

Center for Access and Transition  
Policy Manual

2006-2007

Revised 8/2006

This manual has been designed to provide definitive guidelines regarding the enrollment, academic standing, and completion of learning agreements for students in the Center for Access and Transition (CAT). All students in the Center are expected to abide by the policies published in this manual. When issues arise that require following formal steps, this manual is to be used as a guide in the process.

In addition to being made available on-line, the CAT Advising Center will provide access to the manual to all students enrolled in the Center as well as faculty and staff in the University who interact with them. Since these procedures are subject to modification on an annual basis, those using this manual are cautioned to ensure that the most recent (or applicable) version of the manual is being consulted.

**CENTER FOR ACCESS AND TRANSITION  
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## **Enrollment Policies**

### **Section I: Admission to the Center**

*Approved by CAT Steering Committee, September 2005*

Students do not apply directly to the Center, but are referred to the Center if they do not qualify for their program choice and meet the standard below:

- ❖ Effective fall 2006, implementation of minimum standard for the Center for Access and Transition:

Required high school minimum grade point average of 2.0 on a 4.0 scale for high school graduates **20 years of age and younger** (at term of enrollment).

Options for consideration in appeal – ACT or SAT test scores, letter of recommendation from high school teacher and/or counselor, and **required** personal interview by telephone or in-person)

### **Section II: Enrollment Eligibility for New and Continuing Students**

*Approved by Academic Advising Office effective fall 2004.*

- ❖ Students admitted to the Center are required to attend **New Student Orientation** before they may enroll in coursework. Students in the Center are required to take the following **placement tests**: math, an English exam composed of an essay and a reading portion, and a foreign language (if the student has taken 2 or more years of the same language in high school). To ensure that results will be available at orientation, **students are strongly urged to take the tests at least 48 hours prior to attending orientation**. Students may take the tests during one of UC's **Quick Start** programs (the essay portion of the English exam is available on-line as well). Students unable to test during Quick Start should take placement tests at an orientation program prior to their own scheduled orientation.
- ❖ Continuing students must meet with their advisor at least once prior to scheduling courses for subsequent quarters in order to complete the **Academic Advising Recommendation Record (AARR)**. The AARR will provide students with a list of recommended courses to ensure that the requirements of the Learning Agreement are being fulfilled. Until the AARR is complete, a restriction will be placed on the student's account preventing registration.
- ❖ Students in the Center are not limited to taking CAT courses only; they are permitted to take college-level courses from the other UC colleges if they meet course pre-requisites (including placement score requirements) and with advisor permission. *For most college-level courses, placement in or completion of ENGL 101B is a pre-requisite.*

### **Section III: Rules governing the number of quarters permitted in the Center**

*Approved by the Academic Progress Review Committee*

- ❖ **Limit of Quarters permitted in CAT:** Students in the Center must complete the terms of their Learning Agreements and meet the requirements of their chosen college in order to transition to a baccalaureate program. Students are expected to complete the terms of the learning agreement in 4 quarters of full-time enrollment or 8 quarters of part-time enrollment.\*

*\*For the purposes of this policy, quarters of enrollment are defined as any quarter in which the student is enrolled for more than the first 2 weeks of the quarter (quarters as an approved transient student at other institutions apart from U.C. will not count as a quarter of enrollment.) Two part-time quarters are considered to be the equivalent of one full-time quarter. Students will reach their limit during the quarter in which they meet or exceed 4 full-time quarters.*

- ❖ Students must qualify to transition out of the Center within **2 years** (8 quarters including summer) from the first term of enrollment or from the first term of re-enrollment (in the case of a student withdrawing or being suspended from the program)
- ❖ Students who are **not** enrolled in the program for eight consecutive quarters (either voluntarily or through suspension) will be granted four additional full-time quarters to transition upon reenrollment. This is permitted one time only.
- ❖ **Stop Out Policy:** Students wishing to stop out for **ONE QUARTER** and return to the Center must complete a **Leave-Of-Absence Notification Form** and make an appointment to meet with their advisor at least once during the quarter of absence to register for the following quarter.

*Policy approved December, 2004*

- ❖ **Readmission Policy for Withdrawn Students:** Students who have stopped out voluntarily for two quarters or more are considered to be withdrawn from the program. If a withdrawn student wishes to return to the University he/she must:
  - 1) Submit the application for readmission to the advising center **by the deadline printed on the form** for the quarter for which readmission is being sought, as well as a letter from the student stating why they left and why they wish to return
  - 2) Students must also arrange to re-take placement tests in the subjects in which they were still at the developmental level when they left the Center by that application deadline. A decision will not be made until placement results have been received. Students will not be forced to abide by the results of the placement test but they will be used to counsel the student in regards to course registration.

The Assistant Directors for Advising will consider GPA, letter, placement test results, and advisor input in making the decision. Students will NOT be readmitted if:

- ❖ Quality Point deficiency is more than 8 (more than 8 are needed to get the student a 2.0)
- ❖ Abiding by re-admission placement test results puts a withdrawn student beyond the two-year limit

*Policy approved October, 2005*

❖ **Learning Agreement Extension Application:** Students who are currently enrolled in his/her fourth full-time quarter in the Center for Access and Transition may apply for an extension to the Learning Agreement by submitting the following:

- 1) A typed letter written by the student detailing the reasons that the student was unable to satisfy the terms of their Learning Agreement in 4 quarters. These reasons must be documented and all supporting documentation must be attached to the letter. Acceptable documentation includes:
  - **Medical Records**
  - **Accident Reports**
  - **Subpoenas**
  - **Letter from a UC Official**
- 2) A step-by-step plan for a successful transition out of Center
- 3) A letter of support from a CAT Faculty member or advisor (advisor should get a second opinion from a faculty member before writing letter of support).
- 4) A cover sheet signed by the advisor

**The Learning Agreement can be extended for a period not to exceed 1 quarter and only be granted once during a student's tenure in CAT.**

Applications should be submitted to:  
Academic Progress Review Committee  
Center for Access and Transition  
University of Cincinnati  
PO Box 168  
Cincinnati, OH 45221-0168

Or e-mailed to: [CATAdvising@uc.edu](mailto:CATAdvising@uc.edu) with "Academic Progress Review Committee" in the subject

The appeal is due by the last day of exams during the student's fourth quarter. Appeals will be reviewed by the Academic Progress Review Committee and students will be notified of the decision.

*Policy approved March, 2005*

## Course Policies

Students are placed into CAT courses based on their placement scores. **All CAT courses must be taken in sequence and must be completed with a grade of “C-” or higher.** Failure to earn a “C-” or higher (to include D, F, Incomplete, W, UW, NP, NG, or X) will necessitate a retake of the course(s).

All credit associated with CAT coursework is added to the student’s record. Each college determines whether or not coursework below the 100 (or college) level will count towards the number of credits needed for the student’s degree.

### **Section I: Rules Governing Registration and Credit Transfer**

#### **Course Additions/Withdrawals**

*Approved by the Academic Advising Office, January 2005*

Due to the need to complete the learning agreement in a certain period of time, students may not alter the schedule agreed upon and recorded on the Academic Advising Recommendation Record without permission of his/her advisor. The only changes that may be made without advisor consultations are withdrawals from non-CAT courses and section changes for students not enrolled in a learning community.

- ❖ Enrolled students can add courses online at OneStop through the end of the first week of the quarter. Students **are not permitted** to add CAT courses after the first week of the quarter (after the 1<sup>st</sup> day of class for summer term) without the Director’s signature.
- ❖ Students wishing to drop a course in the first 14 calendar days of the quarter may do so on-line *with advisor permission*.
- ❖ Students wishing to withdraw from a course after the drop period (the first 14 calendar days of the quarter) may do so either electronically or by filling out an Add/Drop slip through the 58<sup>th</sup> day of the quarter *with advisor permission*. Students should check with the instructor to determine if electronic withdrawal is permitted for the course.
- ❖ Students wishing to withdraw from a CAT course after the 58<sup>th</sup> day must submit a letter of appeal to the Director of the Center for Access and Transition along with the Add/Drop slip with both advisor and instructor signature.
- ❖ **Please note: The Add/Drop slip must be completed by the student before an Advisor can sign.**
- ❖ **Administrative Withdrawal policy:** If a student in the Center is enrolled in a college-42 course for which he/she is not eligible, that student will be sent an e-mail (advisor will be copied) alerting them to the issue and warning that they will be removed from the course in 24 hours. If the student does not remove themselves, the Assistant Directors for Advising or the Registrar’s office will administratively withdraw the student and the student will be notified (the professor will also be notified if the course is in progress).

## **Course Progress Reports**

*Approved by the Academic Advising Office, September 2004*

Course Progress Report Forms (CPR's) are a useful tool in monitoring student academic progress. Advisors may elect to distribute these forms at the first advising appointment to students on probation or students seeking transition. The advisor may elect to not sign off on a transition form or an AARR if the CPR is not returned. Students should return these forms no later than the second advising appointment or at the mid-point of the quarter (whichever comes first).

- ❖ Students should arrange a time to meet with the instructor to fill out the form and must be present to discuss their progress.
- ❖ Instructors should sign and date the form and keep the third copy
- ❖ The student must return the top two copies to their advisor for discussion

## **Transient Permission Policy**

*Approved by the Executive Team, March 2005*

- ❖ Students in the Center desiring to take courses outside of the University of Cincinnati must meet with their advisor prior to applying to complete the **Transient Permission Form** and to select courses with UC equivalents. Course equivalencies may be determined by using UniverSIS or the on-line **Course Applicability System** (<http://ccc.transfer.org>). This is free web-based source for information about how courses can transfer and apply at another institution. Students desiring to take courses with no determined U.C. equivalent must attach the course description to the Transient Permission Form to be evaluated by the appropriate U.C. college.
- ❖ A course taken at another institution **CANNOT** be used as a grade replacement for a course taken at the University of Cincinnati. Courses taken at another institution can be transferred to a student's U.C. transcript, but the grade(s) will not be calculated into the University of Cincinnati Grade Point Average.
- ❖ University of Cincinnati students must earn a grade of C or better in courses completed at other Colleges or Universities to receive credit for them. In addition, in order for transient credits to be added to the student's University of Cincinnati academic record, it is necessary that The University of Cincinnati Transfer and Lifelong Learning Center receive an official transcript from the other institution. It is the student's responsibility to request the Registrar's Office at the other institution to send an official transcript to:

**Transfer and Lifelong Learning Center  
4<sup>th</sup> Floor University Pavilion  
University of Cincinnati  
P.O. Box 210091  
Cincinnati, Ohio 45221-0101**

## **Section II: Rules Governing the Successful Completion of CAT Coursework**

### **English Courses**

*Approved by the Department of Humanities, Media & Cultural Studies*

- ❖ Students **must** complete the full sequence of CAT English courses (ENGL-095, ENGL-097, ENGL-101B) in order to transition out of the Center. Time of completion will depend on placement score and transition quarter.
- ❖ ENGL 101B consists of 6 credits of college-level credit (3 towards the ENGL 101 requirement and 3 of college-level elective).
- ❖ Students are required to pass a portfolio review in each course of English. Failure to pass the portfolio review will result in a grade of “NP”. A student can receive an NP only once in each CAT English course (English 095, 097, and 101B). A student who has already received an NP in a particular course and who takes that course again will receive an F if he or she does not pass (or withdraw). This policy will begin with courses taken 05A. (Note that a student can always receive an F for academic dishonesty.) Students receiving a grade of “NP” will be required to retake the course in the quarter immediately following. Failure to pass the portfolio review in subsequent quarters will result in a grade of “F”.
- ❖ **Appealing English Placement Results:** To appeal English placement, students must submit the following to the Center for Access and Transition English Placement Coordinator:
  - 1) A thorough, thoughtful, and persuasive letter explaining the reasons for requesting reconsideration. Remember, along with your other enclosures, this letter is evidence of your writing and thinking abilities.
  - 2) At least two pieces of expository writing (do not submit poetry or fiction), of at least 500 words each, written for a 12th grade English course, for a college course, or in an employment situation. If possible, submit the original, graded copy. PLEASE NOTE: The only piece of writing you should compose specifically for this appeal process is the letter requesting reconsideration.
  - 3) A completed cover sheet – available at [www.uc.edu/englishplacement/cover sheet.pdf](http://www.uc.edu/englishplacement/cover sheet.pdf) (You may need to download Adobe Acrobat Reader to view this .pdf file.)

### **Math Courses**

*Approved by the Department of Mathematics & Physics*

- ❖ Students **must** complete the full sequence of CAT Math courses (Math-091, Math-092, Math-101) regardless of advising track. Time of completion will depend on placement score and transition quarter. *\*\*Please note: Students admitted prior to 05U do not have to complete MATH 101.*
- ❖ MATH 101 is a 4-credit hour course that counts as a college-level elective.
- ❖ **Appealing Math Placement Test:** Students who are unsatisfied with the results of their math placement score may work with his/her advisor to arrange a time to re-take the math test at Educational Services after 3 weeks have passed from the initial test. Students who wish to re-take the test after the quarter has begun must

obtain advisor permission and their math teacher must verify that they are earning an A or B in their current math course in order to be eligible for a re-take. Should a student retake the placement test and place in a higher math than the next one in his/her current sequence, that student will be allowed to register in that higher math course. *The placement in a higher math course is contingent on the student earning an A or a B for their final grade in their current math class.* In the future, should the student be suspended for any reason from the CAT program, the placement in a higher math course can not be used as grounds for an appeal for re-instatement

- ❖ Students who fail to successfully complete a math course (to include D, F, Incomplete, W, UW, X or UX) must retake the course before proceeding to the next level. Students who fail to successfully complete the course after two attempts will be reviewed by the Academic Progress Review Committee for possible suspension from CAT. A student may take a CAT math course for a third time only after receiving approval from the APRC to continue in the CAT.
- ❖ Students taking Math 091, Math-092 and Math-101 are allowed 2 test retakes per quarter (a total of 4 tests are given per quarter for each sequence).

### **First Year Experience (FYE) Course**

- ❖ Students must take INTR-101 during their first quarter whether they are full or part-time.
- ❖ The FYE course counts as a Humanities course under the U.C. General Education Plan.
- ❖ The FYE course is open to students in the Center only.

### **Paired Courses**

- ❖ Students who place into ENGL-097 or ESL-097 **are required** to take **COMM 098**, *Communication for College and Career* as a co-requisite.
- ❖ Students with a DRP score of 43-55 are **strongly encouraged** to take **READ-099** or Reading Academic Texts (**RAT**) in the same quarter that they take their first content course (history, psychology, or any non-math/science based course).
- ❖ Students who place into ENGL 095 or ESL 095 **AND** MATH 091 are strongly encouraged to take READ-080 to increase math study skills.
- ❖ Students who place into ENGL 095/097 or ESL 095/097 **AND** MATH 092 are strongly encouraged to take READ-081 to increase math study skills.
- ❖ Students who earn an NP in ENGL 101B, 097, or 095 are **strongly encouraged** to take READ 095 during their second attempt at the English course.
- ❖ Students who are repeating MATH 091 or MATH 092 are **strongly encouraged** to take READ 080 or 081.
- ❖ Students who are taking 32-PSYC-141 who earned less than a 55 on the DRP are **strongly encouraged** to take READ-084 along with the course.

## The “I” grade in the Center for Access and Transition courses

- ❖ An “I” posted in a CAT course that is part of a sequence, or is a prerequisite for another course, **does not** allow a student to progress in that sequence, nor will the prerequisite be satisfied, until the “I” has been changed to an appropriate grade. Additionally, a student in the Center will not be able to transition to a baccalaureate college until all “I” grades have been satisfied.
- ❖ **Conditions for Instructors use:**

The "I" or Incomplete should be assigned when a student fails to submit all of required coursework by the end of the quarter, **but only if** it is possible for the student to complete the remaining work **without** class attendance. In some cases, a student can initiate the process, but the final decision to award the grade belongs to the instructor.
- ❖ **“The Center for Access and Transition: Incomplete Course Contract,”** which includes a written summary of the work to be completed *with deadlines* should be completed by the instructor and signed by the student. This form should be kept in the department office with a copy sent to the advisor.

## **Academic Probation/Suspension Policies**

*Approved by the Academic Progress Review Committee*

### **Probation Policy**

- ❖ Students earning below a 2.0 cumulative grade point average will be placed on probation.
- ❖ Students granted permission to attempt a math course for a third time will be placed on probation regardless of GPA.
- ❖ Students on probation **must** schedule an academic conference with their advisor within the first week of the first quarter of their probation and any quarter of the probation that follows.
- ❖ During this conference advisors will discuss with students appropriate intervention strategies designed to improve academic performance as indicated by the **Academic Progress Review Committee**.
- ❖ As part of this intervention, probationary students must complete the Probationary Action Plan Form. Students should sign the form and retain one copy for their records. Failure to follow this mandatory plan could result in a student's suspension from the Center. The Action Plan should be reviewed at each advising appointment to ensure that the specified intervention/goals are being met.
- ❖ As part of the Action Plan, **advisors may choose to limit the number of hours for which a student may be enrolled to 15 (advisors may not set limit lower than 15)**.

### **Suspension and Appeal Policy**

- ❖ Students who are not making satisfactory progress towards completion (cumulative grade point average below 2.0, failure to complete required CAT courses, non-compliance with CAT Learning Agreement, etc.) will be reviewed quarterly by the **Academic Progress Review Committee (APRC)** and may be suspended from the Center before their maximum eligibility has elapsed.
- ❖ Students will be notified in writing by the Committee chairs of their suspension from the Center as early as possible following the Committee's decision.
- ❖ Suspended students may not enroll in any U.C. college for two academic years.
- ❖ Suspended students who attend a college or university outside of the U.C. system will no longer be eligible for re-enrollment in the Center for Access and Transition. Any suspended student who attends an outside institution and then wants to return to the University of Cincinnati will need to submit an application that includes transcripts from the outside institution to the U.C. Office of Admissions for review.

#### *Academic Progress Review Committee (APRC) Appeals*

- ❖ Suspended students have two primary, or APRC, appeal options available to them, as described in the following two bullet points. These primary appeal options are reviewed by the APRC and each student may initiate only one of the two options:

- ❖ **Option 1:** Students who want to **appeal their suspension and enroll for the following quarter (i.e., without a break in their academic enrollment)** must follow the process outlined in their suspension letter, which will be sent to them via email to their BOL email address. It is each student's responsibility to check their BOL email account. Appeals must include a letter written by the student, and a letter of support from one faculty member and/or their academic advisor in the CAT program. Appeals to be reinstated for the following quarter **must** be submitted on or before the deadline indicated in the suspension letter. Late and/or incomplete appeals will not be considered. This includes all of the appropriate supporting documentation. A student's failure to make contact with an instructor or his/her advisor will not mitigate the completeness requirement.
- ❖ **Option 2;** Students who want to **appeal their suspension after completing one quarter of non-enrollment** must submit the appeal by the 58<sup>th</sup> day of the quarter of non-enrollment, and otherwise following the above procedures.
- ❖ Students whose appeals are granted will be reinstated to the Center on a probationary status and will be required to meet with their advisor no later than the end of the first week of class to complete the "Probationary Action Plan" (see above section for details). Students must adhere to the terms of their probation or face suspension in the quarter immediately following their reinstatement.  
*Suspended students are allowed only one reinstatement.*

#### *Deans Appeals*

- ❖ Students who are denied reinstatement through either of the APRC appeal processes or students who want to **appeal their suspension after completing more than one quarter of non-enrollment** may choose to appeal the APRC decision, in writing, to the Assistant Dean of the College of Applied Science (exercising his/her rights as a CAS student as published in Feb 2006).
- ❖ Students must submit their Deans appeal by the 1<sup>st</sup> day of classes during the quarter for which reinstatement is sought. Students who have completed two or more quarters of their suspension must also submit a completed Application for Readmission form, available in the CAT Advising Center, along with their appeal materials.
- ❖ The appeal to the Assistant Dean, should be written by the student in the following format:
  - **PARAGRAPH ONE:** Identify any extenuating circumstances that may have contributed to your poor performance
  - **PARAGRAPH TWO:** Include documentation/evidence of extenuating circumstances along with your letter and indicate why this will no longer lead to a poor academic performance.
  - **PARAGRAPH THREE:** Indicate the steps (be specific) that you will take to ensure that you will earn at least a 2.5 GPA for the quarter.
  - **PARAGRAPH FOUR (optional):** Include anything else that will help us reach a fair decision.

- ❖ Students who have not been enrolled for two quarters or more must attach the written appeal from above to a completed Application for Readmission form and submit this to the advising center by the deadline for the quarter for which readmission is being sought. The deadline for each quarter is printed on the back of the form.
- ❖ The APRC will select at least two delegates (one advisor and one faculty members) to be present during the Dean's deliberation to offer input. Students readmitted through this process will be re-evaluated by the APRC at the end of their first quarter of readmission.
- ❖ Students re-admitted to the CAT program via the Deans appeal process will receive the same probationary status and have the same responsibilities as those students re-admitted via the APRC appeal process as described above.

**Readmission process for students who have completed the terms of their suspension:**

Suspended students who have sat out for the mandatory two years may re-apply to the Center by completing the following process:

1. Submit an application for readmission to the advising center by the deadline printed on the form for the quarter for which readmission is being sought.
2. Submit a letter detailing a plan of action upon their return
3. Submit a letter of support from someone they have had interaction with during the suspension period

The readmission decision will be made by the Admissions Review Committee.

*\*\* Please note – in order to be eligible for the U.C. Fresh Start opportunity, students must not attend any college/University for three academic years after leaving U.C. \*\**

## University of Cincinnati Policies

### Definition of Grades:

#### Undergraduate Grades & Quality Points

Grade	Description	Quality 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 (previously S)	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000*
I/F**	Failure	0.0000
W	Withdrawal (Official)	N/A
UW (previously Y)	Unofficial Withdrawal	0.0000
X #	Non-Attendance	0.0000
WX ##	Official Withdrawal, Non-Attending	N/A
IP***	In Progress	N/A
IP/F****	Failure	0.0000
NP*****	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

## **Table Notes:**

\* No grade quality points (none) during first quarter after the "I" is incurred; thereafter, zero (0.00) grade quality points. *Please see pg. 8 for details pertinent to students in the Center*

\*\* If the "I" remains on student records at the end of one (1) year after the quarter has ended, the "I" will change to the "I/F" (Failure).

\*\*\* The "IP" is used only for those courses approved by College committees to have an extended grading period. Effective Autumn Quarter 2003, if the "IP" remains on the student records at the end of one (1) year after the quarter has ended, the "IP" changes to the punitive "IP/F" (Failure), carrying zero (0.00) grade quality points. "IP" grades awarded prior to December 2003 remain on student records.

\*\*\*\* If the "IP" remains on student records at the end of one (1) year after the quarter has ended, the "IP" will change to the "IP/F" (Failure).

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

# Instructors will record an "X" on the final grade roster for students who never attended any classes and did not submit any assigned work.

## Instructors will record a "WX" for those students who officially withdrew from the class (as denoted on the grade roster by either EW or W) but who never attended any classes and did not submit any assigned work. The "WX" may be entered to overwrite a "W" appearing on the grade roster. An assignment of "WX" has no impact on the student's GPA. A "W" will appear on the student's online grade report and on the transcript. The "WX" recognizes the student's official withdrawal from the class and only records the fact of non-participation.

## **Grade Replacement Policy**

- ❖ Students may repeat up to five (5) courses taken for undergraduate credit, and for no more than fifteen (15) credit hours.
- ❖ The student must register for the repeat course and then submit a completed Grade Replacement Application no later than the 58<sup>th</sup> day of the term during which the repeat course is taken.
- ❖ Upon successful completion of the repeat course, the student's cumulative GPA will be recomputed from that point forward, using the grade from the repeated course.
- ❖ Advisors will discuss appropriate grade replacement options with students as necessary.
- ❖ The Grade Replacement Policy should not be used in situations where the original grade received was W, S, P, N, T, NG, NP, or IP. Those grades do not have an effect on the GPA.
- ❖ To be eligible, the student must register in the current term for the course being repeated, complete the Grade Replacement Application
- ❖ Submit the Grade Replacement Application to the college office of the college offering the course.

*Students in the Center are strongly encouraged to replace failing grades as soon as possible. It is important to note that some colleges may not count replacements in GPA for purposes of program admission.*

## **Fresh Start Policy:**

University of Cincinnati undergraduate students who have been readmitted to the University after an absence of at least three (3) years may petition the Dean of their College to have their previous courses treated in accordance with the College's advanced standing policy. Students' transcripts must be free of enrollment, in any division of UC, for three (3) years since the end of the final previous quarter of enrollment.

Students must submit their Fresh Start application within one (1) year of readmission, which applies only to courses taken at UC before readmission. Fresh Start is not reviewed or approved prior to completion of one (1) 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.

Upon the approval of the Fresh Start application, students' University and College grade point averages begin from the date of reentry. The Fresh Start option may be effected only once during a student's academic career.

## **Policy Definitions**

The following definitions of policy phrases provide clarification:

- "Initial enrollment" — No more than four (4) quarters of enrollment;
- "Performed poorly" — Students' cumulative University GPAs were less than 2.0;
- "Absence of at least three years" — The break in enrollment consists of at least twelve (12) consecutive quarters; and
- "Within one year of readmission" — No more than four (4) successive quarters have occurred since readmission following the break.

## **Procedure for Approval**

Students obtain applications for Fresh Start from their degree-granting unit. Their applications are considered in accordance with procedures and any additional guidelines of that unit. Degree-granting units may not grant Fresh Start to students who fail to satisfy the above criteria. Academic units may establish appropriate procedures such as administrative implementation of the Fresh Start criteria or review of all applications by a faculty committee.

## **Procedure for Appeal**

If requests for Fresh Start are denied by students' Colleges, students may file an appeal with the University Grading Appeals Panel (UGAP) through the Student Records Office. If requests for Fresh Start are supported by the College but students fail to meet one (1) or more of the minimum criteria, the College may refer applications to the UGAP.

Note: Approval of a Fresh Start will be recorded on the transcript. Students should be aware that their previous academic record appears on the transcript and that graduate and professional schools, as well as potential employers, may average all academic records together.



# Center for Access and Transition Learning Agreement



Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Advising Track: \_\_\_\_\_ Entry Term: \_\_\_\_\_

The University of Cincinnati welcomes you into a partnership for your academic success and will provide support and resources to help you reach your academic goals. The following information will outline exactly what the student needs to do in order to successfully transition to a degree-granting program. The student is responsible for knowing and understanding all information in this agreement. The conditions in this agreement are to be completed within **FOUR QUARTERS of full-time enrollment. Students who are not making satisfactory progress towards completion will be reviewed quarterly by the Academic Progress Review Committee and may be suspended from the Center for Access and Transition.**

- Meet 3 times per quarter with your CAT academic advisor. You are responsible for scheduling one appointment each month. If you cannot attend the appointment, you must notify the advisor and reschedule the appointment. To schedule appointments, call 556-1661.
- Complete Course Progress Reports (as assigned by advisor) by scheduling a meeting with instructors.
- Maintain the required GPA for your desired college:

\_\_\_\_\_ (Target College)

\_\_\_\_\_ (GPA)

- Attend the transition program during your final quarter in CAT to meet with your new college advisor

\_\_\_\_\_ (Estimated final quarter)

\_\_\_\_\_ (Program Date)

*Based on your placement test scores, you must complete the following CAT courses with a "C" or higher. Course withdrawals require the signature of both your instructor and your CAT advisor and may result in failure to complete the learning agreement within the 4-quarter limit.*

Course:	Quarter:	Grade:
_____ 42-ENGL-095 (6)	_____	_____
_____ 42-ENGL-097 (6)	_____	_____
_____ 42-ENGL-101B (6)	_____	_____
_____ 42-MATH-091 (4)	_____	_____
_____ 42-MATH-092 (4)	_____	_____
_____ 42-MATH-101 (4)	_____	_____
_____ 42-READ-__ (3)	_____	_____
_____ 42-READ-099 (3)	_____	_____
_____ 42-COMM-098 (3)	_____	_____
_____ 42-COMM-171B (4)	_____	_____
<u>X</u> 42-INTR-101 (3)	_____	_____
_____ Other: _____	_____	_____

**Additional recommended actions:**

Attend the following Learning Assistance Workshops (Register at [www.esit.uc.edu/learning](http://www.esit.uc.edu/learning))

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

**Use the services of the following campus resources:**

\_\_\_\_\_ (Phone)

\_\_\_\_\_ (Phone)

\_\_\_\_\_ (Phone)

I, \_\_\_\_\_, fully understand the purpose of the above learning agreement and agree to its conditions. I also understand that if I should have questions or concerns that I should contact my advisor for further clarification.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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