Academic and Financial Information

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A central place for student and visitor services, University Pavilion is home to the One Stop Center and the Office of Admissions.
Dear Students:

We are excited to welcome you as a new Bearcat to the University of Cincinnati. You have selected a school whose faculty and academic programs stand among the best in the country, and we challenge you to succeed. UC offers a rich and exciting educational environment that affords you an array of challenging and enriching experiences that will transform your life. You will acquire skills that define your future career path, deepen awareness of your values and beliefs, and increase your appreciation of other cultures and perspectives.

You are encouraged to get involved and make UC a better place for yourself and others. The more you invest in your learning, the more you will gain from your experiences in and out of the classroom. Take advantage of the resources available to you in the Division of Student Affairs & Services. We are an energized staff and stand ready to make a difference in your educational experience by providing services that support you along the way with opportunities to explore, grow, and pursue your dreams.

Sincerely,

The Division of Student Affairs & Services

Sharing a Commitment for a Just Community

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
The University of Cincinnati (UC), 200 acres of campus in the middle of Cincinnati, is a comprehensive university and one of the nation's top urban research institutions. The UC educational experience is designed to provide a blending of exceptional academics with real world experiences (such as student research, corporate collaborative study-abroad, co-op, internships and service learning). The result is a learning experience that is exceptionally self-directed, interdisciplinary, global, and in short, transformational—an approach to education that we call Integrated Core Learning (ICL).

UC provides a diverse and rich intellectual environment for students with its colleges offering more than 300 undergraduate majors. Each of these programs is designed to help students achieve their educational and career aspirations and to provide a strong General Education Core to prepare students to succeed as life-long learners. UC's General Education program is purposefully designed to strengthen four important learning outcomes or competencies throughout students' progress toward their degree:

• Critical Thinking: analysis, synthesis and evaluation of information and ideas from multiple perspectives.
• Knowledge Integration: fusion of information and concepts from multiple disciplines
• Effective Communication: competence in oral, visual and written language; use of resources and technology for communication
• Social Responsibility: application of knowledge and skills gained from the undergraduate experience for the advancement of a diverse society

In addition to our undergraduate programs, UC offers students more than 260 graduate and professional degree programs, a great range of choices and opportunities for intellectual and personal growth. This section describes the essentials of academic life, the center of your education at UC.

ACADEMIC ADVISING AND RELATED SERVICES (advising offices listed on page 46)

UC provides university-wide and college-specific academic advising services. Advising is provided by both faculty and full-time professional advisers. Contact your home college office (the college of your enrollment—see chart preceding) to obtain the name of your assigned adviser.

Academic advising is a collaborative educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters students' intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

This adviser/student partnership requires the participation and involvement of both the adviser and the student as it is built over the student's entire educational experience at the university. Both the student and the adviser have clear responsibilities for ensuring the advising partnership is successful.

Adviser Responsibilities
• Understand and effectively communicate the curriculum, graduation requirements and university policies and procedures
• Encourage and guide students as they define and develop realistic goals
• Encourage and support students with information about strategies for utilizing the resources and services available
• Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
• Monitor and accurately document students' progress toward meeting their goals
• Be accessible for meeting with advisees via office hours for advising, telephone, e-mail or web access; advisers will respond to student inquiries within 48 hours
• Assist students in gaining decision-making skills and skills in assuming responsibility for their educational plans and achievements
• Maintain confidentiality
• Assist students in working closely with their professors

Advisee Responsibilities
• Accept responsibility regarding the investment you have just made in yourself; your education is an investment that can affect the rest of your life
• Be prepared for each advising session with questions or materials for discussion
• Be an active learner by participating fully in the advising experience
• Ask questions if you do not understand an issue or have a specific concern
• Keep a personal record of your progress toward meeting your goals
• Organize official documents in a way that enables you to access them when needed
- Complete all assignments or recommendations from your adviser
- Gather all relevant decision-making information
- Clarify personal values and goals; provide adviser with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies and procedures
- Accept responsibility for decisions

University-Wide Advising Centers
In addition to the offices listed, UC offers a number of centralized academic advising services. The Division of Professional Practice and Experiential Learning (http://www.uc.edu/co-op/, 513-556-2667) provides faculty advising related to the co-op program. The University Honors Program (http://www.uc.edu/honors, 513-556-6254) offers advising to honors students. The Career Development Center (http://www.uc.edu/career/, 513-556-3471) offers career counseling and programs that support the career decision-making process (also available to graduate students). The Center for Exploratory Studies (http://www.uc.edu/explore/, 513-556-6540) provides exploratory advising services and programs designed especially for students who are deciding upon or changing majors. The Transfer and Lifelong Learning Center (http://admissions/transfer, 513-556-2247) provides resources especially for students who are non-degree seeking, adult/non-traditional, transitioning from a regional campus and transfer students. Continuing Education (http://www.uc.edu/ce, 513-556-6932) offers programs and courses related to professional development, including distance learning.

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Allied Health Sciences</td>
<td>French Hall-East 302</td>
<td>513-558-7495</td>
<td><a href="http://cahs.uc.edu">http://cahs.uc.edu</a></td>
</tr>
<tr>
<td>College of Arts &amp; Sciences, McMicken</td>
<td>French Hall-West 2nd Floor</td>
<td>513-556-5860</td>
<td><a href="http://www.artsci.uc.edu">http://www.artsci.uc.edu</a></td>
</tr>
<tr>
<td>Lindner College of Business</td>
<td>Lindner 105</td>
<td>513-556-7030</td>
<td><a href="http://business.uc.edu/">http://business.uc.edu/</a></td>
</tr>
<tr>
<td>Clermont College</td>
<td>Student Services 100</td>
<td>513-732-5319</td>
<td><a href="http://ucclermont.edu">http://ucclermont.edu</a></td>
</tr>
<tr>
<td></td>
<td>4200 Clermont College Dr. Batavia, OH 45103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAAP</td>
<td>Aronoff 5470</td>
<td>513-556-1376</td>
<td><a href="http://daap.uc.edu">http://daap.uc.edu</a></td>
</tr>
<tr>
<td>College of Education, Criminal Justice, and Human Services</td>
<td>Dyer 361</td>
<td>513-556-2336</td>
<td><a href="http://cech.uc.edu">http://cech.uc.edu</a></td>
</tr>
<tr>
<td>College of Nursing</td>
<td>Procter 405</td>
<td>513-558-3600</td>
<td><a href="http://nursing.uc.edu">http://nursing.uc.edu</a></td>
</tr>
<tr>
<td>James L. Winkle College of Pharmacy</td>
<td>Health Professions 136</td>
<td>513-558-3784</td>
<td><a href="http://pharmacy.uc.edu">http://pharmacy.uc.edu</a></td>
</tr>
<tr>
<td>College of Law</td>
<td>Law 200-C</td>
<td>513-556-0065</td>
<td><a href="http://law.uc.edu">http://law.uc.edu</a></td>
</tr>
<tr>
<td>College of Medicine</td>
<td>MSB E-251</td>
<td>513-558-5575</td>
<td><a href="http://med.uc.edu">http://med.uc.edu</a></td>
</tr>
<tr>
<td>UC Blue Ash College</td>
<td>Muntz 151</td>
<td>513-745-5753</td>
<td><a href="http://www.ucblueash.edu/">http://www.ucblueash.edu/</a></td>
</tr>
<tr>
<td></td>
<td>9555 Plainfield Rd Cincinnati, OH 45236</td>
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COLLEGE-SPECIFIC ADVISING
Each college of the university offers academic advising for students enrolled in that college. For additional information or to schedule an appointment, contact your UC college. General information can be found at http://www.uc.edu/advising.

ACADEMIC EXCELLENCE & SUPPORT SERVICES
The Academic Excellence and Support Services units provide integrative resources to empower students to achieve their goals at the university and beyond. With a focus on access and inclusion, we act as service providers, advocates and mentors for UC students and the broader community. The centralized offices of Disability Services, the Learning Assistance Center, Testing Services and Veterans Programs and Services offer services at no additional cost.
charge to UC students, including students on the regional campuses or in distance learning courses.

The Disability Services Office is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support services while educating the UC community to see beyond disabilities to the richness of inclusion.

Students with disabilities must present documentation to verify the presence of a disability and confirm the need for accommodations and/or support services through the Disability Services Office. Please contact us, 210 University Pavilion, 513-556-6823, TTY 513-556-3277.

The Learning Assistance Center (LAC) offers Academic Coaching, Academic Writing Center tutoring, BEARchats, Peer Tutoring, Supplemental Instruction, and general advising for students receiving the Cincinnati Pride Grant. Our staff can help students at all levels of their career excel and all our services are free. The LAC is located in 2441 French Hall and the Academic Writing Center is located in 149 McMicken Hall. For more information, please contact us at 513-556-3244.

Testing Services provides convenient and secure testing services to UC students as well as educational and professional exams for members of the Greater Cincinnati Community. The following services are offered:

- CLEP (College Level Examination Program) college credit by examination
- Professional certification exams (i.e.: teachers, athletic trainers and sign language interpreters)
- Proctored testing for distance learning or correspondence class exams
- Accommodated Classroom Testing for UC students registered with Disability Services
- Graduate and professional school entrance exams (GRE, LSAT, TOEFL and MCAT)

The office is located on the 100 Level of University Pavilion or call 513-556-7173 for more information.

The office of Veterans Programs and Services is designed to provide comprehensive resources to veterans and Veteran Affairs benefit recipients to aid in their overall success at the University of Cincinnati. Services offered in the office include:

- Enrollment certification to the U.S. Department of Veterans Affairs for GI Bill benefits
- Assistance for military students who are activated during the academic term
- Liaise with VA and academic services
- Social networking and activities with other veterans

For information on any of these programs and services, visit http://www.uc.edu/aess.

ACADEMIC INTERNSHIPS

The Academic Internship Program is an educational program that allows students to engage in gaining professional experience for which they earn academic credit while continuing to take classes simultaneously. This program offers students at UC who are not participating in the co-op program an opportunity to take advantage of the same education, support and experience, but in a different structure and format.

The Division of Professional Practice and Experiential Learning administers the Academic Internship Program for undergraduate students in all colleges at UC. Contact the Division of Professional Practice and Experiential Learning for more information (www.uc.edu/intern).

ATTENDANCE

Regular class attendance and class participation are two very important aspects of academic life. The responsibility for setting and administering attendance requirements and how they affect your grade for each course rests with the faculty member. It is your responsibility as a student to be aware of the attendance policies in all your classes. Class attendance should be a requirement you set for yourself. Students officially representing the university will be excused provided that official notification of such absence has been given in advance to the instructor.

Religious Observances and Class Attendance Statement of Principle

UC holds to the principle that an institutional climate of respect for cultural and ideological diversity extends to the variety of religious practices in our community. Religious practice is for many individuals an important element of personal identity, intellectual development and psychological well-being, and is in many cases inseparable from cultural identity. UC considers each individual’s decision to either engage in or refrain from religious worship to be worthy of respect and consideration. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a Just Community that is respectful of and welcoming to persons of differing backgrounds, UC believes that every reasonable effort should be made to allow members of the UC community to observe their holidays without jeopardizing the fulfillment of their academic obligations.
Any UC student who is unable to attend classes or participate in any examination, study or work requirement on some particular day(s) because of his or her religious belief should be given the opportunity either to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment—provided that the makeup work does not create an unreasonable burden upon UC and its faculty. Upon request and timely notice, students should be provided reasonable accommodation. If you are observing a major religious holiday that is not an official university holiday, it is your responsibility to notify your faculty member in advance. You must make arrangements to complete all assignments as required and discuss timelines with your instructor.

CENTER FOR EXPLORATORY STUDIES: Explore, Discover, Decide.
Need help choosing a UC major? Meet with an advisor in the Center for Exploratory Studies. This nationally recognized advising center offers exploratory academic advising, personal assessment and highly personalized guidance based on available UC majors and requirements. Special programs include: Major Ambassadors, the Discovering UC course (MLTI1075) and direct connections to additional campus resources. The center is located in French Hall West (2nd floor) and appointments can be made by calling 513-556-6540. More information is available at www.uc.edu/explore.

COLLEGES OF UC
Centers of academic life at UC, the 14 colleges administer academic requirements and establish policies, procedures, programs and services to meet the unique needs of their students. Detailed information about colleges is found in the bulletin of each college and in the UC Viewbook available through the Office of Admissions. The colleges at UC are Allied Health Sciences; Arts & Sciences; Blue Ash; Business (Lindner College of); Clermont; College-Conservatory of Music; Design, Architecture, Art & Planning; Education, Criminal Justice, and Human Services; Engineering and Applied Science; Graduate School; Law; Medicine; Nursing and Pharmacy (James L. Winkle College of).

COMMENCEMENT, DOCTORAL HOODING AND MASTER’S RECOGNITION CEREMONIES
The University confers degrees at the end of every semester. To receive your degree, you must complete and submit an “Online Graduation Application” at http://www.uc.edu/commencement/checklist/apply.html.

Grades are recorded on student records. Graduates desiring to participate in an All-University Commencement ceremony must reserve a seat through the Commencement website. Celebrate your accomplishment by attending a ceremony!

COOPERATIVE EDUCATION
Co-op, or cooperative education, is an educational program that allows students to integrate classroom learning with professional work experience. Co-op students alternate semesters of career-related, progressive, paid work experiences with semesters in the classroom. Additionally, we have a formal international co-op program that allows students to learn language and culture and work both nationally and internationally. The University of Cincinnati founded cooperative education in 1906. Today, the co-op program, which is offered in three of UC’s Colleges, continues to be one of the largest and most prestigious programs of its kind in the world. The Division of Professional Practice and Experiential Learning administers the Cooperative Education programs for full-time undergraduate students in the Lindner College of Business; College of Design, Architecture, Art and Planning; and the College of Engineering and Applied Science. Contact the Division of Professional Practice and Experiential Learning for more information (www.uc.edu/co-op).

DEAN’S LIST
Dean’s List recognition is awarded to undergraduate students who meet the following conditions for the semester:
• the student must be matriculated in an undergraduate program of study;
• the student must be registered for and complete six (6) credit hours or more;
• the student must earn a 3.4 grade point average or higher for the term in which Dean’s List honors are awarded.

The Dean’s List notation appears on student grade reports and student transcripts and notification of Dean’s List achievement may be sent to hometown newspapers.

ENGLISH PLACEMENT
Students are placed into an appropriate English composition course on the basis of AP credit, transfer credit, or an ACT Combined English and Writing score or an SAT Combined Writing score. Students who earn an ACT Combined score of 18 to 27 or an SAT Combined score of 430 to 620 will be placed into English 1001. Students who earn an ACT Combined of 28 or higher or an SAT score of 630 or higher will be placed into English 1012, the advanced first-year writing course. Students placed into English 1012 have the option of taking English 1001 to satisfy their first-year composition requirement. Students who do not have any of the measures listed above must take the English Placement Essay (ENPT). See the following website for updated information about the English Placement process: http://www.artsci.uc.edu/englishplacement.
FINAL EXAMS
For fall and spring semesters, final examinations are held the week after classes end. For summer term, the final examination will be held on the last meeting day of the class. All final exams are given in accordance with the university examination schedule, maintained by the Registrar’s Office. Unless your instructors notify you otherwise, final exams will be held in the regular classrooms. The final examination schedule can be found under the “Academic Calendars” link on either the One Stop Student Services or the Registrar’s Office websites.

Make-up Exams
Special college and/or faculty policies may exist governing the taking of missed final examinations. Students should first check with the faculty member and then the college office for details.

FIRST YEAR EXPERIENCE (UNDERGRAD)
The experience you will have during your first year of college sets the tone and a strong foundation for every accomplishment, including one of the most important—earning your college degree. This is why UC is committed to your great beginning. The programs are designed to help you acquire intellectual and self-management skills, focus attention on your professional and civic responsibilities, advance your capacity to integrate learning from multiple sources and get engaged with the cultural life and diversity that UC offers. Talk to your assigned academic advisor or contact the Center for First Year Experience and Learning Communities at 513 556-4949, stop by our office in 2612 French Hall West, or visit online at http://www.uc.edu/fye.

GRADING
At the end of the term, the Registrar’s Office will post instructor-submitted final grades to the academic record. Students may view their final grades via the One Stop Student Services website at http://onestop.uc.edu/. The University of Cincinnati’s undergraduate and graduate grading scales are posted to the Registrar’s Office website (http://www.uc.edu/registrar.html). In the left-hand navigation menu, click “Policies and Procedures” and on the resulting page click “Grading Scales.”

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

EXAMPLE. A student completes four courses during the semester. Each course is allotted three (3) credit hours. The student receives grades of “A,” “B,” “B,” and “C.” The student’s GPA is calculated as follows:

STEP 1. Substitute grades with their assigned values (i.e., quality points).
A = 4
B = 3
C = 2

STEP 2. Multiply the assigned values 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 taken. 36 ÷ 12 = 3.0 GPA

Grade changes
For the first year after a class is completed, the class instructor alone has the responsibility to change any grade that was erroneously reported, even if that year extends beyond a student’s certification for graduation. The full grade changes policy is posted to the Registrar’s Office website (http://uc.edu/registrar.html). In the left-hand navigation menu, click “Policies and Procedures” and on the resulting page click “Grade Changes.”

Grade Replacement
UC policy requires a student to reregister and pay tuition whenever repeating a course. Unless students formally apply to repeat a class, both the first and second (repeated class) grades are computed in the cumulative grade point average (GPA). The full grade replacement policy is posted to the Registrar’s Office website (http://www.uc.edu/registrar.html). In the left-hand navigation menu, click “Policies and Procedures” and on the resulting page click “Grade Replacement for Repeated Courses.”

HONORS
The University Grade Point Average (UGPA) is the summation of student’s entire history of UC undergraduate coursework. The UGPA is used to determine eligibility for graduation with Latin honors. The following categories will apply:
3.60 - 3.7499 Cum Laude
3.75 - 3.8999 Magna Cum Laude
3.90 - 4.0000 Summa Cum Laude

The full Latin Honors policy is posted to the Registrar’s Office website (http://www.uc.edu/registrar.html). In the left-hand navigation menu, click “Graduation” and on the resulting page click “Requirements for Graduation with Latin Honors.”
LEARNING COMMUNITIES
There is no better support group than your friends and this is why we have created Learning Communities (LCs). LCs are groups of undergraduate students with similar interests who take two or more courses together. LC students have the opportunity to get a reserved seat in popular, yet difficult courses; establish relationships with professors; take courses that fulfill requirements needed for graduation; and experience the feel of a small college with all of the benefits of a major university. In addition to taking a set of classes together, LC members study together and participate in social and community service activities. There are more than 100 learning communities in UC and they comprise more than 2000 students from various colleges. Talk with your academic adviser about Learning Community options available to you. For more information call 513-556-4949, stop by the Center for First Year Experience and Learning Communities in French Hall West or visit us online at http://www.uc.edu/fye.

LIBRARIES
The University of Cincinnati Libraries offer access to an outstanding research library collection of over 4.3 million volumes, over 110,000 serial subscriptions and thousands of full-text articles online, in addition to a wide range of services to help students with their research needs. UC Libraries include the Walter C. Langsam Library, the Donald C. Harrison Health Sciences Library, the Archives and Rare Books Library, the Ralph E. Oesper Chemistry-Biology Library, the Albino Gorno Memorial (CCM) Music Library, the John Miller Burnam Classical Library, the College of Education, Criminal Justice, and Human Services Library, the Robert A. Deshon and Karl J. Schlachter Library for Design, Architecture, Art, and Planning, the College of Engineering and Applied Science Library and the Geology-Mathematics-Physics Library. Additional libraries at UC include the Marx Law Library at the College of Law and libraries at Clermont College in Batavia and UC Blue Ash. Students have access to the UC Libraries’ online library catalog and information about resources and services by visiting http://www.libraries.uc.edu. Here, students can also link to the websites for each of UC’s 14 libraries. In addition to providing access to resources at UC, the Libraries’ websites also serve as local gateways to OhioLINK, which includes a statewide library catalog of over 50 million items from 90 other libraries across Ohio, as well as over 17,000 electronic journals in the Electronic Journal Center, more than 150 research databases and over 68,000 e-books.

Each UC library is home to a knowledgeable staff eager to assist students with their research and service needs. Among the services provided by our staff are instruction in library research and computer software, assistance with the appropriate use of electronic resources and help using our collections of books, periodicals and multimedia resources. For a schedule of instruction sessions, visit http://webcentral.uc.edu/hslclass/. UC’s libraries also offer group study rooms, study carrels, computer labs, centers for the use of multimedia resources and specialized services for the physically challenged. Langsam Library’s 5th floor is home to UCIT@Langsam, a 24/7 computer and study space.

Students are encouraged to visit or contact each of the libraries, or visit one of the libraries’ websites to familiarize themselves with the available resources and service. Hours of libraries vary. For the current semester’s library hours, consult the Libraries’ website at http://www.libraries.uc.edu/information/hours_maps/index.html.

ONE STOP STUDENT SERVICE CENTER
The One Stop Student Service Center is staffed with professional advisers, known as University Service Associates (USAs) who are available to respond to student questions in-person, on the phone and via e-mail. The USAs are cross-trained to handle questions pertaining to registration, financial aid and billing processes. In addition, these specialists are available to respond to unique and complex situations. Service hours extend beyond traditional business hours and are adjusted to meet seasonal demands and student expectations.

Just as the One Stop Student Service Center is a place to get answers and assistance without going from one office to another, the One Stop website (http://www.onestop.uc.edu) brings together web functions into one place providing students with an easy way to take care of routine business including: registering for classes, applying for financial aid, viewing and paying bills, checking grades, requesting transcripts and changing addresses. If you are unable to find what you need from our website, try using our online “Search One Stop” engine to find the answer to your question. This is a fast, easy and convenient way to obtain additional information about our One Stop services. To stay current on important updates and reminders, also become a fan of our University of Cincinnati One Stop Facebook page.

One Stop Student Service Center
220 University Pavilion
Phone: 513-556-1000
Fax: 513-556-2016
E-mail: onestop@uc.edu

PRE-PROFESSIONAL ADVISING CENTER
Preparing for admission to law or health professions schools requires careful long-range planning and accurate information. UC’s Pre-Professional Advising
Center (PPAC) specializes in providing students with necessary information and helping them develop good planning skills. The staff of the PPAC provides students with help through each step of the way. The advisers of the Pre-Professional Advising Center provide University of Cincinnati students who are planning to attend law school or a health profession school with personal attention, support and guidance as students pursue a career as a professional. The Center serves students by:

- Providing them with necessary information related to UC's pre-professional programs and services
- Guiding, monitoring and assisting in students’ academic progress and success and their involvement in activities, workshops and internships
- Maintaining a complete and up-to-date resource library of medical and law school programs
- Assisting students in the application process to professional school
- Facilitating the management of letters of recommendation for professional school

RECORDS PRIVACY & THE RIGHT TO REVIEW
The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99-commonly known as FERPA) is the federal law that governs release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

1) The right to inspect and review your education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) they wish to inspect. The university official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student’s permanent academic record for which the university’s transcript policy and fee will apply.

2) The right to request an amendment of the student’s education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the university to amend a record should submit a written request to the university office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the university office decides not to amend the record as requested, the student may request a hearing before the University's Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar at 513-556-9900.

3) The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the university, to include: a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, collection agent or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of
Cincinnati includes the following:
- Category I: student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class and major field of study
- Category II: student identifier (non-Social Security Number), address, e-mail address and telephone number

Students may block the public disclosure of directory information (all or by category) by completing a non-disclosure request form at the One Stop Student Service Center (University Pavilion, 2nd floor) or by notifying the Office of the Registrar in writing. Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for University of Cincinnati not to release any or all of this “directory information”; thus, any future requests for such information from non-institutional persons or organizations will be refused. The University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University of Cincinnati assumes no liability as a result of honoring your instructions that such information be withheld. The University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar’s Office.

University Rules 10.43.11 and 10.43.13 establish University of Cincinnati procedures for FERPA compliance. The complete University Rules are available online at http://www.uc.edu/trustees/rules/.

Under the provisions of the Solomon Amendment (32 C.F.R. 216), the University of Cincinnati is required to provide “student recruitment information” upon request to representatives of the Department of Defense for military recruiting purposes. This information includes student name, address, telephone number, date of birth, level of education or degrees received, major and the most recent previous educational institution in which the student was enrolled.

REGISTRATION
You may register for your classes in one of three ways: 1) on the web during Early Registration for Continuing Students; 2) Open Web Registration; or 3) in person at either the One Stop Student Service Center (University Pavilion, 2nd floor) or the regional campus registration office. Registration forms are required for in-person registration; these forms are available at the One Stop Student Service Center, on their web-site at http://onestop.uc.edu, or at the regional campus registration office. Students are strongly advised to consult their academic advisor prior to registering for classes. The maximum number of credit hours for which a student can register without permission is eighteen (18) credit hours.

Early Registration for Continuing Students
Early Registration for Continuing students allows students to register online according to pre-assigned dates established on a priority basis.

Early Registration priority dates are assigned only to those students who have registered for UC classes within the last full academic year (three (3) semesters). Graduate students are assigned the first priority time. For undergraduate students, priority is determined by the number of credit hours the student has earned, including any awarded transfer credit. Priority will not include hours for which the student is currently registered. The per-term schedule of early registration pre-assigned dates is available from the Registrar’s Office academic calendar page at http://www.uc.edu/registrar/calendars.html. Students will be able to register on or after their assigned dates.

Open Web Registration Students who are newly-admitted to UC or who have not enrolled in classes within the last three (3) semesters may register on the web or in person during Open Registration. Both web and in-person registration services will be open following Early Registration and will remain open both for initial registrations and adding classes through the first seven days of the term. If in-person registration is desired, please contact the One Stop Student Service Center or your regional campus registration office for hours of operation.

In-person Registration
In-person registration follows the established Open Registration dates and occurs in the One Stop Student Service Center, University Pavilion, 2nd floor and the regional campus registration offices.

Late Registration
Beginning the 16th day of each academic term, all class registrations for students who have not previously enrolled in at least one class for that term are considered “late registrations.” A student must submit an appeal for late registration to the Late Registration Committee. If the committee approves the student’s appeal, it will authorize the Office of the Registrar to enroll the student into the requested class(es). In cases where the committee approves the appeal, the university will assess a $150.00 late registration fee to the student’s tuition bill. For information describing the Late Registration Appeals process, refer to the Registrar’s Office website at http://www.uc.edu/registrar/policies_and_procedures/late_registration.html.
Procedures

Add/Drop
Classes that are open may be added through the seventh day of the term. From the eighth calendar day through the fifteenth calendar day classes may be added with the instructor’s authorization. Following the fifteenth calendar day, both the college offering the class and the instructor’s authorization are required.

Note: Registration processing dates differ for classes that do not span the full semester. See the specific academic calendar for that term at http://www.uc.edu/registrar/calendars.html.

Alterations to the student’s schedule involving the addition of one or more classes, dropping classes, changes in class sections or changes in credit status may be submitted by logging in to the web registration system or by paper form. The “Registration Change (Add/Drop) Form” may be obtained from the student’s college, from the One Stop Student Service Center (2nd floor, University Pavilion) or the regional campus registration offices.

To process a registration change in-person, submit a completed “Registration Change (Add/Drop) Form” to the One Stop Student Service Center (University Pavilion, 2nd floor) or a regional campus registration office.

Withdrawing from Classes
Students may “drop” a class (i.e., cancel enrollment with no entry on the academic record and full or partial refund) through the 15th calendar day on the web or in-person at one of the registration offices. After the 15th calendar day of the semester (see specific dates for Summer terms), but within the semester, the student must “withdraw” (i.e., “W” grade on the academic record and no refund) from one or more classes. Students may withdraw from classes through web registration if the instructor permits web withdrawals (refer to the instructor’s class syllabus). Students and instructors both will receive e-mail notification of the withdrawal. Students are assigned a “W” grade at the time of the withdrawal, but instructors reserve the right to change the “W” to an “F” through the final grading process. Students may also withdraw from classes in person, by presenting a “Registration Change” form to the class instructor for his or her signature. The completed form must be brought to the One Stop Student Services Center (2nd floor, University Pavilion) for processing. The last day to withdraw from a class is noted on the academic calendar for that term. Consult the Registrar’s Office academic calendar page at http://www.uc.edu/registrar/calendars.html.

Change of Address
Address changes must be reported to the university to ensure the student receives important information. Address changes can be made at http://onestop.uc.edu or in person at the One Stop Student Service Center in the University Pavilion. Students are responsible for any official university communication sent to them at the last address reported to the university. The university’s primary way of communicating with students is through the students’ UConnect student e-mail which the student should check frequently.

International students are required to report any address change to the university within 10 days of the address change. This includes address changes of all dependents as well. Any student subject to the U.S. Government’s Special Registration Procedures must also report address changes within 10 days to the government, per the government’s instructions—this form can be found on the International Services Office’s website at http://www.uc.edu/international/services.html. For additional information on international student address changes, contact the International Services Office at 513-556-2278.

RONALD E. McNAIR POSTBACCALAUREATE ACHIEVEMENT PROGRAM
This program is designed to assist undergraduate students to prepare for doctoral studies through various scholarly activities. Students will benefit through undergraduate research opportunities, mentoring programs, seminars and workshops, tutoring services, summer research internships and academic advising for graduate school admission. Students eligible to participate in the McNair Scholars Program must meet certain criteria. All majors are welcome with emphasis in science, technology, engineering and mathematics (STEM) disciplines.

SELECTIVE SERVICE
All male U.S. citizens, and male aliens residing in the U.S., who were born in 1960 or later are required to register with Selective Service within 30 days of their 18th birthday. A man is exempt from registering while he is on full-time active duty in the U.S. Armed Forces. Members of the National Guard and Reserve Forces not on full-time active duty must register. When a man has been released from active duty he must register at that time unless he has reached age 26 or is already registered. Male students over the age of 26 who have not registered must contact Selective Service at 1-888-655-1825.

You can register for Selective Service through the Internet at http://www.sss.gov or at any U.S. Post
Office. Ohio law requires the Registrar’s Office to verify that eligible students have registered in order for those students to receive various state educational benefits. The law provides that students who fail to certify their compliance with Selective Service registration requirements are ineligible for state financial aid programs and are assessed a penalty equivalent to the difference between in-state and out-of-state tuition and fees.

**SERVICE LEARNING**
Service-Learning (S-L) is a specially designed learning experience in which students combine reflection with structured participation in community-based projects to achieve specified learning outcomes as part of an academic course and/or program requirement. By participating in Service Learning partnerships at the local, national or international level, students gain a richer mastery of course content, enhance their sense of civic responsibility and ultimately develop a more integrated approach to understanding the relationship between theory, practice, ideas, values and community.

The Division of Professional Practice and Experiential Learning administers the Service Learning Program. Contact the Center for Service Learning and Civic Engagement by email (SL@uc.edu), by telephone (513.556.1533) or by visiting the Center’s website (www.uc.edu/SL).

**STUDENT CLASSIFICATION**
Students are classified as Freshmen, Sophomores, etc. based upon the number of cumulative credit hours earned at the University of Cincinnati plus credit hours accepted as Advanced Standing credits resulting from courses completed and accepted upon transfer to the University of Cincinnati. Included also are credit hours awarded by the University of Cincinnati based upon Advanced Placement examination scores, CLEP scores and certain types of other experiences that are equated to credit hours by individual evaluation.

**TRANSCRIPTS**
In accordance with federal law (i.e., the Family Educational Rights and Privacy Act of 1974, known as FERPA), UC will release the student’s educational records (including the official transcript to third parties only with the student’s written authorization or under the exceptions specified by FERPA. For additional FERPA information, consult the Registrar’s Office website at http://www.uc.edu/registrar/FERPA_and_records_privacy.html. Requests for transcripts may be made in person at the One Stop Student Service Center (University Pavilion, 2nd floor) from the One Stop Student Services website at http://onestop.uc.edu or from the Registrar’s Office website at http://www.uc.edu/registrar/record_services/transcript_ordering.html.

The processing fee for an official transcript is $6 per transcript. No charge will be assessed for a transcript that the student requests be sent to one of the University of Cincinnati colleges. Students themselves will not be provided with these on-campus transcripts. Requests for transcripts are processed as promptly as possible; however, as much as two weeks may be required during peak periods. Note: the processing fee for an official transcript is subject to change. Consult the Registrar’s Office website for current transcript fee information.

**TRANSFER AND LIFELONG LEARNING CENTER**
The Transfer and Lifelong Learning Center serves undergraduate students and adults who transfer to the University of Cincinnati from other colleges and universities, as well as non-degree seeking students who wish to take a class. The Center’s advising staff supports students through the transfer process, including issues of transferring credit from their former institutions, working through the admissions process and making referrals to academic advising, financial aid, career development, orientation and educational support services. The Center is located on the fourth floor of the University Pavilion and is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Contact the Center at 513-556-2247 or by e-mail at transfer@uc.edu.
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) is used to annually apply for all work-study, loan and undergraduate grant programs. The web-based FAFSA, as well as checking on and accepting aid once you apply, is available at http://www.financialaid.uc.edu or http://www.onestop.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.

Students seeking scholarships should use the scholarship search tool on http://www.financialaid.uc.edu. Additionally you can do research at the library, on the Internet (using scholarship as the key word in a search or links on our website) or with groups and organizations to determine the availability of other non-campus scholarship opportunities.

Students receiving aid funding must be in compliance with university policy and federal regulations which limit aid funding to the university’s determined cost of education. All University of Cincinnati and external funding should be reported to Student Financial Aid. Late notification of these funds can cause mid-year reductions in scholarships and federal aid.

Specific information about financial aid programs and the aid process is available at http://www.financialaid.uc.edu and from the One Stop Student Service Center in University Pavilion, 513-556-1000, onestop@uc.edu, http://www.onestop.uc.edu.

AID ELIGIBILITY DUE TO WITHDRAWAL OR NON-ATTENDANCE
Students who completely withdraw from all of the term's classes will have their aid eligibility examined. The federal aid assistance you have “earned” up to the point of last attendance must be determined. If the last date of attendance is unknown, the midpoint of the semester will be used to determine aid eligibility.

Following recalculation, students who received more aid than earned will have excess funding returned to the federal student aid programs. Even if no tuition refund is possible based on the point of withdrawal, aid eligibility can be affected and cause a balance due to the university. Additionally, students are not eligible for refunds from the university until all federal aid programs are reimbursed following a recalculation of eligibility. Partial withdrawals can also affect aid eligibility. While it may not be immediate, students who do not complete coursework with a satisfactory grade can lose aid eligibility for future terms.

Finally, instructors have a responsibility to report specific grades for students who did not attend or otherwise participate in a course. An “X” grade shows no participation and a “WX” indicates that while a student may have withdrawn from a course, the student still had not participated in it prior to withdrawing. Non-attendance disqualifies those courses from federal aid consideration. Following the posting of such grades, aid will be recalculated for remaining courses and may cause a balance owed...
after the end of a term.

Students receiving aid should review key information at http://www.financialaid.uc.edu under the “maintaining eligibility” link. It is important to understand how enrollment and withdrawal actions affect aid eligibility within a semester as well as for future terms.

LATE REGISTRATION FEES
Beginning with the first day of the term, a late registration fee is charged to any initial registration.
- Day 1 through Day 15 - $25
- Day 16 through the last day of the term - $150

and initial registrations must be approved by the Late Registration Appeal Committee.

STUDENT ACCOUNTS/CASHIER SERVICES

Paying Your Bill
- Pay online with eCheck by visiting http://www.onestop.uc.edu and clicking on the “view/pay my bill” option found in the “Billing” tab. No service fee will be assessed.
- Pay online by credit card by visiting http://www.onestop.uc.edu and clicking on the “view/pay my bill” option found in the “Billing” tab. We accept American Express, MasterCard and Discover for tuition payments. This payment option will include a 2.5% non-refundable service fee.
- Check payments can be made by mail. Use the “Print Bill” button on your online bill. You can view your bill online by visiting http://www.onestop.uc.edu and clicking on the “view/pay my bill” option found in the “Billing” tab. Please include the remittance advice with your payment. The mailing address is University of Cincinnati, PO Box 93260, Cleveland, OH 44193.
- Check payments can be made in person by using the Cashier’s Office deposit safe. The deposit safe is located on the 2nd floor of University Pavilion next to One Stop Student Services, near the south-east corner of the building. DO NOT deposit cash.
- More information can be found at http://www.uc.edu/af/bursar/paying_your_bill.html. Direct questions concerning your payment to cashiers.office@uc.edu or 513-556-4252.

Distribution of Refunds
Students are required to sign up for direct deposit. Direct deposit is faster and more secure than paper refund checks. Refunds made via direct deposit are processed daily. Enroll in direct deposit through the One Stop Student Services web site by visiting http://www.onestop.uc.edu and clicking on “direct deposit my refunds” under the “Billing” tab. Students who do not sign up for direct deposit will have their refunds processed on Thursdays and experience a 7-10 day delay.

Credit balances caused by a personal overpayment may be held up to fifteen (15) days in order for the originating payment (check or credit card) to clear with the financial institution. Credit balances from personal payments are also held until after the drop/add period which ends on the 15th day of the term. Since checks are mailed, it is very important that students maintain a current local mailing address with the university. Direct deposit is safe, secure and quicker than paper checks. Students or parents who fail to enroll in direct deposit will have their refunds mailed in accordance with federal regulations. Students or parents requesting stop payments on refund checks will be assessed a $25.00 processing fee.

Installment Payment Plan
UC offers an interest-free installment payment plan through Educational Computer Services, Inc. (ECSI). Students selecting this option will be able to make monthly installments for that term’s fees.

The only cost of these plans is an enrollment fee. ECSI will assess late fees if payments are not received by the due date. Students can enroll for the payment plan by visiting http://www.onestop.uc.edu and clicking on the “sign up for payment plan” option in the “Billing” tab. One Stop Student Services Center staff are available to help you calculate the amount to be covered by the payment plan.

Short-term Loans
Under limited conditions, the university will make short-term loans to students for emergency university-related needs (e.g., book purchases). Loans are available for amounts up to $2,000 and are repayable within 90 days. The Student Accounts Office issues these loans for a processing fee of $50. To be eligible for a short-term loan, a student must:
- be at least 18 years old,
- be matriculated in a degree-granting program,
- be registered for at least six credit hours,
- have completed one term at UC,
- have a 2.0 grade point average (GPA),
- be employed for at least three months by the same employer or have a viable co-signer,
- have no outstanding balances due to the university (e.g., library and parking fines).

When a short-term loan is awarded during any given term, the student is ineligible to receive another until a waiting period of one term has elapsed.

TUITION AND FEES REFUND POLICY
Withdrawal from an individual course or a complete withdrawal from the university must be initiated by the student. A full refund of fees for a term
can be obtained through the 8th calendar day of the semester (or the equivalent time period in a shortened summer or flex term). In determining refund eligibility the effective withdrawal date is the date the official request is submitted. Requests can be made online, at the One Stop Student Services Center or at a regional campus office. Actions that are not considered as official notification of withdrawal are: assuming classes will be cancelled for non-payment, failure to attend class, giving notice to an instructor, stopping payment on a check used to pay fees, crossing out course(s) on a schedule/bill and returning only partial payment to the cashier or verbal notice to any university office. In the event of disciplinary suspension or dismissal, fees will not be refunded in whole or in part. The complete withdrawal/refund policy is available through the calendar link on the One Stop Student Services website.

For the purpose of tuition and fee refunds, the first week of the term is defined as beginning on the day following the end of the regular registration period and ending on the eighth calendar day of the term. Refunds are computed as follows:

- **Before the 9th day of classes**: 100%
- **From the 9th - 15th day of classes**: 50%
- **After the 15th day of classes**: 0%

Only tuition related fees (e.g., instructional, general, ITIE, campus life, program, non-resident surcharges, etc.) qualify for this refund schedule. Health insurance, room and board fees are governed by those respective departments and their policies. Credit balance refunds are processed to students after the 15th day of the term following the refund process detailed above. Students or parents who have questions regarding tuition refunds should direct those questions to the One Stop Student Service Center.

**Refund Policy for Students Called to Active Duty or Enlisting in Military Service**

A student who is called to active duty status in one of the branches of the United States military service divisions will be given a 100% refund of instructional fees, general fees, campus life fees, program fees and the nonresident surcharge. Upon receipt of orders to report, the student should contact his or her college office in order to initiate the withdrawal process. A student receiving veterans’ educational benefits should also notify the Veterans Programs & Services Office so that office can complete required documents relating to GI bill benefits. If notification of active duty occurs late enough in the academic term that the student and instructor(s) agree that a grade(s) can be assigned or that a P (Pass) is appropriate, the student may elect to remain enrolled and receive the grade(s) and credit for the course(s). In such a case, no refund is necessary or appropriate. A student who enlists in one of the branches of the United States military service and who withdraws to do so will receive a refund according to the regular refund policy in effect at the time of withdrawal. All students called to active military duty are eligible to apply for a leave of absence.

**Appeal Procedures**

Refund appeals must be submitted to the Tuition Refund Appeals Committee (TRAC). For instructions regarding how to file a refund appeal, refer to [http://www.uc.edu/registrar/tuition_refund_appeals_committee.html](http://www.uc.edu/registrar/tuition_refund_appeals_committee.html). The Tuition Refund Appeals Committee only considers refunds of tuition. Non-tuition fees such as student health insurance, room and board charges, parking fines, etc. must be referred to those respective offices. Students requesting a refund for medical reasons must submit appropriate documentation from a physician, clinic or hospital. Refunds of tuition for courses in which the student has received a grade will not be considered.
Policies and Procedures

This section outlines some of the university rules and regulations with direct significance to students and provides referrals for further information. Students are expected to obey federal, state and local laws, and in addition must abide by the rules and regulations of the university. Students found in violation of the Student Code of Conduct shall be subject to the range of sanctions available to the university that include but are not limited to reprimand, probation, suspension and dismissal. The university makes every reasonable effort to make copies of the rules and regulations widely available and students are responsible for becoming familiar with them. Revisions of rules and regulations are publicized to the campus community. University rules and regulations are available online and in Langsam Library, college offices, Student Affairs & Services offices, and the Board of Trustees office. If you have a question about a rule or regulation, contact the University Ombuds (607 Swift Hall) or one of the Student Affairs & Services offices.

The University of Cincinnati may notify the parents or legal guardians of any student who is under the age of 21 and who has been found to be in violation of the Student Code of Conduct with respect to any federal, state or local law or university policy governing the use or possession of alcohol or a controlled substance. Students will receive copies of notification letters sent to their parents or guardians.

AFFIRMATIVE ACTION & UNIVERSITY POLICY ON NON-DISCRIMINATION
The University of Cincinnati is committed to excellence and diversity in our students, faculty, staff and all of our activities. A fundamental component to achieving diversity is ensuring equal opportunity for all through affirmative action and by providing an inclusive environment free from invidious discrimination in all of its forms. The university reaffirms its policy that discrimination on the basis of race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, veteran status or gender identity and expression shall not be practiced in any of its 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 non-discrimination and equal opportunity for all (Reference University Rule 3361: 10-13-01). If you believe you have been discriminated against, you should seek advice from the Office of Equal Opportunity (University Hall - Suite 340).

BEARCAT BOND
In 2012 Faculty Senate, Student Government, the Graduate Student Governance Association, the Provost Office, and the Office of University Judicial Affairs crafted language to elevate the values of the University of Cincinnati community. The Bearcat Bond was written to raise attention to the importance of representing the University of Cincinnati with the utmost integrity by doing the right thing. It was introduced to the university community during the 2012 convocation ceremony. There will be various programs and events design to incorporate the Bearcat Bond into your daily activities. Each member of the university is called to honor the Bearcat Bond which reads...

Bearcat Bond - "As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world." www.uc.edu/conduct/BearcatBond Follow us on twitter: @BearcatBond

HAZING POLICY
Hazing is a criminal offense in Ohio and is prohibited at the university. Hazing is defined as participating in or allowing any act or coercing another, including the victim, to do any act for initiation or continued participation in any student or other campus organization that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity is also considered hazing when the initiation of admission into or continued affiliation with a university organization is directly or indirectly conditional upon performing that activity. In no event will the willingness of an individual to participate in such an activity affect this presumption.

If you have a question or complaint about hazing, you should contact Student Activities & Leadership Development (Steger Student Life Center). Alleged violations of the Hazing Policy (University Rule 3361:40-3-12) will be investigated by the appropriate offices and judicial bodies. Individuals and organizations found in violation are subject to university disciplinary action. In compliance with the university rule, violations of the law will be reported to civil authorities for prosecution. Additional information is available from Student Activities & Leadership Development and University Judicial Affairs.
MISSING STUDENT POLICY
The University is always concerned for your well-being. We want to let you know specifically about procedures to be followed if you or any student in campus housing is believed to be missing. Campus housing is defined as the following residence halls: Calhoun, Campus Recreation Center, Dabney, Daniels, Morgens, Siddall, Schneider, Stratford Heights, Turner; as well as University Park Apartments and Bellevue Gardens.

Students may register with the university the name of a designated person or persons to be contacted in the event that you are believed to be missing. This person’s information will be retained confidentially and will be released to appropriate campus and law enforcement officers only in the furtherance of a missing person investigation. If you wish to register such a contact, you may do so at https://hfs.uc.edu/red/contact/.

Whenever a campus resident is reported to university officials as possibly missing, the University of Cincinnati Police Department shall be notified. The university shall notify the parent(s) of any non-emancipated student under the age of 18 who is reported to be missing within 24 hours of receiving such a report.

Anyone who believes a student has been missing from campus for 24 hours or more should contact the University of Cincinnati Police Department (513-556-1111) and the Dean of Students Office (513-556-5250). There is no requirement to wait for 24 hours to elapse before making such contact. These procedures are established in compliance with the Higher Education Reauthorization Act of 2010. The official university policy can be found online at http://www.uc.edu/sas/student_life/policies.html.

SMOKING POLICY
The university is dedicated to providing a safe and healthful environment, thus no smoking is allowed in university buildings. In addition, smoking regulations prohibit smoking within 25 feet of entrances, exits, air intakes and operable windows. There is no smoking allowed in athletic facilities, university vehicles and on bridges, overpasses and enclosed walkways. Designated smoking areas are provided in various locations. (Reference University Rule 3361:10-17-06).

STUDENT ORGANIZATION REGISTRATION
All student organizations MUST register with the Office of Student Activities & Leadership Development and Student Activities Board by the thirteenth week of the Fall Semester. Completion of the registration process consists of the following: completion of the online application through Campus Link, attendance at the Student Organization Training Workshop and submission of the Student Organization Verification form. It is REQUIRED that all student organizations have at least two representatives (President and Treasurer) attend the Student Organization Training workshop. Once the organization has completed the registration process, they will be able to schedule meeting space, participate in university functions such as the MainStreet Stride and Activities Fairs and be listed in the ACTIVUS.

CONDUCT, RIGHTS AND RESPONSIBILITIES: CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES
(A) Article 1. Students are members of society as well as members of the academic community. As members of society, students have the same responsibilities as other members of society and enjoy the same freedom of speech and peaceful assembly and the right of petition that other members of society enjoy. As members of the academic community, they shall have the rights and are subject to the responsibilities which accrue to them by virtue of this membership. Institutional authority shall not be employed to inhibit such intellectual and personal development of students as is often promoted by the exercise of their rights and responsibilities both on and off campus.

(B) Article 2. Students shall be accorded a significant and direct voice in the formulation and application of policies and procedures at the university, college, and departmental level; the structure for such participation shall be determined by the students, faculty and administration of each unit. Arrangements for student participation thus developed shall be subject to review by a university body composed of students, faculty members and administrative officials, which shall be representative of the entire university community and which shall determine whether such arrangements comply with the standards of this article.

(C) Article 3. Student requests to obtain financial information regarding the operations of the university shall be respected. If, aside from public university financial statements, additional information is desired, a request must be presented in writing to the appropriate university authority.

(D) Article 4. Students shall be free from unreasonable searches and seizures by the university personnel.

(E) Article 5. Students shall be responsible for maintaining established standards of scholarship and conduct essential to the educational mission and community life of the university. In any case where failure to adhere to such standards may lead to suspension or dismissal from the university, a student shall, upon request, be granted a hearing before a regularly constituted committee or board,
which, in its proceedings, shall afford the student the protection of procedural fairness (See Rules 3361:40-5-03 and 3361:40-5-05 of the Administrative Code). In addition, orderly review procedures shall be available to any student who claims that he has been subjected to prejudiced or capricious academic evaluation. All hearing and review procedures in effect or developed at the university, college and departmental level shall be subject to review by a university body composed of students, faculty members and administrative officials, which shall determine whether such procedures comply with the standards of this article. (See Rule 3361:40-5-03 of the Administrative Code.)

(F) Article 6. Students have the right to organize, join and hold office in associations of their common interest. Membership in student organizations shall be open to all students without respect to race, color, religion, national origin, sex, sex orientation, age, handicap, or status as disabled or Vietnam era veteran, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. All registered student organizations shall have access to university facilities as provided in the Use of Facilities Handbook.

(G) Article 7. Students shall have the right to invite and to hear persons of their own choosing. Scheduling procedures shall not be used as a device of censorship.

(H) Article 8. Student publications shall be free from censorship. Standards and guidelines for student publications shall be determined by the communications board.

(I) Article 9. Any member of the university community may challenge a regulation established or enforced by a student governmental organization by submitting objections to the Office of Student Activities and Leadership Development, which shall refer the matter to an appropriate university committee consisting of a majority of students. Should the committee find that the challenged regulation is either clearly detrimental to the academic goals of the university or conclusively prejudicial to the rights of the individual students; it may amend or repeal the regulation.

(J) Article 10. As a guide to the interpretation and implementation of the rights and responsibilities set forth in this charter, the university hereby adopts IN PRINCIPLE the “1967 Joint Statement on Rights and Freedoms of Students” endorsed by the “Association of American Colleges,” the “American Association of University Professors,” the “National Association of Student Personnel Administrators,” the “National Association of Women Deans and Counselors,” and the “United States National Student Association.”

Effective: July 1, 1989
Amends: Rule 3361:40-5-01 of the Administrative code.

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**It’s easy to get caught in a phishing scam!**

**Don’t take the bait!**

**If you get an email that seems a little fishy**

- Do not click on any links, fill out any forms or reply!
- Delete the email and add the address to your spam filter!

Brought to you by UC Information Technologies
Office of Information Security
uc.edu/infosec | infosec@uc.edu | @UC_OIS
What Can I Do Today?
Think Campus Recreation Aquatics!

uc.edu/campusrec
or Coordinator of Aquatics
513-556-0671

campus recreation
uc.edu/campusrec

FALL 2013
Flag Football
6 on 6 Volleyball
Racquetball Singles

SPRING 2014
5 on 5 Basketball
Racquetball Singles
Wallyball

SUMMER 2014
Softball
3 on 3 Basketball

FALL II 2013
Dodgeball
3 on 3 Basketball
Innertube H2O Polo

SPRING II 2014
Softball
Outdoor Soccer
4 on 4 Volleyball

Information subject to change without notice.
Register for all intramural sports events at the Campus Recreation Center Administrative Suite, Monday-Friday, 9 a.m. - 5 p.m.

See website for registration deadlines
uc.edu/campusrec
Student Code of Conduct

The code is subject to revision. Please check online for the most current version at www.uc.edu/conduct.

A. Introduction

1. Preamble

a. The Student Code of Conduct ("SCOC") is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the University of Cincinnati’s mission “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.”

b. The SCOC is administered consistently with the university’s policy entitled “Conduct, rights and responsibilities: Statement of student conduct, policies and procedures,” rule 3361:40-5-03 of the Administrative Code. Paragraph (A) (1) (b) of that rule states: “In a university, the paramount value involved in student conduct should be self-governance with each student bearing the responsibility for his/her own behavior. Although it is thus assumed that students are mature and responsible individuals and that the university does not occupy a parental role, formal disciplinary sanctions nonetheless may be imposed whenever student conduct interferes with the university’s duty to afford its members an opportunity to attain educational and other stated institutional objectives. In pursuance of the goals of the university, disciplinary policies, procedures, and standards should be primarily educational rather than punitive in nature and should be consistent with both the customs of a free society and the nature and function of an institution of higher learning.”

c. The authority for the SCOC is contained in rule 3361:40-5-04 of the Administrative Code and section 3345.21 of the Revised Code. The university may proceed through the disciplinary process as outlined in the SCOC, regardless of any action by other authorities including city or state police, or local, state, or federal courts.

d. Ten representatives of the administration, faculty and students constituting a SCOC Review Committee provide a democratic mechanism for the review of student conduct standards, as required by rule 3361:40-5-03 of the Administrative Code.

e. It is each student’s responsibility to know and comply with the university’s SCOC and other rules and policies of the University of Cincinnati. The provisions of the SCOC are not to be regarded as a contract between the university and the student. The university reserves the right to change the SCOC at any time during the student’s term of enrollment, but no ex post facto rule of misconduct will be applied.

f. It is the university’s responsibility to make reasonable efforts to make the SCOC available for students. Toward that end, the division of student affairs and services will regularly circulate the SCOC along with other rules, regulations, and policies, which directly affect students at the University of Cincinnati. The SCOC will be available for review in the following locations: the office of the university ombuds, the university judicial affairs office, and the university web page.

2. Charter of student rights and responsibilities

a. Application of the SCOC shall be consistent with rule 3361:40-5-01 of the Administrative Code. Paragraph (A) of that rule states: “Students are members of society as well as members of the academic community. As members of society, students have the same responsibilities as other members of society and enjoy the same freedom of speech and peaceful assembly, and the right of petition that other members of society enjoy. As members of the academic community, they shall have the rights and be subject to the responsibilities which accrue to them by virtue of this membership. Institutional authority shall not be employed to inhibit such intellectual and personal development of students as is often promoted by the exercise of their rights and responsibilities both on and off the campus.”

b. Paragraph (D) of rule 3361:40-5-01 states: “Students shall be free from unreasonable searches and seizures by university personnel.”

c. The first sentence of paragraph (E) of rule 3361:40-5-01 states: “Students shall be responsible for maintaining established standards of scholarship and conduct essential to the educational mission and community life of the university.”

3. Jurisdiction

The University of Cincinnati reserves the right to take reasonable action to engage conduct that undermines, interferes with, or obstructs the safety and security of the University community or that adversely affects the integrity or interests of the educational mission or functions of the University.

a. Students

i. Undergraduate and graduate students who violate the SCOC shall be subject to appropriate disciplinary sanctions. Law and Medical students are only subject to their respective Honor Codes for conduct covered under such codes. Conduct not covered under such codes shall be subject to the SCOC. All other colleges with licensure or professional codes governing conduct shall adhere to the procedural requirements of this SCOC.

ii. By admission to or attendance at the university, a student accepts the responsibility to comply with the SCOC and the rules and policies of the University of Cincinnati. The term “student” as used in the SCOC means an individual who has been accepted for admission to the university, registered for classes, enrolled at the university, or otherwise entered into any other relationship with the university to take or audit
instruction and is pursuing undergraduate, graduate, or professional studies either on a full- or part-time basis. Student status lasts until an individual graduates, withdraws from the university, is dismissed, or is not in attendance for two complete semesters.

b. On and off campus behavior

i. The SCOC applies to student conduct that occurs on campus or on university owned, leased, or controlled premises. University campuses include university of Cincinnati Uptown Campus, UC Blue Ash and, and Clermont College.

ii. The SCOC applies to off-campus conduct under the following circumstances:
   a. when the student is on academic assignment, attending a university event or an event of a registered student group, or acting as a representative of the university at an off-campus event; or,

b. when the university is notified by an arresting or prosecuting authority of misconduct within 2600 feet of any university campus resulting in a police report being filed, an arrest being made, summons being issued, or an indictment being returned against the student including but not limited to: a crime of violence as defined by paragraph (A)(9) of section 2901.01 of the Revised Code; for corrupting another with drugs as defined by section 2925.02 of the Revised Code; for trafficking in drugs or aggravated trafficking in drugs as defined by section 2925.03 of the Revised Code; for Underage Persons Offenses Concerning as defined by section 4301.69 of the Revised Code; for Opened Container of Beer or Intoxicating Liquor Prohibited At Certain Premises as defined by section 4301.62 of the Revised Code; for Purchase of Beer or Intoxicating Liquor by Persons under twenty-one as defined by section 4301.63 of the Revised Code; for Prohibition Against Consumption of Beer or Intoxicating Liquor In Motor Vehicle as defined by section 4301.64 of the Revised Code; for Disorderly Conduct as defined by section 2917.11 of the Revised Code; for Resisting Arrest as defined by section 2921.33 of the Revised Code; for Possession of Controlled Substances as defined by section 2925.11 of the Revised Code; or, for violating substantially equivalent laws of other jurisdictions.

iii. The university also reserves the right to take disciplinary action for conduct that occurs beyond the 2600 feet boundary only when the student, in the university's sole judgment, poses an obvious threat of serious harm to any member of the university community.

c. Riotous behavior

i. Section 3333.38 of the Revised Code focuses on the riotous behavior of students on and around university campuses. The law has two separate penalty provisions—denial of financial aid and expulsion.

ii. Regarding financial aid, paragraph (B) of section 3333.38 of the Revised Code generally provides that an individual who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot, riot, failure to disperse, or misconduct at an emergency, shall be ineligible to receive any student financial assistance supported by state funds for two calendar years from the time the individual applies for financial assistance.

iii. Regarding expulsion, paragraph (C) of section 3333.38 of the Revised Code generally provides that a student who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot or riot, shall immediately be dismissed from the university. Moreover, no Ohio public university or college shall admit an individual who has been convicted of either aggravated riot or riot for one academic year after the individual applies for admission.

iv. Action taken as a result of section 3333.38 of the Revised Code does not limit or affect the University of Cincinnati's ability to otherwise discipline students under the SCOC.

d. Division of student affairs and services

i. If it is not self-evident whether an alleged violation constitutes academic or nonacademic misconduct, the dean of the student's home college or designee and the dean of students or designee shall confer to determine whether the matter shall be handled as academic or nonacademic misconduct, and shall notify the appropriate administrator and all parties.

ii. Without unnecessary delay from the date of discovery of the alleged offense, all nonacademic misconduct shall be reported to the office of university judicial affairs (“OUJA”) and all instances of academic misconduct shall be reported to the college conduct administrator as well as to the OUJA.

iii. At the start of each academic year, the vice president for student affairs and services will appoint a university appeals administrator (“UAA”).

iv. When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at UC Blue Ash and Clermont college will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively and whether specific individuals should be referred for disciplinary action under the SCOC.

e. Academic divisions: baccalaureate & graduate education and health affairs

i. Each college dean shall appoint a college conduct administrator (“CCA”) who shall be responsible for the administration of undergraduate academic misconduct procedures. The head of each graduate program or CCA will oversee the administration of academic misconduct procedures for graduate students in that graduate program. Undergraduate program directors may have departmental responsibility
for advising instructors and students with misconduct issues.

ii. Any case involving academic misconduct shall originate with the instructor in whose course the alleged misconduct occurred. The instructor will report sanctions for academic misconduct to the CCA who will report that misconduct to the CCA of the student’s home college and to the OUJA. College Hearing Panels (each a “CHP”) make disciplinary recommendations to the college dean, except in cases of dismissal from the university which must be approved by the appropriate provost.

4. Procedural overview
   a. Timelines
   All listed timelines (i.e., fifteen days, forty-eight hours) exclude weekends, holidays, and term breaks when the university is not in session.

   b. Notification
   All written notices to students shall be considered received upon delivery to a student’s current local or permanent address on record with the university, by United States or campus mail, by bearcat on-line electronic messaging with delivery notification, or to the student in person. Such notice shall be deemed adequate unless the student shows just cause why the receipt of notice substantially impaired his or her ability to prepare for any hearing. It is the responsibility of the student to have his or her current local address on record with the university.

   c. Standard of proof
   The standard of proof used to determine whether a student has violated the SCOC shall be based on a preponderance of evidence.

   d. Diminished capacity
   Being under the influence of drugs or alcohol will not diminish or excuse a violation of the SCOC.

   e. Sanctions for violations
   A student found to have violated the SCOC will be subject to sanctions ranging from university disciplinary academic action to university disciplinary dismissal. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation.

   f. Disciplinary records file
   All disciplinary records and files, including those resulting in a finding of “responsible,” are maintained in the OUJA for a period of six years from the date of resolution. Records relating to a disciplinary action for academic misconduct are maintained by the director of the OUJA and CCAs as educational records separate from a student’s academic record and are subject to the protections and release provisions by the Family Educational Rights and Privacy Act (FERPA) of 1974 as it may be amended from time to time.

   g. Home college
   The home college is the college in which the student is matriculated at the time of the alleged misconduct.

   h. Withdrawal
   If a student withdraws from the university before a disciplinary process has been completed, the process may proceed in the absence of the student and a block may be placed on the student’s future registration requiring that the disciplinary action would have to be completed before the student would be allowed to register again.

   i. Refund
   In the event of a suspension or dismissal from the residence halls or university, the regular refund schedule outlined in university publications will apply.

   j. Policy on Amnesty
   The University community encourages the reporting of conduct code violations and crimes by victims, especially sexual misconduct. Sometimes, victims are hesitant to report such conduct to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report code violations to university officials. To encourage reporting, the University of Cincinnati does not charge victims with non-violent violations, such as unauthorized use of alcoholic beverages, or Drugs or Narcotics, related to the incident the university may impose educational responses rather than sanctions, in such cases, at the discretion of the Department of Student Life.

B. Academic misconduct
   1. Academic integrity and honor pledge
   a. In pursuit of its teaching, learning and research goals, the University of Cincinnati aspires for its students, faculty and administrators to attain the highest ethical standards defined by the center for academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” (www.academi-integrity.org/). Although not all students are subject to a college honor code or pledge, every student is bound by the academic misconduct provisions of this code which are enforced, in part, to assure academic integrity. When dishonest students cheat to gain unfair competitive advantage over other students, they cheat themselves out of a decent education.

   b. Some faculty members and academic units may require students before taking tests or when submitting assignments to sign a pledge. The pledge may contain language such as: “On my honor I pledge that this work of mine does not violate the University of Cincinnati Student Code of Conduct provisions on cheating and plagiarism.” Honor pledges serve primarily as a teaching tool; unless a college has a mandatory honor code, pledges are used at the discretion of the instructor without imposition of a disciplinary sanction for students who honestly do passing work but object to a signed
affirmation. Alternative pledges as well as information about the Academic Integrity Campaign can be obtained from the OUJA and online at http://www.uc.edu/conduct.

2. Academic misconduct definitions
   a. Aiding and abetting academic misconduct

   Knowingingly helping, procuring or encouraging another person to engage in academic misconduct.

   b. Cheating

   Any dishonesty or deception in fulfilling an academic requirement such as:

   i. Use or possession of unauthorized material or technological devices during an examination, an “examination” meaning any written or oral work submitted for evaluation or grade.

   ii. Obtaining assistance with or answers to examination questions from another person with or without that person’s knowledge.

   iii. Furnishing assistance with or answers to examination questions to another person.

   iv. Possessing, using, distributing or selling unauthorized copies of an examination or computer program.

   v. Representing as one’s own an examination taken by another person.

   vi. Taking an examination in place of another person.

   vii. Obtaining unauthorized access to the computer files of another person or agency or altering or destroying those files.

   c. Fabrication

   The falsification of any information, research statistics, lab data, or citation in an academic exercise.

   d. Plagiarism

   i. Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic references.

   ii. Submitting as one’s own original work, material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.

   iii. Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

   iv. Submitting one’s own previously written or oral work without modifications and instructor permission.

   e. Violating Ethical or Professional Standards

   Violations of any ethical or professional standards as outlined by the academic college

3. Procedures for academic misconduct

   Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process.

   a. Faculty-student resolution

   i. Allegation

   a. The original jurisdiction of any case involving academic misconduct shall be with the instructor in whose course the alleged misconduct occurred, and in the absence of the instructor with the Department Chair of the course. An instructor who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may consult the CCA to learn whether there is any record of prior academic misconduct. The instructor will inform the student verbally or in writing within ten days of discovering the misconduct and give the student five days to respond. If needed, the instructor may arrange a review meeting with the student, and the student may have an adviser at that meeting.

   b. If the student fails to respond within five days of notification, the instructor may impose a final academic sanction with a formal notice of action to the CCA and to the student. If the instructor takes no action within five days, the allegations shall be considered dismissed.

   ii. Notice

   a. Within five days of the student’s response or a meeting the instructor will notify the student in writing of the sanctions and the college hearing options. Failure on the assignment sanction may be reported to the CCA at the discretion of the instructor and may not be disputed if the student admits responsibility. Failure for the course or greater sanction must be reported to the CCA.

   b. If the student fails to respond to the sanction notice within five days after responding or meeting with the instructor, the academic sanction is final.

   iii. Response to notice

   a. No later than five days from the time of the notice, the accused student shall notify the instructor in writing whether the student:
b. The student may elect to have an advisor present who may

ii. Hearing participants

a. Presence at hearings shall be restricted to those individuals involved except as otherwise noted.

b. The student may elect to have an advisor present who may counsel, but not actively participate as a spokesperson or vocal advocate in the hearing. Students are required to notify the hearing chair 24 hours prior to the hearing if the advisor is an attorney. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the CHP resolution because delays will not normally be allowed due to the scheduling conflicts of an advisor.

c. The university ombuds may be present as an observer.

d. Witnesses are strongly encouraged to be present for hearings. However, if they are unable to attend, notarized statements may be submitted.

e. If the student, faculty or staff member chooses not to attend the hearing, his or her notarized written statements shall be reviewed at that time and evaluated based on the information available. No adviser may be present for any party who does not attend the hearing.

iii. Hearing procedures

a. The hearing chair and the CHP shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing comments.

b. When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing. Such requests shall be made to the hearing chair at least two days (48 hours) prior to the scheduled hearing.

c. CHP hearings but not deliberations shall be recorded by the university. Any record of the hearing shall remain the property of the university. Either party may have post-hearing access to the recorded hearing. However, to maintain confidentiality, students are not permitted an audio copy of the recorded hearing.

d. The CHP may alter or recommend to the dean sanctions of a disciplinary reprimand, probation, suspension or dismissal.

iv. Post-hearing procedures

a. Within three days after the conclusion of the hearing, the hearing chair shall send the panel’s recommendation to the college dean and to the student. When students outside their home college are involved in an academic misconduct case, the hearing chair shall also forward a copy of the panel’s recommendation to each student’s home college dean or university dean within ten days after the hearing.

b. Within five days after receipt of the panel’s recommendation, the dean of the college or his or her designee shall concur with, modify, or reject the panel’s recommendation and shall notify all parties in writing. Notification to the student shall include information about the appeal process and the name and address of the university appeals administrator. If the student does not file an appeal within five days, the decision of the dean shall be final.
c. Records relating to a disciplinary action are maintained by the director of the OUA and the appropriate college office as educational records separate from a student’s academic record and are subject to the protections and release provisions by the FERPA.

4. Disciplinary sanctions for academic misconduct
Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

a. Academic action
Includes altering a grade or assigning a failing grade for the assignment, examination, or course.

b. Disciplinary report reprimand
Notifies the student in writing that the misconduct and sanction will be recorded in a disciplinary file and if misconduct recurs may be taken into consideration in determining further sanctions.

c. Probation
Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in college activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student’s part during the period of probation may result in disciplinary suspension or dismissal.

d. College or university suspension
Prohibits the student from attending the college or university. University suspension prohibits the student from being present on specified university owned, leased, or controlled property without permission of the sanctioning administrator or his or her designee for a specified period of time. The sanctioning administrator shall determine the effective beginning and ending date of the suspension. Students placed on university disciplinary suspension must comply with all suspension requirements. A student seeking to attend the university after the conclusion of his or her suspension shall first request permission to re-enroll from the OUA and then apply for readmission to his or her college.

e. College or university dismissal
Permanently prohibits the student from attending classes in that college or permanently prohibits the student from re-enrolling at the university.

f. Other Disciplinary Educational Sanctions
Sanction designed to develop the student’s behavior. This includes service to the college and restrictions on the right of access to the college or university.

C. Nonacademic misconduct

1. Report nonacademic misconduct
All instances of alleged nonacademic misconduct shall be reported to the director of the OUA. Any student found to have engaged in prohibited conduct, as defined in this SCOC, while within the university’s jurisdiction shall be subject to disciplinary action by the university.

2. Sexual Harassment

If the OUA receives any allegation of misconduct that meets the definition of sexual harassment as set forth in the institutional policy on sexual harassment identified in the definition of harassment, below, then the director of the OUA shall:

a. Report the allegation to the university’s Title IX coordinator and provide any supplementary or continuing reports that the Title IX coordinator requests;

b. Inform the sexual harassment complainant that the allegation constitutes a sexual harassment complaint, meaning that the sexual harassment complainant will have the right to appeal the outcome; and,

c. Keep the sexual harassment complainant sufficiently informed of the progress of proceedings so that the sexual harassment complainant can exercise the right to appeal.

3. Nonacademic misconduct definitions

a. Aiding and abetting misconduct
Helping, procuring, or encouraging another person to engage in nonacademic misconduct.

b. Alcoholic beverages, unauthorized use
Possessing or consuming alcoholic beverages on campus in unlicensed facilities, except during events or in circumstances authorized by university officials; failing to comply with state law or university policy regarding use, transportation, or sale of alcoholic beverages.

c. Destruction of property
Damaging, destroying, defacing, or altering the property of the university or the property of another person or entity.

d. Dishonesty and misrepresentation
Furnishing false written or oral information including false identification to university officials, faculty, or staff; forgery, alteration, or misuse of university documents or records.

e. Disruption or obstruction
Disrupting, obstructing, or interfering with university functions, activities, or the pursuit of the university mission, including, teaching, research, administration, or disciplinary proceedings.

f. Disturbing the peace
Disturbing the peace of the university, including disorderly conduct, failure to comply with an order to disperse, fighting, or public intoxication.

g. Drugs or Narcotics
Manufacturing, distributing, buying, selling, offering for sale, or possessing any illegal drug or narcotic including: anabolic steroids, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Proper use of substances as prescribed to a student by a physician is exempt.

h. Failure to comply or identify
Failure to comply with the directions of a university official or any law enforcement officer acting in the performance of their duties or posted or written rules; includes failure to evacuate during an emergency and failing to identify oneself to any of these persons when requested to do so.

i. Failure to comply with sanctions
Failure to comply with sanctions imposed in accordance with the procedures described herein.

j. False charges or statements
Making false charges or allegations including statements made at university judicial hearings.

k. False report of emergency
Causing, making, or circulating a false report or warning of a fire, explosion, crime or other catastrophe or emergency; includes activating a false fire alarm.

l. Harassment
Conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile or offensive work or learning environment for that individual; includes conduct that violates either the institutional policy on sexual harassment (Administrative Memo #60) or the policy statement on discriminatory harassment (Administrative Memo #108). Both can be found at: http://www.uc.edu/about/documents/ucrighttoknow.pdf.

m. Hazing
Failure to comply with rule 3361:40-3-12 of the Administrative Code, or state law regarding hazing where hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization.

n. Identification, misuse of
Unauthorized transferring, lending, using or altering a university identification card or any other record or instrument of identification.

o. Information technology, misuse of
Theft, misuse or illegal use of information technology such as computer hardware or software, electronic mail or information, podcasts, voice mail, telephone, fax, including:

i. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.

ii. Unauthorized transfer or distribution of a file.

iii. Unauthorized use of another individual's identification and password.

iv. Use of information technology to interfere with the work of another student, faculty member, or university official or with normal operations of the university.

v. Use of information technology for unauthorized posting of copyrighted materials or obscenities.

p. Law, violation of
Violation of any federal, state, or local law where the effect is interference with university activities or an identifiable individual's university work or academic activities.

q. Physical abuse or harm
Acts which cause or could cause physical harm to any person or to oneself are prohibited. Actions that threaten or cause a person to believe that the offender may cause physical harm are also prohibited. Examples of prohibited behavior include sex offenses, assault, battery, stalking, telephone harassment, sexual assault, sexual harassment, rape, threats, intimidation, physical abuse of one's self or another, verbal abuse, and any other conduct which threatens the health or safety of any person.

r. Probation, violation of
Violating the SCOC while on university disciplinary probation or violating the specific terms of that probation.

s. Property or services, unauthorized use
Unauthorized use or possession of property or resources of the university or of any person or entity.

t. Public endangering
Actions endangering others, including: dropping objects from buildings, activating a false fire alarm, or tampering with safety equipment.

u. Residence hall rules and regulations
Violating the terms and conditions of the university housing agreement or of published rules and regulations of the office of resident education and development, or the office of housing or its dining facilities.

v. Retaliation, intimidation
Threats or acts of retaliation or intimidation made to another person in response to the implementation of the SCOC or university rules and policies.

w. Safety equipment, misuse of
Unauthorized use or alteration of firefighting equipment, safety devices, fire alarms, fire extinguishers or other emergency safety equipment.

x. Smoking policy
Violating the university smoking regulations set forth in rule 3361:10-17-06 of the Administrative Code. Paragraph (B) (1) of that rule states: “Effective January 1, 2006, smoking shall be prohibited inside buildings, athletic facilities, and vehicles owned, operated or leased by the University of Cincinnati. Smoking shall also be prohibited within twenty-five feet of all university building entrances, exits, air intakes and operable windows. Smoking shall not be permitted on any bridge, overpass or enclosed walkway.” (www.uc.edu/trustees/rules).

y. Theft or receipt of stolen property
Theft of property or services of the university or of any person or entity. Unauthorized possession of property known to be stolen or that may be identified as property of the university or of any person or entity.

z. Trespass and unauthorized access
Unauthorized access into or onto any university building, room, structure or facility, or property of the university or any other entity.

aa. University keys, misuse of
Unauthorized use, distribution, duplication or possession of any keys issued for any university building, laboratory, facility, room, or vehicles.

bb. University policies or rules

c. Weapons
Use, storage, or possession of a firearm, explosive device of any description, ammunition or anything used to threaten, harm, or disrupt the university community including but not limited to, firecrackers, compressed air or spring activated guns, pellet guns, BB guns, paintball guns, water guns, nurf guns and knives of any type or other items which are deemed threatening by the university.

4. Hearing procedures for nonacademic misconduct
a. Complaint and notice

i. Complaint
Any person, department, organization or entity may file a complaint with the OUJA alleging a violation of the SCOC by a student. Complaints filed against a student organization shall be filed in the office of student activities and leadership development. The OUJA, upon receipt of a citation or report from the university of Cincinnati police department or Cincinnati police department, may initiate a complaint on its own.

ii. Notice
After reviewing a complaint, the Director of the OUJA or designee initiates the disciplinary process by giving the student written notice of the alleged violations. The written notice shall describe the day, time, and location of the alleged violations and inform the student about the reported circumstances underlying the alleged violations. The notice shall state the date, time, location of the procedural review, and the name of the review administrator.

iii. Procedural review

a. The purpose of the procedural review is to review the alleged violations, provide an explanation of the disciplinary process, discuss the student’s options, and advise the student of the review administrator’s recommended sanctions for the alleged violations. The accused may elect to have an adviser present who may counsel but not actively participate as a spokesperson or vocal advocate in the proceeding. The accused student is required to notify the review administrator 24 hours prior to the procedural review if the adviser is an attorney.

b. Procedural reviews may be rescheduled at the discretion of the review administrator.

c. If an accused student fails to appear at the procedural review, the director of the OUJA may schedule an administrative review committee (ARC) hearing.

d. Notwithstanding the provisions above, the director of the OUJA may schedule an ARC without conducting the procedural review.

iv. Selection of hearing option

a. No later than three days from the review administrator’s written notice of the recommended sanction, the accused student shall notify the review administrator in writing whether the student:

i. Admits responsibility to the violations and agrees to accept the sanctions imposed by the review administrator; or

ii. Admits responsibility but disputes the proposed sanction
and requests that the sanction be determined by an ARC; or

ii. Denies responsibility and requests a hearing before an ARC.

b. If the accused student fails to notify the review administrator of the option selected within three days of the procedural review, an ARC hearing will be scheduled.

c. The OUJA encourages students charged in the same incident and who choose to have an ARC Hearing, to have their cases consolidated. The OUJA reserves the right to require consolidation of hearings.

b. Resolution by administrative review committee hearing

i. Administrative Review Committee members

a. A pool of members shall be made available to serve on the ARC. This pool shall consist of: five faculty and staff selected by the director of the OUJA in consultation with academic colleges; no fewer than ten student representatives selected by the OUJA in consultation with student government association; and no fewer than four graduate or professional students selected by the OUJA in consultation with the graduate student governance association.

b. The ARC shall consist of the hearing chair, two faculty or staff selected from the ARC pool, and four undergraduate student representatives selected from the ARC student pool for undergraduate cases or two graduate students selected from the ARC student graduate pool for graduate cases.

c. The hearing chair shall be the director of the OUJA or the director’s designee.

d. A quorum is present for undergraduate cases when the hearing chair, one faculty or staff, and three student representatives are present. A quorum is present for graduate cases when the hearing chair, one faculty or staff and two student representatives are present. The hearing chair will only vote in the case of a tie by the committee.

e. The complainant or accused may challenge participation of any committee member on the grounds of conflict of interest. Challenges must be submitted in writing to the hearing chair within three days of notice of the committee composition. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the hearing proceedings. The hearing chair shall decide whether the challenge has merit. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist. If the hearing chair is challenged, the dean of students shall determine the validity of the challenge and either replace or retain the hearing chair.

ii. Hearing participants

a. Presence at hearings shall be restricted to the complainant and accused involved except as otherwise noted. The ARC hearing shall be closed to the public.

b. The complainant and accused may elect to have an adviser present who may counsel but not actively participate as a spokesperson or vocal advocate in the hearing. The complainant and the accused are required to notify the hearing committee chair 24 hours prior to the hearing if the adviser is an attorney. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the ARC hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

c. The university ombuds may be present as an observer.

d. If either party chooses not to attend the hearing, his or her notarized written statements shall be reviewed and evaluated based on the information available.

e. Witnesses are strongly encouraged to be present for hearings. The hearing chair, in consultation with the ARC, reserves the right to limit the number of witnesses. Witnesses shall be present only when giving testimony. However, if they are unable to attend, notarized statements may be submitted.

f. The hearing chair reserves the right to make appropriate accommodations to secure the safety and comfort of all parties and witnesses during a judicial proceeding.

g. If the hearing chair elects to accept a witness’s notarized written statement in lieu of in-person testimony, the identity of the witness and his or her statements shall be fully disclosed to the other party and they shall be given the opportunity to respond to such statements.

iii. Hearing procedures

a. Committee hearings shall be recorded by the university. Committee deliberations shall not be recorded. Any record of the hearing shall remain the property of the university. Either party may have post-hearing access to the recorded hearing. However, to maintain confidentiality, students are not permitted an audio copy of the recorded hearing.

b. The hearing chair, in consultation with the ARC, shall have the right to determine the acceptability of testimony and other evidence during the hearing, and may place time limitations on testimony and on closing comments.

c. The accused and the complainant shall have the right to submit evidence and written questions to be asked of all adverse witnesses who testify in the matter. The hearing chair, in consultation with the ARC, has the right to review and determine which written questions will be asked.
d. Both sides shall be given an opportunity to present a closing statement. At the close of the hearing, the ARC shall deliberate privately to determine whether the accused violated the SCOC.

iv. Post-hearing procedures
a. The ARC will seek to reach consensus in adjudicating cases. In the event there is no consensus, a majority vote will determine the outcome. In the event of tie votes, the hearing chair will render a vote.

b. The hearing chair shall send the ARC’s final recommendation to the dean of students and to the student within three days after the hearing.

c. Within three days after receipt of the ARC’s recommendations, the dean of students shall provide written notice to all parties and the director of the OUJA of the decision to:

i. concur,

ii. modify sanction or,

iii. send back to the ARC for further review and recommendation.

d. If the student does not appeal a sanction within five days, the sanctions approved by the dean of students shall take effect.

e. Records relating to a disciplinary action are maintained by the director of the OUJA as educational records and are protected by FERPA.

f. Victims of violent crimes, as defined in the section 2901.01 of the Revised Code, may be informed of results of the campus disciplinary proceedings.

5. Sanctions for nonacademic misconduct
a. Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling and testing of students as deemed appropriate. The university may impose interim restrictions (i.e., cease and desist, restriction from dining halls, residence halls or specific buildings, no contact) to protect the rights and ensure the safety or address the concerns of students, staff, faculty, and the university community.

b. Implementation of sanctions is immediate or as defined.

c. Alcohol or drug possession disclosure

i. The University of Cincinnati may notify the parents or guardians of any student who is under the age of 21 and who has been found to be in violation of the SCOC with respect to any federal, state, or local law or university policy governing the use or possession of alcohol or a controlled substance.

ii. Students will receive copies of notification letters sent to their parents or guardians.

iii. The university also reserves the right to make any other parental disclosures as permitted by FERPA.

d. Definitions of disciplinary sanctions include the following:

i. University disciplinary reprimand
Notifies the student in writing that his or her behavior is unacceptable and that any other violation may warrant further sanctions.

ii. University disciplinary probation
Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include restrictions related to participation in intercollegiate athletics, extracurricular and residence life activities. Such restrictions may also involve other requirements not academically restrictive in nature. They should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student’s part during the period of probation may result in disciplinary suspension or dismissal.

iii. University disciplinary suspension
Prohibits the student from attending the university and from being present without permission of the director of the OUJA or his or her designee on any university owned, leased, or controlled property for a specified period of time. University disciplinary suspensions shall have effective beginning and ending dates. Students placed on university disciplinary suspension must comply with all suspension requirements. A student seeking to attend the university after the conclusion of his or her suspension shall first request permission to re-enroll from the OUJA.

iv. University disciplinary dismissal
Permanently prohibits the student from attending the university and from being present, without permission, on any university owned, leased, or controlled property.

v. Other disciplinary educational sanctions
Sanctions designed to develop the student’s behavior include: service to the university or university community; restrictions on the right of access to campus facilities, events, and student organizations; restitution for damage or expenses caused by the misconduct; and referral for psychological or psychiatric evaluation or other educational or developmental programs.

vi. Interim or emergency suspension
a. An interim or emergency suspension is an interim action, effective immediately, designed to prohibit the presence of the student on campus and participating in any university-related activities, registered student organization activities, and academic coursework until the student’s disciplinary case can be resolved in accordance with prescribed disciplinary procedures. Such action shall be taken when the vice president for student affairs and services or his or her designee has reasonable cause to believe that the student’s presence on university owned, leased, or controlled property or at a university-related or registered organization activity poses a substantial threat to the health or safety of others or to property. An interim or emergency suspension begins immediately upon written notice by the vice president for student affairs and services or designee and restricts a student’s physical access to campus if deemed necessary in order to:

i. Maintain order on university property and campuses.