UNDERGRADUATE STUDENT HANDBOOK

College of Allied Health Sciences
University of Cincinnati
Effective August 2019
Dean's Welcome

Welcome to the College of Allied Health Sciences!

We are so glad you are entering the College of Allied Health Sciences (CAHS) at UC. UC is a nationally recognized academic institution and was recently recognized as one of the most beautiful campuses by Forbes magazine.

CAHS offers a welcoming and nurturing community which is designed to encourage your intellectual and social development throughout your academic career. Our undergraduate and graduate programs are designed to prepare our students to not only excel in their chosen careers, but also to lead and serve others.

As an undergraduate you will have an experience beginning with a rich foundation during your first year that begins the development of core competencies in critical thinking, communication and social responsibility. During your entire undergraduate experience you will have a professional academic advisor and a faculty advisor. It is our belief that advising is the cornerstone for retention and it is extremely important for you to meet with your advisor regularly and take advantage of the exceptional advising available in the College.

Your CAHS undergraduate experience will include:

First Year Experience.
- A two-course freshman seminar series focusing on the successful transitioning into college taught by college faculty, assisted by upperclassmen.
- Learning Communities (LCs) – small groups of students in the same major who are enrolled in the same section of two or more required courses. LCs are designed to help you make connections and build relationships with the other students as well as the faculty in your major.
• Service-Learning (S-L) – student service and engagement in the community is linked with course learning outcomes. Many of our students continue their involvement with their service learning site throughout their undergraduate course of study.

Mid-Collegiate Touch Point.
• In the fall of your junior year your entire undergraduate class will meet conference style to explore a professional health related topic with faculty from the entire College.

Undergraduate Research Experience.
• As an upper-division student, you will participate in the College’s annual student research conference, Presentation of Research and Innovative/Scholarly Endeavors (PRaISE), where you will present your research and/or scholarly activity for the year. Your presentation may be a poster or oral presentation.

Senior Capstone.
• During your senior year, you will be completing an exciting culminating capstone internship experience, research project, or portfolio. Your capstone work will help synthesize and showcase your entire undergraduate experience and provide documentation for job and/or graduate school applications.

Finally, our fondest hope would be that you become a proud graduate of the College of Allied Health Sciences and a leader in your field as one of our alumni.

“Education is not preparation for life; education is life itself.”

- John Dewey

Sincerely,

Tina F. Whalen, EdD, DPT, MPA, PT
Dean
College of Allied Health Sciences
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MISSION OF THE COLLEGE OF ALLIED HEALTH SCIENCES

The College of Allied Health Sciences educates and prepares future allied health and other health science professionals to provide high quality service in their respective fields. In conjunction with community-based partners, students achieve clinical skills and learn the values of critical thinking, good communication, teamwork, cultural competence and service learning. The college's faculty is committed to excellence in teaching, research, service and leadership.

VISION OF THE COLLEGE OF ALLIED HEALTH SCIENCES

It is the belief of the faculty that the vision and mission of the college will be served best by encouraging our students at all levels, by explanation and by example to:

- Strive for excellence in the scientific, professional and humanistic aspects of their chosen discipline.
- Be aware of the changing needs and demands in health professions which may lead to changes in practice and/or education patterns.
- Participate in activities which enhance roles played by all allied health professions.
- Practice in a manner current and consistent with well-established methods, and use treatments which have been fully explained to, and accepted by, the patient or client.
- Provide an environment conducive to gaining an awareness of the importance of lifelong learning.
- Foster an open and collaborative relationship with other disciplines.
NOTICE OF NON-DISCRIMINATION

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status:

Tamie Grunow
Sr. Associate Vice President & Chief Human Resources Officer
Section 504, ADA, Age Act Coordinator
360 University Hall, 51 Goodman Drive
Cincinnati, OH 45221-0039
Phone: 513-556-1015 Email: tamie.grunow@uc.edu

The following person has been designated to handle inquiries regarding discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression:
Matthew Olovson
Executive Director, Office of Equal Opportunity & Access, Title IX Coordinator
Executive Director for Gender, Equity, & Inclusion
3115 Edwards 1 3rd Floor, 45 Corry Blvd
Cincinnati, OH  45221 Phone: 513-556-3349 Email: matthew.olovson@uc.edu

FREQUENTLY CALLED NUMBERS
Area Code 513

BOOKSTORES, UC
Main Bookstore (West Campus)................................................................. 556-1700
Medical College Bookstore (Academic Health Center) ......................... 558-4093
ONESTOP CENTER (Registration, Financial Aid, Billing).........................556-1000

COLLEGE OF ALLIED HEALTH SCIENCES
Office of the Dean
G60 Health Sciences Building................................................................. 558-7495
Communication Sciences and Disorders
356 Health Sciences Building................................................................. 558-8501
Clinical and Health Information Sciences
(Medical Laboratory Science, Advanced Medical Imaging Technology, Health Information Mgmt., Health Informatics and Respiratory Therapy)
151 Health Sciences Building................................................................. 558-2018
Nutritional Sciences (Food & Nutrition, Dietetics)
262 Health Sciences Building................................................................. 558-7503
Rehabilitation Sciences (Physical Therapy, Health Sciences)
279 Health Sciences Building................................................................. 558-7477
School of Social Work
131 Health Sciences Building................................................................. 556-4615
Office of Student Affairs
309 Health Sciences Building. ................................................................. 558-8556
Assistant to the Dean, Katherine Updegrove
G60 Health Sciences Building................................................................. 558-7488

LIBRARIES
Donald C. Harrison Health Sciences Library (East Campus) ................. 558-0127
Langsam (Main) Library (West Campus)................................................ 556-1424

OMBUDS OFFICE
607 Swift Hall................................................................. 556-5956

PARKING OFFICE
Four Edwards Center................................................................. 556-2283

REGISTRAR (Registrar.info@uc.edu)
Victory Parkway Campus, 5th Floor........................................556-1000

SECURITY
Emergency.................................................................................................911
Non-Emergency..........................................................................................556-1111

UNIVERSITY HEALTH SERVICES
Lindner Center (West Campus).................................................................556-2564
Holmes Building (East Campus)...............................................................558-4457

UNIVERSITY RESEARCH & ADVANCED STUDIES.................................558-0026
## DIRECTORY OF RESOURCES

[http://cahs.uc.edu/current/resources.aspx](http://cahs.uc.edu/current/resources.aspx)

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STUDENT ORGANIZATIONS
http://cahs.uc.edu/current-students/studentorg

ALL CAHS STUDENTS

Student Tribunal
The Tribunal provides a governing voice in the development of policies and procedures empowering students to make positive changes in the College. Membership is open to all students of the College of Allied Health Sciences.

ADVANCED MEDICAL IMAGING TECHNOLOGY

AMIT Student Organization
The Advanced Medical Imaging Technology (AMIT) Student Organization networks AMIT Students to the professional imaging communities for the purpose of education, service, and social interaction. Together, AMIT Student members plan fund raising events, socials, and projects. Membership is open to all AMIT students.

COMMUNICATION SCIENCES & DISORDERS

Audiology
The Student Academy of Audiology (SAA) is the national student organization of the American Academy of Audiology. SAA provides an outlet for Audiology students to further their knowledge, expand on their interests, and give back to the community through their professional career. Membership is open to undergraduate CSD and AuD graduate students.

Multicultural Concerns in Communication Disorders (MC2)
The purpose of MC2 is to provide a forum in which students can: engage in meaningful intercultural dialogue; enhance leadership and commitment to social justice; and discuss and address multi-cultural issues that affect individuals in the area of Communication Sciences and Disorders. MC2 will also serve as an avenue for mentoring. This will include: faculty/staff to student mentoring, alumni to student mentoring and peer mentoring for students.

National Student Speech-Language-Hearing Association (NSSLHA)
NSSLHA is the national Pre-Professional membership organization of the American Speech-Language-Hearing Association (ASHA) for students interested in the study of communication sciences & disorders.

Speech-Language Pathology
The purpose of the Speech-Language Pathology graduate group is to facilitate professional interest among graduate students in the study of communication sciences and disorders.

**DIETETICS & FOOD AND NUTRITION**

*Student Dietetic Association (SDA)*
The mission of the SDA at the University of Cincinnati is to increase the awareness of nutrition and personal health throughout the community and on campus and to encourage professional development among the members. The group holds monthly meetings and organizes many health-related events.

*Nutrition Graduate Student Association*
NGSA is an organization for students pursuing a master's of nutritional sciences degree. NGSA will hold activities throughout the year for students to enhance their resume/CV through thesis sessions, professor round tables, volunteer events, and more. NGSA is affiliated with GSGA and is active in this organization through monthly meetings. GSGA provides grant opportunities for conference travel, thesis research, NGSA activities, and more.

*UC Nutri-Ed*
UC Nutri-Ed is an organization for nutrition and dietetics students interested in nutrition education for the community. This organization is open to students within the food and nutrition and dietetics undergraduate tracks as well as graduate students studying nutritional sciences. UC Nutri-Ed provides you with the opportunity to develop nutrition education and deliver it to community members in a variety of settings throughout the Greater Cincinnati region. UC Nutri-Ed meets monthly to develop curriculum and discuss upcoming volunteer opportunities. If you participate with UC Nutri-Ed you will gain valuable experience in curriculum development, public speaking, behavior change techniques, and collaborative working strategies while providing evidence-based nutrition education.

*UC Gluten Free Bearcats (GFB)*
The University of Cincinnati Gluten Free Bearcats is an organization that offers support and advice for those living a gluten free lifestyle or interested in learning more about gluten free diets. This organization is open to students and the UC community to become more aware of what gluten free is. Gluten Free Bearcats will be geared to provide information and resources about gluten intolerances, celiac disease and gluten free diets. GFB is a great source for information, but it is also a resource for those looking for volunteering or social opportunities.
**UC Fit for Life**
UC Fit for Life is established to give children at a local elementary school a structured opportunity to get exercise and work together with them toward better health. Our mission is to give the students participating in the Boys and Girls Club at William H. Taft School a strong foundation in exercise and general health by being role models for them, making exercise enjoyable, and teaching them the basics of physical activity.

**HEALTH SCIENCES**

*Health Sciences Club*
The Health Sciences Club is an opportunity to build a rapport with fellow students and faculty, discover opportunities, gain additional knowledge and prepare for a successful future in the health care industry. It is open to any and all undergraduate students pursuing a degree in a health care related field.

**REHABCATS (Recognizing Evaluating and Healing for Athletic Benefit by Cincinnati Athletic Training Students)**
The mission of REHABCATS is to advance the interests of members by providing means for education and exchange of ideas within the profession of athletic training while enhancing the quality of healthcare for the University of Cincinnati’s athletes through prevention, evaluation, management, and rehabilitation of injuries and encourage members to establish good contacts.

**Physical Therapy Student Organization**
The Physical Therapy Student Organization is a social and service organization for students enrolled in the Doctor of Physical Therapy Program. The organization is a member of the Health Sciences Graduate Association which includes student groups from across the Academic Health Center.

**MEDICAL LABORATORY SCIENCE PROGRAM**

*M.L.S. Student Organization*
The purpose of this organization is to broaden student awareness of medical laboratory sciences as a program of study and profession.

**SCHOOL OF SOCIAL WORK**

*Bearcat Social Work Students*
Bearcat Social Work Students is formed to provide an organized leadership mechanism for arranging activities to promote growth in leadership, scholarship, and all issues pertaining to student welfare.

*Social Work Graduate Student Association*
The School of Social Work Graduate Student Association (GSA) is the official voice of graduate students in the School of Social Work. It is part of the university-wide GSA. The GSA provides a forum for students to discuss school and program issues and brings student concerns and recommendations for change to the attention of faculty and administration.

University of Cincinnati Association of Black Social Workers
The University of Cincinnati Association of Black Social Workers stands to unify the black student body by empowering our community as a whole. The organization emphasizes the capability of positive changes and the promotion of social justice.
GENERAL POLICIES AND PROCEDURES

HEALTH INSURANCE
All students must have health insurance. Students may pay a fee each term for insurance through the University of Cincinnati or purchase insurance from an outside agency. Any questions relating to Student Health Insurance should be directed to University Health Services.
Phone: 556-6868. Website: https://www.med.uc.edu/student-health-insurance

Some programs that include clinical experiences require additional immunizations. Consult the individual departments for more information.

INFORMATION REQUESTS
The College of Allied Health Sciences does not have access to all students at all times. FERPA regulations prohibit CAHS faculty & staff from divulging information about students without consent. Do not list the University of Cincinnati or the College of Allied Health Sciences as an emergency phone number. Student directory information is available from the UC homepage (http://www.uc.edu). Informational messages from external sources regarding students (i.e. student hospitalizations or injuries) should be directed to the CAHS Director of Student Affairs.

RESEARCH
Students as Subjects
Studies utilizing other students or their College of Allied Health Sciences records must be approved by the Dean of the College. Student participation in studies is voluntary. Studies involving students must be approved through the university Institutional Research Board (IRB).

Students as Researchers
Whenever human subjects are involved in a student’s studies, the proposed study will be reviewed by the University of Cincinnati Institutional Review Board. Students seeking to conduct a research study involving human subjects are advised to consult with their faculty advisor or department head.

ADHERENCE TO CLINICAL POLICIES
Students enrolled in College of Allied Health Sciences (CAHS) courses are required to adhere to policies of the University, CAHS, program department, and clinical agencies
while engaged in course-related activities. University policies, including the Policy on HIV and AIDS, are available for review at the Dean’s Office, the Office of the Secretary of the Board of Trustees and program offices. Refer to individual departments for specific information pertaining to clinical study for each program. *It is the student’s responsibility to understand and follow the specific policies of their program.*

**STUDENT SAFETY**

Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below. Situations which the student believes to be unsafe should be reported to the CAHS Office of Student Affairs.

1. Students leaving a campus location after dark should travel in groups and/or obtain escort services from UC NightRide by calling 513-556-RIDE. More information about NightRide can be found at [https://www.uc.edu/about/publicsafety/services/night-ride.html](https://www.uc.edu/about/publicsafety/services/night-ride.html)

2. Students who use cars should lock their doors at all times and park in well-lighted areas. Valuables, including health screening equipment, should always be secured out of sight.

3. Students should carry a minimum amount of money and valuables. Calling 911 from any campus phone will summon the UC Police. Calling 911 from a cell phone will summon the Cincinnati Police.

4. Students should be alert and observant of risks. If a student observes a suspicious or unsafe situation, the student should report the situation to UC Police. Additional personal safety information is available on the UC Public Safety website: [http://www.uc.edu/publicsafety.html](http://www.uc.edu/publicsafety.html)

5. Any suspicious behavior should be reported as soon as possible to UC Police at 556-1111 or 911 from any campus phone.
ACADEMIC POLICIES AND PROCEDURES

ABSENCES & ATTENDANCE POLICY

Faculty members may choose to set appropriate attendance policies for their classes. These policies should be outlined clearly in the course syllabus. Students who will be absent from a class meeting or other required experience because of pre-scheduled events should notify their faculty as early in the term as possible.

Students absent because of illness or emergency should notify their faculty as soon as possible upon their return to classes. If an illness or emergency will require extended absence, the student or his/her representative should contact the Director of Student Affairs. The Director will disseminate the information to the student’s faculty. Students may be asked to provide supporting documentation.

Excused absences are at the discretion of the individual faculty members. Faculty are not required to excuse absences, even with supporting documentation.

Students representing an official University or College organization, group, or athletic team who plan to attend an event which necessitates absence from regular class meetings or other required experiences must obtain approval from the appropriate faculty. Whenever feasible, faculty will attempt to facilitate the student’s participation in the event and may choose to arrange make-up of the missed experiences.

FIRST-YEAR EXPERIENCE AND LEARNING COMMUNITIES

The College of Allied Health Sciences participates in and supports the First Year Experience program, designed to help students get the most out of their learning experience at UC. First-year students in CAHS, regardless of major, enroll in the required “Success in Allied Health” course sequence. This year-long series of courses includes college success skills, hands-on and community-based projects, and co-curricular activities that are specially designed to introduce students to the types of learning activities and level of accomplishment that graduating students are expected to demonstrate.

Students are also expected to participate in the Learning Communities program during their first year. Learning Communities are a diverse group of students and faculty with shared academic interests interacting in two or more courses. Learning Communities help students obtain reserved seats in popular, difficult to-get-into courses; establish close relationships with professors; explore areas of academic interest; build friendships with classmates; achieve their academic goals; and experience the feel of a small college
with the benefits of a major university. Students enroll in Learning Communities during Bearcat Bound Orientation. Most transfer students are exempt from this requirement.
INCLEMENT WEATHER AND OTHER EMERGENCIES

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency or other crisis, the President or a designated cabinet officer may announce, through the UC emergency communication system, homepage, and the local news media, that some or all of the university’s offices and facilities are closed for part or all of a workday.

As part of a comprehensive effort to inform its community of any emergencies that might arise on campus, the University of Cincinnati now offers an emergency text messaging service. Participation is voluntary. UC Public Safety will utilize the system at its discretion if there is an imminent threat to the safety and security of the campus community or to announce a weather-related university closing.

The university encourages students, faculty, and staff to sign up. You will need to provide your cell phone number and your cell carrier. Please note that international cell phone numbers will not currently work with the text messaging system.

The university will test the system each term to determine if it is working properly, but you will not receive non-emergency or advertising messages. UC will not sell the information. Normal text messaging rates apply; check your wireless plan to determine relevant charges.

Currently enrolled UC students can sign up or update their information by clicking on the “Personal Information” tab on the OneStop website. (http://onestop.uc.edu)

Students and faculty are urged to exercise judgment in determining whether travel to class or a clinical site is hazardous. Students who choose not to attend class should notify their instructors as early as possible. Absences due to inclement weather will only be excused at the discretion of the instructor.

For clinical placements, the clinical area must be notified promptly by the appropriate person if students or faculty are going to be absent or late.

Faculty will notify students via email or Canopy if they are unable to attend class or travel to clinical practice areas.
COLLEGE & UNIVERSITY HONORS

Dean’s List
Students who have a term grade point average of 3.4 or higher and are enrolled for six credit hours or more are included on the Dean’s List for that term. Students receiving Dean’s List honors will receive a congratulatory letter emailed to them from the Office of Student Affairs.

Graduation with Honors
Undergraduate students who are candidates for degree may be recognized by award of the following honors based on their University Grade Point Average (GPA).

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<tr>
<td>Magna Cum Laude</td>
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</tr>
<tr>
<td>Summa Cum Laude</td>
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The University GPA is based on all coursework taken at the University of Cincinnati. To be eligible for University Honors, students must earn a minimum of 60 semester credit hours at UC.

ACADEMIC PROGRESSION

GPA and Progress towards Degree
Students are expected to make continuous progress toward program completion. Academic standing is based on two criteria:

1. Cumulative University grade point average (G.P.A.), and

2. Mastery of knowledge, skills, attitudes and values prerequisite to success in a professional role as evidenced by performance in academic programs and professional settings.

In general, courses in which a D+, D, or D- grade is received may not be used to meet professional requirements. A maximum of nine credit hours of D+, D, or D- work may be allowed with the approval of the program director. All required courses in the major area must be passed with a grade of C- or higher. Departments may have higher individual standards. Consult the departmental offices for policies specific to each program.

If a student does not complete a prerequisite CAHS course with a grade of C- or better, the student may only continue with selected courses requiring that prerequisite with the
consent of the instructor. Refer to course descriptions and the OneStop website for a complete listing of courses and prerequisites. Any student enrolled in a required course for which prerequisites have not been met may be subject to administrative withdrawal from the course. A student administratively withdrawn from a course is responsible for any financial risk/loss that may be associated with the withdrawal.

A student’s cumulative grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit hours taken. Each letter grade (except grades of NP and W) is assigned quality points (QP). Quality points are then multiplied by the number of credit hours for the course. To calculate the GPA, add all QPs and divide this sum by the total number of credit hours attempted. The grading scales are available on the registrar’s website:  
http://www.uc.edu/registrar/faculty_resources/grading_scales.html

The minimum GPA required for good academic standing and eventual graduation from the College is 2.5 for undergraduate students (2.25 for undergraduate students in Online Learning programs). Higher averages are required for progression, retention, and graduation in some programs. Only courses taken at the University of Cincinnati count towards a student’s cumulative UC GPA.

Mastery of the knowledge, skills, attitudes, and values prerequisite to success in professional roles is evaluated by performance in courses of study, capstone projects, and clinical settings.

Students must demonstrate:

\[\begin{align*}
\text{a)} & \text{ the ability to perform in a professional manner as documented by University and/or field supervisors;} \\
\text{b)} & \text{ effective oral and written communication skills;} \\
\text{c)} & \text{ effective critical thinking and problem solving skills;} \\
\text{d)} & \text{ a receptive attitude toward learning indicated by attendance in University classes and field experiences.}
\end{align*}\]

Review of Student Progress
Student progress is reviewed at the end of each term by the Office of Student Affairs. Students who are in academic difficulty will be notified via email by the Office of Student Affairs.

Satisfactory Academic Progress Policy
The following summary is intended to simplify and explain the rules and guidelines of the College of Allied Health Sciences’ Satisfactory Academic Progress Policy. Our advisors are prepared to assist you in gaining an understanding of these rules and guidelines and encourage you to make an appointment using the Starfish Scheduling System via Canopy should you need additional clarification or have questions. Students will progress through the following stages:

Definitions and Policies for On Campus Students

**Good Academic Standing:** Good academic standing is when the student’s cumulative University Grade Point Average (UC GPA) is a 2.5 or higher. Students who have attempted less than 30 UC semester hours will be in Good Standing even if their UC GPA is below 2.5. **Once a student has attempted 30 or more semester hours, all University academic rules apply.**

**Academic Alert:** Academic Alert is a notification that a student’s academic performance, after the most recent semester or whose UC GPA is below 2.5 regardless of credit hours attempted. Students in this circumstance will receive an Academic Alert email. This email is intended to serve as a reminder that continued below-average academic performance may result in Academic Probation, and possible Academic Suspension. An Academic Alert is not the same as being placed on Academic Probation; it is simply a way to alert the student that academic improvement is necessary.

**Academic Probation:** Academic Probation is the result of two conditions: (1) the student must have attempted at least 30 UC semester hours, and (2) the student’s cumulative UC GPA has dropped below 2.5. While on Academic Probation, the student must earn a semester GPA of 2.5 or higher. The student will remain on Academic Probation each semester until the UC GPA reaches 2.5 or higher. At that time, the student will be returned to Good Academic Standing. Academic Probation is not posted to the student’s official university transcript. A student may not graduate from the University of Cincinnati while on Academic Probation.

**Academic Suspension:** Academic Suspension is the result of two conditions: (1) the student is on Academic Probation, and (2) the student fails to earn a semester UC GPA of 2.5 or higher. This is reviewed at the end of every semester. The length of the Academic Suspension is one academic year.
Students who are suspended from CAHS with a cumulative UC GPA < 2.0 are also subject to the university's suspension policy which restricts enrollment while they are suspended.

A student who returns after the mandatory suspension period will be placed on Academic Probation. The student will remain on probation until the cumulative UC GPA has increased to 2.5 or higher. At that time the student will be returned to Good Academic Standing.

Per University policy, readmission after the mandatory one year Academic Suspension is not automatic but requires both the student to submit an Application for Readmission by UC’s posted deadlines and with the approval of the college. At the college’s discretion, college approval may require the student to satisfy certain specified conditions. A student may not graduate from the University of Cincinnati while on Academic Suspension.

"Each college establishes its own criteria, conditions, effective dates of academic suspension and appeal procedures. There are, however, certain University of Cincinnati policies guiding what happens during the period of suspension. The suspending college will provide academic counseling or advising during the suspension period. With its written authorization, students may register as non-matriculated students, normally for no more than nine credits per term. Students enrolling for more than their authorized credit load will be administratively withdrawn from all courses. Enrolling in courses while on suspension does not ensure readmission to the college. If readmission does occur, the college will determine whether or not to accept credit for those courses taken while on suspension."

A suspended student will be denied registration privileges from all CAHS courses without permission of the department. A student suspended from CAHS may transfer to another college within the University of Cincinnati if they are eligible for admission. A notation of academic suspension is posted on the student’s transcript and permanent university record.
Program Dismissal: Program Dismissal is the result of two conditions: (1) the student has been readmitted to the College of Allied Health Sciences following Academic Suspension, and (2) the readmitted student fails to earn a semester GPA of 2.5 or higher. As stated above, a student who has been reinstated after Academic Suspension is on Academic Probation and will remain so until the student’s UC GPA has increased to 2.5 or higher. A student on Academic Probation following Academic Suspension, who fails to earn a 2.5 semester GPA, will face Program Dismissal from the College of Allied Health Sciences.

Once the readmitted student returns to Good Academic Standing (cumulative UC GPA 2.5 or higher), if the cumulative UC GPA ever drops below 2.5, s/he is subject to Program Dismissal. The student’s CAHS program is closed noting Program Dismissal.

Students who are dismissed from CAHS with a GPA < 2.0 may also be subject to the university’s Academic Dismissal policy which denies all future registration privileges at the University.

Definitions and Policies for Online Learning Students

This policy does not apply to students in on campus programs taking online classes.

Good Academic Standing: Good academic standing is when the Online Learning student’s cumulative University Grade Point Average (UC GPA) is a 2.25 or higher (2.5 for BS Health Science Online Learning students). Online Learning students who have attempted less than 16 UC semester hours will be in Good Standing even if their UC GPA is below 2.25 (2.5 for BS Health Science Online Learning students). Once a student has attempted 16 or more semester hours, all University academic rules apply.

Academic Alert: Academic Alert is a notification that an Online Learning student’s academic performance, after the most recent semester or whose UC GPA is below 2.25 (2.5 for BS Health Science Online Learning students) regardless of credit hours attempted. Students in this circumstance will receive an Academic Alert email. This email is intended to serve as a reminder that continued below-average academic performance may result in Academic Probation, and possible Academic Suspension. An Academic
Alert is not the same as being placed on Academic Probation; it is simply a way to alert the student that academic improvement is necessary.

**Academic Probation:**

Academic Probation is the result of two conditions: (1) the Online Learning student must have attempted at least 16 UC semester hours, and (2) the Online Learning student’s cumulative UC GPA has dropped below 2.25 (2.5 for BS Health Science Online Learning students). While on Academic Probation, the Online Learning student must earn a semester GPA of 2.25 or higher (2.5 for BS Health Science Online Learning students). The Online Learning student will remain on Academic Probation each semester until the UC GPA reaches 2.25 or higher (2.5 for BS Health Science Online Learning students). At that time, the Online Learning student will be returned to Good Academic Standing. Academic Probation is not posted to the student’s official university transcript. An Online Learning student may not graduate from the University of Cincinnati while on Academic Probation.

**Academic Suspension:**

Academic Suspension is the result of two conditions: (1) the Online Learning student is on Academic Probation, and (2) the Online Learning student fails to earn a semester UC GPA of 2.25 or higher (2.5 for BS Health Science Online Learning students). This is reviewed at the end of every semester. The length of the Academic Suspension is one academic year.

Online Learning students who are suspended from CAHS with a cumulative UC GPA < 2.0 are also subject to the university’s suspension policy which restricts enrollment while they are suspended.

An Online Learning student who returns after the mandatory suspension period will be placed on Academic Probation. The Online Learning student will remain on probation until the cumulative UC GPA has increased to 2.25 or higher (2.5 for BS Health Science Online Learning students). At that time the Online Learning student will be returned to Good Academic Standing.

Per University policy, readmission after the mandatory one year Academic Suspension is not automatic but requires the student to submit an Application for Readmission by UC’s posted deadlines and the approval of the college. At the college’s discretion, college approval may require the
student to satisfy certain specified conditions. An Online Learning student may not graduate from the University of Cincinnati while on Academic Suspension.

"Each college establishes its own criteria, conditions, effective dates of academic suspension and appeal procedures. There are, however, certain University of Cincinnati policies guiding what happens during the period of suspension. The suspending college will provide academic counseling or advising during the suspension period. With its written authorization, students may register as non-matriculated students, normally for no more than nine credits per term. Students enrolling for more than their authorized credit load will be administratively withdrawn from all courses. Enrolling in courses while on suspension does not ensure readmission to the college. If readmission does occur, the college will determine whether or not to accept credit for those courses taken while on suspension."

A suspended student will be denied registration privileges from all CAHS courses without permission of the department. An Online Learning student suspended from CAHS may transfer to another college within the University of Cincinnati if they are eligible for admission. A notation of academic suspension is posted on the Online Learning student’s transcript and permanent university record.

**Program Dismissal:**

Program Dismissal is the result of two conditions: (1) the Online Learning student has been readmitted to the College of Allied Health Sciences following Academic Suspension, and (2) the readmitted Online Learning student fails to earn a semester GPA of 2.25 or higher (2.5 for BS Health Science Online Learning students). As stated above, an Online Learning student who has been reinstated after Academic Suspension is on Academic Probation and will remain so until the Online Learning student’s UC GPA has increased to 2.25 or higher (2.5 for BS Health Science Online Learning students). An Online Learning student on Academic Probation following Academic Suspension, who fails to earn a 2.25 semester GPA, will face Program Dismissal from the College of Allied Health Sciences (2.5 for BS Health Science Online Learning students).
Once the readmitted Online Learning student returns to Good Academic Standing (cumulative UC GPA 2.25 or higher, 2.5 for BS Health Science), if the cumulative UC GPA ever drops below 2.25 (2.5 for BS Health Science Online Learning students), s/he is subject to Program Dismissal. The Online Learning student’s CAHS program is closed noting Program Dismissal.

Online Learning students who are dismissed from CAHS with a GPA < 2.0 may also be subject to the university’s Academic Dismissal policy which denies all future registration privileges at the University.

**Appeal**

Students will be fully informed of all decisions affecting their status in the College of Allied Health Sciences and each student has a right to appeal.

If the student wishes to appeal a probation, suspension, or dismissal decision, the student must notify the Office of Student Affairs in writing **within five (5) working days** of notification of their status. It is the student’s responsibility to provide clear and concise rationale for the suspension to be reconsidered and to provide supportive data. A student who requests and is permitted to maintain course enrollment during the appeal process is responsible for any financial risk/loss that may be associated with subsequent course or program withdrawal.

If the Office of Student Affairs upholds the original decision of probation/suspension/dismissal, the student may appeal to the Office of the Dean. A student may be accompanied by a faculty member or other individual selected by the student to serve as an advocate or support person during meetings regarding reconsideration of a decision. The advocate serves strictly in an advisory capacity to the student.

**Residency**

To earn a degree from the College of Allied Health Sciences, a student must complete the equivalent of two semesters (30 hours) of full time coursework as a student in CAHS.

**DEPARTMENTAL WITHDRAWAL**

The faculty reserves the right to recommend the withdrawal of students whose work, conduct or any other circumstances make it inadvisable to remain in the College of Allied Health Sciences. Faculty will make this recommendation to the Office of the Dean, who will review the student’s case in collaboration with the Director of the Office of
Student Affairs. Students will have the right to appeal as above.

READMISSION
Students who wish to return to the College of Allied Health Sciences after an absence of one academic year or longer must apply for readmission. Applications for readmission are available through any UC advising office or under the “forms” link on the OneStop website. Deadlines for submission of this application are listed on the form. Students that have attended another College or University since leaving UC will be required to re-apply to UC as a transfer student through the Admissions website (https://admissions.uc.edu/information/transfer.html). Readmission is contingent upon students meeting minimum program requirements, availability of clinical sites, and college resources.

The Office of Student Affairs will determine re-admissibility of former students in collaboration with the program director of the student’s desired major. Data from college records and data submitted at the time of re-application will be considered. An applicant seeking readmission must be able to achieve a 2.5 cumulative grade point average within one full-time (minimum of 12 credit hours) academic term or two part-time terms (at least 12 credit hours total). A student’s failure to achieve a 2.5 GPA will result in suspension from CAHS. The Office of Student Affairs will notify the applicant of their decision and the terms of readmission, if appropriate.

ACADEMIC INTEGRITY
The College of Allied Health Sciences abides by the University Rules as set forth, and adheres to the Charter of Student Rights and Responsibilities. The Student Code of Conduct and related procedures are in the University Rules and are available in a variety of locations, including the UC website (http://www.uc.edu/conduct), the Office of the University Ombuds (http://www.uc.edu/ombuds/), and the University Office of Student Affairs (http://www.uc.edu/sas/). Students are expected to know and follow the rules and regulations as outlined in the Student Code of Conduct and policies of CAHS.

ACADEMIC ADVISING
Students are encouraged to seek ongoing academic advising from the Office of Student Affairs. The Office of Student Affairs provides advising services to students of the College of Allied Health Sciences in the areas of study strategies, course planning, career development, continuing education, and provides other necessary referrals to campus resources. Students are assigned an academic advisor when admitted to CAHS. Freshmen, sophomore, transfer, and transition students must meet with an advisor before they will be permitted to register for the following term. Students on probation
must meet with an advisor to discuss an academic success plan before registering for following terms. Appointments with academic advisors can be made via the Starfish online scheduling system. Students access the system by selecting either the My Advisor tab or Starfish link in Canopy.

OFFICE OF STUDENT AFFAIRS MISSION AND VISION STATEMENTS

**Vision:**
The Office of Student Affairs helps College of Allied Health Sciences’ students achieve their educational and personal goals using a student-centered approach. We provide accurate and helpful information to teach students how to fulfill program requirements, navigate the university and connect with campus resources. We value a holistic approach to educating the whole person, promoting wellness and self-reliance. We recognize relationships are at the core of our work, so we cultivate partnerships with students, faculty and other members of the UC community. We’re committed to a workplace environment that is positive, flexible, professional and team-oriented to best serve our students.

**Mission:**
The College of Allied Health Sciences’ Office of Student Affairs is committed to attracting a talented and diverse undergraduate student population, connecting students to invaluable campus resources, embracing best-practice strategies for student success, encouraging personal and professional exploration among students, and promoting a student-centered advising environment both in-person and online. OSA builds collaborative relationships with faculty and campus resources to provide students with the best information and opportunities to be successful in their academic and personal endeavors.
STUDENT GRIEVANCE POLICY AND PROCEDURES

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

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

APPLICABILITY
This document is to be used by any UC undergraduate student. These procedures are applicable when:

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

EXCEPTIONS
Allegations described below will be handled as outlined:

1. Complaints alleging violation of privacy
   Allegations of a violation of privacy as set forth under the Family Educational Rights and Privacy Act (FERPA) will be handled by the University Registrar in accordance with current practice.
2. Complaints regarding competency of instruction
   Allegations of incompetent instruction will be handled according to the agreement between UC and AAUP.
3. Complaints alleging discriminatory treatment
   Allegations of discriminatory treatment based on age, race, sex, sex orientation, handicap, national origin, or religion will be handled according to the UC Discrimination procedure administered by the Office of Affirmative Action. If the complaint involves a faculty member, it will be handled according to the agreement between UC and AAUP.

GENERAL GUIDELINES
To use these procedures, a student may initiate an informal complaint in the University Ombuds Office (607 Swift Hall) or the College office in which the course in question is offered no later than the end of the term following the one in which the activity that gave rise to the complaint occurred. A student registered for cooperative education through the Division of Experience-Based Learning and Career Education will receive an extension of one term upon his/her request.

All complaints shall be heard without unnecessary delay.

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

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

PROCEDURES

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

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

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

**Step 3 -- Formal Resolution**

Following the receipt of the notification that the complaint was not resolved informally through Mediation (step 2), the student(s) may file a grievance with the Chair of the CGRC. The Chair, appointed by the College Dean, shall schedule a grievance review meeting. The CGRC shall be composed of:

a) One faculty member chosen at random from the department identified in the grievance, excluding any party to the grievance.

b) Two faculty members chosen at random from the remaining departments.

c) One student chosen randomly from the designated student pool from within the department identified in the grievance, excluding any party to the grievance.

d) One student chosen randomly from the designated student pool from the remaining departments. The student members of the panel will be graduate students if the student involved is a graduate student or undergraduate students if the student involved is an undergraduate student.

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

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

**COMMITTEE PROCEDURES**

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

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

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

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

**STUDENT GRIEVANCE PROCEDURE CLARIFICATION**

The University-wide student grievance procedure adopted in 1993 provides for student-faculty College Grievance Review Committees (CGRCs) to consider complaints of capricious or biased academic evaluation. Either a student grievant or the faculty respondent may appeal a CGRC decision to the College Dean who “shall have the
authority to accept and implement or modify the decisions of the CGRC. If the grievance alleges capricious or biased academic evaluation and the CGRC finds in favor of the grievant, the College Dean may exercise his/her authority to alter the grade. Decisions of the College Dean shall be final.”

POLICY CLARIFICATION
A College Dean’s authority to alter a grade is governed by College grading policies adopted by the faculty, which in some units require that a student’s work be reevaluated by professors in the subject area for the final determination of an appropriate grade. A College Dean may only initiate steps to change a grade if the CGRC finds in favor of the student grievant(s).
[Approved May 1997]

Please note: There are separate University Grievance Procedures for graduate students and employees. Graduate Student Grievance Procedures are available from the Graduate School.
REGISTRATION INFORMATION

HOW TO USE CATALYST
The One Stop Student Services website can assist you throughout the registration process. Whether you need to register for a class or view your current class schedule, you can do it all online. Use the links on below to take care of your registration related business.

http://www.classes.catalystatuc.org/search/

In the class offerings, the numbers appearing before each course title are course numbers. The letters are an abbreviation for the areas of study (MLSC = Medical Laboratory Science, SW = Social Work, etc...) and the following 4 digits are the specific course number offered which also usually indicates the level of the offering. In general:

- 0001-0999 a non-degree credit course
- 1000-1999 a first level undergraduate course
- 2000-4999 second to fourth level undergraduate courses
- 5000-9999 graduate level

Areas of study are listed alphabetically and the courses within each area are listed numerically. Academic credits are expressed as semester credit hours. Prerequisites are listed alongside the course or in the table that appears before the first course offerings. Check to see if a course has specific requirements as pre-requisites or co-requisites.

EARLY REGISTRATION

Early Registration allows currently enrolled students the opportunity to register for classes based on their current number of EARNED hours as of the start of the term. Registration dates are posted here: http://www.uc.edu/registrar/calendars.html
TIPS FOR REGISTRATION

♦ Students are strongly encouraged to meet with their academic advisors to plan their schedules to ensure that the best choices are made. Freshmen, sophomore, transfer, transition students and students on academic probation are required to meet with their Academic Advisor prior to registering. These students will encounter a registration restriction until they meet with their advisor.

♦ Students should identify backup courses in the event a desired course or section is closed.

♦ Students who register prior to the beginning of the term will be billed approximately 30 days prior to the term’s start. Students who register during the billing period or once the term has begun will be billed the following day. Students are notified via their UC email account when a bill has been prepared for them. However, students should routinely check their Student Bill to ensure their financial obligations are met in a timely manner.

REGISTRATION DEADLINES

Student schedules must be finalized no later than the 15th day of a term. 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." Students may not submit late registration through the online registration system. Student must submit the hard copy registration form to OneStop: https://www.uc.edu/registrar/policies_and_procedures/late_registration_policy.html

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. Students will be assessed the current instructional, general and nonresident surcharge fees, if the surcharge is applicable.

Refer to http://www.uc.edu/registrar/calendars.html for the latest information about registration deadlines, fees, and refunds.

ADD/DROP POLICY

Students may register or add classes up to and during the first 7 calendar days of the term without a signature as long as the class is open. From the 8th day to the 15th day of the term, students may register or add classes only with the permission and signature of the faculty member responsible for the class. After the 15th day of the term, a student must also obtain a signature from the Office of Student Affairs. Students are responsible
for any and all material required in a course, including lessons covered before they registered or attended the class.

WITHDRAWAL PROCEDURES

Please note that dropping or withdrawing from a course could impact your program progression, as well as impact your financial aid award. You may want to contact both your Academic Advisor and the Financial Aid office prior to dropping or withdrawing from courses.

DROP VERSUS WITHDRAWAL

- A drop occurs up through the 15th day of the semester for full term courses during the period of no academic entry. A dropped course will not appear on your transcript.
- A withdrawal occurs after the 15th day of the term after the period of no academic entry, but still within the term. A withdrawal will result in a grade of a “W” or “F” on your transcript. Students may withdraw after the 15th day up through the 58th day of the term.
- Students should refer to specific dates displayed on their schedules for withdrawal deadlines for summer modules and terms and for flexibly scheduled courses.

THREE TYPES OF WITHDRAWALS

There are three types of withdrawals. They are official withdrawals, unofficial withdrawals and partial withdrawals. The following is some specific information about each type of withdrawal.

The Official Withdrawal

- An official withdrawal is a complete withdrawal where a student who has followed the appropriate procedures ceases to attend all classes. The university recognizes that sometimes students have no alternative but to leave the school due to many and various legitimate reasons.
- It is understood that such a withdrawal may be only for a short time, such as the rest of the term or permanent; however, it is the school’s desire to have that student return when and if circumstances permit. A student who follows the appropriate procedures when withdrawing from the school will find it easier to return to the school at a later date.
The Unofficial Withdrawal

- The unofficial withdrawal is also a complete withdrawal where unfortunately, the student either never attended or ceased to attend all classes without following the appropriate withdrawal procedures. This situation may make it very difficult for the student to return to the school should they desire to do so at a later date.

The Partial Withdrawal

- A partial withdrawal is when a student withdraws from one or more classes, but remains enrolled in at least one class.

TWO WAYS TO COMPLETELY WITHDRAW FROM CLASS(ES)

A student may completely withdraw by:

1. Successively withdrawing from class(es) until the student is no longer registered for any class for the term, or
2. Withdrawing from all class(es) at one time so the student is no longer registered for any class(es) for the term.

THE WITHDRAWAL PROCESS

The student whose intent it is to withdraw from one or more classes can do so by withdrawing on the web or in person. See the following for more detail in each of these methods.

Withdrawing on the Web

- Students who withdraw on the web need to be aware that some instructors do not permit web withdrawals. Students should refer to the instructor’s class syllabus to determine if a web withdrawal is permitted by the instructor of the class from which they are withdrawing.
- Once the web withdrawal is submitted, both the student and the instructor will receive an e-mail notification of the withdrawal. At the time of the withdrawal, students are assigned a grade of “W;” however, it is the instructor’s right to change the "W" to an "F" if it is determined to be warranted through the final grading process.

Withdrawing in Person

- A student may withdraw in person by presenting a properly signed and completed "Registration Change" form to One Stop Student Services. At the time
of the signing of the "Registration Change" form the instructor will also assign
the student a grade of "W" or "F."

**ACTIONS WHICH ARE NOT CONSIDERED AS AN OFFICIAL NOTIFICATION OF
WITHDRAWAL INCLUDE:**

- Assuming classes will be cancelled for non-payment,
- Never starting a class(es) without proper notification,
- Ceasing to attend class(es) without proper notification,
- Giving written or verbal notice to anyone other than an appropriate One Stop
  Student Services employee, or regional campus student services designee,
- Stopping payment on a check used to pay tuition and/or fees, and
- Crossing out class(es) on the schedule or bill and making partial payment based
  on that action.

**THE EFFECTIVE DATE OF A WITHDRAWAL**

To meet internal and federal requirements, it is important for the university to determine
a specific date that the student withdrew from the school. The university will use the
earliest of the following dates in its determination:

- The date of the student’s verbal or written notification to One Stop or regional
  campus student services designee of their intent to withdraw,
- The date of the student’s complete web withdrawal, or
- The date the student has ceased to participate in all classes; however, it must be
  noted that ceasing attendance in a term cannot be accepted by the university as
  official notification of the student’s intent to withdraw. If it is determined that the
  last day of participation in the term is earlier than the date of the student’s
  withdrawal, then for federal purposes, that last day of participation must be
  considered as the withdrawal date in calculating the student’s earned aid.

**IMPORTANT DATES IN THE WITHDRAWAL PROCESS** (consult the appropriate
academic calendar or [http://www.uc.edu/bursar/refunds/tuition_refunds.html](http://www.uc.edu/bursar/refunds/tuition_refunds.html) for
specific dates). [http://www.uc.edu/registrar/calendars.html](http://www.uc.edu/registrar/calendars.html)

- A student dropping the class(es) by the end of the 16th calendar day of the term,
  regardless of the instructional fee date or the payment due date on the bill, will
  receive a 100% refund.
- Specific refund dates are posted for each summer term.
- The above dates do not apply to modular-type terms or mini-sessions. Due to the
  abbreviated length of the modular-type term or mini-sessions the refund period
  is shorter and in proportion to the full term refund schedule.
• After the 16th and up through the 58th calendar day of the term, the student who withdraws from one or more class will receive an automatic e-mail notification of the withdrawal. Students are assigned a “W” grade at the time of withdrawal, but instructors reserve the right to change the “W” to an “F” through the final grading process.
• The exact schedule is reported to you when you register for classes. To see your registered classes sign onto class registration for the term.
• The 58th calendar date is the last day of the term to withdraw from a class.

NOTE: Students are always encouraged to check with their advisors and/or instructors prior to withdrawing from classes so they are fully informed of any academic impact the withdrawal might have on them.

Students should also check with OneStop before withdrawing to determine any Financial Aid impact, if applicable.
ENTERING A CLOSED CLASS

As of Fall 2018

Once a class reaches its enrollment capacity, that class is "closed" to additional student enrollments. At his or her discretion, the lead class instructor may authorize an individual student to enroll in this otherwise closed class. The process to enter a closed class depends on the college teaching the course.

<table>
<thead>
<tr>
<th>College</th>
<th>First Action</th>
<th>Next Step</th>
<th>Processing/Student Notification</th>
<th>Final Action</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>A&amp;S</td>
<td>Student contacts instructor</td>
<td>Instructor emails approval to Department/Program staff</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>A&amp;S Advising 513-556-5860</td>
</tr>
<tr>
<td>CCM</td>
<td>Student contacts instructor</td>
<td>Student completes CCM Closed Class Form (with instructor signature) and brings to: CCM College Office at 3235 Mary Emery Hall</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>CCM Administration 513-556-9471</td>
</tr>
<tr>
<td>CECH</td>
<td>Student contacts instructor</td>
<td>Student brings add slip to: CECH Student Services Center at 360 Teachers-Dyer</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>CECH Student Services Center 513-556-2336 <a href="mailto:CECHSSC@ucmail.uc.edu">CECHSSC@ucmail.uc.edu</a></td>
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<td>Instructor emails approval to Department/Program staff</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>CEAS Undergraduate Programs 665 Baldwin Hall</td>
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<tr>
<td>LCB (UGRD)</td>
<td>Student goes to: Undergraduate Programs Office at 105 Carl H. Lindner Hall</td>
<td>Student completes Closed Class Petition</td>
<td>Undergraduate Program Office emails student when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>LCB Undergraduate Programs Office 513-556-7030</td>
</tr>
<tr>
<td>DAAP</td>
<td>Student contacts instructor</td>
<td>Instructor emails approval to DAAP Student Affairs staff OR Student brings add slip to DAAP Student Affairs Staff (5470 Aronoff)</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>DAAP Student Affairs 513-556-1370</td>
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<td>PHARM</td>
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<td>Instructor emails approval to Department/Program staff</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
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<td>MED</td>
<td>Student contacts instructor</td>
<td>Instructor emails approval to Department/Program staff</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>Office of Graduate Education 513-558-7341</td>
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<tr>
<td>UCBA</td>
<td>Student contacts instructor</td>
<td>Instructor completes UCBA Closed Class/Time Period Permission JotForm</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>UCBA One Stop 513-745-5740 <a href="mailto:onestop@ucblueash.edu">onestop@ucblueash.edu</a></td>
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<td>College</td>
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<td>Nursing</td>
<td>Student contacts instructor</td>
<td>Instructor emails approval to Department/Program staff</td>
<td>Student notified either verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>Nursing Office of Student Affairs 513-558-3600 <a href="mailto:nursing1@uc.edu">nursing1@uc.edu</a></td>
</tr>
<tr>
<td>CLER</td>
<td>Student contacts instructor</td>
<td>Instructor emails approval to Clermont One Stop</td>
<td>Clermont One Stop enters permission and emails student when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>Clermont One Stop 513-732-5300 <a href="mailto:ClermontOneStop@uc.edu">ClermontOneStop@uc.edu</a></td>
</tr>
<tr>
<td>CAHS</td>
<td>Student completes form found at: <a href="https://cahs.uc.edu/current-students/academic-advising/current-cahs-students.html">https://cahs.uc.edu/current-students/academic-advising/current-cahs-students.html</a></td>
<td>Department/Program staff will work with faculty to determine approval</td>
<td>Student notified verbally or via email when complete</td>
<td>Student enrolls in class online via Catalyst</td>
<td>CAHS Advising 513-558-8556 <a href="mailto:cahsadvising@ucmail.uc.edu">cahsadvising@ucmail.uc.edu</a></td>
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</table>

After the 15th day of the term, a signature from the Office of Student Affairs is also required. In all cases, however, classroom capacity will continue to be the absolute enrollment limit.

**INCOMPLETE COURSES/CHANGES OF GRADE**

An “I” grade indicates that the requirements for a course have not been completed. A student and instructor should meet before the “I” is recorded to determine the steps for completion of the class. It is in a student’s best interest to resolve the “I” as quickly as possible. An “I” is calculated into a student’s GPA as an “F” at the end of the following term and officially changes into an “F” after one year.

Grade changes are made online by the instructor of the course in question. When the change of grade has been recorded, confirmation will be emailed to the student.

**GRADE REPLACEMENT POLICY**

The UC grade replacement policy allows a student to repeat University of Cincinnati coursework, with the final grade awarded for the most recent class enrollment calculated into the cumulative grade point average rather than the final grade awarded for the original class enrollment. The total number of replaced University of Cincinnati credit hours may not exceed twelve (12) undergraduate semester hours. Students may repeat up to a maximum of four (4) undergraduate semester courses.

**Note:** grade replacement for repeated courses is not available for graduate courses
The number of credit hours replaced is based upon the sum of the credit hours associated with the original class. Both the original and the repeated class are designated on the student's transcript as "Approved Grade Replacement." Only the final grade awarded to the most recent class, however, is calculated into the cumulative grade point average. If the final grade received for the repeat class is a lesser grade than the final grade awarded for the original class, that lesser grade will replace the original grade in the grade point average calculation. In instances where quarter credit hours are replaced by semester credit hours, excess hours previously earned will be reported as "progress" hours and will be included as "N" hours.

University of Cincinnati requires students to register and pay tuition whenever repeating a class. Instructors may not alter a previously-assigned "I" grade, or any other letter grade previously reported, by allowing students to repeat classes without registering and paying tuition for those classes.

The student must complete a "Grade Replacement Application" form and submit that form to the College office offering the current class. The College will review the grade replacement request and forward approved grade replacements to the Registrar's Office for processing. This approval process ensures that the requested replacement class is academically appropriate to serve as a replacement for the original class, even if this replacement class is offered by a different UC college or within different term calendars. The grade replacement application is available from the College offices.

Once the student has submitted the form, thereby identifying the intent to use the current or most recent class for grade replacement, that decision is irrevocable. In the case of a current class, if the student withdraws from the class after petitioning for a grade replacement, that class does count towards the maximum number of classes that the student may repeat— but the "W" grade resulting from the withdrawal does not replace the final grade awarded for the original class.

If the student does not submit the required grade replacement application for the specific class(es) desired, both the original class final grade and the repeated class final grade will be calculated into the student's cumulative grade point average.

Students are not permitted to use grade replacement for an "F" grade imposed as a sanction for academic misconduct.
Approved Grade Replacements will not retroactively alter academic actions, decisions or sanctions that resulted from the original grade and/or original term grade point average.

Student retaking a class under the Grade Replacement Policy cannot enroll in that class on a pass/fail or an audit basis. The grade replacement policy should not be used in situations where the original grade received was "W", "WX", "S", "P", "N", "NG", "T", "NP", or "IP." Those grades do not have an effect on the grade point average.

Students who have graduated may repeat a course, but University decisions that were made based on the recorded grade point average at the time of graduation are not subject to modification. Examples of unalterable University decisions or actions are the following: graduation with Latin honors, departmental honors, Phi Beta Kappa, class rank, and any probation noted on the student’s record on the date of graduation. Students who replace a grade after graduation so as to increase the grade point average for application to a professional school are advised that transcript compilation services and/or admissions committees will disregard the UC grading policy and will apply their own quality point formulas.

REQUESTING TRANSCRIPTS

University of Cincinnati has partnered with Parchment for ordering all UC official transcripts and processing orders of official electronic transcripts in PDF format. As University of Cincinnati’s agent, Parchment will collect all fees and will allow you to track your transcript order, and to receive order confirmation and delivery receipt emails.

Notifications will be sent to your e-mail directly from Parchment indicating the progress of your request for an electronic transcript. An official transcript is a copy of a student’s entire academic record from the University of Cincinnati, bearing the official University seal and stamp. Only official transcripts may be sent to a third party. In recognition of the confidentiality of student records, an official transcript of that record will be released only at the request of the student, except under due process of the law. Parchment is a Family Education Rights and Privacy Act (FERPA) compliant application. By proceeding through the checkout and clicking next you (the student) are providing consent to release your transcript and to receive e-mail notifications regarding your order.

Online service is available 24/7 and time is recorded in Pacific Time. Electronic
transcripts carry a security feature verifying that the transcript has not been altered. Transcripts are delivered in a digital PDF format and must be accessed by the recipient within 30 days. The Registrar’s Office does not determine the accuracy of the email address provided or whether the recipient will accept the eTranscript. You may want to confirm that the receiving institution is set up to receive electronic transcripts prior to using this option. Students may also upload PDF attachments to accompany their transcripts.

Before ordering a transcript: Students must clear any holds or service indicators that block the release of transcripts before they can place an order. Login to your Catalyst account to check your service indicators. If your Catalyst portal does not indicate why you have a service block, please contact the One Stop Student Service Center at onestop@uc.edu or by phone at 513-556-1000.

Grades and Degree candidates: posting of degrees may take up to three weeks following the grading of your final term. Students should check their Catalyst account for posting of grades and degree before ordering a transcript.

Processing Time and Fees: Most transcripts will be processed within 1-3 business days, but could take up to 5-7 business days during peak times, such as the end of the semester. Transcript requests for alumni and former students who attended the University before 1999 may require additional processing time as their secure records must be retrieved from University archives. Once the order is confirmed, it cannot be canceled, changed, held, or refunded. The cost of each transcript ordered is $8.50.

ORDER NOW:
Current Students and Recent Alumni (Attendance since 1986)
Need your username or need to update your personal information? Click here.
Attendance Prior to 1986 (or non-access to Catalyst Student Portal)
Instructions for Requesting an Official Transcript. Click here for the PDF.
CLICK HERE FOR FAQs

FRESH START POLICY
Since some students have a difficult time academically when first enrolling at UC, the university instituted the Fresh Start Policy in September 1991.

THE PURPOSE OF ACADEMIC FRESH START
The purpose of the “Academic Fresh Start” policy is to provide a student who performed poorly upon his or her initial enrollment at the University of Cincinnati the opportunity
for a fresh UC cumulative grade point average.

**ACADEMIC FRESH START POLICY**

A University of Cincinnati undergraduate student who has been readmitted to the University after an absence of at least three (3) years may petition the Dean of the student’s College to have his or her former courses treated in accordance with the College’s advanced standing policy. The student’s University of Cincinnati transcript must be free of enrollment in any division of UC for three (3) consecutive years since the end of the final previous term of enrollment. The student must also have a minimum of 30 credit hours left to complete the degree program before graduation. The Academic Fresh Start is not automatic and is not guaranteed.

The Academic Fresh Start Application will be reviewed and may be conditionally approved upon readmission to the university, but must be submitted within one (1) year of readmission. A request for the Academic Fresh Start applies only to courses taken at University of Cincinnati prior to that readmission. Conditional approval requires that the student will meet a minimum academic requirement of a 2.0 or higher term GPA in addition to any additional requirements as determined by the College. If the requirements are met as of the end of the conditional term, the Academic Fresh Start will receive final approval and be applied to the student’s academic record.

Upon final approval of the Academic Fresh Start, the student’s University grade point average will be initiated from the date of reentry. The Academic Fresh Start option may be effected only once during a student’s academic career.

Note: approval of “Academic Fresh Start” will be recorded on the transcript. Students should be aware that the previous academic record will appear on the transcript and that graduate and professional schools, as well as potential employers, may average all academic records together.

**DEFINITIONS**

“initial enrollment” = no more than (3) semesters/four (4) quarters if the student absence from UC has been 3-5 years; or no more than six (6) semesters / eight (8) quarters if the student absence from UC has been more than 5 years;

“Performed poorly” = the student’s cumulative University GPA was less than 2.00;

“Absence of at least three years” = the break in enrollment consists of at least nine (9) consecutive semesters;
“Within one year of readmission” = no more than 12 months have passed since readmission following the break.

PROCEDURE FOR APPROVAL

Completed applications for Academic Fresh Start must be submitted to the student’s College and will be considered in accordance with procedures and any additional guidelines of that unit. Degree granting units may not grant Academic Fresh Start to any student who fails to satisfy the minimum qualifying criteria. Academic units may establish appropriate procedures such as administrative implementation of the Academic Fresh Start criteria or review of all applications by a faculty committee. If a request for Academic Fresh Start is denied by the student’s College, the student may file an appeal with the College and a decision will be considered based on holistic data.

Academic Fresh Start Application: https://www.uc.edu/content/dam/uc/registrar/docs/academic_fresh_start_application.pdf

REQUIREMENTS FOR GRADUATION

To be eligible for graduation, a student must fulfill all program requirements with at least a 2.5 university GPA (2.25 for Online Learning students) and a minimum of 120 semester credit hours (or 180 quarter hours). Students must be matriculated in the College of Allied Health Sciences for at least the last two semesters/three quarters preceding graduation. Students must earn at least 30 credits while matriculated in the College of Allied Health Sciences. Students with incomplete grades or grades below a C- in required courses will not be certified for degree completion without the written authorization of their department chair.

If a student wishes to substitute a course in his or her curriculum, the student must secure a written/emailed statement from his or her department’s undergraduate program director permitting the course substitution. This statement must be delivered to the Office of Student Affairs to be added to the student’s file.

Students must submit a Formal Application for Degree by the posted deadlines. This application is completed online at https://www.uc.edu/campus-life/commencement.html. Students should meet with their academic advisor as they approach the end of their program to verify any remaining requirements for graduation. If students are unsure of their program progress, they should meet with their academic advisor to determine when they may graduate. Students who do not submit an application for degree by the posted deadline will not have their degree certified and
will not receive their diploma.

Students may participate in the Commencement ceremony at the end of the academic year in which they will graduate but they will not be certified for graduation until the grades for the term last completed are official. In addition to applying online to graduate, students must complete an online RSVP to attend Commencement and reserve up to five tickets for their guests at https://www.uc.edu/campus-life/commencement.html. Students who do not RSVP to attend Commencement are not able to participate and can participate in the next Commencement ceremony. Students may appeal to participate to their academic advisor. Participation in Commencement does not guarantee certification of a degree. Degrees are certified by the Office of Student Affairs after grades are posted at the end of each term. Diplomas are mailed to the address listed on the application for degree within 6-8 weeks of certification.
## CAHS Contact Information

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Department</th>
<th>Office</th>
<th>Phone</th>
<th>E-Mail Address</th>
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<tbody>
<tr>
<td>Accurso, Charity</td>
<td>Assoc Dean Acad Affairs</td>
<td>Admin</td>
<td>HSB G60B</td>
<td>558-7493</td>
<td><a href="mailto:charity.accurso@uc.edu">charity.accurso@uc.edu</a></td>
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<tr>
<td>Acquavita, Shauna</td>
<td>Assoc Professor</td>
<td>SSW</td>
<td>HSB 177</td>
<td>556-4619</td>
<td><a href="mailto:shauna.acquavita@uc.edu">shauna.acquavita@uc.edu</a></td>
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<tr>
<td>Allen, Christopher</td>
<td>Assoc Professor - Educator</td>
<td>RENS</td>
<td>HSB 270</td>
<td>558-4641</td>
<td><a href="mailto:allen4ce@ucmail.uc.edu">allen4ce@ucmail.uc.edu</a></td>
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<tr>
<td>Alt, Jeromy</td>
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<td>RENS</td>
<td>HSB 284</td>
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<td><a href="mailto:altjm@ucmail.uc.edu">altjm@ucmail.uc.edu</a></td>
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<tr>
<td>Arguedas, Johnny</td>
<td>Program Coordinator</td>
<td>SSW</td>
<td>HSB 131</td>
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<td><a href="mailto:arguedjy@ucmail.uc.edu">arguedjy@ucmail.uc.edu</a></td>
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<tr>
<td>Athanasiadis, Chris</td>
<td>Instructional Designer</td>
<td>CETIS</td>
<td>HSB G03E-2</td>
<td>558-7528</td>
<td><a href="mailto:athanaca@ucmail.uc.edu">athanaca@ucmail.uc.edu</a></td>
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<td>HSB 361</td>
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<td>Boone, Xan</td>
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<td><a href="mailto:xan.boone@uc.edu">xan.boone@uc.edu</a></td>
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<td>Bowen, Whitney</td>
<td>Asst Professor - Adj Rep</td>
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<td>HSB 156</td>
<td>558-3515</td>
<td><a href="mailto:bowenwn@ucmail.uc.edu">bowenwn@ucmail.uc.edu</a></td>
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<td>Boyce, Suzanne</td>
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<td>HSB 355</td>
<td>558-8509</td>
<td><a href="mailto:suzanne.boye@uc.edu">suzanne.boye@uc.edu</a></td>
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<td><a href="mailto:boydab@ucmail.uc.edu">boydab@ucmail.uc.edu</a></td>
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<td><a href="mailto:burgasae@ucmail.uc.edu">burgasae@ucmail.uc.edu</a></td>
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<td>Assoc Dean Research</td>
<td>Admin</td>
<td>HSB G60U</td>
<td>558-8546</td>
<td><a href="mailto:butschms@ucmail.uc.edu">butschms@ucmail.uc.edu</a></td>
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<td>RENS</td>
<td>HSB 292C</td>
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<td><a href="mailto:daniel.carl@uc.edu">daniel.carl@uc.edu</a></td>
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<td>Chandler, Derrick</td>
<td>Computer User Support Specialist</td>
<td>CETIS</td>
<td>HSB G03D-2</td>
<td>558-1546</td>
<td><a href="mailto:derrick.chandler@uc.edu">derrick.chandler@uc.edu</a></td>
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<td>SSW</td>
<td>HSB 107</td>
<td>556-5239</td>
<td><a href="mailto:chyattmr@ucmail.uc.edu">chyattmr@ucmail.uc.edu</a></td>
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<td>Clark, John Greer</td>
<td>Professor</td>
<td>CSD</td>
<td>HSB 392C</td>
<td>558-8507</td>
<td><a href="mailto:jg.clark@uc.edu">jg.clark@uc.edu</a></td>
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<td>Clark, Myava</td>
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<td>CHIS</td>
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<tr>
<td>Coggins, Briana</td>
<td>Associate Dir - Alumni</td>
<td>UC Foundation</td>
<td>HSB G60H</td>
<td>556-4005</td>
<td><a href="mailto:briana.coggins@uc.edu">briana.coggins@uc.edu</a></td>
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<tr>
<td>Colletti, Nancy</td>
<td>Assoc Professor - Educator</td>
<td>CHIS</td>
<td>HSB 141</td>
<td>558-5473</td>
<td><a href="mailto:colletny@ucmail.uc.edu">colletny@ucmail.uc.edu</a></td>
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