

McMicken College of **Arts & Sciences**



Bulletin 2008–2009



MCMICKEN COLLEGE OF ARTS & SCIENCES



ADMINISTRATIVE OFFICERS

Valerie Gray Hardcastle, PhD, *Dean*

4150 J Edwards I

Billie Burton, MEd, *Assistant Dean*

102 McMicken Hall

Joanna Mitro, PhD, *Interim Associate Dean*

4150 N Edwards I

Jeanette Mautner, MA, *Sr. Assistant Dean*

102 McMicken Hall

Leland Person, PhD, *Sr. Associate Dean*

4150 Q Edwards I

Tara Stopfel, MEd, *Assistant Dean*

102 McMicken Hall

Robert Frank, PhD, *Associate Dean*

4150 P Edwards I

Patricia S. Woods, MBA, *Sr. Assistant Dean*

4150 D Edwards I

DEGREE PROGRAMS

McMicken College of Arts and Sciences offers three degrees:

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Bachelor of Interdisciplinary Studies (BIS)

The BA and BS degrees, distinguished primarily by the major, or field of concentration, share a common set of liberal arts requirements. Majors in the natural sciences earn the BS degree, whereas those in the social and behavioral sciences, the humanities and mathematics earn the BA degree.

In earning a degree, students choose a major or field of concentration from one of the college's 25 academic units. While most majors consist of work done entirely within that home unit, some cross unit lines as part of an interdisciplinary program, while still others draw on the offerings of other colleges within the university.

The BIS degree cannot automatically be elected by a student. It requires submission of a degree plan designed to attain a particular educational goal, under the supervision of two faculty advisors. Interested students can obtain an outline of BIS criteria from the college office and make an appointment with the BIS coordinator.

Each program (with its code number) is briefly described on the following pages. For a full description, please request a program outline from the A&S Office of Undergraduate Affairs and Advising, 102 McMicken, 513-556-5860, artsci.advising@uc.edu, or check the college's Web site, www.artsci.uc.edu.

Bachelor of Arts Degree Programs

African American Studies (AFAM) majors use a variety of approaches to explore and better understand the experiences African, African American, Afro-Latin, Afro-Caribbean and Afro-European populations in a global context. This interdisciplinary major employs analytical tools from fields such as sociology, literature and history to explore important social issues facing people of African descent in continental Africa and throughout the African diaspora.

Anthropology (ANTH) students study humankind in all its material, physical and cultural dimensions. Anthropology majors develop strong research and analytical skills while exploring people of the past and present from a comparative, cross-cultural perspective. Anthropology majors take 54 hours of anthropology courses, distributed among each of the four fields — cultural anthropology, physical anthropology, archaeology and linguistics.

Asian studies (AIST) is an interdisciplinary program that explores the languages, cultures, economies, geography and politics of the countries of Asia. Asian studies majors take courses

in Chinese or Japanese language, economics, political science, history and geography to survey a wide range of approaches to the history and cultures of Asian countries. The multidisciplinary approach allows students to acquire a variety of analytical tools and to look at issues and problems from multiple perspectives.

Biopsychology (PSYC-B) is a concentration within the psychology major especially designed for students who are considering careers in medicine or in physiological psychology or who have an interest in the natural sciences. The program is interdisciplinary in content, combining psychology and other fields of study both from within and outside McMicken College. Depending upon one's career goals, this track may provide better preparation for the competitive job market or for graduate school admission.

Business Economics (BUEC) is described with economics.

Chemistry (CHEM) is ideal for students seeking a strong foundation in chemistry, but with sufficient flexibility and free electives in their program to pursue career paths outside of chemistry. Students planning to go to medical school, pharmacy school, forensics, high school chemistry teaching and some chemical technician positions will find this program very attractive. The mathematics and physics requirements of this degree program are identical to those required by most medical schools. Undergraduate research is also available for students pursuing this degree program.

Classics (CLAS) and **Classical Civilization (CLCV)** are two programs offered through the department of classics. Classics majors study the language, history and literature of ancient Greece and Rome in addition to developing linguistic skills and enriching themselves through an interdisciplinary exploration of the Greek and Roman world. Classical civilization majors supplement the basic language study with courses in art, archaeology and ancient civilizations. Some majors also choose study abroad programs in Athens or Rome.

Communication (COMM) focuses on message exchange among people, organizations and social institutions. Communication majors develop strong communication skills grounded in a theory-based understanding of communication processes. The communication major requires a broad foundation in the basics of communication along with more focused study in an area of concentration. Majors choose an area of concentration in public speaking, organizational communications, interpersonal communication, public communication or mass media.

Economics (ECON) and **Business Economics (BUEC)** are both offered through the department of economics. Economics involves both the investigation of theories to explain economic systems as well as the application of these theories to areas such as finance and banking, labor relations, poverty reduction, taxation and investment. Majors study how societies manage their scarce resources, while exploring issues such as the pro-

duction of goods and services and the distribution of income among people. The BA in business economics offers both economics and business courses, providing a strong theoretical and practical combination.

English (ENGL) majors read, analyze and write literary texts in English. They explore British and American literature of the past and present; the structure and development of language; and the skills of creative, journalistic and expository writing. Students learn to read critically and write effectively, and they learn to look at texts through the perspectives of a variety of disciplines including history, philosophy, psychology and political science. The department of English also offers a certificate in writing.

French (FREN), German studies (GRST) and Spanish (SPAN) are majors that may be completed solely with language, literature and culture courses conducted in the particular language chosen. Most language majors studied language in high school, but beginning language study in college can be completed in four years. In addition to their language courses, students may also choose area studies courses in history, political science, geography and art history. Co-op programs are available in these majors. Language majors may also take advantage of study abroad programs offered through the language departments.

Geography (GEOG) bridges the social and physical sciences, and therefore its majors may choose a curriculum leading to either a BA or BS degree. Geographers study the interrelationship of climate, population, land use and other variables that influence the location of goods and services. Students take courses from several areas including human and historical geography, regional geography, urban and economic geography, and geographical theory and technique. Specialized tracks exist in Environmental Geography (GEOG-E), Geographic Information Sciences (GEOG-G), Human Geography (GEOG-H) and Urban-Economic Geography (GEOG-U).

Geology (GEOL) degrees can be pursued as a BA or BS and are described on page 4.

German Studies (GRST) is described with French.

History (HIST) majors study and analyze human experiences of the past. By exploring the forces and ideas that produced society, they become better able to understand other societies as well as their own. History majors develop strong critical thinking and writing skills as they develop techniques to research and examine the past.

International Affairs (INTA) is an interdisciplinary major that combines political science, history, economics, geography and foreign languages. The multidisciplinary approach allows students to acquire a variety of analytical tools while looking at international issues and problems from multiple perspectives. The political science department administers this program.

Journalism (JOUR) is an interdisciplinary major that is driven by the progressive development of students' critical thinking, writing, editing and observation skills in the context of a liberal arts education. Students concentrate in one of three areas: news/editorial, magazine/creative-nonfiction or photojournalism. Students are also required to complete two quarters of internship — a most efficient and successful way to gain professional experience, write and edit for publication, develop a portfolio and obtain the recommendations that are essential to be competitive in the job market.

Judaic Studies (JUDC) offers students a wide range of approaches to exploring and understanding Jewish history, culture and religion. This interdisciplinary major combines the study of Hebrew with history, literature, philosophy and other fields to familiarize students with the experience of the Jews of the past and present.

Latin American Studies (LAS) is an interdisciplinary major that explores the languages, cultures, economics and politics in the countries of Latin America. Majors take courses in Spanish, Portuguese, economics, political science, literature, history, geography and other areas of study to gain a wide range of approaches to the history and cultures of Latin American countries. The multidisciplinary approach allows students to acquire a variety of analytical tools and to look at issues and problems from multiple perspectives.

Mathematics (MATH) includes the disciplines of pure mathematics, applied mathematics and statistics. Mathematicians and statisticians use representations of abstract ideas and relationships to solve problems in order to arrive at a general understanding of how these representations work, as well as how they could be applied. Mathematical sciences majors learn complex analytical and problem-solving skills while exploring a range of mathematical topics and problems.

Organizational Leadership (ORGL) is an interdisciplinary approach to the liberal arts taught through the lens of leadership issues. The curriculum emphasizes course work in liberal arts subjects combined with business subjects. The mission of the program is to develop people who understand the responsibilities of leadership and to prepare them to exercise leadership in their organizations and society.

Philosophy (PHIL) is a discipline concerned with questions of value, knowledge and reality. It is a major especially suited for students considering a career in law. Students may take courses in the traditional divisions of philosophy such as ethics, political philosophy, epistemology, metaphysics and aesthetics, but students may also explore a variety of questions relevant to psychology, biology, logic, law, religion and computer science. Majors and nonmajors alike receive a sound training in critical thinking and evaluation.

Political Science (POL) is the study of politics and government, both in the United States and around the world. Political science majors develop strong research and analytical skills while exploring topics such as the philosophies on which governments have been founded, the ways in which citizens of nation-states affect and are affected by their governments, and their relationships among states in the international community.

Psychology (PSYC) is the scientific study of human and animal behavior and the psychological, social and biological processes related to that behavior. All majors are required to do some work in statistical and research methods and can choose other courses from areas such as abnormal, social or developmental psychology, and the psychology of learning, motivation and perception. Students can gain practical experience through fieldwork and by serving as teaching or research assistants for academic credit. Interdisciplinary specialties are also available in **Criminal Justice (PSYC-C)** and **Biopsychology (PSYC-B)**.

Sociology (SOC) is the scientific study of society and the various groups that make up a society. Sociology majors study families, communities and religious, political and business organizations, and how social change occurs within them. Students learn the essential tools for investigation, including theory, research methods and statistics. Sociology majors can choose from courses in race relations, criminology, population and family issues.

Spanish (SPAN) is described with French.

Women's Studies (WMST) students explore the complexity of both men's and women's lives. Within a broad range of subjects, students raise questions about gender, race, sexual identity, nationality and class. Women's studies also examines women's roles and achievements historically and cross-culturally. This program of study challenges the stereotypes of women and men, promoting self-awareness and empowering individuals. Women's studies students pursue careers in social service, education, business, politics and law, to name just a few. The major offers packaged concentrations in sexuality studies and North American women's studies, and family studies.

Bachelor of Science Degree Programs

Biology (BIOL) is the study of life and life processes. Biology majors study biological organization at the molecular, cellular, organism, population and ecosystem levels. The curriculum prepares students who wish to enter medical school or graduate studies in specific fields of biology as well as environmental science. Biology majors must complete two years of chemistry prior to the junior year. All entering students should have taken chemistry in high school and should be prepared to enroll directly into calculus. The major offers packaged concentrations in **Biology of Plants (BIOL-P)**, **Biology of Animals (BIOL-A)**, **Ecology and Evolutionary Biology (BIOL-E)** and **Cell/Molecular Biology (BIOL-C)**.

Chemistry (CHEM) and biochemistry are both theoretical and experimental sciences that involve the study of the molecular basis of all matter, an understanding of which leads to the development of products as diverse as pharmaceuticals and heat shields. Chemistry students often enter graduate programs in medicine and the health sciences. For these students the curriculum in **Biochemistry (BCHM)** is especially attractive. The department also offers a BA track that consists of a moderate amount of chemistry and cognate courses.

Environmental Studies (EVST) majors combine a core of environmental courses with additional courses in the natural sciences, including physics. With this solid foundation, students are well equipped to carry out environmental research and analysis. Graduates with BS degrees in environmental studies may find employment opportunities with local, state or federal government agencies, universities, environmental consulting agencies, with business and industry, with research institutions and with nature preserves and zoos in areas such as bioremediation, pollution sampling and analysis, pollution abatement, biodegradation and environmental toxicology, and wildlife management. The degree also provides a sound basis for further specialization in graduate studies or for a degree in environmental law.

Geography (GEOG) degrees can be pursued as a BS or BA and are described on page 3.

Geology (GEOL) has undergone a revolution in the past decade, becoming an interdisciplinary science that emphasizes the study of major earth systems and how they are connected. Geologists integrate knowledge of earth materials, the processes that have shaped them and the deep chronology of earth history to understand global change through time. For example, geology majors learn how the collision of continents and the creation of mountains affect sea level, climate and the diversity of marine organisms. Geology majors work in the field, process data and images with computers, and use up-to-date instrumentation. The department also offers a BA degree.

Neuroscience (NS) is interdisciplinary, with neuroscientists participating from three departments within A&S (biology, psychology, and philosophy), from numerous departments in the College of Medicine (cell biology, neurobiology and anatomy, molecular and cellular physiology, molecular genetics, biochemistry, microbiology, and psychiatry), the Biomedical Engineering Program, and Children's Hospital (developmental biology, pediatrics). Majors are required to take common core courses, to attend seminars and discussion groups that integrate concepts from the fields of biology, psychology and philosophy, and will be required to take upper level courses from a track or tracks other than the one in which they specialize. The common core stresses basic scientific knowledge across the disciplines making up contemporary neuroscience.

Physics (PHYS) applies the physical laws of nature to phenomena as diverse in scale as the recent discoveries of smaller elementary particles and the development of the known universe. Using the tools of mathematics, physics majors study optics, mechanics, electricity and magnetism, modern physics, thermodynamics, and quantum mechanics. Undergraduate research is an integral part of the program. All majors study at least one other basic science. The department also offers a specialized curriculum in **Astrophysics (APHY)**.

Bachelor of Interdisciplinary Studies Degree Program

Interdisciplinary Studies is a unique program that offers students the opportunity to design their own bachelor's degree. If you are capable of describing the education you hope to accomplish over four years, and can show how courses from a number of disciplines in McMicken College and elsewhere at UC contribute to that educational goal, you may be a candidate for the bachelor of interdisciplinary studies degree. With the assistance of faculty and advisors, students develop this degree by integrating different curricula to meet their particular interests and educational goals that cannot be achieved through the established BS or BA degrees. While some interdisciplinary studies majors are generalists and design a broad liberal arts curriculum, others choose to explore a single issue from the perspective of a variety of disciplines.

Undecided/Exploring Students

Many students begin their college experience exploring their choice of major. The Center for Exploratory Studies, housed in McMicken College, is here to help you investigate the world of opportunities available at the University of Cincinnati. The center helps you determine all of your options and provides you with the assistance you need to select and declare a major through services like exploratory advising, major mentors (another student who is advanced in a chosen course of study), alumni shadowing and specialized courses. For more information visit the center's Web site at www.uc.edu/explore.

Minors and Certificates

A major is the primary area of study a student pursues in order to earn a baccalaureate degree from the college. Majors require a minimum of 54 hours of course work within the discipline, with some requiring more.

A minor is a secondary area of study a student may choose in addition to the major. It typically requires 30 credit hours. Minors are offered in most areas that offer a major. Students who wish to declare a minor need to work with the department offering the minor to make sure all requirements are met.

Students not formally enrolled in a degree program are invited to pursue certificates in most departments in the college, by enrolling through the Transfer and Lifelong Learning Center. Certificates may require more credit than a minor. In addition to certificates modeled on our majors, any student may earn a certificate in:

- African Studies
- American Ethnic Studies
- Arabic Language and Culture
- Business Languages (French or Spanish)
- Creative Writing
- European Studies
- German American Studies
- Geographic Information Systems
- Historic Preservation
- International Human Rights
- Italian Language & Culture
- Middle Eastern Studies
- Professional Writing
- Public Relations (Communication majors only)
- Security Studies

For information on these programs, visit www.artsci.uc.edu or 102 McMicken Hall.

SPECIAL OPPORTUNITIES

First Year Experience Program

The McMicken College of Arts and Sciences offers an innovative yearlong freshmen program for your successful transition to university performance. Each student's need is different, so the First Year Experience program has many components. With the help of your advisor, you will design a personalized program to meet your needs by choosing one or all of its elements. Our goal is to help you become part of UC and McMicken, and keep you excited about learning. The following are the options available to you:

College Success Skills Course: A first-year course offered only during fall quarter that focuses on vital skills such as time management, approaches to studying, the use of technology for effective learning, research skills and campus resources.

McMicken Freshman Seminars: These courses of 20 or fewer students allow freshmen the opportunity for in-depth study of a current and relevant topic, such as bio-terrorism or women's legal issues. These three-credit hour courses are offered throughout the year and count toward your graduation requirements.

Learning Communities: To help you get connected with individual faculty members and a group of students to study and socialize with, we suggest you join a learning community. Members of learning communities take several of their classes together. This provides the opportunity to make friends, share ideas and learn together. These communities provide a small personalized feel to UC's largest college.

Discovering Arts & Sciences Course: Discovering Arts & Sciences explores many of the disciplines of McMicken College with a variety of fun and interesting faculty, student and alumni presentations. You will also have the opportunity to explore your own interests and talents through interactive assessments and activities.

Discovering UC Course: Similar to Discovering Arts & Sciences course, but with a focus on major selection among all of the colleges at UC.

Research: Creative and career-enhancing research opportunities are available throughout the college, in almost every undergraduate program. These unique experiences offer the chance to not only work side by side with internationally renowned professors and other students, but in most cases, to gain credit. Explore your options in a science-related field, such as chemistry or physics; a social science, such as geography or political science; or in the humanities — for example, English, philosophy or history. Check with your program's undergraduate director to learn more about recent and ongoing research endeavors in specific fields of interest.

Pre-Law

While nearly all schools of law require a baccalaureate for admission, none stipulate a particular degree or major. Pre-law students should consult the university pre-professional advisor, Swift Hall, 513-556-2166, about choosing a program suited to their interests and career plans.

Pre-Medicine Programs

These four-year programs lead to the BA or BS degree in the student's choice of major. The requirements for the degree are those in any regular program. Students are urged to obtain as broad an education as possible, and they are required to include in the 180 credits at least the following minimum of science work: Biology 101-2-3, 111-2-3; Chemistry 101-2-3, 111-2-3, 201-2-3, 211-2; Physics 101-2-3, 111-2-3. This same general program, with slight variations, applies to students interested in dentistry, veterinary medicine or optometry.

Students admitted to an accredited college of medicine or dentistry prior to completion of their field of concentration for a BS in biology or chemistry may be eligible to receive the degree upon successful completion of the first year of professional study. Such students must have earned 141 quarter credits and satisfied all degree requirements except completion of the field of concentration. For further information, contact the university pre-professional advisor, Swift Hall, 513-556-2166.

Education Abroad

Study Abroad offers you the opportunity to see and experience other customs and cultures; brings to life all of those places and people you read about in your courses; gives you a chance to sharpen your language and communication skills and prepare you to become a member of the global community. You get all this plus academic credits that may apply toward your graduation requirements.

And don't think Study Abroad is beyond your pocketbook. It's more affordable than you think. There are lots of inexpensive programs and courses, as well as financial awards and aid to help you pay for it.

Your first step toward study abroad should be to UC's Education Abroad Office. They can help you. Contact them at 513-556-4402, e-mail at global@uc.edu or visit the Institute for Global Studies & Affairs Web site: www.uc.edu/global.

Professional Practice (Co-Op Program)

McMicken College of Arts and Sciences offers cooperative education programs to majors in communication, economics, English, French, German, Latin American studies and Spanish. Students who qualify for the five-year program combine course work with study or career-related off-campus employment for which they earn a bachelor of arts degree and a certificate of

professional practice. The first two years are spent on campus in academic studies, while the remaining three years are divided into alternating work and study quarters. The student must work a minimum of four quarters.

Language and communication majors are also encouraged to work toward a certificate in business language or a writing certificate. Language majors must maintain at least a 2.5 grade point average in the first two years of college to be eligible. For communication majors, 3.0 is required.

For more information, contact the professional practice office (702 Swift Hall) for individual counseling.

Internships

McMicken College of Arts and Sciences offers internship opportunities for academic credit in the majority of our programs. Internships are experiential learning opportunities to complement a student's in-class studies and gain "real-life" experience in a field of interest. Internship work generally requires 10 hours of work a week, and students can participate in and receive credit for internship work throughout the academic year. Many of the internships are paid. For more information, visit 102 McMicken Hall.

Washington Center Internships

UC is a participating member of the Washington Center Internship Program, which places students in governmental agencies for a full quarter of academic credit. Internships are available every quarter of the year, and scholarships for the program are available to some students through the University Honors Program.

University Honors Program

The University Honors Scholars Program serves students from all UC colleges. The curriculum is highly flexible, broad in scope and designed to provide the student with the opportunity to learn in a manner associated with a small college — but with a range of intellectual activity that can only be found in a large university. Further information can be found in the General University Information section of this bulletin.

Student Organizations

Academic Organizations

Virtually all majors in the college are represented by a student organization that promotes extracurricular activities such as field trips, speakers, publications and tutorials of interest to students in particular disciplines. Pre-medical students are active in *Caducea* and pre-law students in Phi Alpha Delta, regardless of their majors. Other examples are the Philosophical Society, the Political Science Student Association, the Newton Society (physics), the German Club and the Biology Student Association.

Student Tribunal

McMicken College of Arts and Sciences Student Tribunal represents all students in the college. Its membership, elected by the student body each spring, provides an avenue for student attitudes and opinions on policy matters under consideration by the faculty of the college. All faculty and administrative committees in the college have, as part of their voting membership, student representatives selected by the student tribunal, and students are encouraged to bring policy matters to the agenda of these committees. For more information visit the Web site at: www.artsci.uc.edu/tribunal.

Honor Societies

The University of Cincinnati has held a charter from the United Chapters of Phi Beta Kappa since 1898. The following honor societies confer membership on undergraduate students in the various departments of the college in recognition of high scholarly attainment and outstanding achievement in the areas indicated: Alpha Epsilon Delta (pre-medicine), Delta Phi Alpha (German), Gamma Theta Upsilon (geography), Omicron Delta Epsilon (economics), Phi Alpha Theta (history), Pi Delta Phi (French), Psi Chi (psychology), Sigma Delta Pi (Spanish), Sigma Gamma Epsilon (earth sciences), Tau Kappa Alpha (communication), Sigma Alpha Eta (speech and hearing), Iota Sigma Pi (chemistry), Sigma Pi Sigma (physics), Alpha Kappa Delta (sociology) and Pi Sigma Alpha (political science).

ADMISSION

Application For Admission

UC operates on a quarter system, with 10-week grading periods beginning in late September, early January, late March and mid-June. While mid year admission is possible, Fall is generally the best time to enter the college, since many course sequences begin in that quarter.

Applicants to Arts & Sciences who are enrolled or who were previously enrolled as degree students in other UC colleges, or in A&S and have not attended another institution in the interim, should apply for admission directly to A&S (in McMicken 102).

All other applicants who wish to earn an undergraduate degree from A&S should apply through the Office of Admissions (3rd floor, University Pavilion).

Many applicants will be first-year students, meaning those who have not enrolled for college-level courses since graduating from high school. These applicants should provide an official transcript of their record from the secondary school from which they graduated or will graduate, as well as their Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores.

Off-campus transfer applications should include official transcripts showing all college-level work, as well as an official transcript from the secondary school from which they graduated.

Further information on application and admission is available from the Office of Admissions, as well as from the admissions Web page, www.admissions.uc.edu.

Admission of First-Year Students

For admission to the University of Cincinnati, applicants who graduated from high school in 1986 or later and who seek admission to a baccalaureate college should have completed the following high school units:

- 4 units of college-preparatory English
- 3 units of college-preparatory mathematics
- 2 units of science
- 2 units of social science
- 2 units of foreign language
- 1 unit of fine arts
- 2 units of any of the above

In some cases, students who lack some of these units may still be admitted, but may need to complete additional requirements at the university level that may not necessarily count toward graduation requirements.

The College of Arts and Sciences is a selective college. Direct admission of freshmen is based on a combination of high school GPA, rank in class, and ACT and/or SAT scores. Applicants not admitted directly may qualify for later admission by initially enrolling in the Center for Access and Transition, Raymond Walters College or Clermont College.

The following high school units are required for direct admission:

| | |
|--|---------|
| English composition and/or literature | 4 units |
| Foreign Language, ancient or Modern in a single language | 2 units |
| College-preparatory mathematics | 3 units |
| Four years of mathematics, including trigonometry, are necessary for completion of the programs in biochemistry, chemistry, mathematics and physics in four years. All pre-medical students should enter with sufficient mathematics background to enroll in an appropriate course in calculus. Pre-calculus mathematics, which may be necessary for the above programs, is available in the summer session prior to enrollment. | |
| Additional college-preparatory work | 4 units |

Applicants who lack requirements here might be admitted if, in the judgment of the dean or the admissions officer, other factors in the applicant's background argue strongly for that student's probable success in meeting the academic standards in Arts & Sciences.

Former A&S Students

A&S students who do not register for classes for more than one quarter will have their academic program closed and must re-apply to the college. A "former student" is one who was once enrolled in A&S and who has not enrolled elsewhere since then. Former students can apply for readmission directly to the A&S college office. Those who were not in good academic standing at the time they interrupted their enrollment need to wait until at least one calendar year has elapsed and should then return only in fall quarter.

A former A&S student who was enrolled elsewhere in the interim needs to apply as a transfer student through the Office of Admissions.

A student who has twice left A&S while not in good academic standing is not re-admissible.

Changing Colleges

Applicants to A&S whose most recent enrollment was as a degree student in one of UC's other colleges can apply directly to the A&S college office. A cumulative GPA of 2.0 for all college-level work is required for admission consideration.

Admission to A&S is generally available for any on-campus student who has:

- at least a 2.0 GPA in all college-level courses (both at UC and at other institutions),
- successfully completed two quarters of the English composition sequence or its equivalent, and
- successfully completed at least one quarter of college level math.

Transfer students should be aware that some A&S programs have requirements beyond those listed above as conditions for admission to the major; further details on individual programs are available in the A&S Office of Undergraduate Affairs and Advising (102 McMicken).

Off-Campus or External Transfers

Applicants to A&S whose most recent enrollment was not in any of the UC colleges must apply through the Office of Admissions. Applicants in this category must submit transcripts for all secondary school and college-level work. A cumulative GPA of 2.0 for all college-level work is required for admission consideration. Admission to A&S is generally available for any off-campus applicants who have received an associate degree from an accredited college or university and whose cumulative GPA is 2.0 or higher.

Although midyear off-campus transfer students are not able to participate in priority registration in the quarter prior to their enrollment, they are included in the summer registration period prior to their fall quarter enrollment.

Transfer of Credits

The university accepts in transfer all credits from accredited institutions for which a grade of C- or better, or a grade of "Pass," was received. In the case of credits earned at Ohio Institutions, however, courses with a grade of D or better will apply. Other guidelines on transfer credits, such as those governed by the transfer module as established by the Ohio Board of Regents, are described under General University Information later in this bulletin.

Semester credits are multiplied by 1.5 to convert them to quarter credits. New students are admitted as freshmen, sophomores, juniors or seniors based upon the number of transfer credits accepted rather than by a determination of the graduation date.

Other Options

Applicants who do not meet the admission requirements for A&S might be referred to one of UC's two-year colleges (Raymond Walters College or Clermont College). Credits earned in these colleges generally count toward the first two years of the A&S bachelor's degree. Admission to these colleges carries matriculated status and qualifies the student for financial aid and other benefits.

Students may also enroll for courses through the Transfer and Lifelong Learning Center. This unit is not a college, and its registrants are not eligible for financial aid. However, credits earned will be accepted in a baccalaureate program.

REQUIREMENTS FOR DEGREES

The requirements listed immediately below are common to all potential graduates of the college, whether they are pursuing the bachelor of arts, bachelor of science or bachelor of interdisciplinary studies degree. Requirements that are specific to earning each degree are listed on the following pages.

General Requirements (all degrees)

To graduate from McMicken College of Arts and Sciences, a student must:

1. Earn at least 180 credits.
2. Attain at least a 2.0 grade point average for all courses taken at the University of Cincinnati.
3. Be in good academic standing, that is, not on either academic or disciplinary probation or suspension.
4. Be matriculated in the college for at least the last full academic year (the three quarters preceding graduation). While matriculated in the college:

- A. Attain at least a 2.0 average for all courses taken;
 - B. Attain at least a 2.0 average for all courses counted toward satisfaction of the field of concentration requirements;
 - C. Meet the college residency requirement by earning at least 18 credits toward satisfaction of the field of concentration requirements from the controlling A&S department(s); AND earning at least 27 additional credits from courses taught by McMicken College of Arts and Sciences.
5. Satisfy all requirements (courses, credits and otherwise) for completion of the field of concentration established by the controlling A&S department(s).
 6. Satisfy all of the liberal arts college requirements listed below.
 7. File formal application for the degree at the college office no later than the date posted by the registrar's office for the quarter in which graduation is anticipated.

College Requirements

While most courses in the liberal arts need to be taken from Arts & Sciences offerings, the A&S Curriculum Committee has designated some non-A&S courses that will also apply toward satisfaction of these requirements. Lists of applicable courses are available at the A&S college Web site: www.artsci.uc.edu.

Because English composition, mathematics, natural sciences and foreign languages are usually yearlong sequences, students are urged to begin these requirements in their freshman year and to complete them as early as possible. This is especially true of English composition (ENG 101, 102), which should be completed during the first year. A student's major will also help to decide which courses, from the area of concentration as well as from the liberal arts requirements, are most appropriate for the first two years.

The purpose of the liberal arts requirements is to provide breadth of study. For that reason, a student may count courses from the major field of concentration in only one area from among areas three through eight below:

1. English Composition (9 credits)
Prior to beginning the English composition sequence, all students take a diagnostic writing exam to determine their writing skills and to place them in the appropriate writing course. Some students need developmental work in composition prior to the English composition sequence, while others can be placed in Advanced English.
2. Foreign Language (15–18 credits)
All students who have earned two or more years of language credit in high school take a placement/waiver examination prior to enrollment to place them at the appropriate level in the introductory or intermediate sequence in those languages.
McMicken College of Arts and Sciences awards up to 10 credits of advanced standing to students who earn a grade of C or better in the foreign language course into which they have been placed. Credit is granted for courses

previous in the sequence to the one taken. Enrollment for credit or audit in courses below the placement level is not permitted.

For credit to be granted because of placement, that placement test needs to be one that has been approved and administered by the appropriate department or program within A&S.

Students who still need to complete some or all of the language requirement through course work can begin their study at the appropriate level (as determined by the placement exam) in a language previously studied; or they can begin a new language. The requirement can then be satisfied either by completion of a one-year, 15-credit sequence (earning five credits per quarter) or a two-year, 18-credit sequence (earning three credits per quarter).

3. Natural Science (15 credits)

This requirement may be fulfilled in either of two ways:

- A. Complete a one-year, 15-credit lecture/ laboratory sequence in biology, chemistry, geology, physical geography or physics.
- B. Complete 15 credit hours of any combination of lecture and/or lab courses.

4. Mathematics (9–10 credits)

One-, two-, and three-quarter sequences offered by the department of mathematics. The required sequence will depend on the student's academic major.

5. History (9 credits)

Designated survey courses from African American studies, history and Judaic studies.

6. Literature (6 credits)

Designated courses from the departments of African American studies, classics, English, German, Judaic studies and romance languages and literatures.

7. Behavioral and Social Sciences (15 credits)

Designated courses from the departments of African American studies, anthropology, communication, economics, geography, political science, psychology, sociology and women's studies.

8. Humanities (9 credits)

Designated courses from the departments of African American studies, classics, German, Judaic studies, philosophy, and romance languages and literatures and women's studies. Some courses from other colleges are also appropriate.

Field of Concentration (Major) Requirements

Requirements in the field of concentration are determined by the academic departments or faculty committees overseeing particular programs. While the faculty of the college has established a minimum number of credits required in two general types of majors, additional credits may be required by particular majors. This is especially true in the sciences, which often include cognate courses from other disciplines. Credits that have been applied toward the college requirements may not be applied toward the minimum credits required in the field of concentration.

Minimum credits required for
Bachelor of Arts

54 credits

Minimum credits required for
Bachelor of Science

54 credits

Free Electives

Free electives may be chosen by the student from anywhere in the university. Once the college core requirements and field of concentration requirements have been met, free electives can be used to bring the total credits to the minimum of 180.

Graduation Procedures

All students **must** submit an Application for Graduation for the appropriate quarter by the deadline posted in the college office or on the college Web site. Failure to submit the application by the posted deadline may result in a later graduation date.

All students are encouraged to attend the all-university commencement ceremony, offered twice each year. The ceremony in June recognizes graduates from winter and spring quarters of that year. The ceremony in December recognizes graduates from summer and fall quarters of that year. Students should access www.uc.edu/commencement for specific instructions and information concerning these ceremonies.

Degrees with Distinction

In determining the eligibility of students for graduation with various distinctions, the college may recognize previous work by its many transfer students by taking into account the grades earned at other institutions and/or at other divisions within the university.

Candidates for the degree of BA or BS who have shown ability throughout their baccalaureate studies may be awarded the degree cum laude, magna cum laude or summa cum laude. Students who have shown exceptional distinction in the field of concentration may be awarded the degree with honors or high honors. A student enrolled in the University Honors Scholars Program is eligible to receive the degree with college honors or high college honors. Ohio Delta of Phi Beta Kappa awards its key to those graduates deemed the most representative of academic excellence.

ADVISING

Advisors

College advisors in 102 McMicken generally assist students with progression toward the college core requirements and special student service issues. If you are a freshman or have not declared a major, you are assigned a college advisor and are required to meet with your advisor during quarterly early registration periods. You can schedule an appointment with an advisor by visiting the front desk in 102 McMicken or call 513-556-5860.

As you progress toward graduation, you are also assigned an advisor within your major academic unit who will assist you in completing major requirements. Typically you will have a departmental advisor after your freshman year if you have declared a major. If you are a transfer student who has declared a major, you are assigned to your department advisor following your admission to the college. Check with your department for the name of your advisor.

Degree Progress Audit (DPA)

As an A&S student, you may access your degree progress audit, or DPA, via UC's OneStop Web site. Your DPA tracks your progress toward degree completion. The DPA lists all classes you've taken, including those applied from other colleges or universities, and indicates those classes still needed in order to graduate. You should refer to this document throughout your college career and especially when preparing to register for classes. Of all the forms you receive during college, this is the one referred to most often and should be carefully reviewed in consultation with an advisor.

Class Level

Students at the University of Cincinnati make progress toward a degree by completing required course work. As you earn credits, you progress through various class levels as follows:

| | |
|-------------------|-----------|
| 0–44.5 hours | Freshman |
| 45–89.5 hours | Sophomore |
| 90–134.5 hours | Junior |
| 135 hours & above | Senior |

These class levels are important because certain courses are open only to juniors or seniors, and because class levels affect student financial aid and veteran's benefits. Totals hours earned are listed each quarter on your grade report and are updated each quarter on your DPA.

REGISTRATION

Orientation

All students enrolling in A&S for the first time for Fall quarter must attend a summer orientation/registration session, which is typically held during the month of July and periodically throughout August. Pre-registration placement testing in writing, math and foreign languages takes place online prior to orientation as a way to place students into the proper levels for certain courses. Students schedule their orientation session through the Orientation Office.

Early Registration

Early registration occurs in May for fall quarter, in October for winter quarter, in January for spring quarter and in April for summer quarter. Early registration gives you the best chance to get the classes you want and need. In order to be eligible to participate in early registration, you must be enrolled in A&S and have attended the previous quarter. Specific dates are assigned according to class level. All registration occurs online at OneStop.

Late Registration

After early registrants have been enrolled, Web registration is opened to all other students. Students registering after the early period are less likely to get their first choice for certain classes because these may have been filled during early registration.

New Registrants

Registration of new and returning students (those who have been away from the college for more than one quarter) occurs during the Summer for Fall quarter and just before the start of each subsequent quarter. These students are required to attend an academic advising session during which they are assisted with course planning. Invitations to these sessions are extended only after the student has been admitted (or readmitted) and has accepted admission to the college.

Enrollment Status

Full-time enrollment status is a course load between 12 and 18 hours each quarter. If you carry more than 18 hours you will be charged a tuition surcharge for each additional hour. In some cases, carrying fewer than 12 hours per quarter can jeopardize your financial aid, scholarships or health insurance coverage. A&S students may register for more than the university quarterly limit of 22 credit hours, but only if their college and university GPA is above 2.5. Contact the Student Financial Aid Office at 513-556-6982 for more information.

Course Load and Outside Employment

A three credit hour undergraduate course normally meets three hours per week in class and requires six hours per week of outside preparation. A standard academic load is five courses totaling 15 credit hours — a 45-hour per week commitment of class time and outside preparation. No student should carry more than 18 credit hours in a quarter. Students carrying a full academic load each term can complete the 180 hours required for the baccalaureate in 12 quarters, normally spread over a four-year period.

A&S students who must work long hours during the regular school year should not attempt to carry a 15-hour academic load, and will need more than 12 quarters to complete bac-

calareate degree requirements. Students taking four courses, 12 credits per term, can finish in 15 quarters which would require three summer sessions or a fifth year of enrollment. The recommended course load varies with the amount of each individual's outside employment.

| Hours Per Week Employment | Maximum Course Load | Credit Hours |
|---------------------------|---------------------|--------------|
| 0–5 | 6 | 16–18 |
| 6–17 | 5 | 13–15 |
| 18–24 | 4 | 9–12 |
| 25–33 | 3 | 6–8 |
| 34–40 | 2 | 3–5 |

Adding/Dropping Classes

Add/drop forms are available in 102 McMicken and in bins located just outside the office doors. These forms are required if you make any changes to your schedule after officially registering for classes. During open registration, you may choose to do this online. You have 14 calendar days at the beginning of a quarter to add a class to your schedule without a faculty signature unless the class is full.

Registration Changes

Adding Courses

Students must complete all schedule adjustments by the deadlines posted on both the one-stop and registrars Web sites. These adjustments include adding courses to the schedule, changing the time a course is taken (changing the "section"), changing the number of credits in a variable credit course, opting for pass/fail status and opting for status as an auditor rather than for credit (or vice versa). Forms used to accomplish these changes are available in 102 McMicken.

Dropping Courses

Students may withdraw from (drop) a course online during the first 58 calendar days of any quarter on their own initiative. If dropped within the first 14 days, the course is deleted from the student's permanent record. From the 15th through the 58th calendar day of the quarter, students may elect to withdraw in person with the signature of the instructor or online. Whether dropped online or in person, the instructor must assign a grade of *W* or *F* during this period. After the 58th calendar day in any quarter, no course withdrawals will be considered.

Registration as Auditor

With the consent of the instructor, students may, **within the first calendar week of a quarter**, register as an auditor. Auditors will not receive credit and are enrolled in the course solely for the value of the instruction, but are subject to any requirements imposed by the instructor. An official withdrawal is required if the course is not completed, and the number of credit hours for which the course is offered is used in computing tuition charges.

Pass/Fail

Juniors and seniors in good academic standing may, **within the first calendar week of the quarter**, elect to take one course each quarter on a pass/fail basis. Pass/fail courses apply only as elective credit toward the degree. Pass credit (with a grade of *P*) is not used in determining a student's grade point average, but a failure shall count against the average.

Complete Withdrawal

Students wishing to withdraw from **all** courses for which they are registered must submit a Complete Withdrawal form, available in 102 McMicken, to the university registrar **by the 58th calendar day of the quarter**. Students submitting a complete withdrawal from courses for a particular quarter shall be entitled to grades of *W* for all courses in which, in the judgment of the instructor, they have done satisfactory work to that point. Instructors may, however, report a failing grade. The sole grades which shall appear on the record of a student who has officially withdrawn are *W* or *F*.

If unique circumstances force you to withdraw completely from a quarter, follow these procedures:

- Go to 102 McMicken Hall and ask for a Complete Withdrawal form. Fill out the form with all necessary information, including the specific reason for needing to leave the university. A complete withdrawal removes you from the university's rolls and assumes that you do not immediately plan to continue.
- If you will be gone from the university for more than one quarter but no more than one year, you will be able to register for courses, provided you were in good academic standing when you withdrew.
- If you completely withdraw from classes for a quarter and are on academic probation at the time of withdrawal, you will not be permitted to return to the college for one full year and may return only in fall quarter.
- College officer approval is required for all complete withdrawals.
- In cases where you cannot be on campus to withdraw, you should contact the college office, 513-556-5860 and speak with an assistant dean.
- Paper file records are retained in the college office for three years after a student leaves the college. You should keep copies of all correspondence from the college and university, especially if that correspondence pertains to special permissions, recommendations, etc.

Military Orders

If you must withdraw from classes due to military commitments, fill out a complete withdrawal form and submit a copy of your military orders with it. If call-up occurs when our office is not open, contact us as soon as possible at 513-556-5860 and send a copy of your orders. When called to active duty, you may be eligible for tuition refunds.

GRADES

The University of Cincinnati has implemented a plus/minus grading system which is used at the discretion of the faculty. The quality point values for these grades are listed in the university section in the back of this bulletin.

Grade Replacement Policy

Students who wish to retake a course to improve their grade point average (GPA) may repeat up to five (5) courses taken for undergraduate credit, for no more than fifteen (15) credit hours, under a policy that computes only the new grade earned in the cumulative GPA. The student must submit a Grade Replacement Application after registering for the repeat course **no later than the 58th day of the term** during which the repeat course is taken (earlier deadlines exist in summer terms). The application must be submitted to the college office of the college offering the course.

Awards of Distinction

Dean's List

Students who earn at least a 3.4 GPA in a quarter in which they earned at least 12 credit hours will be named to the dean's list. Students on the dean's list receive a certificate, and a notation appears on their transcripts each time this distinction is earned.

Phi Beta Kappa

Founded in 1776 to recognize academic excellence, Phi Beta Kappa is one of the most prestigious academic organizations in the country. In 1999, UC celebrated its 100th year of electing members to Phi Beta Kappa. To be eligible for election, juniors must have higher than a 3.9 GPA, and must have begun in A&S as freshmen. Seniors are elected competitively based on their entire collegiate record.

Calculating a GPA

Current Quarter

To calculate a current quarter GPA, add together all of your quality points (using the scale in the section titled "Undergraduate Grading System"), then divide by the total number of hours carried.

Example: A student took four classes and received the following grades:

History A-
(3.6667 quality points) x 3 credit hours = 11.0001 qp

Math C+
(2.3333 quality points) x 5 credit hours = 11.6665 qp

Psychology B
(3.0000 quality points) x 3 credit hours = 9.0000 qp

Chemistry C-
(1.6667 quality points) x 5 credit hours = 8.3335 qp

TOTAL: 16 credit hours = 40.0001 qp

To calculate the GPA, divide 40.0001 (total quality points) by 16 (total credit hours) for a quarterly GPA of 2.500 (GPAs are rounded and reported to three decimal places.)

How to Calculate a Target GPA

Grade point averages (quarter, college and university) are computed by dividing the numbers of credit hours carried — not the number earned — into quality points. To determine what is necessary to attain a target college or university GPA starting from a current GPA, take the following steps:

1. Add the number of credit hours from the current quarter to the number of total credit hours carried (using the most recent grade report).
2. Multiply this total by the target GPA. This is the number of quality points need to reach the target GPA (2.0 for a C, 3.0 for a B, etc.).
3. Subtract the total quality points on the most recent grade report from the total quality points needed. This is the number of quality points needed in the coming quarter.
4. Divide this number of quality points by the number of credits carried for the current quarter. The result is the GPA needed to reach the target GPA.

Example: Current GPA consists of 30 credits carried and 54 quality points for a 1.80 GPA. The target GPA is 2.00 after a current/coming quarter of 15 credits carried.

1. 30 previous credits + 15 current/coming quarter credits = 45 total credits
2. 45 quality points x 2.00 (target GPA) = 90 quality points necessary
3. 90 quality points necessary - 54 quality points already earned = 36 quality points necessary for the term
4. 36 quality points divided by 15 credit hours = 2.4 GPA is necessary to bring the overall GPA up to 2.00

SCHOLARSHIPS & PRIZES

Information concerning general university scholarships and financial aid may be found in the university's viewbook and in publications of the Student Financial Aid Office. Whenever possible, the faculty of McMicken College of Arts and Sciences make awards upon recommendation of the scholarship committee. The major factors considered in the granting of these awards are demonstration of outstanding academic achievement and financial need. When scholarship funds are available, the scholarship committee will contact all applicants considered eligible depending upon the criteria set for each unique award.

Prizes

The principal prizes are:

The **Phi Beta Kappa Book Awards** for outstanding academic record and service to the university; the **Phi Beta Kappa Prize** for outstanding work to a senior who plans advanced study in a graduate school of arts and sciences.

The **Robert Patterson McKibbin Memorial Prize** to the outstanding graduating man; the **Eleanor Hicks Award** to the outstanding graduating woman.

The **Merck Index Award** to the sophomore who has demonstrated the highest achievement in organic chemistry; the **Iota Sigma Pi Prize** to the sophomore woman who has the best record in second-year chemistry; **Phi Lambda Upsilon Prize** to the outstanding senior majoring in chemistry; the **American Institute of Chemists Student Medal**; the **American Chemical Society Award** of the Student Affiliates; the **Henry H. Storch Chemistry Award** for liberal scholarship; and the chemistry award to the student who has demonstrated the highest achievement in first-year chemistry.

The **Edwin L. Frank Prize** in finance from the economics department.

The **Robert Lee Straus Prize** in poetry; the **Elsie B. Westheimer Prize** in short story; the **Shakespeare Prize**; the **General Essay Prize**; the **John Stanhope Hatfield Memorial Award** for the most original piece of literary work in prose.

The **French Consulate Alliance Française Medal**.

The **Cincinnatus Association Prize** in urban geography.

The **W. A. Tarr Award** in geology to the outstanding male senior in earth sciences.

The **Poll Prize** awarded to the outstanding senior majoring in German; the **German American Citizens League Prize** to the outstanding sophomore student majoring in German; the **Delta Phi Alpha Book Prize** for a superior and promising student of German; the department of Germanic languages and literatures prize for contribution to German cultural life on campus.

The **Gottfried Merkel Book Prize** by the Max-Hueber-Verlag of Munich, Germany, for an outstanding undergraduate in German.

The **Emma Louise Parry, Lenore McGrane and George B. Engberg Awards** in history. The Engberg prize honors a professor who was in the UC history department for over 30 years.

The **David Green Award** to the junior or senior in Judaic studies with the best overall record; and the **H. E. Bloch Award** to the sophomore demonstrating highest academics in Judaic studies.

The **Doris Twitchell Allen Award** for the outstanding senior woman in psychology; the **Clair Hubert Award** for the outstanding senior man in psychology; the **Arthur Bills Award** for outstanding undergraduate research in psychology; and the **Psi Chi Award** for outstanding undergraduate psychology major.

The **William David Smith Award** for research and projects which further the development of African-Americans.

The **Caledonian Society Scholarship Prize** to the male student in the pre-medical course of study who in his junior year attains the highest academic record.

The **Alice M. House Prize** for best speaking in formal competition by a graduating senior.

ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

Academic Misconduct

The UC code of conduct and the by-laws of McMicken College of Arts and Sciences prohibit plagiarism, falsification of records and other forms of academic misconduct. Violations will be punished by appropriate college and university committees.

Warning

Students whose cumulative Arts & Sciences (i.e., current college) average is 2.0 or better but whose current quarter average is less than 2.0 are warned that they have fallen below the level of academic achievement required for good standing and that they are liable to incur probation. A student who has been warned is still in good standing.

Probation

Probation is incurred when a student's cumulative college average falls below 2.0. Probation, once incurred, will be continued until the student's current quarter and cumulative averages rise to the 2.0 level.

Suspension

Suspension is a yearlong forced separation from the college and occurs when:

1. Review of a student's current college record shows a deficiency of more than eight quality points below the number needed for a 2.0 average at the end of spring quarter, or
2. A student with a deficiency of more than eight quality points withdraws from all classes or does not continue enrollment in the following quarter (excluding summer).

Withdrawal on Probation

A student who withdraws from all courses while on probation will be eligible for readmission in future quarters unless his/her quality point deficiency is more than eight, in which case suspension will be imposed.

A suspended student will be denied registration privileges in the college for at least one academic year, beginning with the next fall term and continuing through the remaining three quarters of the academic year. Reinstatement after suspension is not automatic, but may be granted after the suspension period has elapsed and the student has successfully applied for readmission in 102 McMicken.

Readmission will be granted only in fall quarter, and the student will return to the college on probation (i.e., with the previous grade point average) and must remove probation by the end of the following spring quarter.

A suspended student has the right to appeal his/her suspension or its length in writing to the committee on appeals. Written appeals should be submitted to the Office of Undergraduate Affairs and Advising, 102 McMicken Hall, as soon after the action has been taken as possible in order to ensure consideration. Suspended students who complete the registration process in the college for the following quarter will have their schedules canceled, and any fees they have paid refunded except where an appeal has resulted in a change in their academic status.

Dismissal

Dismissal occurs when a student who has been suspended returns to the college and fails to achieve good standing by the end of the following spring quarter. Readmission of a dismissed student will not be considered.

MCMICKEN GLOSSARY OF TERMS

Add/Drop Period: The period of time at the beginning of each quarter when students can drop courses for which they are registered, or add courses to their schedule. Students should pay strict attention to the timelines posted on OneStop and the Registrar's Web site so as not to miss any important deadlines.

Advanced Standing: Credits that apply to the degree but were not earned at UC. These may include AP credit, credits from another university, study abroad and certain credit by examination.

Advisors: Staff and faculty in the students' college who have the responsibility of guiding students through their academic careers. Guidance on college core requirements and special student affairs issues is provided by advising staff in the college advising center in 102 McMicken. An advisor is also assigned to students in their department for guidance on major requirements.

Audit: Taking a class for neither credit nor grade. Auditors must be enrolled to sit in a class, and must indicate their auditing status under the normal registration deadlines. Auditors must also withdraw officially if they leave the class or risk receiving an *F*.

Baccalaureate Degree: Also known as a bachelor's degree. It is the degree earned by completing the work required by a baccalaureate (four-year) college such as McMicken College of Arts and Sciences. A minimum of 180 quarter credit hours is required for a baccalaureate degree from A&S. There are many undergraduate degree programs in the college allowing students to earn a BA (bachelor of arts), a BS (bachelor of science) or a BIS (bachelor of interdisciplinary studies). Descriptions of the minimum requirements for these programs are available in 102 McMicken and online at www.artsci.uc.edu.

Certificate: A package of courses that includes work in several colleges or departments. Certificates sometimes require more credits than minors, and are posted to transcripts if completed by graduation.

Complete Withdrawal: A total withdrawal from the university. Students must submit a Complete Withdrawal form, available in 102 McMicken. Students should ask how this withdrawal affects their return to the university since length of absence and academic standing at the time of withdrawal determine eligibility to return. Deadlines are listed on OneStop regarding refunds and how this withdrawal posts to the student's transcript. If students are unable to come to the campus to withdraw, they should contact the college office at 513-556-5860.

College Requirements: The college requirements for all majors in the college. These requirements are in addition to the major and are begun in the freshman year. Once admitted to A&S, students must take all college requirements from the college unless otherwise approved by the college office. A list of the college requirements with the current courses is available in 102 McMicken and online at www.artsci.uc.edu/checklist.

Credit Hour: The unit of measure for a course (usually, but not always, determined by the number of times the class meets in a week). Credit hours are listed on OneStop in parentheses following the course title.

Degree Progress Audit (DPA): This is a list of the requirements a student has completed and the requirements that remain. DPAs are accessible on OneStop.

Dropping a Course: When a student officially withdraws from a course, following the procedures outlined on OneStop. To drop a course, students must use an add/drop slip available in their college office. If the course is dropped within the first 14 days of the quarter, no record of the course appears on the student's transcript. If the course is dropped after the 14th day, the instructor must indicate a grade (*W* or *F*), and that grade is recorded on the transcript.

Early Registration: The period of time about midway through each quarter when current students may register for the upcoming quarter. Students have a better chance of getting the courses they want when they enroll for them during early registration.

Free Elective: The term used for any courses taken beyond the major and college requirements to bring the total credit hours to at least 180. Some majors provide room for few free electives while others allow for 30 to 40 hours. They may be taken from any college in the university.

Fresh Start: A university program that allows students with a poor GPA to start over without losing credits earned. Very specific conditions must be met for Fresh Start (see the college office for details).

Full-time/Part-time: Full-time is 12 or more credit hours per quarter; part-time is fewer than 12 credit hours per quarter. Full-time tuition is charged for 12–18 credit hours.

Grade Point Average (GPA): The result of dividing total quality points for a quarter or more by the number of credit hours carried. GPAs are listed for each quarter, for the total time enrolled in each UC college and for the total UC enrollment.

Grade Replacement: Formerly called Course Repeat, a university policy that permits an earlier grade to be removed from the GPA if repeated later. This does not remove the original grade from the transcript. Specific limits and enrollment rules apply. The Grade Replacement must be submitted by the 58th calendar day of the quarter in which the course is being repeated.

Liberal Arts: Refers to a curriculum of study in the natural sciences, social sciences and humanities. It does not describe a major in A&S.

OneStop: The online UC tool that lists the courses offered throughout the university for that quarter. It also contains valuable information on deadlines, exam schedules, policies and procedures, and fee schedules. www.onestop.uc.edu.

Major: A specialized area of study. In A&S these require from 54 to 70+ quarter credit hours of study within that area. Once admitted to A&S, all major courses must be taken from those offered by the college, unless otherwise approved by the department.

Matriculated: The term used to describe students accepted into a particular college and pursuing a degree.

Minor: A specialized area of secondary study, requiring fewer credit hours than a major. Students interested in pursuing a minor should check with the respective department for more information and requirements.

Pass/Fail: An option for juniors and seniors in good academic standing. Students may, by the seventh calendar day of the quarter, choose to take a class for "pass/fail" credit. These courses apply only as free electives, and the transcript indicates *P* for pass or *F* for fail.

Prerequisite: A course or courses that are required before taking another course. If a prerequisite is indicated for a course, students must successfully complete the prerequisite before registering for the course.

Quality Points: The value in the GPA for each credit hour at each grade level. The most quality points are for the grade of *A*; the least (zero) are for the grade of *F*, *I* or *UW*.

Registration: The process of officially choosing, enrolling in and paying for courses. This is completed online at OneStop.

Residency: A status that must be established in order to earn a degree from the college. This does not pertain to state residency, but rather to the successful completion of 45 credit hours of courses (18 of which must be in the major) taught in A&S. Students must also complete the final academic year of their studies in A&S in order to meet this requirement.

Transcript: An official historical record of a student's academic work at the university. Official copies of transcripts may be obtained in the Office of Student Records (registrar.) They are typically required if students transfer to another university. This document is different from the DPA, which records degree progress.

University, College, Department: Listed in hierarchical order, university is a term used to describe all of the colleges, schools, divisions and departments associated with an institution; college is a degree-granting sub-unit of the university; department is an academic sub-unit of a college.

GENERAL UNIVERSITY INFORMATION

THE UNIVERSITY OF CINCINNATI IN BRIEF

The University of Cincinnati traces its origins to 1819, the year of the founding of the Cincinnati College and the Medical College of Ohio. In 1870, the city of Cincinnati established the University of Cincinnati, which later absorbed the earlier institutions. UC became a state university in 1977.

The University of Cincinnati has established a continuing reputation for excellence in graduate and undergraduate education, cultural services and basic and applied research. Since its 1819 founding, UC has been the source of many contributions to society, including the oral polio vaccine, the first program of cooperative education, the first electronic organ, the first safe anti-knock gasoline and the first antihistamine. In recent years, UC has gained international attention for studies on the vibration analysis of structures, the chemistry of surfaces and laser brain surgery.

Located on five campuses, the University of Cincinnati today serves more than 35,000 students through 17 colleges and divisions offering hundreds of degree programs from the associate to the doctoral level.

UC boasts the first – and still one of the nation’s largest – cooperative education or “professional practice” program. Established at UC in 1906, co-op allows students to alternate academic quarters of classroom instruction with salaried, on-the-job experience. Today, almost 4,000 UC co-op students work in 34 states and nine foreign countries for 1,500 employers.

The University of Cincinnati is a stimulating environment that has produced some exceptional people. Among past or present faculty and alumni are: President and later Chief Justice William Howard Taft; prima ballerina and ballet director Suzanne Farrell; Nobel Peace Prize recipient Charles G. Dawes; Albert Sabin, developer of the oral polio vaccine; Doris Twitchell Allen, founder of Children’s International Summer Village; Cleveland

Abbe, whose work at UC led to the National Weather Service; opera stars Kathleen Battle, Barbara Daniels and Mark Oswald; authors Thomas Berger (*Little Big Man, Neighbors*) and Jonathan Valin (*The Lime Pit, Final Notice*); Eula Bingham, environmental scientist and head of OSHA; Marylin Gaston, assistant surgeon general; sports greats Sandy Koufax, Oscar Robertson, Jack Twyman and Tony Trabert; architect Michael Graves; artist Tom Wesselman; Tony Award winner Faith Prince; actor David Canary; and Broadway stars Lee Roy Reams and Michelle Pawk.

UC is accredited by the North Central Association of Colleges and Schools. It is a member of the National Commission on Accrediting and is recognized by the Ohio State Department of Education.

Colleges and Academic Units

College of Allied Health Sciences
 College of Applied Science
 McMicken College of Arts and Sciences
 College of Business
 Clermont College
 College-Conservatory of Music
 College of Design, Architecture, Art and Planning
 College of Education, Criminal Justice and Human Services
 College of Engineering
 The Graduate School
 College of Law
 College of Medicine
 College of Nursing
 College of Pharmacy
 Division of Professional Practice
 Raymond Walters College
 School of Social Work

Board of Trustees and Administrative Officers

Board of Trustees

Listed below are the names of present members of the Board of Trustees of the university, with the date of expiration of each trustee’s term.

Phillip R. Cox, 2008
Anant R. Bhati, 2009
Jeffrey L. Wyler, 2010
H.C. Buck Niehoff, 2011
Sandra W. Heimann, 2012
Gary Heiman, 2013
Margaret E. Buchanan, 2014
C. Francis Barrett, 2015
Thomas H. Humes, 2016

Officers of the Board of Trustees

Phillip R. Cox, Chairperson
Jeffrey L. Wyler, Vice Chairperson
Anant R. Bhati, Secretary

Administrative Officers

Nancy L. Zimpher, PhD, *President*
Joseph A. Steger, PhD, LHD, EdD, *President Emeritus*
Henry R. Winkler, PhD, LittD, LHD, LLD, *President Emeritus*
Jane E. Henney, MD, *Senior Vice President and Provost for Health Affairs*
James D. Plummer, MA, *Vice President for Finance*
Anthony J. Perzigian, PhD, *Senior Vice President and Provost for Baccalaureate and Graduate Education*
Monica Rimai, JD, *Senior Vice President for Administration and Finance*
Michael W. Carroll, President, *UC Foundation*
Sandra Degen, PhD, *Vice President for Research*
Mitchel D. Livingston, PhD, *Vice President for Student Affairs and Services*
Frederick H. Siff, PhD, *Vice President for Information Technology and Chief Information Officer*
Michael J. Thomas, MS, *Director of Athletics*
Gregory J. Vehr, BA, *Vice President for Governmental Relations and University Communications*
Mitchell D. McCrate, JD, *Interim General Counsel*

University Mission

The University of Cincinnati is a public comprehensive system of learning and research. The excellent faculty have distinguished themselves worldwide for their creative pedagogy and research, especially in problem solving and the application of their discoveries.

The university system is designed to serve a diverse student body with a broad range of interests and goals. It is a place of opportunity.

In support of this mission, the University of Cincinnati strives to provide the highest quality learning environment, world-renowned scholarship, innovation and community service and to serve as a place where freedom of intellectual interchange flourishes.

ADMISSION

The University of Cincinnati offers admission opportunities in a wide range of academic, professional and career education programs. The university requires that students who graduated from high school in 1986 and thereafter who wish to earn a baccalaureate degree present the following high school units. Additional science and/or math units are required by some programs.

4 units of college-preparatory English
3 units of college-preparatory mathematics
2 units of science
2 units of social science
2 units of a single foreign language
1 unit of fine arts
2 additional units of any of the above

Students who have been admitted with deficiencies in the above requirements will be notified of that fact in acceptance materials sent to them by the Office of Admissions.

Further information regarding admission may be found in the front of this *Bulletin* and the separately published viewbook.

TRANSFER

The Ohio Board of Regents, following the directive of the Ohio General Assembly, developed a statewide policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. To learn more about the Ohio Board of Regents Articulation & Transfer Policy, visit www.regents.ohio.gov/transfer/.

Transfer and Lifelong Learning Center

The Transfer and Lifelong Learning Center (TLLC) serves students with diverse educational backgrounds and goals, including:

- degree-seeking students transferring directly from other colleges and universities to complete bachelor's degrees
- professionals enrolling in certificate programs or individual classes to enhance their skills, earn credentials, or maintain licensure in their field
- returning students who postponed college or took a break
- intellectually curious people of all ages, taking college courses for personal growth

Academic advisors in the TLLC are available to help: 513-556-2247 or transfer@uc.edu.

Acceptance of Transfer Credit

Here are some general points to understand about transfer credit:

- In order for transfer credit to be awarded, institutions you have attended must be accredited by one of six national accrediting agencies:
 - Middle States Association of Colleges and Schools
 - North Central Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - Northwest Association of Schools and Colleges
 - Southern Association of Colleges and Schools/Commission on Colleges
 - Western Association of Schools and Colleges
- You can check your school's accreditation online at www.chea.org.
- General education requirements such as math, English, history and so on will usually transfer to a direct equivalent UC course.
- In most cases, a grade of C- or better is required for UC credit to be granted. (Exception: In compliance with Ohio Board of Regents requirements, for courses taken prior to fall 2005, students who have earned an associate of arts (AA) or an associate of science (AS) degree, with a cumulative GPA of 2.00 or higher, will receive credit for transfer courses with a D grade. For courses taken in fall 2005 or later, students will receive credit for all D grades earned.)
- Your GPA from other institutions does not transfer to UC. Your UC GPA is based only on course work completed at UC.
- If you have already earned a great many credits at another institution, you still have to meet UC's residency requirements, which usually means at least two years of course work. To receive a bachelor's degree from UC, around 65 credits must be earned here.
- UC operates on a quarter academic calendar. One semester credit equals 1.5 quarter credits. For example, 10 semester credits transfer as 15 quarter credits.

Responsibilities of Students

In order to transfer with maximum applicability of transfer credit, prospective transfer students must plan a course of study to meet the requirements (both academic and non-academic) of the institution they wish to transfer into. Planning for transfer should begin as early as possible. Delays in developing and following an appropriate plan or changing one's plan (e.g. changing majors) may reduce the applicability of transfer

credit to the degree program ultimately selected. To view the complete list of student responsibilities, visit the transfer Web pages at: www.admissions.uc.edu/transfer. An abbreviated list is provided below.

You can monitor the progress of your course review and print a copy of your Credit Evaluation Report (CER) by visiting the following Web site: www.admissions.uc.edu/cer.

The University of Cincinnati accepts credit for examinations such as Advanced Placement (AP), College-Level Examination Program (CLEP) and International Baccalaureate (IB) when minimum scores, established by UC, are earned for each exam.

The University of Cincinnati accepts military credit based on a course by course evaluation.

If you think your transfer credit evaluation is wrong, contact the Office of Admissions and explain your concern. Occasionally, courses may be evaluated incorrectly due to a lack of information about the course, or because the course content has changed. We may require a copy of the current course description and/or syllabus for re-evaluation.

The prospective transfer student should:

- Seek out program/degree and transfer information and an adviser
- Be aware that a change in major will most likely reduce the number of credits that can be applied to the new major
- Understand the policies and procedures of the transfer institution, including application fees, transfer admission, course transfer, financial aid, scholarship, housing and related deadlines.

Appeals Process

The appeals policy, in compliance with Ohio Board of Regents (OBR) Articulation & Transfer Policy, provides transfer students the ability to appeal, at multiple levels within the university, when disagreement occurs regarding the application of transfer credit toward degree requirements. To view the written policy and appeals form, visit the transfer Web pages at: www.admissions.uc.edu/transfer.

FRESH START POLICY

The purpose of the Fresh Start policy is to permit a student who performed poorly upon initial enrollment at UC to have an opportunity for a fresh cumulative grade point average.

This policy applies to UC undergraduate students who, after completing no more than four quarters, had a cumulative GPA of less than 2.0, and then were readmitted to the university

after an absence of at least three years. These students may petition the deans of their college to have their former courses treated in accordance with the college's advanced standing policy. Upon the approval of a Fresh Start, the student's cumulative grade point average is initiated from the date of reentry. The credit granted for prior work is subject to the age of credit limits and degree requirements established by the student's college at the time of readmission.

A request for a Fresh Start must be submitted within one year of readmission and applies only to courses taken at UC before readmission. Fresh Start will not be reviewed or approved prior to completion of one quarter. An academic Fresh Start is not automatic and it is not guaranteed. Academic units may impose additional criteria, such as requiring a plan of study. The Fresh Start option may be effected only once during a student's academic career.

NOTE: Approval of a Fresh Start will be recorded on the transcript. However, students should be aware that the previous academic record will appear on the transcript and that most graduate and professional schools, as well as potential employers, may average all academic records together.

Applications for a Fresh Start may be obtained from the office of the student's degree-granting unit and will be considered in accordance with procedures and any additional guidelines of that unit. Degree-granting units may not grant a Fresh Start to any student who fails to satisfy the above criteria. If a request for a Fresh Start is denied by the student's college, the student may file an appeal with the University Grading Appeals Panel through the Office of the Registrar. If a request for a Fresh Start is supported by the college but the student fails to meet one or more of the minimum criteria, the college may refer the application to the advisory committee.

UNIVERSITY HONORS SCHOLARS PROGRAM

Designed to emphasize experiential learning, the honors scholars program engages the top 10 percent of University of Cincinnati students in curricular and co-curricular opportunities within the program's four themes:

- leadership
- community engagement
- global studies
- research and creative arts

While following any academic program at the university, students can focus their honors course work and experiential learning projects in one theme or broadly explore all areas. Students can fulfill honors requirements through experiential learning programs with reflective components, such as:

- international study
- research
- creative/arts projects or performances
- internships, clinicals or cooperative education
- service learning or long-term community service
- leadership positions and programs

The first-year experience includes a leadership retreat (prior to the beginning of classes), English composition classes with an emphasis on civic engagement and Honors 101. In Honors 101, students create a personal development plan that will guide their academic and personal growth within the honors program and throughout their college career. Throughout the honors program, students document their learning experiences in an e-portfolio to be shared with peers, faculty, the campus community and potential employers.

All first-time freshmen admitted to a baccalaureate college at the university are automatically considered for admission to the honors scholars program; they do not need to submit a separate application. Current UC or transfer students who are interested in participating should complete the honors scholars application.

Students admitted to honors as freshmen typically have:

- a high school rank in the top 10 percent
- an unweighted high school GPA of 3.8
- an ACT score of 31 or higher
- an SAT score 1360 or higher (combined verbal and math)

When a student completes the requirements of the honors program, the designation *Honors Scholar* is placed on the student's final transcript and diploma.

For information: 513-556-6254; honors@uc.edu; www.uc.edu/honors.

FEES AND FINANCIAL ASSISTANCE

Fees

Fees are assessed on the basis of a student's college and program, the level of the classes (graduate or undergraduate), the student's residence classification and the number of enrolled credit hours. Students registering for fewer than 12 quarter credit hours (10 quarter credit hours for graduate students) will be assessed student fees on a credit-hour basis; those who enroll for 12 quarter credit hours or more (10 hours for graduate students) will be assessed full-time instructional fee. All students will be assessed the general fee, the information technology and instructional equipment (ITIE) fee, and the nonresident surcharge, as applicable. Full-time fees normally cover up to 18

credit hours per quarter, except where the college curriculum specifies an academic load in excess of 18 hours, exclusive of military or air science credit hours. Fees for hours over 18 will be assessed at the part-time credit-hour rate.

Fees are payable at the beginning of each academic quarter. They are published online at www.onestop.uc.edu and are also available from the Office of Admissions, One Stop Student Services and the individual college offices.

Financial Aid

Students who attend the University of Cincinnati are encouraged to apply for financial aid. The Student Financial Aid Office is committed to making education as affordable as possible. Every effort will be made to identify university, federal and state resources to assist both undergraduate and graduate students in fulfilling their educational goals.

The Free Application for Federal Student Aid (FAFSA), available from any high school or UC's One Stop Student Services, is used annually to apply for all work-study, loan and undergraduate grant programs. The Web-based FAFSA, as well as a status check once you apply, is available at www.financialaid.uc.edu. Complete the FAFSA as soon after January 1 as possible. Because some aid programs are awarded on a first-come, first-served basis, an early application receives priority consideration for limited funding sources.

Freshmen with exemplary high school academic records may be eligible to compete in the Cincinnati Scholarship Competition. Information about the competition is available from the Office of Admissions. Students (new, returning and graduate) should review the information in this Bulletin concerning college scholarship programs. Scholarships are also available from the State of Ohio, high schools, churches and civic groups.

Specific information about financial aid programs, a scholarship search and the aid process is available online at www.financialaid.uc.edu. If you need more information, contact:

Student Financial Aid Office
University of Cincinnati
PO Box 210125
Cincinnati, OH 45221-0125

Phone: 513-556-1000 (One Stop Student Services)
Fax: 513-556-9171
E-mail: financeaid@uc.edu
Web site: www.financialaid.uc.edu

ORIENTATION

All students enrolling for the first time are required to attend a New Student Orientation, which allows students to take required placement tests, receive academic advising and register for their first quarter classes. Orientation also provides important information about university resources and opportunities. New students are also required to attend New Student Convocation and College Day activities that are a part of a comprehensive Welcome Week, which begins the week before fall quarter. Details about these programs will be mailed at the appropriate time.

REGISTRATION

To attend classes and receive course credit, students must officially register for classes and must pay all associated tuition and fee charges. Students should register online through the One Stop Student Service Web site at www.onestop.uc.edu. Registration dates and tuition payment deadlines are listed on the Registrar's Office Web site at www.uc.edu/registrar.

Early Registration

Early registration by appointment for continuing students opens in April for the fall quarter, October for the winter quarter and February for the spring quarter. Generate a degree audit and contact your adviser *prior* to early registration.

Enter the One Stop Student Service Web site at www.onestop.uc.edu.

- To obtain your appointment time each quarter, click the designated link under "Announcements and Reminders" and follow the instructions.
- Click "review registration information" for important registration policies and procedures.
- Click "view class offerings" to open the online Schedule of Classes search application. Select the appropriate quarter, enter your preferred class criteria and click "Search." The online Schedule of Classes enables you to search by college and discipline, meeting days and times and by mode of instruction. Search results include class locations and class availability, and will provide links to online course descriptions.
- Once you have recorded a list of potential classes, return to the One Stop Student Service main page. Click "register for classes." Log in to the registration system. Enter your selections.

Open Web Registration

Following early registration, Web registration is open to all students through the One Stop Web site at www.onestop.uc.edu. Class requests are processed while the student is online, and schedules are available online immediately following Web transactions. Students can view their schedule and bill on the One Stop Web site at any time from 6 a.m. until midnight.

In-Person Registration

This is the walk-through phase of registration that begins concurrently with open registration. Registration after calendar day seven of the quarter is possible only with college and instructor permission. Late registration fees are assessed beginning with the first day of the quarter. New students and continuing students who need to register or adjust their schedules should obtain registration forms from their college offices, seek advising on class selection and present their class requests in person in one of the registration offices. The class requests are processed by registration staff members or university service associates, and students know immediately their schedules and fees. Students registering or adjusting their schedules (add/drops) during in-person registration may obtain a schedule/bill as they leave the registration offices.

GENERAL EDUCATION

Integrated Core Learning (ICL)

The phrase “Integrated Core Learning” describes the University of Cincinnati’s signature approach to undergraduate education. ICL was developed as the thoughtful integration of all aspects of the undergraduate experience, including the General Education core, major course work, experiential learning, co-curricular activities, and faculty-guided reflection. ICL underscores the University of Cincinnati’s strengths and places them within a holistic framework for student learning from the first undergraduate year through graduation. ICL envisions the purposeful weaving of high-impact practices and experiences with high-quality, rigorous instruction.

ICL is built around three touch-points in the undergraduate experience to provide all students with key opportunities to develop, review, and act upon a learning plan for degree completion. It begins with a significant first-year experience as its cornerstone and continues with opportunities for self-reflection and on-going support through mid-collegiate coursework and experiences. Culminating with a senior-year experience, ICL will provide students with the necessary tools to transition to a profession or graduate program and continue to assume ownership for life-long learning, civic engagement, and social responsibility.

ICL relies heavily on experiential education as a way of demonstrating the linkages between the curriculum and inquiry, practice, creativity and social responsibility. Broadly defined, this approach seeks theory-practice integration, contextual complexity, and community engagement to foster learning that is self-directed, integrative, and transformational. From professional development, field projects, and study abroad to service learning and student research, experiential learning permeates every program on campus.

UNDERGRADUATE GRADING SYSTEM

At the end of each academic quarter, the Office of the University Registrar posts an official grade report for each student to the One Stop Student Services Web site. UC uses the following grading system for undergraduate courses:

Grading and Point System

| Grade | Description | Grade Points |
|--------------|---|---------------------|
| A | Excellent | 4.0000 |
| A- | | 3.6667 |
| B+ | | 3.3333 |
| B | Good | 3.0000 |
| B- | | 2.6667 |
| C+ | | 2.3333 |
| C | Satisfactory | 2.0000 |
| C- | | 1.6667 |
| D+ | | 1.3333 |
| D | Poor | 1.0000 |
| D- | | 0.6667 |
| F | Fail | 0.0000 |
| P | Pass | N/A |
| U | Unsatisfactory | N/A |
| T | Audit | N/A |
| I | Incomplete ¹ | 0.0000* |
| I/F | Failure ² | 0.0000 |
| W | Withdrawal (Official) | N/A |
| WX | Withdrawal (Official) – no participation ³ | N/A |
| UW | Unofficial Withdrawal | 0.00 |
| X | Unofficial Withdrawal – no participation ⁴ | 0.00 |
| SP | In Progress – Satisfactory ⁵ | N/A |
| UP | In Progress – Unsatisfactory ⁵ | N/A |
| NP | Not Proficient ⁶ | N/A |
| NG | No Grade Reported (see instructor) | N/A |

¹The *I* grade does not carry quality points (i.e., none) during the quarter immediately following the quarter in which the *I* was assigned. Thereafter, the *I* grade carries zero (0.0000) quality points and is calculated into the cumulative grade point average like the *F* grade.

²If the *I* grade remains on the student's record at the end of one (1) year following the end of the quarter, the *I* will change to *I/F* (Failure).

³The *WX* grade is displayed as a *W* grade on all grade reports and transcripts.

⁴Instructors will record an *X* for students who never attended classes and did not submit any assigned work. The *X* will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the *F* grade.

⁵Courses approved by college committees for extended grading periods are labeled *SP* or *UP*. If the *SP* or *UP* grade for a class remains on a student's record at the end of one year following the end of the quarter, that grade will change to *I/F* (Failure).

⁶The *NP* grade is used only for 103-level and below English courses that both require a level of proficiency to move through the sequence and are approved by the appropriate college committees.

Explanation of Grades

The *P* (Pass) grade is used to indicate passing work in classes graded under the pass/fail system, as well as for non-credit classes.

The *U* (Unsatisfactory) grade is used to indicate failure in noncredit courses. The *F* grade is the appropriate grade to indicate unsatisfactory work in classes graded under the pass/fail system.

The *I* grade is assigned when a class grade has not been finalized and the instructor has contracted with the student for later completion of class requirements. The *I* grade cannot be removed by repeating the class. The *I* grade will carry no quality points for one quarter after it is incurred. Following that period, the *I* grade will carry "0.0000" quality points. An *I* grade automatically will be changed to *I/F* on the permanent record after one year if no other change of grade is submitted.

The *SP* and *UP* grades are temporarily assigned only in courses approved by designated college committees for work to be completed later. These *SP* and *UP* grades automatically will be changed to *I/F* on the permanent record after one year if no other change of grade is submitted.

The *UW* and *X* grades denote unofficial withdrawals. The *UW* grade indicates that the student discontinued class attendance but neglected to withdraw officially from the class by means of either online withdrawal or submission of the paper withdrawal form. Either the faculty member or the Office of the University Registrar may assign this grade. The *X* grade indicates that the student never attended or participated in the class. Both grades carry "0.0000" quality points and are calculated into the grade point average like the *F* grade.

The *W* grade denotes an official withdrawal from the class. Students may "drop" one or more classes through the 15th calendar day of the quarter. Dropped classes are not recorded on the student's permanent academic record. Beginning with the

16th calendar day of the quarter, students can no longer "drop" a class but must officially *withdraw* from that class. Withdrawn classes are recorded on the student's permanent academic record with the *W* grade. Each instructor should include in the class syllabus the his or her policy for withdrawing from that class. A student seeking to withdraw from the class must follow the instructions included on the syllabus. Students may then withdraw from the class either through the registration system housed on the One Stop Student Services Web site at www.onestop.uc.edu/ or by obtaining the instructor's signature on a completed drop/add form and submitting that form to the One Stop Student Service Center (University Pavilion, 2nd floor). For all colleges, the last day to withdraw from a class is the 58th calendar day of the quarter. Students also have the option to request a complete withdrawal, which is a withdrawal from all classes for which the student is enrolled that quarter. A complete withdrawal must be initiated by the student in writing through the college office.

Note: Dropping or withdrawing from classes should not be done lightly. Financial aid funds are intended to assist students in completing course work. Federal aid recipients therefore are subject to refund and repayment obligations that may differ from university withdrawal policies. In addition, a student's receipt of aid is contingent upon proof that the student participated in course work. Upon the student's withdrawal from a class, the class instructor will submit participation information for review by the Office of Financial Aid. Failure to attend/participate in classes can limit the student's aid eligibility. For additional information, consult the Office of Financial Aid Web site at www.financialaid.uc.edu/aid_recalculation.html

The pass/fail option should be indicated at the time of registration. The student cannot change this option after the 7th calendar day of the quarter. If the student fails a pass/fail class, the *F* grade will be recorded, impacting the cumulative grade point average.

The *T* grade (audit) is assigned when a student has registered as an auditor rather than for credit. The faculty member and the student should agree on the conditions of the audit, as the *T* grade may not be awarded automatically.

Grades and transcripts will not be released to a student with a financial obligation to the university.

Computing a Grade Point Average

Each student's UC grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of UC credit hours carried. Classes for which the grades of *W*, *P*, *T*, *SP*, *UP*, *NP*, and *NG* have been earned should be excluded from the calculations. Advanced standing credit is not included in the calculation of the UC cumulative quality point average.

Example: A student completes four courses during the quarter. Each course is allotted three credit hours. The student receives grades of A, B, and C. The student's GPA is calculated as follows:

Step 1. Substitute grades with their assigned values (quality points).

A=4 B=3 C=2

Step 2. Multiply the assigned value of each grade by the credit hours allotted each course, and total them.

A = 4 x 3 = 12

B = 3 x 3 = 9

B = 3 x 3 = 9

C = 2 x 3 = 6

Total = 36

Step 3. Divide the sum by the number of hours enrolled. $36 \div 12 = 3.0$ GPA

Deadline for Changing Grades

For the first year following the completion of a class, the class instructor alone has the responsibility to change grades reported for that class, even if that year extends beyond the student's certification for graduation. After one year, and for three additional years or until graduation (whichever comes first), the instructor may change undergraduates grades only with college approval. Any grade changes requested after this period requires the approval of a seven-member panel convened by the University Registrar.

Grade Replacement Policy

UC policy requires a student repeating a course to re-register for the course and pay tuition. Instructors may not allow a student to repeat a course without re-registering and later submitting a form to change a grade of I or other grade previously reported. Unless a student completes and submits a grade replacement application to the appropriate college office within the first 58 days of the quarter, the grades awarded for both the original class *and* the repeated class will be calculated into the UC cumulative grade point average.

Undergraduate students may re-enroll in up to five courses (no more than 15 total credit hours) for a recalculated GPA using the most recent registration. The original grade(s) will remain on the student's permanent record with a symbol indicating repeated enrollment.

STUDENT GRIEVANCE POLICY AND PROCEDURES

Philosophy

All members of the University community are expected to interact with civility and respect, recognizing at the same time the unique tradition of the University to provoke thought, stimulate discussion, and examine dissent. The University encourages the resolution of complaints in a fair and collegial manner. This document establishes a policy and process for undergraduate students to request review and resolution of certain complaints.

Complaints may be resolved informally between the individuals or with the aid of their department head, college office, or the University Ombuds. However, the student may proceed through the Formal Resolution stage.

Applicability

This document supersedes all former individual college grievance procedures. It is to be used by any UC student except those who are admitted to and enrolled in a graduate degree, MD, or JD program.

These procedures are applicable when:

1. a student believes that he/she has been subjected to an academic evaluation which is capricious or biased.
2. a student believes he/she has been subjected to other improper treatment.

Exceptions

Allegations described below will be handled as outlined.

1. Complaints alleging violation of privacy. Allegations of a violation of privacy as set forth under the Family Educational Rights and Privacy Act (FERPA) will be handled by the University Registrar in accordance with current practice.
2. Complaints regarding incompetency of instruction. Allegations of incompetent instruction will be handled according to the agreement between UC and the AAUP.
3. Complaints alleging discriminatory treatment. Allegations of discriminatory treatment based on age, race, sex, sex orientation, disability, national origin, or religion will be handled according to the UC Discrimination procedure administered by the Office of Equal Opportunity. If the complaint involves a faculty member, it will be handled according to the agreement between UC and the AAUP. Copies of the process for complaints alleging discriminatory treatment involving a faculty member may be obtained at the Ombuds Office, the Office of the Vice President for Student Affairs and Services, and the Office of Equal Opportunity.

General Guidelines

To use these procedures, a student may initiate an informal complaint in the University Ombuds Office (607 Swift Hall) or the College Office in which the course is offered no later than the end of the quarter following the quarter in which the activity that gave rise to the complaint occurred. A student registered for cooperative education through the Division of Professional Practice will receive an extension of one quarter upon his/her request. All complaints shall be heard without unnecessary delay.

Complaints regarding a course will be in the jurisdiction of the college offering the course. If the course is offered in a different college than the student's home college or school, the complainant's college representative will sit as an ad hoc member of the College Grievance Review Committee (CGRC) (see Step 3).

Two or more students with the same complaint may join in a group action. A single statement of complaint shall be submitted and processed in the manner described herein for individuals, but all those joining in such a group action must sign the statement. The University Ombuds shall determine whether, in fact, all of the students have the same complaint. If it is found that they do not, they will be divided into two or more subgroups. One individual may represent the entire group but all complainants may be required to meet with the University Ombuds or the CGRC.

Procedures

Step 1 – Informal Resolution. The parties involved must first attempt to resolve the complaint informally.

- A. First the student must talk with the faculty member about his/her complaint. A faculty member must be willing to meet with a student for discussion.
- B. If the complaint is not resolved, the student must talk with the faculty member's department or unit head or a college representative designated by the Dean, who will attempt to resolve the complaint.
- C. If the complaint is not satisfactorily resolved through A and/or B, a student may proceed to Step 2, Mediation, or Step 3, Formal Resolution, no later than the end of the following quarter.

Step 2 – Mediation. Mediation shall be requested of and conducted by the Office of the University Ombuds. The University Ombuds (UO) shall consult with the College and shall meet with the individuals separately and/or together to attempt to reach a solution (written) which is agreeable to and signed by all parties to the dispute. All individuals directly involved shall receive a copy of the signed resolution. No written records, other than the final resolution, shall be retained by the UO. Original documents shall be returned to their source or to another site as agreed in the signed resolution. All other notes shall be destroyed. If the complaint is not resolved through mediation, the UO shall immediately notify the Chair of the CGRC in the college in which the dispute originated and inform all affected parties in writing.

Step 3 – Formal Resolution. Following the receipt of the notification that the complaint was not resolved informally through Mediation (Step 2), the student(s) may file a grievance with the Chair of the CGRC. The Chair, who is appointed by the College Dean, shall schedule a grievance review meeting. The CGRC shall be composed of two faculty selected from a pool of four elected from the faculty of the college, two students from a pool of four selected by the College Tribunal or student government, and the Chair.

Any party to the complaint may challenge the participation of any committee member on the grounds of conflict of interest. Challenges must be submitted in writing to the Chair of CGRC within two (2) days after the parties have been notified of the CGRC composition. If the Chair is challenged, the appointing Dean shall determine the validity of the challenge and either replace or retain the Chair. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the grievance. Any faculty member directly involved in the grievance shall not participate as a member of a CGRC.

A student may withdraw a grievance from further consideration at any time by submitting a written statement to the Chair of the CGRC. No reason needs to be given for withdrawal of the grievance. The Chair of the CGRC will notify all individuals involved in writing that the grievance has been withdrawn and that the grievance process is terminated.

Committee Procedures

1. The CGRC shall hold a grievance review meeting at which all parties shall have the opportunity to present to the CGRC any written and/or oral information relevant to the complaint.
2. The CGRC may also request information (within FERPA regulations) from other sources.
3. Copies of written material provided to the Committee shall be made available, upon written request, to persons directly involved in the formal resolution of the grievance.
4. Signed written statements may, when necessary, be submitted by individuals and witnesses if unable to attend.
5. The student and faculty member may elect to have an advisor present who may counsel but not actively participate as a spokesperson or vocal advocate.
6. Either party may request testimony from witnesses. However, the physical presence of witnesses shall be restricted to those invited by the Committee (except as noted above in #5).
7. If the student or faculty member chooses not to attend the meeting, his/her written statements shall be reviewed in their absence.
8. The meetings shall be tape recorded and the tape shall be maintained in accordance with University records policy.

Following the grievance review meeting, the CGRC shall issue a report to the College Dean. The CGRC's report shall contain:

1. relevant information including, but not limited to, documentation of written and oral information presented to the CGRC;
2. relevant University rules and policies;
3. decisions and the reasons therefore.

The College Dean shall notify both parties in writing of the CGRC's decision. Either party may appeal the decision of the CGRC in writing to the College Dean within ten (10) days following notification. Grounds for appeal shall be limited to procedural error or new information not available at the time of the hearing. The College Dean shall have the authority to accept and implement or modify the decisions of the CGRC. If the grievance alleges capricious or biased academic evaluation and the CGRC finds in favor of the grievant, the College Dean may exercise his/her authority to alter the grade. Decisions of the College Dean shall be final.

[Written June 1, 1992]

Please note: There are separate University Grievance Procedures for graduate students and employees. Graduate Student Grievance Procedures are available from the Graduate School. Employee Grievance Procedures are available in union contracts or in the Human Resources Policies & Procedures Manual.

THE UNIVERSITY'S LIBRARIES

University of Cincinnati libraries are nationally ranked, offering access to an outstanding research library collection of over 3.4 million volumes, more than 69,000 serial subscriptions and a wide range of services to help students with their research needs. Libraries at UC include the Walter C. Langsam Library, the archives and rare books library, nine college and departmental libraries, the law library and libraries at Clermont College and Raymond Walters College. The libraries' Web site, at www.libraries.uc.edu, provides access to the university's own resources and serves as a local gateway to OhioLINK, a statewide library consortium that includes a central library catalog of over 46 million items from 90 other library collections across Ohio, as well as thousands of journals, almost 100 databases, and numerous digitized books, images and newspapers.

GRADUATION WITH HONORS

Students who are candidates for a degree and who have met the college's residency requirement may be recognized by award of the following honors based on their university Grade Point Average (GPA).

| | |
|------------------------|---------------|
| <i>Cum Laude</i> | 3.6000–3.7499 |
| <i>Magna Cum Laude</i> | 3.7500–3.8999 |
| <i>Summa Cum Laude</i> | 3.9000–4.0000 |

The university Grade Point Average (GPA) is based on all undergraduate course work taken at the University of Cincinnati. To be eligible for university honors, students must meet all residency requirements for their respective colleges.

STUDENT AFFAIRS

The Division of Student Affairs provides programs and services which complement and support the learning environment of the university and enhance the quality of student life. It traditionally provides campus-wide information and referral for students, faculty and staff.

Details regarding admissions, registration and student financial aid are located separately in this *Bulletin*.

African American Cultural and Research Center

The African American Cultural and Research Center enhances the entire university community by serving as a resource for individuals to become more enlightened about the African American experience. The center also aids in the retention of the African American student population by specifically addressing their academic, social, spiritual and cultural needs.

Career Development Center

The Career Development Center offers career guidance, internship and job search assistance, and referral services to students and alumni. Career fairs, professional development classes, on-campus recruiting and interviewing workshops are among the services offered quarterly. Additionally, the career navigator program specifically assists undecided students with career exploration and special topics in career decision-making classes.

Counseling Center

The Counseling Center offers individual, group and couple's counseling for UC students. We are available Mondays through Fridays 8 a.m. to 5 p.m. for urgent care on a walk-in basis (no appointment necessary). We also provide consultations for faculty, staff, family and friends concerned about a student. Our workshops and other outreach programs are available upon request and include such topics as balancing multiple demands, building and maintaining satisfying relationships, and communication skills. A limited number of assessments for learning disabilities and attention deficit hyperactivity disorder is available only by referral from UC's Disability Services Office. Urgent care, groups, consultation, and outreach are free; for

other counseling we accept Student Health Insurance and some other insurances, and we use a sliding fee scale. Contact us at 513-556-0648.

Disability Services

Students with disabilities who need academic accommodations or other specialized services while attending the university should contact the Disability Services Office, located in Suite 210, University Pavilion. Qualified students will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. The University of Cincinnati is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities and facilities. In order to ensure timely implementation of academic accommodations, requests for accommodations or services should be made at least eight weeks in advance of the beginning of each quarter or as soon as possible after a disability has been confirmed. Requests for interpreters or real-time captioning for special programs or events should be made at least two weeks prior to the event. Contact the Disability Services Office at 513-556-6823 or (TTY) 513-556-3277.

Ethnic Programs and Services

Ethnic Programs and Services offers cultural and educational programs specifically for and about students of color, as well as financial assistance through the prestigious Darwin T. Turner scholarship program, short-term counseling and academic advising.

Judicial Affairs

The mission of the Office of University Judicial Affairs is to support the mission of the University of Cincinnati, through the implementation of the Student Code of Conduct (the university code of behavior), educational programs/sanctions, interventional programs and a due process judicial system. The Office of University Judicial Affairs is committed to promoting a safe, orderly, civil and just community by utilizing the Student Code of Conduct to hold students accountable for decisions and behavior that impact the university community.

The Office of University Judicial Affairs:

- Adjudicates all alleged violations of the University of Cincinnati Student Code of Conduct
- Promotes students' rights, responsibility and a just community
- Promotes responsibility and ethical behavior by the university community
- Protects the opportunity for students to attain their education
- Protects the physical and mental health, safety and welfare of the university community members
- Protects individual property rights

Contact the Office of University Judicial Affairs at Suite 745 Steger SLC, PO Box 210193, Cincinnati, Ohio, 45221-0193, or 513-556-6814, fax 513-556-1458, e-mail daniel.cummins@uc.edu, Web site: www.uc.edu/studentlife/conduct

McNair Scholars Program

The McNair scholars program provides assistance to disadvantaged or underrepresented students preparing for doctoral studies through a variety of student support, scholarly and research activities.

New Student Orientation Office

The New Student Orientation Office coordinates all orientation and placement testing for incoming first-year and transfer students as they transition into UC.

One Stop Student Services Center

Cross-trained staff in the One Stop Student Services Center provide in-person, Web and phone service for issues related to registration, financial aid and billing.

Pre-Professional Advising Center

The Pre-Professional Advising Center helps students prepare for admission to medical school, law school and other professional schools.

Resident Education and Development

Resident Education and Development (RED) is responsible for the staffing, programming and quality of life in the seven undergraduate residence halls – Calhoun, Campus Recreation Center, Dabney, Daniels, Schneider, Siddall, and Turner. RED staff members include the desk operations staff for service and security features, a resident advisor (RA) for each floor community, an assistant residence coordinators (ARC) for each hall or unit, a public inquiries assistant (PIA), who is a full-time receptionist in each hall or complex, as well as staff members in the central RED administrative office. RED works collaboratively with Housing and Food Services and Physical Facilities to manage and maintain residence hall operations. RED staff advise student organizations in the halls, provide leadership development training, mediate conflicts, support university policies, and assist students and parents in identifying and using other university resources. RED provides activities to complement the in-class experience and enhance student learning, to foster students' adjustment to university life, to encourage a sense of community and connection to campus, and to promote students' growth and independence. For assistance, contact the front desk of any residence hall, or the central RED office in 422 Dabney Hall, 513-556-6476.

| | |
|-----------------------|----------------------------|
| Calhoun Hall 556-8596 | CRC Hall 558-3031/556-6484 |
| Dabney Hall 556-6484 | Daniels Hall 556-0676 |
| Sawyer Hall 556-2022 | Schneider Hall 556-3925 |
| Siddall Hall 556-8281 | Turner Hall 556-3925 |

Student Activities and Leadership Development Office

An important resource for UC students who want to be involved, the Student Activities and Leadership Development Office provides leadership and direction for the more than 300 student organizations, as well as a full range of activities and cultural programs for students. Located in the Steger Student Life Center on the 400 and 600 levels, the office provides programs with an educational component, specifically leadership development and citizenship. For more information, call 513-556-6115.

Student Health Insurance

The University of Cincinnati offers an excellent, low-cost, health insurance plan to all eligible students and their eligible dependents. The coverage insures UC students and their insured dependents at home, at school, and while traveling, 24 hours a day, anywhere in the world.

UC policy requires all students who register for six or more credit hours (including co-op students) have health insurance. International students holding *F* and *J* visas are required to have health insurance if they are registered for one or more credit hours.

These students are billed automatically for single student coverage. Students with private insurance wishing to be excluded from UC's student health insurance plan must complete an online insurance waiver form no later than the third Friday of the term or semester. The insurance must be equal to or greater than that offered by the university and must have a U.S.-based claims administrator and a U.S.-based underwriter. Students may also waive coverage through the One Stop Student Services Web site.

Graduate students enrolled in less than six credit hours may purchase coverage and should contact the Student Health Insurance Office for more information regarding the necessary forms and requirements, and due dates.

All insurance transactions, enrollments and waivers, must be received by the Student Health Insurance Office by the close of business on the third Friday of the term or semester. For information regarding benefits, enrollment or waivers, please see the student health insurance newsletter, available at the Onestop Student Services Center, college offices, or call the Student Health Insurance Office at 513-556-6868, Room 112, Varsity Village.

University Health Services

University Health Services clinics, located on the 300 level of Varsity Village and the first floor of the Holmes Building, provide primary care and gynecology and mental health services to all University of Cincinnati students. The clinics are staffed by physicians with specialty boards in internal medicine, family medicine, preventive medicine and occupational medicine; a nurse practitioner; registered nurses; nursing assistants; laboratory and radiology technologists; and pharmacists. Students are seen by appointment for primary care and gynecological services. Students are referred to specialty clinics at UHS or the Health Alliance for dermatology, mental health and other specialty appointments. The UHS pharmacy in Varsity Village on the 300 level offers reduced prices on the pharmaceuticals in its formulary.

Students with UC Student Health Insurance are not charged for their UHS primary care clinic visits: they are charged for vaccines, vaccine titers, orthotics, prescriptions and mental health care. Students with other health insurance may be seen at UHS, but they will be charged for their care.

UC Wellness Center

The UC Wellness Center provides resources and opportunities, disseminates information and educates the university community about health and wellness in order to create an environment that promotes, encourages and supports health decisions, behaviors and lifestyles. The Wellness Center provides workshops, programs and individual sessions free to the entire UC community on a variety of health and wellness issues. The center is located at 675 Steger Student Life Center, and can be reached at 513-556-6124.

UC Women's Center

The UC Women's Center (UCWC), located in 571 Steger Student Life Center (513-556-4401), is dedicated to meeting the diverse needs and interests of women and lesbian/gay, bisexual, transgender and questioning (LGBTQ) students at the University of Cincinnati. The center offers a wide range of programs and opportunities, including:

- Safe Zone – faculty, staff and student leader training on LGBTQ issues
- Women's History Month (March)
- Sexual Awareness Month (April)
- Body Acceptance Week (April)
- Visibility Week (April)
- The C-Ring Award – the highest distinction award for a graduating senior woman
- Student Choice, Woman of the Year Award – awarded to an outstanding female faculty or staff member exemplifying qualities of leadership

The center also offers a peer education and peer advocate program and a library of more than 600 books, videos and publications.

In addition, the UC Women's Center supports a sexual assault response program with trained professionals available to provide 24-hour on-call support, advocacy and referral to survivors of acquaintance and stranger assault, stalking and harassment. The 24-hour crisis line (513-218-9531) provides emergency support and referral to *any* UC student, faculty, staff member or visitor.

JUST COMMUNITY

The University of Cincinnati is a public comprehensive system of learning and research that serves a diverse student body with a broad range of interests and goals. The faculty of the university produces world-renowned scholarship and nurtures innovation in and out of the classroom. Faculty, staff and administration also support an educational setting of excellence, opportunity and service. In embracing our roles within this learning community, we subscribe to the defining purposes, traditions and diversity of the University of Cincinnati. Through our actions, we will strive to make the University of Cincinnati a more caring and just community.

As members of this community we will:

- **Pursue learning and scholarship** by building on successes, learning from mistakes, and pursuing quality in teaching, research and creative endeavors
- **Strive for excellence** by aspiring to achieve our fullest potential in our educational and personal pursuits
- **Celebrate the uniqueness of each individual** by respecting individual differences and promoting common interests
- **Practice civility** by extending to those we meet the same respect, cooperation and caring that we expect from others
- **Embrace freedom and openness** by working to create an environment that is safe and affirming, one that nurtures independent thinking and the free and open expression of ideas
- **Seek integrity** by aspiring to the highest moral and ethical standards
- **Promote justice** by working to build a learning environment that offers everyone an equal opportunity to grow, flourish and contribute
- **Accept responsibility** by striving to build a learning community committed to these common values and principles

UC INTERNATIONAL SERVICES

UC International Services Office is responsible for all international students, faculty and visiting scholars and researchers at the University of Cincinnati. The office is in charge of issuing the Certificate of Eligibility (I-20A-B for F-1 status, or DS 2019 for J-1 status) only to applicants who have submitted all the necessary documents and have been admitted to the university. These services meet the requirements of the Department of Homeland Security, the Department of State and the governments of the countries whose students and faculty come to the University of Cincinnati for study, training and research. The university is authorized under federal law to enroll non-immigrant alien students and scholars as well as visiting faculty through the services of this office.

The staff of UC International Services is available to assist all internationals with their general welfare and guide them in their relations within the university community so that they can pursue their academic goals most successfully. The office provides advising on financial needs, cultural adjustment and personal concerns, as well as information regarding immigration and visa regulations. All international students are required to purchase the University of Cincinnati student health insurance plan unless they have insurance equal to, or greater than, the UC plan. The insurance must be provided by an American insurance carrier. For more information regarding the insurance requirement, see the Student Health Services section of this *Bulletin*. For more information about the university, address correspondence to UC International Services, University of Cincinnati, PO Box 210640, Cincinnati OH 45221-0640, or call 513-556-4278, fax 513-556-2990 or Web site: www.uc.edu/international/services.

RESERVE OFFICERS TRAINING CORPS

Air Force

The Air Force ROTC program prepares you for life after college and duty as an Air Force officer. AFROTC teaches students the basics of leadership as well as teamwork and offers them many outstanding opportunities for personal growth and development. In short, it helps prepare students for life in the "real world." Students with at least two years of college remaining may enroll in the ROTC program. To initially enroll, register for one of the Aerospace Studies courses and the Leadership Laboratory. Course information can be found online on the One Stop Web site (www.onestop.uc.edu/learningopp/qtr.asp) in the McMicken College of Arts and Sciences section, under the disciplinary heading "Aerospace Studies" and "Air Force ROTC."

The introductory classes of the General Military Course (GMC) are offered during the first two years of college. Freshmen and sophomores are not obligated to the military in any way unless they are on scholarship.

Scholarships for undergraduate and limited graduate studies are available on a competitive basis. They range from as low as \$3,000 annually to full tuition, books and associated fees.

Students make the decision to pursue the Professional Officer Course (POC) during their second year. If they choose to continue in the POC they attend summer field training encampment after their second year. Students who complete all the GMC courses have a four-week training encampment; those who start their ROTC program with POC, or who do not complete all the GMC courses, attend a slightly longer session.

All cadets on scholarship, and all in the POC, receive a monthly stipend ranging from \$300–\$500 depending upon year in school. There are no additional costs associated with ROTC classes. Textbooks and uniforms are provided.

In the POC, students concentrate on leadership, management and the United States' defense policy. In addition, they have various positions of responsibility within the corps, enabling them to test and practice the leadership skills they have learned.

Upon graduation, cadets go on active duty as second lieutenants. They will serve four years, gaining invaluable experience along the way. Those in flying careers will have a longer commitment.

There are numerous opportunities available to all types of students in Air Force ROTC, including five-year co-op students. To learn more, call 513-556-2237.

Army

Army ROTC provides great opportunities for leadership education, and military and adventure training, along with numerous possibilities for scholarships and financial incentives. High school seniors through graduate students are eligible to participate in the Army ROTC program and receive scholarships and financial benefits. The scholarships and financial incentives are worth in excess of \$100,000 at the University of Cincinnati. Each scholarship covers tuition, fees, books and stipends ranging from \$300 to \$500 monthly. Additionally, scholarship winners also receive free room and board their freshman year. Special scholarships are available for nurses, Army Reserve and National Guard soldiers, current active duty soldiers, and any individual with a solid background in academics and physical fitness.

Any student in any major is welcome to participate in the Army ROTC program without any military obligation. Those that decide to officially join ROTC can choose to fulfill their military obligation either full time in the active Army or part time in the Reserve components. The Reserve components in conjunction with Army ROTC offer a dual membership program that allows cadets to gain valuable military experience along with substantial financial incentives worth up to approximately \$3,000 monthly.

Enrollment in Army ROTC is no different than enrollment in any UC class. All Army ROTC courses are listed online under the disciplinary heading "Army ROTC" in the McMicken College of Arts and Sciences section (www.onestop.uc.edu/learningopp/qtr.asp). Additional paid educational and training opportunities are available in the summer through the Army ROTC program. Students who are military veterans or members of the Reserve components automatically qualify for advanced standing in the ROTC program.

Changes in Army policies and training philosophy have resulted in a dynamic Army ROTC program that provides young leaders with the skills to serve in the Army or private industry in the 21st century. Students are encouraged to try out the program and gain valuable life skills. Army ROTC can be contacted at 513-556-3664 or on the Web at www.uc.edu/armyrotc.

Note: The ROTC programs at the University of Cincinnati may not fully comply with university nondiscrimination policies due to the selective process of military service. However, the ROTC programs are in compliance with national nondiscrimination policies and the guidance and policies of the respective military services and Department of Defense.

VA EDUCATIONAL BENEFITS

Veterans, Reserve/Guard Members and Dependents of Veterans

The University of Cincinnati is approved for the education and training of veterans, reservists/guard members and dependents of veterans under several assistance laws. The VA will pay a monthly stipend to eligible applicants based on the number of applicable credit hours of enrollment in an approved program. Since these monthly checks are paid to the student after the month has ended, students need to make their own arrangements to cover tuition, books and fees. Disabled veterans authorized by VA for Vocational Rehabilitation (Chapter #31) benefits are the only ones the DVA (Department of Veteran Affairs) will fully cover for educational charges. Receipt of VA Educational Benefits does not necessarily exclude students from receipt of other forms of financial aid, so students are encouraged to apply for those monies.

In order for eligible students to be certified for VA “Chapter” Educational Benefits at UC they must apply for official admission to a UC college and matriculate in an approved degree major within that college. They can only receive these VA benefits for classes that are required for their current official degree program. Students certified for these benefits are responsible for promptly notifying the appropriate university offices of all changes in their status, in compliance with DVA regulations and university policy. They are required to make satisfactory progress, as defined by DVA and their college, toward their degrees in order to continue receiving VA educational benefits. Applicants for VA “Chapter” benefits will have pertinent regulations and policies explained to them at an information session, as part of the initial process, before being certified for VA “Chapter” educational benefits at UC.

For more information concerning eligibility, contact the DVA 1-888-442-4551 with your social security number (or, in the case of dependents, the veteran’s social security number). Students eligible for VA “Chapter” educational benefits who have applied to UC for admission should contact the UC Veterans Certification Office 513-556-6811 as early as two to three months before classes begin in order to start the benefit process. Students who have applied online with the VA will also need to complete a university application for benefits.

Dependents of a Deceased Veteran

Dependents of a veteran with a service-connected death prior to 8/13/81 may be eligible for additional VA benefits under the Restored Entitlement Program for Survivors (REPS). The surviving spouse must not be remarried and may apply when their youngest child reaches age 16 and ends when the child reaches age 18. A dependent child may be eligible between the ages 18 and 22 if attending a postsecondary school full time.

Obtain an application and more information on the VA Web site: www.gibill.va.gov (form #21-8924), or by phoning the VA at 314-552-9803.

War Orphans

Dependents of disabled veterans may be eligible for a scholarship from the Ohio Board of Regents, located in Columbus, Ohio. For more information and an application, call 888-833-1133.

Standards of Progress for VA Pay Purposes

If a student accumulates more than 15 credit hours of *F, Y, I, X* and *UW* grades (including *IP, SP* and *UP* grades at the undergraduate level) on their UC transcript, VA benefits will be interrupted due to “unsatisfactory progress” status. Any student suspended or dismissed from the University of Cincinnati for unsatisfactory conduct or academic reasons will have their VA educational benefits interrupted. If the “unsatisfactory progress”

status or suspension/dismissal occurred at UC prior to receipt of VA benefits or, if the student was reported in “unsatisfactory progress” status to VA by their previous school, additional items are required before the application for VA benefits at UC may be processed.

NONDISCRIMINATION POLICY

The University of Cincinnati actively supports University Rule 3361:10-13. Discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era shall not be practiced in any of its programs or activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled, Vietnam-era veterans or disabled veterans, the university will take affirmative action in carrying out its policy of nondiscrimination and equal opportunity for all. Questions concerning this policy should be addressed to the Director, Office of Equal Opportunity, Suite 250, University Hall, University of Cincinnati, PO Box 210214, Cincinnati, OH 45221-0214, 513-556-5503.



McMicken College of Arts & Sciences

University of Cincinnati
PO Box 210367
Cincinnati, OH 45221-0037

Optional Back Cover

Design and Production: University Relations, Creative Services
Printing: Merten Printing Company

Copyright, 2008. University of Cincinnati
All rights reserved.