303 to the south and Old Eagle Drive to the east. Motorists traveling south on I-71 should take the Route 303 West/Center Road exit (Exit 226). Turn right off the exit onto Route 303/Center Road. The Brunswick University Center entrance is about one mile down the road on your right.

Motorists traveling north on I-71 should take the Route 303 West/Center Road exit (Exit 226). Turn left off the exit onto Route 303/Center Road. The Brunswick University Center entrance is about one mile down the road on your right.

**BY PUBLIC TRANSIT:**

Brunswick Transit Alternative (BTA) offers service to the Brunswick University Center via its regularly scheduled bus stops and anywhere along the routes by hailing the driver.

For more information about the BTA bus route or frequency, visit [http://brunswick.oh.us/Service-and-Streets/BTA](http://brunswick.oh.us/Service-and-Streets/BTA) or call 330-723-9670.

Cuyahoga County residents can link to BTA via RTA route #451 at Laurel Square.

For the most up-to-date information, use the online trip-planning feature at [RideRTA.com](http://RideRTA.com) or call the RTAnswerline at 216-621-9500.
Notice: All Tri-C campuses are undergoing numerous construction projects. Visit www.tri-c.edu/constructionupdates for important information and construction updates.

Manufacturing Technology Center (MTC)
216-987-3075 | 2415 Woodland Ave. | Cleveland, Ohio 44115

Advanced Technology Training Center (ATTC)
216-987-6000 | 3409 Woodland Ave. | Cleveland, Ohio 44115

BY AUTOMOBILE:
Motorists can reach the MTC and ATTC, both adjacent to the Metropolitan Campus, by traveling east or west via Euclid or Carnegie Avenue to East 30th St. and then south to Woodland Ave. The ATTC building will be on the left at the corner of East 30th and Woodland. For the MTC, turn right onto Woodland Ave.

From I-77 north, take the Woodland Avenue exit (Exit 162A) onto Woodland Ave. Make a slight right to access the ATTC parking lot; continue straight to access the MTC.

From I-90 east and I-71 north, take the exit to I-77 south and immediately exit onto East 30th St. (Exit 162A). Turn left onto East 30th St. to Woodland Ave.

BY PUBLIC TRANSIT:
#11 Quincy-Buckeye. Operates seven days, early morning through late night.
#14 Kinsman. Operates 24/7.
#15 Union-Harvard. Operates seven days, early morning through late night.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
Corporate College East (CCE)

216-987-2800

4400 Richmond Road | Warrensville Heights, Ohio 44128

**BY AUTOMOBILE:**

Corporate College East is easily accessed by traveling south on I-271, exiting at Harvard Road (Exit 28B). Turn right off of the exit ramp, traveling west on Harvard Road. The entrance to Corporate College East is on Richmond Road.

**BY PUBLIC TRANSIT:**

#15 Union-Harvard. Operates seven days, early morning through late night.

#94 E. 260th - Richmond. Operates Monday-Friday, early morning through evening.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
Corporate College West (CCW)
216-987-6000
25425 Center Ridge Road  |  Westlake, Ohio 44145

BY AUTOMOBILE:
Corporate College West is easily accessed from I-90. Exit at Columbia Road (Route 252) and go south to Center Ridge Road. Corporate College is on the southeast corner. Enter from Center Ridge Road.

BY PUBLIC TRANSIT:
#49 Center Ridge. Operates seven days, early morning through evening.
For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
CAMPUS LOCATIONS

Hospitality Management Center (HMC)
216-987-6000
180 Euclid Ave. | Cleveland, Ohio 44114

BY AUTOMOBILE:
Motorists traveling east on I-90 should take the East 9th Street exit (Exit 172A) and merge onto East 9th Street. Turn left onto Carnegie Avenue. Turn right onto Ontario Street. Turn right onto South Roadway. South Roadway turns into Euclid Avenue. HMC will be on the right.

Motorists traveling west on I-90 should take the Prospect Avenue exit (Exit 173A). Turn right onto Prospect Avenue. Turn right onto Ontario Street. Take the first right onto South Roadway. South Roadway turns into Euclid Avenue. HMC will be on the right.

Motorists traveling north on I-71 should take the East 9th Street exit (Exit 172A) and merge onto East 9th Street. Turn left onto Carnegie Avenue. Turn right onto Ontario Street. Turn right onto South Roadway. South Roadway turns into Euclid Avenue. HMC will be on the right.

Motorists traveling north on I-77 should take the Woodland Avenue exit (Exit 162A) toward East 30th Street. Make a slight left onto Woodland Avenue. Take a slight left onto Orange Avenue. Continue straight onto South Broadway Avenue. South Broadway turns into Ontario Street. Turn right onto South Roadway. South Roadway turns into Euclid Avenue. HMC will be on the right.

Parking:
Parking is offered at the ProPark Garage at 2047 Ontario St., between Prospect and Euclid avenues on the east side of the street at the blue “P” sign. 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.

BY PUBLIC TRANSIT:
HealthLine. Operates 24/7. A short walk from the Tower City Station, which is served by the Red, Blue and Green Rapid transit lines; or a short walk from any of the 30 bus routes that pass through Public Square.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
TRANSPORTATION INNOVATION CENTER

216-987-3226
24881 Rockwell Drive | Euclid, Ohio 44117

BY AUTOMOBILE:
Motorists can reach the Transportation Innovation Center (TIC) via I-90. The TIC is located in the former JRayl Trucking Company building. From the west, take I-90 east to the Babbitt Road exit. Turn right on Babbitt and head south to Rockwell Dr. Make a right and arrive at the TIC, 24881 Rockwell, on the right side of the street. From the east, take I-271 north to I-90 west, to the Babbitt Road exit. Turn left on Babbitt Road and head south to Rockwell Dr. Make a right on Rockwell.

- Traveling from the west on Euclid Ave., turn left on Babbitt Road, head north and make a left on Rockwell Dr.
- Traveling from the east on Euclid Ave., turn right on Babbitt Road, head north and make a left on Rockwell Dr.

BY PUBLIC TRANSIT:
1 St. Clair: Bus operates 24 hours a day, seven days a week between Downtown Cleveland, St. Clair Ave. and E. 152nd St. Bus operates seven days a week, early morning through evening rush hour, between Downtown Cleveland and the Euclid Park-N-Ride.

28-28A Euclid Ave.: Bus operates 24 hours a day, seven days a week between the Louis Stokes Station at Windermere, Tungsten Road and E. 276th St. Bus operates Monday through Friday, early morning through evening rush hour, between Louis Stokes Station at Windermere and Shore Center (E. 222nd St. and Lakeshore Blvd.)

34 East 200th St-Green: Bus operates Monday through Friday, early morning through evening rush hour.

39 Lakeshore: Bus operates Monday through Friday, early morning through evening rush hour, between Downtown Cleveland and Shoregate Shopping Center in Willowick.

Please note that there is no bus stop directly in front of the TIC. The 34 and 39 bus routes do not travel to the vicinity of the TIC, however, you can connect with either the 1 or 28 routes.

For the most up-to-date information, use the online trip-planning feature at RideRTA.com or call the RTAnswerline at 216-621-9500.
## ACADEMIC CALENDAR

### Fall Semester 2019

**Full Term (16 Weeks)**

- **Starts:** Aug. 26, 2019  
  **Ends:** Dec. 15, 2019  
  **16 Weeks**

<table>
<thead>
<tr>
<th>Session</th>
<th>Starts</th>
<th>Ends</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>Aug. 26, 2019</td>
<td>Oct. 20, 2019</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Session B</td>
<td>Oct. 21, 2019</td>
<td>Dec. 15, 2019</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Session O</td>
<td>Sept. 9, 2019</td>
<td>Dec. 15, 2019</td>
<td>14 Weeks</td>
</tr>
</tbody>
</table>

### DATE

<table>
<thead>
<tr>
<th>Date</th>
<th>Calendar Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 18 – Aug. 26, 2019</td>
<td>Registration for Fall Semester 2019</td>
</tr>
<tr>
<td>Aug. 26, 2019</td>
<td>Fall Semester Full Term (16 Weeks) and Session A (First 8 Weeks) Begin</td>
</tr>
<tr>
<td>Sept. 2, 2019</td>
<td>Labor Day - College Closed</td>
</tr>
</tbody>
</table>
| Sept. 9, 2019   | Session O (14 Weeks) Begins  
                    Last Day to Withdraw from Full Term (16 Weeks) and Session A (First 8 Weeks)  
                    with **No Record**                                                           |
| Sept. 23, 2019  | Last Day to Withdraw from Session O (14 Weeks) with **No Record**                     |
| Oct. 4, 2019    | Last Day to Withdraw from Session A (First 8 Weeks) Course with a “W” Grade          |
| Oct. 6, 2019    | Deadline to submit incomplete work for Spring and Summer 2019                         |
| Oct. 11, 2019   | Incomplete Grades for Spring Semester 2019 and Summer Session 2019 become “F” Grades |
| Oct. 20, 2019   | Session A (First 8 Weeks) Ends                                                        |
| Oct. 21, 2019   | Session B (Second 8 Weeks) Begins                                                     |
| Oct. 22, 2019   | Final Grades Due: Session A (First 8 Weeks)                                           |
| Oct. 25, 2019   | Final Grades Available: Session A (First 8 Weeks)  
                    Academic Progress Reporting Due: Full Term (16 Weeks)                     |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 4, 2019</td>
<td>Last Day to Withdraw from Session B (Second 8 Weeks) with <strong>No Record</strong></td>
</tr>
<tr>
<td>Nov. 11, 2019</td>
<td>Veterans Day - College Closed</td>
</tr>
<tr>
<td>Nov. 15, 2019</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>Nov. 22, 2019</td>
<td>Last Day to Withdraw from Session O (14 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>Nov. 27, 2019</td>
<td>Last Day To Withdraw From Session B (Second 8 Weeks) Course With “W” Grade</td>
</tr>
<tr>
<td>Nov. 28 – Dec. 1, 2019</td>
<td>Thanksgiving Recess - College Closed</td>
</tr>
<tr>
<td>Dec. 9-15, 2019</td>
<td>Final Exam Week – <strong>Full Term</strong></td>
</tr>
<tr>
<td>Dec. 15, 2019</td>
<td>Fall Semester Full Term, Session B (Second 8 Weeks) And Session O (14 Weeks) End</td>
</tr>
<tr>
<td>Dec. 17, 2019</td>
<td>Final Grades Due - Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) Fall Commencement 2019</td>
</tr>
<tr>
<td>Dec. 20, 2019</td>
<td>Final Grades - Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) Available to Students</td>
</tr>
</tbody>
</table>

**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.
# Academic Calendar

## Spring Semester 2020

**Full Term (16 Weeks)**

<table>
<thead>
<tr>
<th>Session</th>
<th>Starts:</th>
<th>Ends:</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Jan. 13, 2020</td>
<td>Mar. 8, 2020</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>B</td>
<td>Mar. 16, 2020</td>
<td>May 10, 2020</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>O</td>
<td>Jan. 27, 2020</td>
<td>May 10, 2020</td>
<td>14 Weeks</td>
</tr>
</tbody>
</table>

## Session A

- **Starts:** Jan. 13, 2020
- **Ends:** Mar. 8, 2020
- **Duration:** 8 Weeks

## Session B

- **Starts:** Mar. 16, 2020
- **Ends:** May 10, 2020
- **Duration:** 8 Weeks

## Session O

- **Starts:** Jan. 27, 2020
- **Ends:** May 10, 2020
- **Duration:** 14 Weeks

## Date Calendar Description

<table>
<thead>
<tr>
<th>Date</th>
<th>Calendar Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 13, 2020</td>
<td>Spring Semester Full Term (16 Weeks) and Session A (First 8 Weeks) Begin</td>
</tr>
<tr>
<td>Jan. 20, 2020</td>
<td>Martin Luther King Jr. Day - College Closed</td>
</tr>
<tr>
<td>Jan. 27, 2020</td>
<td>Session O (14 Weeks) Begins</td>
</tr>
<tr>
<td>Jan. 27, 2020</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) and Session A (First 8 Weeks) with No Record</td>
</tr>
<tr>
<td>Feb. 10, 2020</td>
<td>Last Day to Withdraw from Session O (14 Weeks) with No Record</td>
</tr>
<tr>
<td>Feb. 21, 2020</td>
<td>Last Day to Withdraw from Session A (First 8 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>Feb. 23, 2020</td>
<td>Last Day to Submit Incomplete Work from Fall Semester 2019</td>
</tr>
<tr>
<td>Feb. 28, 2020</td>
<td>Incomplete Grades for Fall Semester 2019 become “F” Grades</td>
</tr>
<tr>
<td>March 8, 2020</td>
<td>Session A (First 8 Weeks) Ends</td>
</tr>
<tr>
<td>March 9-15, 2020</td>
<td>Spring Break - No Classes Scheduled</td>
</tr>
<tr>
<td>March 16, 2020</td>
<td>Session B (Second 8 Weeks) Begins</td>
</tr>
<tr>
<td>March 17, 2020</td>
<td>Final Grades Due: Session A (First 8 Weeks)</td>
</tr>
<tr>
<td>March 20, 2020</td>
<td>Final Grades Available: Session A (First 8 Weeks)</td>
</tr>
<tr>
<td></td>
<td>Academic Progress Reporting Due: Full Term (16 Weeks)</td>
</tr>
</tbody>
</table>

800-954-8742
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30, 2020</td>
<td>Last Day to Withdraw from Session B (Second 8 Weeks) with <strong>No Record</strong></td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Last Day to Withdraw from Full Term (16 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>April 17, 2020</td>
<td>Last Day to Withdraw from Session O (14 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>April 24, 2020</td>
<td>Last Day to Withdraw from Session B (Second 8 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>May 4-10, 2020</td>
<td>Final Exam Week – <strong>Full Term</strong></td>
</tr>
<tr>
<td>May 10, 2020</td>
<td>Spring Semester Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks) End</td>
</tr>
<tr>
<td>May 12, 2020</td>
<td>Final Grades Due - Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)</td>
</tr>
<tr>
<td>May 14, 2020</td>
<td>Spring Commencement 2020</td>
</tr>
<tr>
<td>May 15, 2020</td>
<td>Final Grades Available: Full Term, Session B (Second 8 Weeks) and Session O (14 Weeks)</td>
</tr>
</tbody>
</table>

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## ACADEMIC CALENDAR

### Summer Session 2020

**Full Term (10 Weeks)**

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26, 2020</td>
<td>Aug. 2, 2020</td>
<td>10</td>
</tr>
</tbody>
</table>

**Session J**

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26, 2020</td>
<td>June 28, 2020</td>
<td>5</td>
</tr>
</tbody>
</table>

**Session K**

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29, 2020</td>
<td>Aug. 2, 2020</td>
<td>5</td>
</tr>
</tbody>
</table>

**Session L**

<table>
<thead>
<tr>
<th>Starts</th>
<th>Ends</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 8, 2020</td>
<td>Aug. 2, 2020</td>
<td>8</td>
</tr>
</tbody>
</table>

### DATE

<table>
<thead>
<tr>
<th>Date</th>
<th>Calendar Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23 – May 25, 2020</td>
<td>Registration for Summer Session 2020 Opens</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day - College Closed</td>
</tr>
<tr>
<td>May 26, 2020</td>
<td>Summer Session Full Term (10 Weeks) and Session J (First 5 Weeks) Begin</td>
</tr>
<tr>
<td>June 8, 2020</td>
<td>Session L (8 Weeks) Begins</td>
</tr>
<tr>
<td>June 9, 2020</td>
<td>Last Day to Withdraw from Full Term (10 Weeks) and Session J (First 5 Weeks) with No Record</td>
</tr>
<tr>
<td>June 19, 2020</td>
<td>Academic Progress Reporting for Full Term (10 Weeks) Due</td>
</tr>
<tr>
<td></td>
<td>Last Day to Withdraw from Session J (First 5 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>June 22, 2020</td>
<td>Last Day to Withdraw from Session L (8 Weeks) with No Record</td>
</tr>
<tr>
<td>June 28, 2020</td>
<td>Session J (First 5 Weeks) Ends</td>
</tr>
<tr>
<td>June 29, 2020</td>
<td>Session K (Second 5 Weeks) Begins</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>Final Grades Due: Session J (First 5 Weeks)</td>
</tr>
<tr>
<td>July 2, 2020</td>
<td>Final Grades Available: Session J (First 5 Weeks)</td>
</tr>
<tr>
<td>July 3, 2020</td>
<td>Independence Day Observed - College Closed</td>
</tr>
<tr>
<td>July 13, 2020</td>
<td>Last Day to Withdraw from Session K (Second 5 Weeks) with No Record</td>
</tr>
<tr>
<td>July 17, 2020</td>
<td>Last Day to Withdraw from Full Term (10 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 24, 2020</td>
<td>Last Day to Withdraw from Session K (Second 5 Weeks) Course with a “W” Grade</td>
</tr>
<tr>
<td>Aug. 2, 2020</td>
<td>Summer Session Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks) End</td>
</tr>
<tr>
<td>Aug. 4, 2020</td>
<td>Final Grades Due: Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks)</td>
</tr>
<tr>
<td>Aug. 7, 2020</td>
<td>Final Grades Available: Full Term, Session K (Second 5 Weeks) and Session L (8 Weeks)</td>
</tr>
</tbody>
</table>

**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
Cuyahoga Community College is committed to providing high-quality, accessible and affordable education within a student-centered environment. To maintain 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 procedure titled “Student Judicial System” (rule 3354:130-03.6), which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

Our goal for the student experience in our conduct process is that students will mature in both social responsibility and intellectual growth. Students will gain understanding of the institutional values reflected in our policies and become familiar with the importance of personal integrity. The values of the Office of Student Affairs provide a framework for programs and practices that mirror institutional values. The core values are:

**Integrity ▪ Respect ▪ Responsibility ▪ Fairness ▪ Diversity**

The College promotes a civil environment where 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 off your cellphone and other electronic devices during class time unless otherwise instructed.
- Respecting the rights of others to express viewpoints different from your own.

As a student at Cuyahoga Community College, 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 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.

Instead, 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, policies and 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.

Please contact the Student Affairs office on your campus with any questions. We look forward to serving you.

Sincerely,

*Cuyahoga Community College’s Office of Student Affairs*

To review all College procedures, visit www.tri-c.edu/policies-and-procedures. To view the student handbook online, visit www.tri-c.edu/studenthandbook.
3354-1-30-03.5 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 high standards, the College must furnish an atmosphere conducive to student and education 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 his or her 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 College 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) Advisor – A person, chosen by the accused student or complainant, at their own expense, who advises/supports them through the student judicial process. The advisor is not permitted to represent the accused student or complainant in the student judicial system or participate directly in the proceedings (examples of advisors include, but are not limited to, parents, attorneys, etc.).

(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 (3) 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 safety 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 with student conduct administrator involving both the accused student and complainant, either separately or together. Both parties may have the assistance of an advisor.

(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 the 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.

(i.) Tenure – Any period of active enrollment at any College location.

(ii.) 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 in 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
COLLEGE POLICIES, PROCEDURES AND GUIDELINES

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 (this 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 directions 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 the 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 distributing of such unauthorized records by any means is also prohibited.

(14) **Sexual misconduct** – Unwelcome conduct of a sexual nature, which includes 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, etc.

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 an office in any registered student organization or hold an 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 the 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 the 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 in writing or given verbally to the student that the 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; or

(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. For more information about FERPA at the College, see the procedure on student education records (3354:1-30-02.2).

(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 his or her 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, the normal operations of the College.

(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 his or her 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, but communications in such hearings should not be considered confidential.

(b) The complainant and the accused student have the right to be accompanied by an advisor of their choice. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors 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 his or her 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 his or her 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 his or her 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 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 TO EXPUNGE STUDENT CONDUCT CODE RECORDS

(1) A student wishing to remove disciplinary actions from their education record must provide a written request to the student conduct administrator at the campus of their choice. 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.

(2) Requests will be reviewed by a College-wide 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: June 1, 2014
Prior effective date: June 10, 2008
Procedure amplifies: 3354:1-30-03

Student Affairs Office Locations by Campus

**Eastern Campus**
4250 Richmond Road ESS 2133
Highland Hills, Ohio 44122
216-987-2202

**Metropolitan Campus**
2900 Community College Ave. MBA 105
Cleveland, Ohio 44115
216-987-4240

**Western Campus**
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
(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 (VISIT WWW.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.

(C) 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 composed of three levels (Levels 1-3).

(5) If a student fails to take the required steps in the process within the time frames established for each step as stated below, the right to dispute the grade is automatically and permanently waived.

(6) Level 1 grade disputes: Instructor

(a) All Level 1 grade disputes must be filed by a student to the campus academic affairs office no later than 60 days after the disputed grade is recorded.

(b) The student must notify the instructor of the grade dispute and request a discussion. The instructor must schedule the discussion for a mutually agreeable date no later than 10 days after receiving the notice. Notification and discussion can take place in person, by 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

(a) If the student wishes to pursue the grade dispute at Level 2, the student must 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, must provide some evidence to support the grade dispute and must clearly and completely state any changes the student requests.

(b) A copy of the written notice shall be provided by the academic dean or designee to the instructor within 10 days after receipt. The academic dean or designee shall request a written response from the instructor. The instructor shall provide a written response within 10 days.

(c) The academic dean or designee will appoint and convene, within 20 days of receiving the student’s written notice, a peer review panel composed of three tenured faculty members, preferably from the field of the disputed class. In the case where 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. All members must be present at each panel meeting, or the meeting must be rescheduled.

(d) 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.

(e) 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.

(f) 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.

(g) 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 receiving the written report of 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).

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

(8) Level 3 grade disputes: College-wide academic appeals board

(a) If the student or instructor wishes to appeal the decision to Level 3, he or she 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. The campus president (or their designee) shall provide a copy of the written notice of appeal 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 in writing to the appeal notice.

(b) The campus president (or their designee) will request that the executive vice president Academic and Student Affairs convene, within 10 days of receipt of notice of appeal, a College-wide academic appeals board. The board will comprise three tenured faculty members, one academic administrator and one student affairs
administrator. The appeals board membership will be selected annually by the executive vice president of Access, Learning and Success from faculty members nominated by the Joint Faculty Senate Council (JFSC) who are acceptable to the executive vice president of Access, Learning and Success and academic and student affairs administrative nominees who are acceptable to the JFSC. The academic administrator will chair the College-wide academic appeals board.

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

(d) 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.

(e) The academic appeals board will report its decision to the campus president (or their designee) and the executive vice president Academic and Student Affairs 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.

(f) The campus president (or their designee) will notify relevant parties of the decision of the academic appeals board 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: March 25, 2019

Procedure Amplifies: 3354-1-30-03.13 Procedure on grade disputes
3354:1-30-03.4 Procedure on student complaints
CONFLICT RESOLUTION

Conflict resolution is an effort to address the underlying causes of the conflict by determining common interests and main goals. It includes building or strengthening processes through which parties interact peacefully.

Sustained dialogue is a process through which trained student moderators facilitate a problem-solving process around critical issues regarding diversity and other issues of social division and propose College and campus-wide methods of addressing those conflicts.

For information on additional methods of informal dispute resolution and training, visit www.tri-c.edu/crcertificate.

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.

ACCESS TO STUDENT RECORDS

Tri-C, as part of its responsibilities to students, must maintain accurate and confidential student records. Tri-C recognizes the rights of students to have access to 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 College-wide FERPA release form is available online through 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 making a request for 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 wishing to review their educational records may apply to the appropriate Enrollment Center for details regarding College procedures designed to expedite their request or visit www.tri-c.edu/compliance.

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, honors and awards received.

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

Students who wish to have this information kept confidential should contact the Enrollment Center or call 216-987-6000.
ADA/SECTION 504 GRIEVANCE PROCEDURE
Student grievances pertaining to violations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact the College’s director of Diversity and Inclusion at 216-987-0204. The office is located at:

Jerry Sue Thornton Center
Cuyahoga Community College
2500 E. 22nd St.
Cleveland, Ohio 44115

Employees and visitors with concerns about violations of Section 504 of the Rehabilitation Act of 1973 should contact the College’s Section 504 and Title II coordinator at 216-987-4835. The office is located at:

Jerry Sue Thornton Center
Cuyahoga Community College
2500 E. 22nd St.
Cleveland, Ohio 44115

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 granted to users, but is 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 www.tri-c.edu/policies-and-procedures.

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., Tri-C 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.

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 www.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 for Health and Well-Being for a hard copy. Students interested in more information regarding community resources can visit [www.tri-c.edu/studentinfo](http://www.tri-c.edu/studentinfo).

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 [www.tri-c.edu/studentaffairs](http://www.tri-c.edu/studentaffairs).

THIS IS ME

A preferred name is a name that a person chooses to be identified by, 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 your preferred name, personal pronouns and/or gender identity on *my Tri-C space*. Additional information and step-by-step instructions are available at [www.tri-c.edu/thisisme](http://www.tri-c.edu/thisisme).
DISCRIMINATION AND HARASSMENT

Tri-C embraces diversity and is committed to affirmative action and equal opportunity. The College is committed to eliminating discrimination and harassment in the workplace and academic environment. 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.

In many circumstances, these commitments also represent legal requirements. Employment and academic discrimination against any individual based on age, ancestry, color, disability, gender identity and expression, military status, national origin, race, religion, sex, sexual orientation, pregnancy, veteran status or genetic information is prohibited. The sexual harassment procedure, as well as the discrimination and harassment complaints procedure, can be accessed at www.tri-c.edu/titleix, Human Resources Policies and Procedures, 3354:1-42-Discrimination and Harassment Complaint Procedure or obtained by contacting:

Office of Diversity and Inclusion
Cuyahoga Community College
2500 E. 22nd St.
Cleveland, Ohio 44115

In addition, students, employees or others with concerns related to Section 504 and Title II of the Americans with Disabilities Act or disability discrimination should contact Tri-C’s Director of Diversity and Inclusion at the above address or by phone at 216-987-0204.

Students and employees with concerns related to sex discrimination, including sexual harassment, should direct them to the College’s Title IX Coordinator at the above address or by phone at 216-987-3949.

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 director of Diversity and Inclusion. The reasonable accommodation provided need not be the accommodation requested. For more information, visit www.tri-c.edu/diversity and click Policies and Procedures.

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 need to make the necessary child care arrangements and are not permitted to bring children to classes or other learning spaces such as the tutoring and testing centers.

DISTRIBUTING AND POSTING WRITTEN MATERIALS
No individual or organization may, at any College location, engage in soliciting, canvassing or selling of any kind. For any possible exceptions to this rule, check with the Office of Student Life/Engagement.
Academic Support
ACADEMIC SUPPORT

ASSESSMENT SERVICES

All four Tri-C campuses and the Brunswick University Center offer assessment services. Tri-C assesses students’ English and math skills and prescribes enrollment in appropriate English, math and English as a Second Language courses to maximize student opportunities for open access, equity and academic excellence.

The following students must participate in the assessment and placement process prior to registration:

- All students registering for an initial English, math or English as a Second Language course.
- All students who register for 12 or more credits during their initial term at Tri-C.
- All students who have accumulated at least 12 credits during previous terms.
- All applicants who are currently in high school.

Students may retake their placement tests one time without charge within two years of the initial test date. Placement scores will be valid for a maximum of two years from the date the original placement test was taken. Persons holding a college degree may have the assessment process waived. Students whose native language is not English must take the English as a Second Language test.

Students may use qualifying ACT or SAT scores instead of taking the ACCUPLACER math and English placement tests. Students who perform well on the placement tests may reduce the number of courses they are required to take; therefore, students must complete the mandatory review for placement prior to testing for the first time.

STUDENT/FACULTY CONFERENCES

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

LEARNING COMMONS

Each campus offers a full range of support for students and faculty through the library, tutoring services, Technology/Open Computer Lab and media services, referred to collectively as the Learning Commons.

Each campus Learning Commons provides access to a variety of resources and information — librarians to assist with research, course materials placed on reserve by instructors, study spaces, computer labs, laptops and equipment loans. Students can use Tri-C’s College-wide catalog to browse a collection of more than 170,000 books, periodicals, newspapers and non-print media, materials from local libraries and academic resources throughout the state of Ohio.

The Technology/Open Computer Lab provides access to the latest learning technologies including computers, academic software, network resources and information services. Learning Commons staff is available to help with College-related computer applications, and software tutors are available Monday through Saturday.
The Learning Commons also provides a wide variety of media support services, including access to and setup of equipment for classrooms and events.

TUTORING

Tutoring at each campus provides students the resources to improve skills, develop strengths and maximize achievement in many college courses. Study guides, outlines and books can be reviewed to help students organize work. Individual and small group tutoring is available in many academic subjects. Smarthinking, an online tutoring service, is an additional resource available to students in select subject areas. Workshops on specified topics are offered at many campus tutoring centers.

Contact your campus Tutoring Center for more information:

- **Eastern Campus**
  - 216-987-2343
  - ESS 1108
- **Metropolitan Campus**
  - 216-987-4319
  - MSS 4th floor
- **Western Campus**
  - 216-987-5683
  - WTLCT GT 115
- **Westshore Campus**
  - 216-987-5902
  - Math and Science SHCS 250
  - All other SLT 214
- **Brunswick University Center**
  - 216-987-3879
  - BUC 214

FAST FORWARD

Fast Forward is a requirement at Tri-C that mandates students who place into developmental courses enroll in these courses until they have reached college-level math. During their first semester, students have the option to take ZBMT-1037: ALEKS Success Seminar in place of a developmental math course. Completing developmental courses increases students’ basic skills, which can increase their chances of success in college-level coursework. A Fast Forward math hold will be placed on the student’s account, preventing all schedule changes. Students must make schedule changes in person at a campus Enrollment Center.

WRITING CENTER

With locations on each campus, the Writing Center provides free, one-on-one consultations that offer guidance on writing for all courses, as well as professional, creative and personal writing.

The consultants can help writers during any phase of the writing process, on any subject, from brainstorming to a final copy. They assist with document preparation, citation style, research and other technical aspects of the writing process.

Proofreading and drop-off services are not provided.

For more information, visit [www.tri-c.edu/writingcenter](http://www.tri-c.edu/writingcenter).
ADJUNCT SERVICES OFFICE

The Adjunct Services Office coordinates the employment of all adjunct faculty while supporting and continuously engaging students and faculty members. Adjunct faculty mailboxes are in the Adjunct Services Office. The office is open during day, evening and weekend hours. Leadership and campus administrative supervision is provided during evenings and weekends. For office hours and other information, call or visit:

Eastern Campus  216-987-2226  EEC 156
Metropolitan Campus  216-987-4225  MHCS 118
Western Campus  216-987-5227  WSS G200
Westshore Campus  216-987-5588  SLT 231
Academic Information
ACADEMIC INFORMATION

COLLEGE CATALOG AND ENROLLMENT GUIDE

The Tri-C College Catalog provides students with a complete list of programs offered at Cuyahoga Community College. Available in print and online, the catalog includes a list of courses required to complete each program, information on student services and general information about the College. Students can view an up-to-date course schedule at www.tri-c.edu/programs.

The enrollment guide is also available at each campus and online at www.tri-c.edu/apply. The enrollment guide lists important dates for enrollment, registration and tuition payment and includes information on student services.

WORKFORCE, COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

Tri-C’s Workforce, Community and Economic Development division (WCED) provides both credit and noncredit training for individuals and businesses throughout Northeast Ohio. Through employee training programs, professional development, lifelong learning opportunities and community service programs, WCED is committed to helping individuals meet their academic and career goals and support the region’s economic growth. Day, evening and weekend classes are available. The workforce division offers training in advanced manufacturing, health care, transportation, public safety and more. The division also provides training to corporate clients interested in information technology, professional development, quality assurance, Lean Six Sigma, project management and customized training through Corporate College. Visit www.tri-c.edu/workforce for more information.

HONORS PROGRAM

Tri-C’s Honors Program provides an academically enriching experience for highly motivated, intellectually talented students to develop their potential as learners, leaders and citizens in a complex and culturally diverse world. The Honors Program encourages students to be actively involved in their own learning and emphasizes scholarship, leadership, research, creativity and critical thinking. Members participate in various cultural events, co-curricular experiences and honors colloquia to supplement their honors courses. Honors Program scholarships are available to members in good standing. For more information, visit www.tri-c.edu/honors.

PHI THETA KAPPA

Phi Theta Kappa (PTK) is the international honor society for community college students. PTK’s mission is twofold: 1) To recognize and encourage the academic achievement of two-year college students and 2) To provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Society membership also opens opportunities for competitive national and regional scholarships, including more than $37 million in transfer scholarships available at more than 700 four-year colleges and universities.
Tri-C has four PTK chapters: Alpha Epsilon Eta (East), Alpha Zeta Delta (Metro), Chi Omega (West) and Beta Upsilon Beta (Westshore). Students are invited to join the society based on their completion of at least 12 credits at the 1000-2000 level with a cumulative GPA of 3.5 or better. A one-time membership fee helps to support chapter activities as well as the regional and national organizations. Scholarship help is available to join PTK based on availability of funds.

Visit [www.tri-c.edu/PTK](http://www.tri-c.edu/PTK) for more information.

**THE JACK, JOSEPH AND MORTON MANDEL HUMANITIES CENTER**

The Jack, Joseph and Morton Mandel Humanities Center on the Eastern Campus provides students in the Mandel Scholars Academy with the opportunity to study the liberal arts through civic engagement opportunities and leadership development. The program prepares students for a smooth transition into further education. Students at any campus can be Mandel Scholars. The program provides tuition for qualified students. For more information, visit [www.tri-c.edu/mandelcenter](http://www.tri-c.edu/mandelcenter).

**DEAN’S LIST**

Each term, through qualifying for the dean’s list, public recognition is given to those students whose academic achievements are considered outstanding. The list includes all students who have completed at least 12 credit hours and earned a 3.5 grade point average or higher for the preceding term. Changes to this calculation may occur at any time.

**CLASS STANDING**

All students will be classified as first-year students, sophomores or upperclassmen based upon the number of semester units of academic credit they have completed. First-year students are in their first or second term at Tri-C or have transferred to Tri-C with fewer than 12 credits from another college and are not currently enrolled in high school. Sophomores are students who have moved beyond their first year and have accumulated 29 or fewer academic credits. Upperclassmen are students who have completed 30 or more college-level credits, including at least one college-level English course and one college-level math course.

**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:

<table>
<thead>
<tr>
<th>Total Credit Hours Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11 inclusive</td>
<td>.75</td>
</tr>
<tr>
<td>12-29 inclusive</td>
<td>1.50</td>
</tr>
<tr>
<td>30-50 inclusive</td>
<td>1.75</td>
</tr>
<tr>
<td>51 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 of fall semester will be required to participate in one of the following interventions in order to register for courses the following fall. A student placed on academic first probation (P1) at the end of spring or summer semester/term will be required to participate in one of the following interventions in order to register for courses the following spring.

   a. Student Success – Academic Probation Workshop (online)
   b. Academic First Probation appointment with an academic counselor

4. A hold will be placed on the student’s account, prohibiting registration.

5. Once the student has participated in one of the interventions, the hold will be removed and registration will be permitted.

(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).

(D) A student who has been academically dismissed from the College is prohibited from enrolling in additional classes, but may petition for academic readmission.

(E) Students whose current credits attempted are 0.0 due to receiving all or any combination of all “W,” “AU,” and “I” grades will retain their previous academic standing.

(F) The campus 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.
ACADEMIC INFORMATION

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 the Enrollment Centers or counseling offices.

Upon readmission after academic dismissal, students 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 grade point average 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 make an appointment to see an academic counselor if a “U” grade is received in any course. Students can view their (current term only) academic progress grades on my Tri-C space. These grades will not appear on students’ permanent records.

AUDITING A COURSE

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

Currently enrolled Tri-C students are permitted to audit courses. Careful consideration is advised before requesting permission to audit a course. When uncertain whether to audit a course, students should see a counselor. Registration for auditing a course may be completed through in-person registration only. Audited courses may be added on the dates published in the enrollment guide.

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 may apply for CPL at any time after admission to the College. Credit approved through the evaluation process will be posted to your transcript.
ACADEMIC INFORMATION

A student may obtain a maximum of 30 semester credits of CPL. Awarded CPL will not affect a student’s grade point average or quality points, nor will it substitute for the required minimum of 20 semester credits of residency needed for graduation from Tri-C.

TYPES OF CREDIT FOR PRIOR LEARNING

Recognized options under which Credit for Prior Learning 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 www.tri-c.edu/cpl for additional information about transferring credits to Tri-C.

ADDITIONAL INFORMATION

To apply for Credit for Prior Learning, visit the Academic Affairs Office on your campus.
ACADEMIC INFORMATION

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 credits 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 examination 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.
**ACADEMIC INFORMATION**

**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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points x Credit = Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 × 3 = 12</td>
</tr>
<tr>
<td>B</td>
<td>3 × 3 = 9</td>
</tr>
<tr>
<td>C</td>
<td>2 × 4 = 8</td>
</tr>
<tr>
<td>D</td>
<td>1 × 3 = 3</td>
</tr>
<tr>
<td>F</td>
<td>0 × 3 = 0</td>
</tr>
<tr>
<td>Total</td>
<td>16 × 32</td>
</tr>
</tbody>
</table>

**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 and 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.
**ACADEMIC INFORMATION**

**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 the health career and nursing programs must have a traditional letter grade. Pass/No Pass grades will not be accepted for prerequisites and core courses in the health career and nursing programs. Students must consult with their program manager or counselor to determine P/NP grading options.

Once selected, the Pass/No Pass grade option cannot be converted back to a traditional grade option. In addition, the traditional grade option cannot be converted to the P/NP option after the 100 percent 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 Pass/No Pass do count toward financial aid enrollment requirements.

**REPEATING A COURSE**

In general, students 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, however, that all grades remain posted on the official student 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 Pass/No Pass option cannot be used when repeating a course where 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 the Student Financial Aid and Scholarships office 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.
ACADEMIC INFORMATION

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.

Students may request official transcripts of grades earned online at www.tri-c.edu/transcripts. 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 the 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 are required to attend the course 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 are required to login 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 take action to withdraw from the course. Students must complete and submit 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 percent 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 percent 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. These dates are published in the enrollment guide and on my Tri-C space (Registration tab, Add/Drop). The refund schedule for all parts of terms within a semester and the 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 and on forms provided by Tri-C or through electronic means. A student’s failure to attend classes shall not constitute an official withdrawal.

PETITION FOR WITHDRAWAL EXCEPTION

Beyond week 12, or 80 percent of any instructional part of 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.
ACADEMIC INFORMATION

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 by check and mailed to the student’s mailing address or directly deposited into the student’s checking or savings account. (See the BankMobile section on page 75 of this handbook.)

GRADE DISPUTE INFORMATION
Grade disputes are challenges to recorded grades. Tri-C has adopted a grade dispute procedure to ensure that academic evaluation is performed fairly and professionally. The faculty has chief responsibility for academic evaluation. Students are responsible for maintaining standards of academic performance set by the instructor for each course in which they are enrolled. Assistance with the grade dispute process is available through the academic deans at each campus. Grade disputes must be filed by a student no later than 60 days after the disputed grade is recorded. The grade dispute procedure is available online at www.tri-c.edu/concerns and on page 43 of this handbook.

Graduation

PETITION TO GRADUATE/PETITION DEADLINES
When a student is prepared to graduate, they must electronically submit a Petition to Graduate form within the posted deadlines. Students should meet with an academic counselor to review their status. Students may also review their course completion using DegreeWorks, available through my Tri-C space.

Petition to Graduate forms are also available through my Tri-C space. Tri-C’s College-wide Commencement is held twice each year, in the fall and spring.

Graduation petition deadlines, based on semester of completion:

- Fall 2019 .................. Oct. 25, 2019
- Spring 2020 ...............March 27, 2020
- Summer 2020 ............. March 27, 2020 (for spring and summer graduates who want to participate in spring Commencement)

GRADUATION HONORS
Tri-C encourages academic progress and success for its students. Those students who excel in their academic pursuits should be recognized for their achievements.

Academic achievement is determined by a student’s overall grade point average and by the fulfillment of all graduation requirements.

The following designations appear on the commencement program, all diplomas and official Tri-C transcripts based on cumulative grade point averages for Tri-C coursework only:
Cum laude ................. 3.50-3.69 GPA
Magna cum laude ........ 3.70-3.89 GPA
Summa cum laude ....... 3.90-4.00 GPA

The above designations are based on fall cumulative grade point average.

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

Enrollment Information

ACADEMIC ADVISING

Academic advising is one of the most important services a student will receive
in college. The student and the counselor work together to achieve the student’s
educational goals.

Tri-C counselors help students:

• Learn about requirements for Tri-C’s degree and certificate programs and
  help track degree completion using DegreeWorks.
• Develop educational goals as they relate to careers.
• Develop short- and long-term academic plans.
• Explore majors consistent with a student’s interests, abilities and goals.
• Explore transfer opportunities at area colleges and universities.
• Develop course schedules that consider a student’s academic background,
  course prerequisites and educational goals.
• Become aware of and interpret academic policies as they relate to a student’s
  situation.
• Identify appropriate resource personnel to assist students with study
  skills, career counseling, financial aid, personal counseling and resolving
  complaints.
• Understand the Ohio Transfer Module, Transfer Assurance Guides (TAGS) and
  Transferology as tools to aid with transfer planning.

eADVISING

Students are encouraged to use eAdvising to learn more about programs, degrees,
certificates and transfer options. Use the form located at www.tri-c.edu/eadvising
to speak with a counselor via internet, email or phone.

DEGREE AUDIT REPORTING AND DEGREEWORkS

DegreeWorks is Tri-C’s comprehensive degree audit system that assists students
and their counselors in monitoring progress toward graduation. Students can use
Degree Works to establish an academic plan, check completed and in-progress
coursework against program requirements, run “what-if” audits to explore how
credits may apply to other Tri-C programs of study, calculate a projected GPA, and
work with a counselor to prepare for graduation.
ACADEMIC INFORMATION

NEW STUDENT ORIENTATION
As part of Tri-C’s First Year Experience program, an in-person student orientation experience is required for all students who are new to college and recommended for students who have previously attended another college or university. Orientation sessions are designed to assess, inform and prepare students prior to beginning classes. Orientation provides students with information essential for successfully beginning and proceeding with their education at Tri-C. For more information about orientation and initial academic advising, contact the Counseling department at 216-987-6000, option #4.

PREREQUISITES
Each department establishes prerequisites to ensure that students have an adequate and sufficient background to achieve success in a particular course. A passing grade of C or better is required in a prerequisite course before a student is permitted to enroll in the next level of the course sequence. The student is responsible for ensuring that they have met the prerequisites for any course in which they enroll. Prerequisites will be checked at the time of registration. If the student is unsure that the prerequisite has been met, they should consult with the academic department or the Counseling department prior to registering for that course.

Note: Quarter courses taken prior to Fall 1998 will require an exception from a counselor or academic department to meet prerequisite requirements. This may also be done electronically when registering online.

REGISTRATION
Students must be admitted to Tri-C before registering for classes. Students can register online or at the Enrollment Center. Registration will end the day before the first class meeting for 16-, 14- or 8-week courses. See www.tri-c.edu/apply for complete registration instructions.

GUARANTEED COURSE SECTIONS
Guaranteed course sections (CRNs) are guaranteed to run with no minimum enrollment (subject to section/CRN capacity).

- CRNs designated with a guarantee are subject to room assignment and faculty changes.
- CRNs designated with a guarantee are for the listed day, time, campus and modality only.
- Students who wish to enroll in guaranteed CRNs that are full can enroll on the waitlist; however, wait list status does not guarantee enrollment in the designated guaranteed section or that a new section will be added.

Why should you register for guaranteed courses?
- Guaranteed course sections (CRNs) will not be canceled — this is Tri-C’s promise to you!
- Registering early and choosing guaranteed CRNs helps you complete your degree or certificate more quickly.
While registering early is important, so is planning for tuition payments. Courses that are registered and not paid for by the deadline will result in your being dropped from your courses with no guarantee to re-enroll in those sections.

RESIDENCY REQUIREMENTS

Tri-C is supported by the taxpayers of Cuyahoga County and assisted by the state of Ohio. Students who are not county residents pay out-of-county or out-of-state fees, as applicable.

A student’s official residency status is determined at the point of application according to the residency policies of the state of Ohio, the Ohio Department of Higher Education and the Cuyahoga Community College Board of Trustees. A change to a Cuyahoga County address does not constitute an automatic change to in-county residency for tuition purposes. Students are responsible for requesting change of residency status by completing a Change in Residency form and providing supporting documentation to the Enrollment Center by the end of the first week for the term in which they are requesting a change in residency.

Effective January 2012, an adopted provision called “Forever Buckeye” extends the in-state resident tuition rate to any Ohio high school graduate who left the state but returned to enroll in an Ohio public institution of higher education and has established domicile in Ohio.

If a student feels that they qualify for a change of residency, they should visit www.tri-c.edu/apply or any campus Enrollment Center for more information.

ACADEMIC CREDIT

One semester hour of college credit will be awarded per lecture hour in any seat-based, blended or online course. Students will be expected to work on assignments outside of class on a regular basis. Students should expect an average of two hours of outside study per hour of formal class activity for each full-term (16-week) course.

For laboratory courses, one credit will be awarded for a minimum of three lab hours in a standard week, for which little or no outside study is required. One credit will be awarded for a minimum of two laboratory hours in a standard week if lab hours are supplemented by outside assignments averaging one hour per week. Credit is also awarded for hours spent on other activities such as directed practice, practicum, cooperative work experience and field experience.

Courses offered in other parts of term (e.g., 14-week, 8-week or flexibly scheduled courses) ensure equivalent workloads. Students should prioritize their time accordingly, particularly when taking part-of-term courses.

FULL-TIME/PART-TIME STATUS

A student must take at least 12 semester credits to be considered a full-time student. A counselor or advisor may recommend a heavier or lighter load depending on ability and/or past performance. A part-time student is registered for 11 credits or fewer.

When job or family commitments restrict the time available for attending classes, careful and realistic planning is necessary to successfully manage one’s academic studies.
ACADEMIC INFORMATION

Each credit usually requires a minimum of two hours of outside study each week. A student employed full time should probably not attempt to carry more than two courses per semester. A student working part time might consider taking more than two courses per semester, depending on other demands made on their time. A student should reach out to a counselor to determine the appropriate class load for the semester.

CANCELED COURSES

Occasionally, Tri-C must cancel a course due to insufficient enrollment. Every effort is made to notify students when this occurs. Affected students should consult with their counselors and may register for a different course through the open registration period.

DROPPING OR ADDING COURSES

Any registered student who finds it necessary to make a schedule change can do so from the first day of registration through the end of the late registration period. The full fee will be charged for courses added. Students may still adjust their schedules through the first week of the term, but can only enter a course that has not held its first scheduled session. Exceptions must be approved in writing by the academic associate dean responsible for the discipline. Contact the Enrollment Center for refund information.

Withdrawal and refund deadline information is also available on my Tri-C space and in the enrollment guide.

WAIT LIST

Students who wish to register for a course that is closed because the maximum capacity has been met can choose to be wait listed during the registration process. When a seat becomes available for registration, an email notification is sent to the student next in line on the wait list. The student has exactly 18 hours, including weekends and other days Tri-C is closed, to register for the course. If the student does not register within the designated time frame, the student is dropped from the wait list and the next student is notified.

The wait list process does not guarantee a seat and is not available for all courses. Once a student’s status for a course has converted from wait listed to registered, they are treated as any other registered student and must make tuition payments on schedule, etc.

SELECTIVE SERVICE

All male U.S. citizens between the ages of 18 and 25, and those with a permanent residency card living in the U.S., are required to register with Selective Service to qualify for in-county or in-state tuition rates and to be eligible for financial aid. The online application for admission requires a Selective Service registration number or reason for exemption.

In accordance with the Defense Department Authorization Act (Pub. L. 97-252) and Ohio Revised Code §3345.32, any student required to register with Selective Service who fails to do so will be ineligible for federal and state of Ohio student financial aid funds. Contact the Office of Student Financial Aid and Scholarships at any campus for more information.
SOCIAL SECURITY NUMBER AND TRI-C ID

All students must provide Tri-C with their Social Security number (SSN). The Taxpayer Relief Act of 1997 requires that colleges and universities report names and SSNs for all students.

Tri-C is concerned about and aware of privacy issues regarding SSNs. In response to these concerns, all Tri-C students, faculty and staff have a unique ID (S-Number) assigned for Tri-C business.

VETERAN INFORMATION

For more than 50 years, Tri-C has provided veterans of the U.S. Armed Forces with access to affordable education and workforce training programs that allow them to transition successfully from military to civilian life. Students may be eligible for educational benefits from the U.S. Department of Veterans Affairs (VA) while attending Tri-C. Tri-C is approved for the training of veterans under the provisions of the War Orphans Assistance Act and the Veterans Readjustment Benefits Act of 1966.

Veterans can receive assistance at the Alfred Lerner Veterans Center (Eastern Campus), the RPM Veterans Center (Brunswick University Center) and at the Veteran Services offices at the College’s Western, Metropolitan and Westshore campuses. College resources can also be accessed via the AT&T Veterans Education Connection Center, a distance learning facility located at the Louis Stokes VA Medical Center in Cleveland.

To receive benefits, student veterans at Tri-C must apply with the VA to see if they are eligible for VA benefits; maintain satisfactory academic progress toward an educational objective; attend classes; maintain an acceptable grade point average; and notify the Enrollment Center of any changes to their enrollment status. For more information, call 216-987-3193 or visit www.tri-c.edu/veterans.

VETERANS EDUCATION ACCESS PROGRAM

Veterans Education Access Program (VEAP) provides comprehensive support services to assist student veterans and military affiliates in the successful pursuit and completion of their educational and career goals. Services include advising, tutoring, VA benefits information, college transfer assistance, scholarship opportunities and monthly educational seminars. An academic enrichment program provides refresher courses in math, science, English and computer skills. Services are available in a variety of formats, including classroom, individual, face-to-face and online.

All services are free to eligible participants. Participants need proof of veteran status and/or military affiliation and a photo ID to apply. For more information, call 216-987-4938 or visit www.tri-c.edu/veap.

MY TRI-C CARD PHOTO IDENTIFICATION

All Tri-C students are required to have a photo identification card called the My Tri-C Card. Cards are required for registration activities, library checkout and admission to athletic, cultural and social events. The card also offers special discounts and incentives at all campus dining operations, Java City, vending machines and bookstores.
ACADEMIC INFORMATION

Discounts are also available off-campus by presenting your My Tri-C Card. A list of discounts is available at [www.tri-c.edu/discounts](http://www.tri-c.edu/discounts).

College authorities may ask to see a student’s ID card at any time; therefore, it is important that students always carry the card. Cards are non-transferable. There is a $10 charge to replace a My Tri-C Card.

RTA U-PASS PROGRAM

Tri-C supports the Greater Cleveland Regional Transit Authority (RTA) Student U-Pass program. The U-Pass allows eligible Tri-C students to ride free of charge on all RTA buses and rapid trains during the fall, spring and summer terms.

Eligible students must be enrolled in one or more academic credit hours at Tri-C and their account must be paid in full, have authorized financial aid to cover full tuition, or have a tuition payment plan in place to cover tuition. The U-Pass must be placed in the middle of your My Tri-C Card, either above or below the student name and number, depending on current card design. The College administers the U-Pass program based on an agreement between Tri-C and RTA. For more information, visit [www.tri-c.edu/RTA](http://www.tri-c.edu/RTA).
Financial aid consisting of scholarships, grants, loans and part-time employment is designed to supplement a student’s own resources. Student financial aid may be available for an entire academic year or for part of the year.

Per federal and state regulations, primary considerations in selecting aid recipients 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 the taxpayers of Cuyahoga County and assisted by the state of Ohio, maintains modest tuition and fees, both of which are subject to review during any academic year by the Board of Trustees and may be changed at its discretion with the approval of the Ohio Department of Higher Education. Current tuition and fees can be found in the enrollment guide and online at [www.tri-c.edu/payingforcollege](http://www.tri-c.edu/payingforcollege).

**TUITION GUARANTEE PROGRAM**

The Tuition Guarantee program at Tri-C is an incentive for first-time college students to enroll full time for three years and pay the same tuition throughout that period. For more information and eligibility details, visit [www.tri-c.edu/payingforcollege](http://www.tri-c.edu/payingforcollege) or call 216-987-6000, option #3.

**15 PLUS PERKS PROGRAM**

The 15+ Perks Program is an incentive for students to enroll full time and earn rewards equal to 50 percent of tuition. This program rewards students for enrolling each term and provides a way to complete a degree or certificate within two years. Students can sign up on [my Tri-C space](http://my.tri-c.edu) or get more information from the Enrollment Center.

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

- Complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov).
- Have completed all developmental education requirements and have a 2.0 cumulative grade point average.
- 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 withdraws/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 the Student Financial Aid Office to determine how a withdrawal will affect their 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 and 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 FOR AID
Students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA online at www.fafsa.gov. Students may review details for applying for financial aid on the Student Financial Aid and Scholarships website at www.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: .............. December 2
- Summer Session: .............. May 1

BANKMOBILE (formerly Higher One)
The College has partnered with BankMobile to provide student refund services. BankMobile will send a personal code to your official Tri-C email address, as well as a bright green envelope to your current Tri-C student mailing address. The services are easy to use and can deliver refunds faster and more securely.

BankMobile offers the option for students to have their refunds directly deposited into their checking or savings account, or onto the BankMobile Vibe Card (a debit MasterCard). Fee-free Allpoint ATMs are conveniently located on campus and at many citywide locations. For more information on BankMobile, visit www.tri-c.edu/paying-for-college/refund-choice.html.
Financial Aid Options

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 capability 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 to utilize the Pell Grant during their undergraduate career.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** The FSEOG program provides grants to students who demonstrate exceptional financial need. FSEOG 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 year to ensure full consideration.

**Federal Work-Study Program:** Tri-C’s work-study program provides meaningful work experiences that develop desired attitudes and habits through varied job experiences, resulting in self-confidence and self-sufficiency. 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, but also provides services necessary to the College’s daily operations.

Students can review their award through *my Tri-C space* or contact the Office of Student Financial Aid and Scholarships to determine eligibility. Work-study is awarded on a first-come, first-served basis, and students can earn up to $7,000.

**Federal Direct Student Loan Program:** Undergraduate students may borrow up to $3,500 for first-year students, $4,500 for second-year students and an additional $6,000 for independent students. 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 begins six months after the student leaves school. Students must complete the FAFSA to be considered for the Direct Loan Program.

Parents can also choose to borrow a Parent PLUS Loan for students who are 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, but it is strongly recommended to ensure that the student has been considered for all types of aid.

**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. At Tri-C, students must maintain
a cumulative grade point average, successfully complete at least 67 percent of
courses attempted and meet all degree requirements within 150 percent 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. 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, W and I
grades within one semester, whether or not on warning status, their financial
aid is automatically disqualified and the student will have to appeal the
disqualification.

While on financial aid warning, a student is eligible for financial aid; however,
they must be within 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 satisfactory academic progress
disqualification may submit an appeal form and statement documenting
the circumstances that prevented them from being successful, creating an
academic plan and completing an online SAP Success Seminar. 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. The decision of the Satisfactory Academic Progress 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 repeat the course one time and receive federal financial aid funds to repeat
a previously passed course to improve the grade. However, if a student has not
passed a course by receiving a F grade or withdrawn (W) from a course and has
not received credit, they will be able to receive financial aid to repeat the course,
provided they are in compliance with Tri-C’s SAP policy.

Example: If a student receives a D grade in a course with a minimum requirement
of a C grade as a prerequisite to advance to the next level course, they will be
required to repeat the course to meet the prerequisite academic standard. A
student may only repeat the course one time and receive federal financial aid;
however, they will be required to retake the course as many times as necessary to
achieve a C grade in order to advance to the next level course. The student will not
receive financial aid for the same course repeated more than two times, 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 aid 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 to 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 course of study. Visit www.tri-c.edu/scholarships or contact any campus Student Financial Aid and Scholarships office for 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 many donors who believe in the Tri-C mission and the importance of providing access to education.

Students can apply for Tri-C Foundation scholarships by completing both the FAFSA and the Tri-C Foundation scholarship application. The Foundation application is on the Tri-C website at www.tri-c.edu/scholarships. The FAFSA is online at www.fafsa.gov.

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

The total scholarship award may not exceed the cost of attendance as determined by federal regulations and will be considered 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. For more information on these tax credits, visit www.irs.gov.

**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 216-987-4731 between 8:30 a.m. and 5 p.m.
AUTOMATED TELLER MACHINES (ATM)

ATMs are located at the Eastern Campus in the Student Services building near the Campus Police and Security Services Office; at the Metropolitan Campus in the South Concourse; and at the Western Campus in the Student Services building near the courtyard entrance. ATMs are provided as a convenience to the Tri-C community but are not operated by Tri-C. Use of these machines is subject to the rules of the participating financial institution. Change machines are available at some campus locations.

Tri-C has partnered with BankMobile (formerly Higher One) to provide students a variety of options to manage their money and financial aid refunds. Fee-free Allpoint ATMs are conveniently located on campus and at many citywide locations. Allpoint ATMs allow students to deposit to and withdraw from their BankMobile checking accounts without incurring any fees. BankMobile also offers a same-day deposit option. For more information on BankMobile and its fee schedule, visit www.tri-c.edu/paying-for-college/refund-choice.html.

COLLEGE BOOKSTORES

The Tri-C bookstores, operated by Barnes & Noble College, are located at all four campuses. The bookstores offer textbooks in new, used, rental and digital formats. The bookstores also carry a selection of school supplies, computers, general reading books, Tri-C apparel and gifts. For updated hours, online shopping and textbook information, visit www.cuyahoga.bncollege.com. Online shopping is also available through my Tri-C space.

CAMPUS DINING FACILITIES

Campus dining facilities offer assorted beverages and a wide variety of freshly prepared entrées including hot breakfast items, pizza, specialty sandwiches, salads and desserts. Specialty coffee and name brand restaurant operations are located at the Eastern, Metropolitan, Westshore and Western campuses. Vending machines offering a variety of food, snacks and beverages are located throughout each campus and at the Manufacturing Technology Center, Advanced Technology Training Center and Corporate College locations.

Hours of operation are posted at each location and on the Campus Dining webpage.

The Tri-C Dining Dollars meal plan allows students to load money onto their My Tri-C Card for use at all campus dining locations (except for vending). When Dining Dollars are added to the My Tri-C Card, students receive 10 percent more money in bonus Dining Dollars. For a map of locations, current hours and contact information, visit www.tri-c.edu/campusdining.

CAMPUS POLICE AND SECURITY SERVICES

The Campus Police and Security Services department at Tri-C is a fully certified law enforcement agency equipped to provide all necessary safety and security services. Campus Police and Security Services is available to assist students seven days a week, 24 hours a day and provides internal facility patrol, outside campus patrol, student escort service, safety education programs, crime prevention programs and emergency vehicle service.
All services are provided through the Central Dispatch Center:

**Non-emergencies** ................. 216-987-4325
**Emergencies** ......................... 216-987-4911

For non-emergencies, contact Campus Police and Security Services:

Eastern Campus ....................... ESS 1620
Metropolitan Campus ............... MCON 90
Western Campus ....................... WSS G105
Westshore Campus .................... SLT 123

**COLLEGE INFORMATION AND ENROLLMENT SUPPORT CENTER**

The College Information and Enrollment Support Center provides convenient enrollment support services to Tri-C’s new, continuing and returning students. Students may contact the center for prompt responses to inquiries about class registration, balances or information on academic and student services available at Tri-C.

The College Information and Enrollment Support Center also accepts credit card payments toward registration and fees. A student can chat live with an information center representative at [www.tri-c.edu/customerservice](http://www.tri-c.edu/customerservice), email the center at customerservice@tri-c.edu or call 1-800-954-8742 and press “0”.

**INFORMATION STATIONS AND ASSISTANCE**

Areas of assistance are highly visible near the Enrollment Center at any Tri-C campus, with uniformed Student Ambassadors and other Tri-C staff available to help students and visitors quickly find the information they need.

Computer stations, known as Information Stations, are also located throughout each campus so students and visitors may quickly and conveniently access important information. No login is required to access many of the services at these stations.

At these computer kiosks, students can:

- Log in to *my Tri-C space* to register for classes; check the status of their financial aid; see holds on their academic or financial records; make payments; or update program, major, personal or contact information.
- Order required textbooks from the online Tri-C bookstore.
- Make corrections or additions to their Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
- Register or verify registration for Selective Service at [www.sss.gov](http://www.sss.gov).
- Search courses online with real-time information regarding when classes are offered and which courses are still open/available.
- Review the Two-Year Course Offering Guide for planned course offerings over the next two years.
- Check degree and certificate requirements in the Tri-C catalog.
CAMPUS SERVICES

- See academic calendars for the current and upcoming semesters.
- View the most recent student handbook.

Campus visitors and students can:

- See the College-wide calendar of events.
- Check employment opportunities.
- Learn about resources available to students.
- Access safety and security information on the Campus Police webpage.

CAREER CENTERS

The Career Centers are committed to helping students, veterans, alumni and community members make connections between their academic experience and available career paths. It provides career coaching, resources and programs to assist individuals with clarifying academic and career goals, developing a career plan, developing job search skills and making career transitions. Free services include, but are not limited to, in-person and virtual career coaching, skills and interest assessments, workshops, resume critiques and mock interviews.

The Career Centers partner with alumni and employers throughout Northeast Ohio to optimize networking, job shadowing, internships, co-ops and job opportunities while creating strategic partnerships with internal/campus departments.

The Career Centers are your resource for all experiential learning and career-related needs. Visit www.tri-c.edu/careerservices for more information.

TRANSFER CENTERS

The Transfer Centers help students navigate the process from degree completion at Tri-C to successful transfer to a four-year institution. Transfer Center specialists can help students review transfer and partnership options, find and connect with a four-year school that best fits their goals, and complete admission applications. Each semester, students can sign up for appointments with visiting (external) advisors to learn more about the transferability of their credits. (Students should also meet regularly with a Tri-C counselor to discuss their Tri-C academic plan.) In addition, the Transfer Centers offer free workshops and tours to local colleges and universities throughout the year.

Tri-C has transfer partnerships with many four-year institutions. The Office of Articulation, Transfer and Prior Learning (ATPL) promotes student success through carefully mapped transfer pathways that optimize credit acceptance, improve degree completion time and ensure the seamless transfer of coursework between Tri-C and partner institutions. Students can visit any campus Transfer Center for assistance in researching and understanding transfer partnership options.

Visit www.tri-c.edu/transfer for Transfer Center locations, contact information and details on current transfer partnerships.
LOCKERS

Students can rent lockers for a small fee through the Student Life/Engagement Office. A Tri-C student ID is required at time of rental. There are a limited number of lockers available at each campus; therefore, rentals are on a first-come, first-served basis. Please see individual campuses for locker locations. Metropolitan and Westshore Campus currently do not rent lockers. Metropolitan Campus students can reserve a locker through the Student Life Office.

LOST AND FOUND

Campus Police and Security Services assumes responsibility for accepting all found property. Individuals can contact Campus Police and Security Services at 216-987-4325 for either lost or found property. See the Campus Police and Security Services information section for locations.

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 campus special events.

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 lot within the College 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 either by going to Campus Police and Security Services or by using the online parking appeal form available at www.tri-c.edu/parking.
CAMPUS SERVICES

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.

VOTER REGISTRATION SERVICE

The Cuyahoga County Board of Elections has authorized the Student Life/Engagement offices to offer students the opportunity to register to vote. The office is also able to receive change-of-address notifications for voting purposes.
ask TRI-C

Have questions? ask TRI-C has answers!

This online service is available 24 hours a day, seven days a week. It allows both students and staff to find quick answers to many common questions. ask TRI-C also features the top 10 questions being asked at any given moment.

To access ask TRI-C, visit www.tri-c.edu/ask. Type a question in the search box and click the submit button. The best answer shows up, along with other related questions. Users can rate the responses from poor to excellent. Feedback allows the quality of answers to improve. Links to related questions provide additional guidance. Users can also chat with or email a customer service representative for further assistance.

my Tri-C space and STUDENT EMAIL

my Tri-C space (https://my.tri-c.edu) is a central gathering point for College information — a virtual front door to resources students use on a regular basis. It includes links to DegreeWorks registration, grades, financial aid, Blackboard, announcements, campus news, government websites and group activities. Information is personalized and organized by headings, making it easy to navigate. Each heading links to subheadings that allow quick access to important information.

Tri-C issues each student an email account, accessible by logging in to my Tri-C space and clicking the student email icon on the Student tab. Tri-C student email accounts are the official communication method between the College and its students. Students should check it regularly for important messages regarding registration, payment deadlines, account/financial aid information and College updates and events. For additional information about student email, visit http://itservices.tri-c.edu/network/student-email-with-office-365.html.

COLLEGE WEBSITE — www.tri-c.edu

The Tri-C website address is www.tri-c.edu. The website has current information about Tri-C and provides answers to many questions. Check out the Tri-C catalog, research available programs, download the mobile app, search for courses and view the academic calendar.

COURSE OFFERING GUIDE

The Two-Year Course Offering Guide provides planned course offerings for future semesters. The guide shows each planned course offering and whether the class will meet during the day, evening, weekend or online. Tri-C’s academic counselors and instructors can assist students in selecting future term courses. Planned course offerings are subject to change. Information on current course offerings is accessible via the course search tool at: https://infoaccess.tri-c.edu/pls/prodban/bwckschd.p_disp_dyn_sched. To use the course offering guide, select the campus, division and course.
ONLINE COURSE SCHEDULE
The online course schedule allows students to search for courses offered each semester. Students can view the course location, instructor name, current capacity, seats available, course catalog description and much more. Students may also view at the terms and the courses available before registering.

Visit [www.tri-c.edu/student-resources](http://www.tri-c.edu/student-resources), click Find Classes, select the semester and then select the course subject.

ONLINE LEARNING/eLEARNING
Online learning provides students with flexible scheduling options to complete courses with reduced time on campus. Tri-C offers four options: online, blended learning, SmartClass and independent learning.

Call 216-987-4257 or visit [www.tri-c.edu/onlinelearning](http://www.tri-c.edu/onlinelearning) for more information.

Online courses use Blackboard, an internet-based learning management system, for course delivery and assignments. Students should log in to their online courses daily.

The Blackboard course site is available 24/7. Students must have a Tri-C email account and be able to use a web browser (e.g., modify security settings, manage pop-ups and manipulate firewall settings).

Students must also know how to create, modify and attach documents as well as save, upload and download files.

Information about requirements and proctored testing is available at [www.tri-c.edu/online](http://www.tri-c.edu/online).

PROCTORED TESTING
Proctored testing may be required in some online and blended learning courses, particularly math courses.

A “suitable proctored environment” is an environment directly monitored by an instructor, other third party-approved entity (e.g., Proctor U), testing center administrator or other learning provider, in a physical or virtual setting and approved by faculty. While proctors must be approved by the instructor, some suitable proctors may include a Tri-C Assessment Center, Proctor U, other accredited college or university testing centers, and military education centers. If the testing center requires a fee, it is the student’s responsibility to pay it. With Proctor U, each fully online student may to take up to two exams, in the form of two 31- to 60-minute exams or one 61- to 120-minute exam, free of charge. Students must pay for any additional exams taken with Proctor U. For more information about proctoring for online classes, visit [www.tri-c.edu/ProctorU](http://www.tri-c.edu/ProctorU).

BLENDED LEARNING
Blended learning describes courses that blend online learning with face-to-face classroom instruction, significantly reducing the amount of time spent in the classroom. Students attend class on campus and complete course assignments on a computer.

The on-campus requirement is set by the instructor. Students must be able to use a computer, Blackboard Learn, the internet and email.
ONLINE SERVICES

SMARTCLASS
SmartClass enables students to take credit classes that are videotaped and broadcast on Smart TV*. Students may watch live from their TV or online at http://flash-server1.tri-c.edu/index.html.

SmartClasses are stored for the entire semester on the Smart TV website at https://tricsmarttv.viebit.com/. This on-demand server allows students to learn at their convenience.

*Smart TV is Cuyahoga Community College’s television station. It broadcasts on Time Warner Cable’s digital channel 195 in the city of Cleveland; Brunswick Area Television, channel 24; and channel 216 on Cox Digital Cable in the following communities: Broadview Heights, Brooklyn Heights, Cleveland, Fairview Park, Lakewood, Olmsted Falls, Olmsted Township, Parma, Parma Heights, Rocky River and Seven Hills.

INDEPENDENT LEARNING
Independent learning courses are designed as alternatives to classroom instruction, offering maximum scheduling flexibility for students interested in independent study.

Independent learning courses require viewing videos or listening to audio. Course materials such as texts and study guides are available at Tri-C libraries; some can be checked out. Some video programs are available on the internet, requiring Windows Media Player and a high-speed (cable or DSL) connection. Some materials are for sale at Tri-C bookstores.

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

Students should attend on-campus seminars, which provide an opportunity for class discussion and course review. They are offered via closed-circuit television to enable participation from any campus.

FINANCIAL AID TV
Financial Aid TV gives current and prospective students access to a library of videos that provide information on all aspects of financial aid at Tri-C. The bilingual video format allows viewers to get answers to their questions 24/7. View the videos at http://tri-c.financialaidtv.com/.

Top subjects include:
• How can I pay for college?
• What is a Pell Grant?
• College work-study
• Understanding the FAFSA
• State of Ohio financial aid programs
• Satisfactory academic progress
• New GI Bill
STUDENT SERVICES

STUDENT AFFAIRS

The Office of Student Affairs oversees services provided by the Counseling office, the Enrollment Center and the Office of Student Life/Engagement, Athletics and Recreation. For more information about the services and resources available through Student Affairs, visit www.tri-c.edu/studentaffairs.

ADMISSIONS

Admission to Tri-C is open to high school graduates, anyone with documentation of successful GED completion, non-high school graduates participating in dual enrollment programs and those 18 years of age or older.

Specific program enrollment is not necessary to be admitted to Tri-C. Students can enroll in as few as one or two courses to pursue a general interest, enroll in a two-year program to prepare to transfer to a four-year college or choose a two-year career/occupational program to prepare for employment.

Tri-C’s general admissions procedure does not ensure admission to a particular course or program. In some instances, certain courses may be restricted to program majors. Admission into a specific program may be competitive or require specific minimum qualifications. Some students may be required to enroll in special courses to eliminate deficiencies in academic preparation.

Applicants are urged to begin their admission process well in advance of when they intend to start courses. High school students may apply in their senior year for entrance after high school graduation.

Students may attend more than one campus or rotate from campus to campus.

Student records are inactivated after a period of three consecutive years during which no registration activity has occurred. Students with an inactive status must reapply for admission to the College online.

PAYMENTS, PARKING AND MY TRI-C CARD

The Enrollment Center at each campus is responsible for multiple services, including collecting tuition and supplemental fees, parking fines, billing statements, account status, generating the My Tri-C Card photo identification and assisting students with loading cash onto their My Tri-C Card. Hours of operation are posted at each campus location. Visit one of the Enrollment Center locations below or call 216-987-6000 or 800-954-8742 (toll-free).

Eastern Campus ................. ESS 1600
Metropolitan Campus .......... MSS 23
Western Campus ............... WSS G100
Westshore Campus ............ SHCS 141
STUDENT SERVICES

COUNSELING

The mission of Tri-C’s Counseling department is to provide accessible counseling and advising services for current, former and prospective students.

Professional counselors at each campus can assist students in:

- Clarifying their academic and career goals.
- Mapping their program of study and complementary experiences.
- Developing strategies to build on their strengths and overcome barriers.
- Accessing available collegiate and community resources to support reaching these goals.

Academic, career and personal concerns are addressed as appropriate and as needed. Direct student services are provided through individual and group counseling, general studies courses and student success workshops. The Counseling department also coordinates new student orientation sessions.

In-person new student orientation is mandatory for all new students. Students are encouraged to meet with a counselor on a regular basis to facilitate their progress from initial matriculation through program completion and graduation.

Students in need of emergency mental health services should utilize the following resources:

For emergencies: Dial 911 or 216-623-6888

Cuyahoga County 24-hour Suicide Prevention, Mental Health Crisis, Information and Referral Hotline: 216-623-6888

National Suicide Prevention Line: 800-276-TALK

National Suicide Prevention Text Line: Text “Start” to 741-741

For additional information about Tri-C’s counseling services, visit www.tri-c.edu/counseling-center.

Special Services and Programs

TITLE IX STATEMENT

Title IX of the Education Amendments of 1972 states that, “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.”

Sexual violence, sexual harassment, sexual exploitation, intimate partner violence and gender discrimination are violations of trust and respect and will not be tolerated at Cuyahoga Community College.

Tri-C strongly encourages persons who experience sexual harassment, sexual violence or gender discrimination to report the misconduct and seek assistance for their own protection and that of the entire College community. Students may report sexual harassment, sexual violence, intimate partner violence or gender discrimination directly to any College official. More information on Title IX is available at www.tri-c.edu/titleix.
STUDENT SERVICES

STUDENT ACCESSIBILITY SERVICES — DISABILITY SERVICES FOR STUDENTS (Formerly ACCESS)

Since 1979, Student Accessibility Services at Tri-C has served more than 1,700 students with disabilities. Student Accessibility Services supports students 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, psychiatric conditions, physical mobility conditions and chronic health issues. All matters related to a person’s disability are kept confidential.

Student Accessibility Services provides classroom accommodations and support for Tri-C students with disabilities. Once a student contacts the Student Accessibility Services office, an intake appointment will be scheduled for the student to meet with a student advisor. In order to qualify for services, the student will need to present documentation to establish that a disability exists and will have a major impact on the student’s ability to participate in the educational process without reasonable accommodations. While the College makes every effort to assist all students prior to the start of the semester, students are encouraged to begin the process at least eight weeks in advance to allow ample time for any follow-up and to ensure the best accommodations possible.

Individualized services include advising, test proctoring, books in alternate format, assistive technology and sign language interpreting. 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 www.tri-c.edu/access or call the Student Accessibility Services office on your campus:

- Brunswick ....................... 216-987-5079
- 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 may call 216-223-6181 (Eastern Campus). Students requiring TTY may call 216-987-4048 (Metropolitan Campus), 216-987-5117 (Western Campus) or 216-987-4048 (Westshore Campus).

SERVICE ANIMALS

Service animals are welcome at Cuyahoga Community College. The Americans with Disabilities Act (ADA) defines service animals as animals “trained to do work or perform tasks for an individual with a disability.” A student with a disability is not required to register the animal with Student Accessibility Services. However, it is recommended that they contact the Student Accessibility Services office to discuss any needed resources or information, and/or to request accommodations. Service animals are subject to local and state laws and ordinances to the extent that those laws and ordinances do not conflict with the ADA or interpretations of the ADA by the Department of Education’s Office of Civil Rights.

Service animals are permitted to accompany an individual with a disability in all areas where the public is normally permitted, which may include areas
where non-service animal pets are prohibited. 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. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

Service dogs, as defined by the Department of Veteran Affairs and utilized by military veterans, are also welcome at Cuyahoga Community College. The College does not permit the use of emotional support animals.

ACADEMIC SUPPORT SERVICES/TUTORING

Tri-C’s Academic Support Services program, offered through the Learning Commons at each campus, gives students the opportunity to maximize their academic achievement by improving their basic skills and enhancing their understanding of college. Services include free one-on-one and small-group tutoring and access to print and media learning resources.

Early College and Outreach Programs

COLLEGE CREDIT PLUS

Ohio’s College Credit Plus program can help you earn college and high school credits at the same time by taking college courses through Tri-C. College Credit Plus replaces the Post-Secondary Enrollment Options program (PSEOP), including dual enrollment.

It allows eligible students in grades 7-12 to earn high school and college credit that will appear on both their high school and college transcripts. The program promotes rigorous academic pursuits and provides a wide variety of options to college-ready students.

College courses taken through the College Credit Plus program are typically free, with no out-of-pocket cost for tuition, books or fees. Visit www.tri-c.edu/college-credit-plus for more information.

OHIO COLLEGE TECH PREP

The Ohio College Tech Prep program is a seamless, non-duplicative, integrated pathway of education and experience that begins in 11th grade and continues through college and beyond. The curriculum reflects real-world technical careers in high demand today and prepares students to be college and career ready. The Tri-C Tech Prep program connects high school and college education to high-skill and high-demand technical employment. Students are enrolled in the Tech Prep program through their high school district.

For more information regarding Tech Prep, call 216-987-4987 or visit www.tri-c.edu/techprep
EDUCATIONAL TALENT SEARCH

Educational Talent Search is a federally funded pre-college TRIO program created in 1965 as part of the Higher Education Act. It is designed to motivate and develop the skills necessary for students to be successful in secondary school, graduate and enroll in an institution of postsecondary education. Among the first TRIO programs in the country, Cuyahoga Community College’s Educational Talent Search program started in 1968. Students in grades 6 through 12 are eligible to participate. Low-income, potential first-generation college students from the Cleveland Metropolitan School District are targeted for participation in the program. Educational Talent Search serves more than 1,250 students each year.

Academic Services:
- Academic advising
- ACT/SAT/PSAT preparation
- Ohio Graduation Test (OGT) preparation
- Study skills workshops
- Personal development
- Summer Enrichment Program
- Tutoring

Other Services:
- Career counseling, fairs and exploration
- College admissions assistance
- College fairs and tours
- Financial aid counseling and application assistance
- Scholarship information

Call 216-987-4963 or visit www.tri-c.edu/pathways for more information.

COLLEGE SUCCESS PROGRAM

The College Success Program is a partnership between Tri-C and the Cleveland Metropolitan School District (CMSD) designed as a pre-college program to prepare high-school students for a successful transition to college and to begin their studies in college on level, eliminating the need for remedial math courses. This college preparatory approach will ease the high school transition to a successful college career.

The College Success program’s mission is to increase the number of CMSD students who successfully progress through high school, graduate, enroll in postsecondary education at college-level, and succeed in their college coursework.

The College Success Program has three components:
- College Success Outreach Centers at seven selected CMSD high schools (East Technical, Glenville, James Ford Rhodes, Lincoln-West, Martin Luther King Jr. Career Academy, New Tech East and Washington Park Environmental Studies Academy).
- College Success Summer Academy at the Metropolitan Campus.
- College and Career Readiness.

Call 216-987-6301 or visit www.tri-c.edu/pathways for more information.
HIGH TECH ACADEMY

High Tech Academy, established in 2000 by the Cleveland Metropolitan School District (CMSD) and Tri-C, is an innovative option school. HTA prepares high school students for technological careers and/or higher education in a resource-rich learning environment. This rigorous program develops students’ academic and technical skills, particularly in English, reading comprehension, mathematics and information technology. During HTA’s demanding instructional program, students attend their home high school classes in the morning and college-level classes at Tri-C’s Metropolitan Campus in Cleveland in the afternoon. Students will earn college credits while working towards a high school diploma. HTA graduates are prepared for immediate employment, continuation at Tri-C, or transfer to four-year institutions of higher education.

HTA offers many different career pathways, such as Information Technology, Business Management, Health Careers, Creative Technologies and more. HTA is a tuition-free program to eligible students. Call 216-987-3549 or visit www.tri-c.edu/pathways for more information.

UPWARD BOUND

Upward Bound is a federally funded TRIO college preparatory program for eligible high school students in grades 9-12 attending East Technical, Glenville, John Hay and John Marshall high schools. The Upward Bound program at Tri-C has helped prepare students for college since 1989. The program helps students develop the skills and motivation needed to succeed in postsecondary education.

Students attend a six-week summer session, and graduating seniors attend an eight-week bridge component to assist them in transitioning to college. Upward Bound serves 87 students annually.

Available Services:

- Weekly tutoring in core academic subjects.
- Preparation for the Ohio Graduation Test (OGT) and college admissions tests.
- Assistance and guidance in following a college preparatory curriculum.
- Information and assistance completing college applications and financial aid forms.
- Exploration of educational and career opportunities.
- Monthly Saturday seminars with guest speakers.
- Educational, cultural and college field trips.
- Six-week daily, non-residential summer program.
- Eight-week summer bridge program for graduating seniors.
- Monthly stipend.

Call 216-987-4097 or visit www.tri-c.edu/upwardbound for more information.
STUDENT SERVICES

UPWARD BOUND MATH AND SCIENCE

Upward Bound Math and Science (UBMS) is a federally funded pre-college TRIO program designed to assist high school students interested in science, technology, engineering, medicine or mathematics (STEM) careers.

UBMS serves CMSD high school students at East Technical, Garrett Morgan Cleveland School of Science Academy, Jane Addams and New Technical High School. UBMS provides individual and small-group educational services that support students in building a mastery of core content knowledge. In addition to year-round academic planning and advising, students engage in hands-on, project-based learning activities, monthly educational workshops and a six-week Summer STEM Academy.

To prepare students for academic success in high school and college, UBMS provides an academically enriching and rigorous math and science curriculum year-round. Students receive computer and technology training along with standardized test preparation. College, career, financial literacy and scholarship assistance also provide students and families with information and resources to support their pursuit of a postsecondary education.

Call 216-987-4927 or visit www.tri-c.edu/ubms for more information.

GATEWAY TO COLLEGE

Gateway to College is designed for young adults, ages 16 to 21, who have dropped out of high school or are significantly behind in credits and unlikely to graduate on time. This dual credit program allows students to complete their high school requirements while simultaneously progressing toward a college degree or certificate.

While enrolled in the program, students receive wraparound support, one-on-one advising and mentoring to keep them on track and assistance in transitioning to postsecondary education.

To be eligible for Gateway to College, students must:

- Be interested in/willing to complete a high school diploma;
- Be willing to make a long-term commitment to progress toward a college degree;
- Be 16-20 years old;
- Be behind in high school credits (for age and grade);
- Have a history of absenteeism and low grade point average;
- Be able to complete high school diploma requirements by age 21;
- Be able to read at an eighth-grade level or higher; and
- Be enrolled at a partner school.

Call 216-987-0610 or visit www.tri-c.edu/pathways for more information.
TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services programs provide a one-stop, on-campus team of support for success in college completion, graduation and transfer. Services include academic and financial advising, career exploration, one-on-one and small-group tutoring, study groups for high-risk courses, scholarships and transfer assistance. Participants are income-eligible and first-generation college students with a need for academic support. TRIO Student Support Services programs are funded by the U.S. Department of Education and Tri-C. Visit www.tri-c.edu/sss or call 216-987-2700 (Eastern Campus), 216-987-4149 (Metropolitan Campus) or 216-987-5360 (Western Campus) for more information.

WOMEN IN TRANSITION

The Women in Transition (WIT) Program is a free noncredit course that empowers adult women to move their lives forward through education and training. Participants receive basic computer training, career exploration assistance, financial literacy enrichment, personal development and soft skills training. Participants who complete the program are equipped to continue their education, enter the workforce, understand financial aid options and identify marketable skills and career opportunities. The class runs every eight weeks during the school year at the Eastern, Metropolitan, Western and Westshore campuses. Day and evening classes are available. WIT is funded by Tri-C and the Carl D. Perkins Act, as well as local philanthropic organizations including Crocker Park, Foos Foundation, Nadine Feighan Wellness Fund at the Cuyahoga Community College Foundation, People’s BankCorp Foundation, Westfield Foundation and SK Wellman Foundation. For more information, visit www.tri-c.edu/WIT or call the WIT office on your campus:

Eastern Campus ............... 216-987-2272
Metropolitan Campus ...... 216-987-4187
Western Campus ............. 216-987-5091
Westshore Campus .......... 216-987-5764

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC) offers free enrollment assistance to Cuyahoga County adults age 19 and older who wish to further their education. EOC advisors meet with individuals by appointment and provide postsecondary enrollment services, including specialized workshops for social service organizations.

Call EOC at 216-987-6305 to schedule an appointment and meet with an EOC advisor to receive assistance with enrolling in GED classes or college, certificate or vocational training programs; academic and career counseling; applying for federal student aid and scholarships; and resolving student loan defaults. The EOC also provides referrals to social service and community resources. All services are free and funded by the U.S. Department of Education. For more information, visit www.tri-c.edu/EOC.
ADULT DIPLOMA PROGRAM

The Adult Diploma Program (ADP) is an alternative pathway for adults age 22 and older to earn a high school diploma and an industry credential in one of Ohio’s in-demand jobs.

To be eligible for ADP, you must:
- Be a resident of the state of Ohio.
- Be able to read at a sixth-grade level or above.
- Be prepared to commit at least 10 hours per week to the program.
- Do not have a valid high school diploma or GED.

There is no cost to participants except time and commitment. The program launched in July 2015 with funding from the Ohio Department of Education. For more information, visit www.tri-c.edu/adultdiploma, call 216-987-0610 or email adultdiplomaprogram@tri-c.edu.

ASPIRE PROGRAM (formerly Adult Basic and Literacy Education)

Aspire classes are offered at the Eastern, Metropolitan and Western campuses and a variety of off-campus sites throughout Cuyahoga County. These classes improve academic skills, increase job skills, assist with HSE (High School Equivalent) test preparation and improve English for speakers of other languages (ESOL). They can also help you earn a workforce credential and prepare for a job, college or training. High school graduates are welcome, but must meet testing requirements.

For more information, visit www.tri-c.edu/aspire or call 216-987-3029 or 216-987-2135.

For Official GED® Test Information or transcripts, visit www.tri-c.edu/aspire and click on Official HSE Test and Transcripts.

INTERNATIONAL/FOREIGN STUDENTS

U.S. immigration laws impose a variety of requirements and restrictions on college enrollment. If a student has applied or is applying for F-1 non-immigrant student status, they must consult with an international student advisor before applying and registering for classes. F-1 students with an I-20 form from Tri-C must successfully complete a minimum of 12 credits per semester to maintain status. No more than one three-credit course taken via distance learning will apply toward the 12-credit minimum. To obtain deadlines for F-1 international student admission, contact the Special Student Services coordinator at any campus.
STUDENT SERVICES

An international student advisor is available at each campus to address questions about F-1 student regulations. For issues that involve maintaining a visa status, such as work permission, authorized withdrawals, transfers and program extensions, please visit the Special Student Services coordinator at the campus listed on your I-20 or one of the offices below.

- **Eastern Campus** ................. 216-987-2118 .......... ESS 1600
- **Metropolitan Campus** .......... 216-987-4167 .......... MSS G09
- **Western Campus** ................. 216-987-5203 .......... WSS G100
- **Westshore Campus** .............. 216-987-5884 .......... SHCS 141

**ENGLISH AS A SECOND LANGUAGE**

Tri-C offers four levels of English as a Second Language (ESL) courses in grammar, reading and writing, and speaking. Before enrolling in ESL courses, students must take ESL placement tests to ensure placement in the appropriate level of courses. These tests are administered at each campus assessment center. Upon receiving their test scores, students are required to meet with the ESL coordinator for an oral interview to be placed at the appropriate level and in the appropriate classes.

Visit [www.tri-c.edu/ESL](http://www.tri-c.edu/ESL) for more information.

**ENCORE 55+ LEARNING PROGRAM**

For more than 40 years, Tri-C’s Encore program has been a premier provider of educational opportunities for adults 55 and older. Based on the concept of providing senior adult education programs within an academic environment, the program holds to an education standard that recognizes the intellectual interests of older students.

Tri-C offers a unique approach to senior adult education, with both on- and off-campus experiences. The learning possibilities are endless through Encore Campus and the Neighborhood Scholars programs. Call 216-987-2274 or visit [www.tri-c.edu/encore](http://www.tri-c.edu/encore) for more information.

**PROGRAM 60**

Program 60 allows Ohio residents age 60 and older to register for regularly scheduled credit and select noncredit classes on an audit, tuition-free, space-available basis. Registrations are processed through the Enrollment Center on the date published for Program 60 registration in the enrollment guide. Program 60 registration will not be accepted prior to the dates advertised. Please confirm class availability with the Enrollment Center at registration.
STUDENT SERVICES

Student Life/Engagement, Athletics and Recreation

STUDENT LIFE/ENGAGEMENT

Student Life/Engagement, Athletics and Recreation provides diverse programs and services to enhance students’ overall social, cultural and educational growth by promoting learning and development outside of the classroom. Programs are designed to promote maximum interaction among students and between students, faculty and staff. Tri-C’s programs are developed in response to student requests and needs. Activities may vary each semester, depending upon student feedback.

ACTIVITIES, CLUBS AND ORGANIZATIONS

Every student is welcome to participate in a variety of activities ranging from involvement in student government and programming to membership in student clubs and organizations, including numerous Tri-C and campus committees. Students can participate in student leadership certification and co-curricular planning of social, cultural, entertainment and educational programs.

Student clubs and organizations cover a wide spectrum of interests. Further information can be obtained from the Student Life/Engagement office on each campus.

Tri-C’s many clubs and organizations include:

- Active Minds
- American Sign Language
- Association of Diagnostic Medical Imaging Students
- Biology Club
- Campus Activities Board (C.A.B.)
- Captioning and Court Reporting Club
- Circle K International
- Creative Arts Student Alliance Creative Writing Club
- Dance Club
- Digital Cinema Group
- Disney Fanime Club Drama Club
- East Anime Club
- Educators of Today and Tomorrow
- Electroneurodiagnostic Technology Club Engineering Club
- Entrepreneurial Club
- Focus on Christ Bible Study Club
- Game Design Club
- Gaming
- Health Information Management
- Technology Club
- Honors Program
- Hospitality Management Student Club
- Interior Design Student Association
- International Club
- Japanese Culture Club
- Lambda Gay-Straight Alliance
- Living Water Ministry Club (United Protestant Campus Ministries)
- Medical Assisting Club
- Medical Lab Technology Club
- Metro African Student Association
- Multicultural Club
- Music Club
- Muslim Student Association (MSA)
- Nuclear Medicine Club
- Occupational Therapy Assistant Club
- Personal Finance and Investment Club
- Phi Theta Kappa Honor Society (PTK)
- Philosophy Club
- Pottery Club
STUDENT SERVICES

Professional Land Care Network The Voice Student Newspaper
Psychology Club Theatre Arts Club
Respiratory Care Club Vet Tech Club
Russian Club Veterans Today Club
Student Government William Falkenstein Physician Assistant
Student Peace Alliance Sustained Student Society
Dialogue Xtreme Fitness and Wellness Club

INTERCOLLEGIATE ATHLETICS

Tri-C is a member of the National Junior College Athletic Association (NJCAA) and participates with other two-year colleges from Ohio, Indiana and Michigan. Independent contests are scheduled with colleges from Pennsylvania, New York, Kentucky and Illinois.

The official colors of Tri-C’s athletic programs are teal, white and black. The Tri-C team name is the Triceratops. Intercollegiate sports offered are men’s baseball, basketball and soccer and women’s basketball, cross country, softball, track and field, and volleyball.

RECREATION FACILITIES

Tri-C is committed to providing students, faculty and staff with quality athletics and recreation programs. These programs are designed to cultivate an understanding and appreciation of physical fitness, develop athletic skills and improve overall health.

The Eastern Campus’ indoor facilities include a gymnasium, swimming pool, weight training room, indoor track, multipurpose fitness room, dance studio, and locker and shower rooms.

The Metropolitan Campus’ indoor facilities include a gymnasium, swimming pool, weight training room, multipurpose fitness/dance studio, and locker and shower rooms. Outdoor facilities include an all-weather track and soccer field.

The Western Campus’ indoor facilities include a fitness center, gymnasium, swimming pool, weight training room, and locker and shower rooms. Outdoor facilities include an all-weather track, soccer fields, lighted baseball field and softball field.

Student and staff discounts are available at the Westlake Recreation Center and Westlake YMCA for Westshore students.

STUDENT NEWSPAPER, The Voice

Tri-C supports its student newspaper, The Voice, which publishes College-wide information and pages specific to each of the four campuses. If you are interested in joining the newspaper staff or contributing articles, contact the Student Life/Engagement office on your campus.
STUDENT GOVERNMENT

The student government is the voice of all Tri-C students. Each campus has a student government. A College-wide governing body called Joint Student Council comprises the president and vice president from each campus’ student government and the board student scholar. Students who demonstrate exceptional leadership ability may be recognized with special awards and stipends.

Students interested in becoming involved in student government and other governance opportunities should contact the Student Life/Engagement Office located on each campus.

Visit www.tri-c.edu/studentlife for more information.
First Year Experience (FYE)

Starting college is a major step, and Tri-C wants to help new students start their educational career on the right path.

FYE has four major goals:

- **Connect** – You will connect with College personnel, resources and peers to build a campus community and support system.

- **Engage** – You will be active in the College community and be responsible for your own learning and development.

- **Plan** – You will explore your personal and career interests and plot out a course sequence for degree completion. Additionally, you will reflect on what it means to be a student and develop a success plan that will help you balance school and personal demands.

- **Succeed** – You will acquire the necessary skills, habits and resources to help you achieve your goals.

The First Year Experience features a series of activities designed to help you succeed:

- New Student Orientation (NSO) introduces students to Tri-C policies, procedures and resources. Additionally, students receive an individual counseling session, campus tour and assistance with course selection and registration. Find out more at www.tri-c.edu/counseling.

- New Student Convocation (ZGEN-1003) is a celebration of the start of students’ Tri-C journey and a formal introduction to the campus community. Students learn about campus life and College expectations and connect with campus resources, faculty and other students in their programs. Note that ZGEN-1003 and GEN-1070 are co-requisites — students must register for both courses.

- First Year Success Seminar (GEN-1070) is a one-credit course that develops lifelong learning skills and connects students to College resources. Course topics include time management, budgeting, study skills development, career exploration and more. Students will also develop their Academic Plan using DegreeWorks. Note that GEN-1070 and ZGEN-1003 are co-requisites — students must register for both courses.

- Fast Forward is Tri-C’s foundational learning program. Students who qualify for Fast Forward (based on ACCUPLACER scores) may be required to follow this program before proceeding to future classes. Foundational courses in math and/or English must be started in the first semester.

- Bridges are intensive courses designed to help students complete their English requirements faster and with greater success. Bridges may be required based on the student’s English ACCUPLACER scores.
FYE Second Semester Pathway

We recognize that starting one’s college career on the right path is critical to success and completion. The Second Semester Pathway course builds upon activities completed in the first semester of FYE, including new student orientation, new student convocation and the GEN-1070 course.

What’s the difference between the First Year Success Seminar and the Second Semester Pathway course? The First Year Success Seminar (GEN-1070), taken in the first semester at Tri-C, introduces students to the necessary skills, habits and resources to be successful in college. The Second Semester Pathway course is taken in the student’s second semester after successfully completing GEN-1070. In this course, students are connected to peers in their degree program or discipline. They also gain clarity around their career path by participating in career exploration, being mentored by a faculty member in their discipline and completing a full academic plan.

What can students expect from the Second Semester Pathway course?
The FYE Second Semester Pathway course helps students continue on their career pathway and toward degree completion through the following activities:

1. Exposure to faculty and/or industry professionals in their career pathway.
2. Research and exploration of their chosen major and career.
3. Connection to peers in their academic pathway.
4. Completion of a full DegreeWorks academic plan.
5. Connection to services and resources to aid in personal and academic success.
6. Assistance from a faculty advocate who serves as a mentor and coach on the path to degree completion.
7. For more information and course options for the FYE Second Semester Pathway, visit www.tri-c.edu/fye/second-semester-pathway-course.html.

Ten 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!

**Common Reading Program**

Tri-C’s Common Reading program builds community and fosters intellectual engagement by drawing faculty and students together in discussion of a common text. The program also creates venues for interdisciplinary learning, as students explore the common text through different lenses both in and out of the classroom. All Tri-C campuses lead co-curricular activities throughout the academic year.

We are pleased to present *An Absolutely Remarkable Thing* by Hank Green as the Common Reading text for 2019-2020.

Visit [www.tri-c.edu/commonreading](http://www.tri-c.edu/commonreading) for more information.

**(re)imaginings**

The *(re)imaginings* contest is an opportunity for students to interpret the Common Reading text through their own creative lens. Students submit their own creative projects in culinary, performance, creative writing, media, academic and research, and visual art categories. Three students in each category are awarded as finalists, and three of those receive a grand prize. All entrants are invited to participate in a celebratory event at the end of the semester.
Student Email Accounts on my Tri-C space!

All currently enrolled credit students can communicate with their professors, classmates and Tri-C offices through their own Tri-C email accounts.

Here’s how to log in to my Tri-C space:

- Username = Your Tri-C ID number beginning with “S” (found on the front of your My Tri-C Card)
- Password = Your current Technology Learning Center (TLC) password
- If you do not have a current TLC password, click the “Change, Reset or Create Password” link. Enter your S# and select “Change Password.” Enter your birth date as your old password (m/d/yyyy), create and verify your new password and then click “Change.”
- Re-enter your username and the password you just created.

For more information, or for help with my Tri-C space, visit www.tri-c.edu/ask
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FALL SEMESTER 2019 FULL TERM (16 WEEKS) AND SESSION A (FIRST 8 WEEKS) BEGIN

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**September 2019**
SESSION 0 (14 WEEKS) BEGINS
LAST DAY TO WITHDRAW FROM FULL TERM (16 WEEKS)
AND SESSION A (FIRST 8 WEEKS) WITH NO RECORD

TUESDAY, SEPTEMBER 9, 2019
September 2019

**MON 23**

**LAST DAY TO WITHDRAW FROM SESSION O (14 WEEKS) WITH NO RECORD**

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**TUES 24**

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**WED 25**

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**THUR 26**

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**800-954-8742**
WED 2

THUR 3

FRI 4

LAST DAY TO WITHDRAW FROM SESSION A (FIRST 8 WEEKS) COURSE WITH “W” GRADE

SAT 5

SUN 6

DEADLINE TO SUBMIT INCOMPLETE WORK FOR SPRING AND SUMMER 2019
### October 2019

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**FRI 11**

**INCOMPLETE GRADES FOR SPRING SEMESTER 2019 AND SUMMER SESSION 2019 BECOME “F” GRADES**

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**SAT 12**

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**SUN 13**

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**MON 14**

**PRIORITY REGISTRATION FOR SPRING SEMESTER 2020 OPENS**

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**TUES 15**

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October 2019

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October 2019

SESSION A (FIRST 8 WEEKS) ENDS
MON 21
SESSION B (SECOND 8 WEEKS) BEGINS
REGISTRATION FOR SPRING SEMESTER 2020 OPENS

TUES 22
FINAL GRADES DUE: SESSION A (FIRST 8 WEEKS)

WED 23

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**October 2019**

**FINAL GRADES AVAILABLE: SESSION A (FIRST 8 WEEKS)**

**ACADEMIC PROGRESS REPORTING DUE: FULL TERM (16 WEEKS)**
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**November 2019**

**MON 4**

**LAST DAY TO WITHDRAW FROM SESSION B (SECOND 8 WEEKS) WITH NO RECORD**

**TUE 5**

**WED 6**

**THUR 7**
November 2019

FRI
8

SAT
9

SUN
10

MON
11  VETERANS DAY – COLLEGE CLOSED

TUES
12

800-954-8742
FRI 15

LAST DAY TO WITHDRAW FROM FULL TERM (16 WEEKS) COURSE WITH A “W” GRADE
LAST DAY TO WITHDRAW FROM SESSION 0 (14 WEEKS) COURSE WITH “W” GRADE

FRI
22

SAT
23

SUN
24

MON
25

TUES
26
November/December 2019

WED 27

LAST DAY TO WITHDRAW FROM SESSION B (SECOND 8 WEEKS) COURSE WITH A “W” GRADE

THUR 28

NOV. 28 – DEC. 1
THANKSGIVING RECESS - COLLEGE CLOSED

FRI 29

THANKSGIVING RECESS - COLLEGE CLOSED

SAT 30

THANKSGIVING RECESS
COLLEGE CLOSED

SUN 1

THANKSGIVING RECESS
COLLEGE CLOSED
December 2019

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**December 2019**

**MON**

2

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**TUE**

3

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**WED**

4

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**THUR**

5
FINAL GRADES DUE: FULL TERM, SESSION B (SECOND 8 WEEKS) AND SESSION O (14 WEEKS)
FALL COMMENCEMENT 2019
FINAL GRADES AVAILABLE: FULL TERM, SESSION B (SECOND 8 WEEKS) AND SESSION O (14 WEEKS)
MON
13
SPRING SEMESTER FULL TERM (16 WEEKS) AND SESSION A (FIRST 8 WEEKS) BEGIN

TUES
14

WED
15

THUR
16
January/February 2020

FRI
31

SAT
1

SUN
2

MON
3

TUES
4

January

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800-954-8742
MON 10
LAST DAY TO WITHDRAW FROM SESSION 0 (14 WEEKS) WITH NO RECORD

TUES 11

WED 12

THUR 13
February 2020

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WED

19

THUR

20

FRI

21

LAST DAY TO WITHDRAW FROM SESSION A (FIRST 8 WEEKS) COURSE WITH “W” GRADE

SAT

22

SUN

23

LAST DAY TO SUBMIT INCOMPLETE WORK FROM FALL 2019
Incomplete grades for Fall Semester 2019 become “F” grades.
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SESSION A (FIRST 8 WEEKS) ENDS

March 2020

SESSION A (FIRST 8 WEEKS) ENDS

www.tri-c.edu
FRI
13
SPRING BREAK - NO CLASSES SCHEDULED

SAT
14
SPRING BREAK
NO CLASSES SCHEDULED

SUN
15
SPRING BREAK
NO CLASSES SCHEDULED

MON
16
SESSION B (SECOND 8 WEEKS) BEGINS

TUES
17
FINAL GRADES DUE: SESSION A (FIRST 8 WEEKS)
FINAL GRADES AVAILABLE: SESSION A (FIRST 8 WEEKS)
ACADEMIC PROGRESS REPORTING DUE: FULL TERM (16 WEEKS)
REGISTRATION FOR SUMMER 2020 AND PRIORITY REGISTRATION FOR FALL 2020 OPEN
March 2020

FRI
27

SAT
28

SUN
29

MON
30
LAST DAY TO WITHDRAW FROM SESSION B (SECOND 8 WEEKS) WITH NO RECORD
REGISTRATION FOR FALL SEMESTER 2020 OPEN

TUES
31

800-954-8742  158
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LAST DAY TO WITHDRAW FROM FULL TERM (16 WEEKS) COURSE WITH A “W” GRADE
LAST DAY TO WITHDRAW FROM SESSION 0 (14 WEEKS) COURSE WITH “W” GRADE
FRI
24
LAST DAY TO WITHDRAW FROM SESSION B (SECOND 8 WEEKS) COURSE WITH A “W” GRADE

SAT
25

SUN
26

MON
27

TUES
28
May 2020

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FINAL EXAM WEEK – FULL TERM

FRI
8

FINAL EXAM WEEK – FULL TERM

SAT
9

FINAL EXAM WEEK – FULL TERM

SUN
10

SPRING SEMESTER FULL TERM, SESSION B (SECOND 8 WEEKS) AND SESSION O (14 WEEKS) END

MON
11

FINAL GRADES DUE: FULL TERM, SESSION B (SECOND 8 WEEKS) AND SESSION O (14 WEEKS)

TUES
12
MEMORIAL DAY - COLLEGE CLOSED

SUMMER SESSION FULL TERM (10 WEEKS) AND SESSION J (FIRST 5 WEEKS) BEGIN
SESSION L (8 WEEKS) BEGINS

LAST DAY TO WITHDRAW FROM FULL TERM (10 WEEKS) AND SESSION J (FIRST 5 WEEKS) WITH NO RECORD
FRI 19
ACADEMIC PROGRESS REPORTING FOR FULL TERM (10 WEEKS) DUE
LAST DAY TO WITHDRAW FROM SESSION J (FIRST 5 WEEKS) COURSE WITH A “W” GRADE

SAT 20

SUN 21

MON 22
LAST DAY TO WITHDRAW FROM SESSION L (8 WEEKS) WITH NO RECORD

TUES 23
MON
29 SEASON K (SECOND 5 WEEKS) BEGINS

TUES
30 FINAL GRADES DUE: SESSION J (FIRST 5 WEEKS)

WED
1

THUR
2 FINAL GRADES AVAILABLE: SESSION J (FIRST 5 WEEKS)
LAST DAY TO WITHDRAW FROM SESSION K (SECOND 5 WEEKS) WITH NO RECORD

MON 13

TUE 14

WED 15

THUR 16
LAST DAY TO WITHDRAW FROM FULL TERM (10 WEEKS) COURSE WITH A “W” GRADE
LAST DAY TO WITHDRAW FROM SESSION L (8 WEEKS) COURSE WITH A “W” GRADE
LAST DAY TO WITHDRAW FROM SESSION K (SECOND 5 WEEKS) COURSE WITH A “W” GRADE
FINAL GRADES DUE: FULL TERM, SESSION K (SECOND 5 WEEKS) AND SESSION L (8 WEEKS)
FINAL GRADES AVAILABLE: FULL TERM, SESSION K (SECOND 5 WEEKS) AND SESSION L (8 WEEKS)