

UNDERGRADUATE
STUDENT HANDBOOK
2007–2008



College of

- Design
- Architecture
- Art
- Planning

UNDERGRADUATE STUDENT HANDBOOK

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I. INTRODUCTION

Student Handbook

This DAAP Undergraduate Student Handbook serves as a valuable resource that explains University of Cincinnati and DAAP policies and acquaints students with the broad array of services available to them both within the college and on campus.

Several resources exist to help students in their curriculum planning. The College of Design, Architecture, Art, and Planning *Bulletin* contains a detailed description of the academic programs and can be accessed online at www.uc.edu/bulletins. Reference copies can be found in the DAAP Student Records Office, room 5470, and in the DAAP Library, both in the DAAP Complex. Other important resources are the *Academic Advising Sheets*, which are available to students on DAAPSpace. Simply go to DAAPSpace, and from there link to "students", then to "academic resources" and choose the particular program and year of entering that discipline. Students will also want to become familiar with the One Stop Web site (www.onestop.uc.edu) which links students to all sites necessary to take care of all the business relative to their enrollment at the university.

College Structure

The College of Design, Architecture, Art, and Planning is comprised of four schools. Each is listed below with its respective undergraduate academic programs.

School of Design

- Digital Design
- Fashion Design – Design Track
- Fashion Design – Product Development Track
- Graphic Design
- Industrial Design – Design Track
- Industrial Design – Transportation Track
- Foundation Studies

School of Architecture and Interior Design

- Architecture
- Interior Design

School of Art

- Art History
- Fine Arts
- PK-12 Visual Arts Teacher Licensure

School of Planning

- Urban Planning
- Urban Studies

College Administration

The college administration consists of the dean, three associate deans and an assistant dean. A director leads each school, and many programs are directed by a chairperson or coordinator.

College Administration

556-4933

Robert Probst, *Interim Dean*
5470N Aronoff, 556-9808

Karen Monzel, *Associate Dean, Faculty and Academic Affairs*
5470J Aronoff, 556-0261

John Hancock, *Associate Dean, Research and Graduate Studies*
5470H Aronoff, 556-0223

Anton Harfmann, *Associate Dean, Technologies and Facilities*
5470D Aronoff, 556-0487

Laura Johnson Dorl, *Director, Development*
5470P Aronoff, 556-1211

Priscilla Mrozek, *Assistant Director, Development*
5470T Aronoff, 556-3446

Amberly Miller, *Assistant Dean, Student Affairs*
5470A Aronoff, 556-1376

Kathryn Startzman, *Director, Special Projects, Student Affairs*
5470B Aronoff, 556-3920

Kathy Weimer, *Academic Advisor*
5470 Aronoff, 556-2764

Robert Willis, *Director, Business Affairs*
5470F Aronoff, 556-1203

Judy Smith, *Financial Administrator*
5470C Aronoff, 556-4301

Kellee Adams, *Business Manager*
5470G Aronoff, 556-3475

Jane Carlin, *DAAP Librarian*
5480 Aronoff, 556-1335

Anne Timpano, *Director, DAAP Galleries*
5275C Aronoff, 556-3210

James Berns, *Manager, College Shop*
3320 Wolfson, 556-1207

Scott Lincoln, *Assistant Director, Rapid Prototype Center*
5202 DAAP, 556-9284

Anne Glenn, *Photographic Facilities Supervisor*
4445 Aronoff, 556-0301

Patricia Rogers, *Program Coordinator, Student Records*
5470 Aronoff, 556-4020

Student Records Office
5470 Aronoff, 556-4933

Quick Reference to Schools and Undergraduate Programs

School of Design

6415 Aronoff, 556-6828, 556-4298

Dale Murray, *Interim Director*

6415E Aronoff, 556-6828

Nancy Brinker, *Assistant Academic Director*

6415 Aronoff, 556-2476

Phyllis Borcharding, *Program Coordinator, Fashion Design – Product Development*

6435 Aronoff, 556-4801

Oscar Fernandez, *Program Coordinator, Digital Design*

6415B Aronoff, 556-3267

Maureen France, *Program Coordinator, Graphic Design*

4416 Aronoff, 556-0518

Dale Murray, *Program Coordinator, Industrial Design – Design Track*

6415A Aronoff, 556-1524

Brigid O'Kane, *Program Coordinator, Industrial Design – Transportation Track*

4418 Aronoff, 556-0833

Margaret Voelker-Ferrier, *Program Coordinator, Fashion Design – Design Track*

6451D Aronoff, 556-5041

School of Architecture and Interior Design

7210 DAAP, 556-6426

Michaele Pride, *Director*

7210F Aronoff, 556-6426

Ann Black, *Associate Director for Curriculum and Faculty Affairs*

7210E DAAP, 556-1126

Ellen Guerrettaz, *Assistant Academic Director, Undergraduate Students*

7210C DAAP, 556-2290

School of Art

6431 Aronoff, 556-2962

Mark K. Harris, *Director*

6431E Aronoff, 556-2962

Jim Williams, *Chair, Fine Arts; Chair, Art History*

6335K Wolfson, 556-2431

Robert Russell, *Chair, Art Education and Teacher Licensure*

6431D Aronoff, 556-0265

School of Planning
6210 DAAP, 556-4943

David Edelman, Director
6210D DAAP, 556-2378

Division of Professional Practice (Co-op)
Steger Student Life Center, seventh floor

Professional Practice Faculty
Architecture
Alexander Christoforidis, 556-3061

Architecture
Vasso Apostolides, 556-3061

Digital Design
Laura Godfrey, 556-2667

Fashion Design
Cynthia Lockhart, 556-3061

Interior Design
Jim Howell, 556-2667

Graphic Design
Sandra McGlasson, 556-2801

Industrial Design
Tom Osborne, 556-2801

Urban Planning
Eileen Crisanti, 556-4633

II. GENERAL INFORMATION

Student Status

Matriculated Students

Full-time matriculated students in the College of Design, Architecture, Art, and Planning must be enrolled in a program leading to a bachelor's (or graduate) degree, and they must carry the regular required courses each quarter to continue in the college. Exceptions are made for students with advanced standing credit. Withdrawal from or failure to register for a required course subjects the student to automatic official withdrawal from the college. Any student deviating from the prescribed curriculum of any program must first receive the approval of the program chair.

With the approval of the program chair and the assistant dean, Student Affairs, a student may be given permission to register as a matriculated part-time student (a student who is working toward a degree but carrying less than 12 credit hours). Permission is granted **only** for reasons of health or other extenuating circumstances acceptable to the chair and the assistant dean.

Students who do not maintain the requirements of the status in which they were admitted **and** students who fail to register for the regular academic or work quarter automatically incur official withdrawal from the college.

Permission may be granted for a co-op student to enroll in two consecutive academic quarters or two consecutive work quarters for sufficient reason. To request such permission, fill out the Co-op Student Petition to Double-Section form available in the DAAP Student Records Office, Room 5470.

Special Students

Special students are those who have withdrawn from their programs in DAAP, intending to transfer to other colleges or universities at the end of the academic year. Special students may **not** remain enrolled in DAAP after the end of the academic year. They must complete a permission form, available in the Student Records Office, Room 5470, before dropping major area courses. Otherwise, they may be withdrawn from the college.

UC General Education Program

The faculty of the University of Cincinnati is committed to providing students with a baccalaureate education of substance and quality. The undergraduate curriculum therefore includes a General Education Program that encourages students to explore beyond their concentration in the chosen major or discipline. Beginning with students entering in autumn quarter 2001, all undergraduates completing a baccalaureate degree will be required to take courses or complete experiences that promote development of the four Baccalaureate Competencies: critical thinking, effective communication, knowledge integration and social responsibility.

The General Education Program encourages breadth of knowledge through distribution requirements. These include English composition, quantitative reasoning, diversity and culture, and social and ethical issues as well as six distribution areas: fine arts, historical perspectives, humanities, literature, natural sciences and social sciences. Before completing their program, students must also fulfill two program/major requirements: methodology and the capstone experience. Through integrated study among disciplines, commitment to personal social accountability, and the fostering of information literacy, the General Education Program develops awareness of the world at large and encourages lifelong learning.

A combination of program requirements and directed electives fulfills these requirements for all undergraduate majors in DAAP. Program/major requirements, methodology and capstone experience, are met by specific required courses in each undergraduate program. Students should periodically review their progress with their academic advisor and may track their GenEd requirements at www.uc.edu/gened/orientation/orientation.html under "Student Check List."

Identification

All students should obtain and carry at all times their permanent UC photo identification cards. These student ID cards will be required for card swipe access to all buildings in the DAAP Complex during hours that the facilities are closed to the public. The building's security system is programmed to recognize and grant building access to DAAP students, faculty and staff. In addition, this card is required to take books from the library and for borrowing certain university equipment. You may obtain your permanent identification card in Access Control (Keys & Identification Badges), Three Edwards Center, Monday through Friday, 8 a.m. and 5 p.m. You will need to show picture identification, such as a driver's license. Call 556-4925 with questions.

If your ID card is stolen, report it to Public Safety, UC Police, Three Edwards Center, 556-1111. In order to receive a replacement card, a police report must be submitted. If your ID card is lost, Public Safety will collect a \$15 fee for card replacement. Replacement cards will be issued at Access Control, Three Edwards Center. Misuse of identification cards is against university policy. Violators are subject to university disciplinary action.

Attendance

Students are expected to attend each class punctually and for the entire class period. Students should inform instructors in advance of expected absence or abbreviated attendance.

Students are responsible for keeping their school office informed when they are, or expect to be, absent for an extended period whether due to illness or for other reasons. Failure to attend classes because of illness or other reasons may be excused by the instructor involved. A doctor's certificate or other evidence may be required by the instructor.

If a student who has been absent fails to submit an excuse to the instructor, or if the excuse submitted is not accepted by the instructor, the absence shall be considered unexcused.

Change of Contact Information

Students are responsible for keeping the university informed of current, correct contact information at all times. You may change all of your contact information at www.onestop.uc.edu.

Dual Degree

Students may pursue two degree programs simultaneously in this college provided they obtain written approval in advance from the two programs concerned and file this written approval with the DAAP Student Records Office.

Student Fees for Instructional Needs

The university assesses a quarterly \$105 Information Technology and Instructional Equipment Fee. This fee is used to fund improved access to and assistance with information technology and to fund other types of instructional equipment that benefit all students.

Students may also access tuition and fee information at www.onestop.uc.edu.

Student Costs for Supplies

To help students in the School of Art to acquire materials that are not readily available or are best purchased in bulk, vouchers are available from the UC Bookstore in DAAP. Contact the School of Art Office for further details.

Supplies needed in most studio courses must be purchased by students from a retailer of their choice. Costs are usually heaviest in the first year and will vary widely according to the program of study and individual choices of materials. Students in some programs should anticipate spending at least \$1,500 for materials, books and supplies during the first year.

Late in the first year, students in some programs must anticipate the expense of a camera. Program faculty advise students as to specific items recommended for purchase.

College Computer Equipment

Freshmen entering DAAP programs are required to have a laptop computer and to bring the computer into their studios and classrooms as part of the regular curriculum.

Recommendations for hardware and software vary by program. Look for the specifications for each program on the Web at www.daap.uc.edu, or check in the respective school office. DAAP has made special arrangements with vendors to customize computer systems available for sale to our students. Links to these vendors are available on the Web.

UC students may purchase computer software at the UC Bookstore, Business on Main, at special academic prices. The college and the schools have developed programs to support students with the use of their computers. Notices for these programs will be posted throughout the college or announced in your classrooms.

Policy on Retaining Student Work

Recognizing the value of student work for educational purposes, individual schools or programs may, by agreement with the student concerned, retain student work.

Examination Week

Examinations are to be given during each quarter's regularly scheduled examination week. All student projects, term papers, etc., are due by the end of the last scheduled meeting for each class and may not be extended into the examination period. Review of student work for studio courses may be scheduled during the examination week.

To find the examination schedule, go to www.onestop.uc.edu and select "Registration Dates," under which exam schedule calendars are posted.

All examinations are scheduled for two hours. It is the responsibility of students to note times for their examinations, since examination times will not coincide with normal class meetings. In general, the examination is given in the room in which the class meets. Normal class meetings will not be in session during examination week.

Co-op Professional Practice Program

Complete information and regulations regarding admission and participation in the co-op program can be found in *Co-op Curriculum Materials*, the professional practice student handbook, which is distributed by the Division of Professional Practice. The Professional Practice Division is located on the seventh level of the Steger Student Life Center. Additional information regarding co-op can be found on page 3 of this handbook.

Instructor Late to Class

If a faculty member is not present for a class meeting, students should wait 20 minutes before dispersing. A class representative may go to the appropriate school office to confirm whether the class will meet or be dismissed. Students should remain in the room until the representative returns with the information.

Instructor's Responsibility for Course Structure

In order to assist the student in understanding the goals and objectives of each course and to avoid misunderstandings related to the evaluation of a student's work, the faculty of the College of Design, Architecture, Art, and Planning has adopted the following recommendations:

- Syllabus – Faculty members* should develop and present to their students, in writing at the beginning of each quarter, a statement of course content including goals and objectives.
- Criteria for Evaluation - Faculty members should establish standards for student performance and criteria upon which student work will be evaluated, and communicate those criteria to students at the beginning of each quarter.
- Review – Each student should be given an intermittent review of progress throughout the quarter.
- Records – It is part of the professional responsibility of each faculty member to undertake the most careful possible evaluation of student performance and to keep proper records of each student's progress throughout the quarter.

*The term "faculty members" refers to all full-time faculty, part-time faculty and graduate teaching assistants.

Breaks for 1 ½ Hour Classes

The college has adopted a policy that permits instructors to extend by five minutes the overall time of 1 ½ hour Tuesday-Thursday classes beyond the 75-minute class meeting period to provide a five minute break, scheduled at the instructor's discretion.

Lost and Found

Objects found and reports or inquiries about items lost may be turned in to the reception desk in the College Office, Room 5470. The UC Department of Public Safety also operates a lost and found service in Three Edwards Center, 556-4958. If Public Safety is able to identify the property owner, they will notify the owner of its whereabouts. A third lost and found service center is located at the MainStreet Connection Center in TUC.

Parking

Parking Office Location: Four Edwards Center

Telephone: 513-556-2283

Web site address: www.uc.edu/parking/

Hours: Monday through Thursday, 7 a.m. to 6 p.m.

Friday 7 a.m. to 5 p.m.

All students are eligible to purchase a parking decal. Decals are issued for the quarter or the academic year and are easily purchased through Parking Services' Web site **prior** to the start of each quarter. During this period there are three decal purchase options. Consult the parking Web site for further details.

Daily cash parking is also available at all garage facilities, where the fee is based on the length of time parked. All cash parking is subject to availability.

III. STUDENT SERVICES

The university has many services available to students to assist with academic and career questions, medical concerns, financial problems and other issues.

One Stop Student Service Center

220 University Pavilion, 556-1000

The One Stop Student Service Center is staffed with professional advisors (University Service Associates or USAs) who are cross-trained to handle questions pertaining to registration, financial aid and billing processes. The USAs can handle students' problems – even if they concern unique and complex situations – all in one contact, one stop. See onestop.uc.edu for more information.

To pay bills by mail, send check or money order to:

Cashier's Office

University of Cincinnati

Department 00303

Cincinnati, OH 45274-0303

One Stop Web Site

www.onestop.uc.edu

The One Stop Web site provides students with an easy way to take care of routine business such as:

- Registering for classes.
- Applying for financial aid.
- Viewing bills.
- Checking grades.
- Requesting transcripts.
- Changing contact information and much more!

The One Stop Web site is available to students at their convenience, any time day or night, no matter where they are located.

Bearcat Online – BOL

Bearcat Online is the approved University of Cincinnati student e-mail service and is used for official university communications to students, such as:

- Registration procedures and deadline notifications.
- Financial aid requirements and awards.
- Billing notices and due dates.
- Emergency (e.g., snow closing) notices.
- Information about programs, activities, sporting events and more.

Blackboard

The Blackboard course management system provides virtual class space on the Web, where many instructors house materials you will need to be successful in your classes. Students may log in to see class notes, videos and study aids. Discussion boards and chat rooms are also available for student use. Go to <http://blackboard.uc.edu> for further details.

Bearcat Campus Card

The Bearcat Campus Card is a debit feature of the UC ID card. Students may use this card for making purchases at a wide variety of campus restaurants (including the DAAP Café), vending machines, UC Bookstores, medical services and parking. A number of off-campus restaurants, services and stores also honor the card. A deposit of cash, check or credit card activates the account. Deposits may be made at the MainStreet Connection Center in TUC or online at www.uc.edu/bearcatcard.

Student Financial Aid – SFA

University Pavilion, 556-6982

Many sources of financial aid are available: university-wide sources, federal and state grants and loans, private loans and various scholarships. In order to be considered for financial aid, you must submit a Free Application for Federal Student Aid (FAFSA) to establish your financial need. When you have completed this application, it is mailed to the federal processor, not SFA. There is no separate UC financial aid application. The FAFSA should be completed as soon as possible after January 1, to ensure consideration for all aid sources for the following academic year. FAFSA forms are available at SFA and at OneStop.

A variety of scholarships that are administered by the college are available to students. Many are available to students in specific programs while some are open to those enrolled in the college without regard to program. Scholarship information is available in both the Student Records Office and the school offices. Deadlines vary with the scholarships, but, in general, students should begin investigating these opportunities in November for the following academic year.

University Ombuds

607 Swift Hall, 556-5956

The Office of the University Ombuds is designed to serve students, faculty and staff who have problems, complaints and grievances pertaining to any aspect of university life. It is available to respond to concerns, investigate complaints, refer problems to other university offices and offer mediation and conflict resolution services. All cases are handled confidentially. The office hours are Monday through Friday, 8 a.m. to 5 p.m. Students may also call 556-5956 or see www.uc.edu/ombuds for more information.

Campus Scheduling

265 Tangeman University Center, 556-2442

The Campus Scheduling Office serves as a campus-wide clearinghouse for the scheduling of events. It maintains a complete and comprehensive listing of all meetings, functions and events. This office also provides assistance to any group planning conferences or workshops on campus. Information about meeting facilities, food service and parking is available from this central office.

All requests to use university facilities, other than for regularly scheduled classes, must be filed in the Campus Scheduling Office on an Application to Schedule Facilities form. Students should schedule all meetings and events, whether on or off campus, through this office. Indicate media needs on the application.

To schedule use of facilities in the DAAP Complex, contact your school secretary.

Disability Services

210 University Pavilion, 556-6823

The Academic Excellence and Support Services Office provides accommodations, support services and information for students with disabilities. To receive services, students must have documentation from a licensed professional. Referral information for testing is available if you think you have a learning

disability that has not been diagnosed. Allow the staff in the office ample time to implement necessary accommodations.

Student Health Insurance

The university offers an excellent, low-cost health insurance plan to all students and their eligible dependents. The coverage protects insured UC students at home, at school and while traveling, 24 hours a day. For details, go to www.uc.edu/studenthealthinsurance.

University policy requires all students who register for six or more credit hours **and** those on the co-op work quarters to have health insurance. All students registered for six or more credit hours will be billed automatically for single student coverage under the UC Student Health Insurance Plan. Students with private insurance equal to or greater than the university policy who wish to be excluded from the Student Health Insurance Plan must waive the UC Student Health Insurance no later than the third Friday of the quarter. Waivers submitted on time for autumn quarter will eliminate insurance charges for the entire academic year. Students may submit this waiver online at the One Stop Web site.

Students who miss the waiver deadline will automatically be enrolled in the UC Student Health Insurance Plan. They will not be permitted to waive coverage until the following quarter and will be responsible for the cost of the policy.

Quick Reference – Student Support

Problems with studying? Need a tutor?

Contact: Learning Assistance Center, 120 University Pavilion, 556-3244

Monday through Friday, 8 a.m. to 6 p.m.

www.esit.uc.edu/learning/lrn/default.aspx

Dorm life bothering you?

See your Resident Advisor or Resident Counselor

Career questions? Need to work?

Career Development Center, 140 University Pavilion, 556-3471. Call for appointment.

Monday through Friday, 8 a.m. to 5 p.m.

www.uc.edu/career

Need personal counseling?

Counseling Center, 316 Dyer Hall, 556-0648

Monday, 9 a.m. to 6 p.m.

Tuesday, 9 a.m. to 7 p.m.

Wednesday through Friday, 8 a.m. to 5 p.m.

www.uc.edu/counselingcenter

Physical problems?

University of Cincinnati Health Services, 335 Lindner Center, Varsity Village, 556-2564

Monday through Friday, 8:30 a.m. to 4:30 p.m. (Wednesday, 9:30 a.m. to 4:30 p.m.)

www.uc.edu/uhs

Health insurance question?

Student Health Insurance, 334 Lindner Center, 556-6868

Monday through Friday, 8:30 a.m. to 4:30 p.m.

www.uc.edu/uhs/studenthealthinsurance

Want an evening escort to your residence hall or car?

Call: Night Walk, 558-WALK (9255)

Sunday through Wednesday, 8 p.m. to 12:30 a.m.

Thursday through Saturday, 8 p.m. to 2:30 a.m.

www.uc.edu/police/nightwalk.htm

Interested in a tuition installment payment plan?

UC offers an interest-free tuition installment plan through Tuition Management Systems. Students may choose either a quarter or an academic year plan. Students may enroll directly with TMS via the web site at www.afford.com or by calling 1-800-722-4867, ext. 700.

IV. ACADEMIC ADVISING

Assignment of Academic Advisors

DAAP students are assigned an academic advisor. Students may be notified by posted information as to the faculty member so assigned, or they may select an advisor, following announced school procedures. Check with your school office if you are unsure about your advisor.

Responsibility to Visit Advisor

Students are encouraged to seek help from their advisors. Advisors are responsible for posting on their office doors the regular hours they are available for advising. Students are responsible for contacting their advisors each quarter for academic advising prior to registering for the following academic quarter.

Students may **not** substitute another course for a required course without the written approval of the head of their school or program. Before initiating the process, students should discuss the substitution with their advisors.

DAAP Academic Advisor

DAAP provides an academic advisor in the Dean's Office, Room 5470, Aronoff. This professional advises students who wish to transfer into DAAP and current students who are at risk academically or who want to explore other programs within the college or university.

Web Degree Audit

UC offers this useful advising tool for students to track progress toward their degree requirements. To access the Web Degree Audit, go to www.onestop.uc.edu, and select "My Classes," "get my degree audit." Follow the instructions for viewing your program.

Degree audits are prepared to assist you and your advisor, not to take the place of meeting with your faculty advisor. The College Office is the final authority in determining the completion of your degree requirements.

V. REGISTRATION

DAAP students must follow their prescribed program curriculum each quarter. If students find it impossible to schedule a required course, the students' program chair will authorize a substitute course so as to minimize the effect on their ability to complete degree requirements.

Students who are new to DAAP register for their classes during orientation or when contacted by the College Office. For registration information, see www.uc.edu/registrar/methods_of_reg.html.

Continuing Student Registration

Continuing students may register in one of three ways:

Early Registration for Continuing Students

Early registration provides continuing students with a way to obtain their class preferences and avoid closed classes. Students register in a priority sequence based on the number of credit hours they have completed. Graduate students register first, then matriculated undergraduates (by the number of hours earned). Early registration is processed on the Web at www.onestop.uc.edu, and student schedules may be printed from the Web registration application.

Open Web Registration

The Web will be open for registration a few days following early registration and will remain open for registrations and class adds through the first seven days of the quarter. Students may drop classes through the 15th day of the quarter and may withdraw from courses from day 16 through day 58. See www.uc.edu/registrar/calendars.html for quarterly deadline dates.

In-person Registration

In-person registration begins several weeks before the start of each quarter. After completing a Registration/Re-registration form, available in the DAAP Student Records Office, Room 5470, your classes will be entered by a staff person who will advise you which of your choices are available. In-person registration takes place in the One Stop Student Service Center (second floor, University Pavilion).

Billing

Bills will be assessed close to the beginning of each quarter, and the Student Accounts Office will notify students via e-mail regarding the availability of bills. Bills are due at the beginning of the quarter with late fees for non-payment being assessed on the eighth calendar day of the quarter.

Co-op Registration

Cooperative Education registration information is submitted online. It is very important to note that currently the system only collects registration data, and the division staff must still follow up and register the students with the university. Therefore, students will not automatically be registered with the university system by completing the online registration form. Students are advised to visit the Professional Practice Web site, at www.uc.edu/propractice/co-opregistration.htm.

Changes in Registration

All changes involving the addition of a class, change in sections, or change in credit status are handled as add/drops and may be processed by the student in person, using an Add/Drop slip, or on the Web through the One Stop Web site. Add/Drop slips may be obtained in the DAAP Student Records Office, Room 5470. After the seventh calendar day of the quarter, additions to a class schedule require a faculty signature and a signature from the college offering the course, and **must be processed in person**.

Adding a Course

Prior to and during the first seven calendar days of the quarter, a student may add a course by filling out an Add/Drop slip, with no signature required from the college or faculty member(s) if the class is not filled, or on the Web through the One Stop Web site. If the course is filled, a student must obtain the instructor's signature and permission from the College Office of the college offering the course. DAAP recognizes that because of the nature of some courses, a student must be engaged from the first day of the class. Therefore, with the concurrence of the respective school faculty and director, faculty members have the option of closing their courses to students who have not attended by the first calendar day of class.

If a student wishes to add a class after the seventh calendar day of the quarter, the faculty member supporting the late add must complete the DAAP Appeal Petition, sign the traditional university Add/Drop slip and return both to the DAAP Student Records Office. To support a late add, faculty members need to write a statement on the DAAP Appeal Petition justifying why the student should be permitted to add the course after the official university deadline. The DAAP Student Records Office will be authorized, within parameters set by the DAAP Student Affairs Committee, to review and approve late course adds through the 58th calendar day of the quarter. After the 58th day, the DAAP Student Records Office will forward DAAP Appeal Petitions for late adds to the DAAP Student Affairs Committee. The petitions will be circulated among committee members for their review. Members will vote to approve or deny the petition based upon the information provided by the faculty member. The committee members will return their votes to the assistant dean, who will tabulate the results. A simple majority vote will determine whether a case is approved or not approved. The director of the school offering the course in question will be polled in case of a tie vote.

The DAAP Student Records Office will notify the faculty member, student, and director of the school offering the course of the final resolution. If approval is granted for the late add, the student's notification letter will include the Add/Drop slip, which the student is responsible for taking to the One Stop Center in University Pavilion. The DAAP Student Records Office will maintain a log of approved late adds. This information will be monitored by the Student Affairs Committee and provided to each school director.

Students registering day one through day 15 will be charged a \$25 late fee. Students registering after the 15th calendar day of the quarter will be required to appeal their late registration to the Late Registration Appeals Committee and will be charged a \$150 late fee.

Dropping a Course

A student may drop a course through the Web open registration or by filling out an Add/Drop slip through the twenty-first calendar day of the quarter.

After the 15th calendar day of the quarter, but within the quarter, the registration changes will be processed as follows:

- Students may withdraw from classes through Web registration as long as the instructor allows Web withdrawals (see class syllabus). Students and instructors will receive an e-mail notification of the withdrawal. Students are given a grade of "W" at the time of withdrawal, but instructors reserve the right to change the *W* to an *F* through the final grading process.
- Students may also withdraw from classes in person by filling out an Add/Drop slip, available from the DAAP Student Records Office, Room 5470. The slip must first be presented to the course instructor for a signature and, in the case of a withdrawal, indication of the appropriate grade of *W* or *F*. The student should then take the completed form to the One Stop Center in University Pavilion for processing. **The last day to withdraw from a class is the 58th calendar day of the quarter.**

The university's deadline to drop a course is the 58th calendar day. This deadline applies to all colleges and all classes and precedes the printing of grade lists. For quarter deadline dates, go to onestop.uc.edu and select "all calendars," "Registration Related Calendars." The DAAP Student Records Office will honor the university's deadline for the last day to drop a course during the quarter. Faculty wishing to allow students to drop after the 58th calendar day must submit a DAAP Appeal Petition and traditional university Drop/Add slip assigning the grade of *W* or *F* to the DAAP Student Records Office. To support a late drop, faculty members need to write a statement on the DAAP Appeal Petition justifying why the student should be permitted to drop the course after the official university deadline. The DAAP Student Records Office will be authorized (within parameters set by the DAAP Student Affairs Committee) to review and approve late course drops through the end of the academic quarter. Late drop petitions submitted after the final date for quarter grade submissions will be circulated among Student Affairs Committee members for their review. Members will vote to approve or deny the petition based upon the information provided by the faculty member. The committee members will return their votes to the assistant dean, who will tabulate the results. A simple majority vote will determine whether a case is approved or not approved. The director of the school offering the course in question will be polled in case of a tie vote.

The DAAP Student Records Office will notify the faculty member, student and school director of the school offering the course of the final resolution. If approval is granted for the late drop, the student's notification letter will include the Drop/Add slip, which the student is responsible for taking to the One Stop Center in the University Pavilion for processing. The DAAP Student Records Office will maintain a log of approved late drops. This information will be monitored by the Student Affairs Committee and provided to each school director.

Pass/Fail

Full-time matriculated students who are of pre-junior, junior or senior levels and who are in good academic standing may take any elective course on a pass/fail basis open to them within any department in any University of Cincinnati college that honors the pass/fail system, provided that:

- The student has the written permission of his or her advisor and/or chairperson.

- The course in question is acceptable for credit toward DAAP's graduation requirements but is neither a required (prescribed) course nor in the student's field of major concentration.
- The total number of quarter credit hours attempted on a pass/fail basis does not exceed 18.
- A qualifying student registers or pre-registers for the class in the conventional manner.
- The student obtains an official Pass-Fail form from the Student Records Office, Room 5470, completes it as specified and files it in the DAAP Student Records Office no later than Friday of the **second** week of classes. There is no fee for this change in registration.

Independent Study

All DAAP degree programs offer independent study courses, in which students work on an individual project in collaboration with a faculty member on a subject of mutual interest, based on a written proposal. It is offered as a free elective with instructor's and/or advisor's approval. If this brings students to overload status (over 18 hours), a 2.50 cumulative average is needed, as well as advisor's/instructor's approval. Students will be charged for each credit hour over 18. Independent study forms and information are available in school offices.

Electives

Elective is used to indicate free choice of courses offered at the University of Cincinnati. Electives may be limited to a certain type or area of study, such as studio elective or literature elective, or they may be entirely free. **Physical education courses do not count toward degree credit**, and certain programs may have other restrictions. It is recommended that students secure the advice of their advisors in selecting electives.

Change of DAAP Degree Program

Students who wish to change from one program to another within DAAP may begin the process by filling out a DAAP Change of Program form, available in the DAAP Student Records Office, Room 5470. The approval of a request for permission to change from one program to another will depend upon an evaluation by the two program chairpersons (and the professional practice counselors, if applicable) of the student's performance and upon the availability of space in the new program. The evaluation should indicate that the student should do well in the new program and that the request is the result of thoughtful consideration. Assignment to a co-op section will be determined by the balancing of sections and the availability of jobs.

The new chairperson or advisor will evaluate credits earned and apply them as applicable in the new program. Advanced standing is not awarded for credits earned while in the college. Since programs are distinctive, a change may lengthen the time until graduation.

A student may not change programs without **at least** a 2.00 cumulative average in the block of courses that would be accepted for transfer by the new program. Competition to enter some programs will necessitate a higher average. Any failure acquired previous to changing programs must be removed as recommended by the new program chairperson.

Change of Program forms, obtained in the DAAP Student Records Office, must be completed and returned there at least five weeks before the quarter in which the change is to take effect. Some programs only admit students for autumn quarter so students may be considered with other transfer applicants.

Freshmen anticipating program transfer at the sophomore level should make application prior to the end of the winter quarter of their freshman year.

Procedure for the Release of Student Records

Student Review Requests

Following are the procedures for fulfilling a written request of a student to review his or her own records. DAAP personnel so designated have access to student records at all times without following these procedures.

- Place of Review: Records may **not** be removed from the DAAP Student Records Office, Room 5470. Space will be provided there to review records.

- Fee information: Students will be required to pay for copies of record information, currently at an established cost of ten cents per page.
- Students have the right to inspect and review education records within 45 days of the day the University receives a request for access. Student should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) they wish to inspect.

Office Procedures for Preparation of Student File for Review

When a request is submitted, the office personnel shall remove from the file the following material and hold it in a special file in the Students Records Office until file has been reviewed by requestor:

- Information reported prior to December 19, 1974.
- Confidential material for which the student and the writer mutually acknowledge the confidentiality.
- Material which would create a conflict of privacy right with another individual:
 - Recommendations from high school counselors or others.
 - Letters between parents and college or school personnel.
- Medical or legal records.

Note: For other information on privacy rights, go to the “Records Privacy (FERPA)” link at www.uc.edu/registrar.

VI. GRADES

Grade Reports

After the end of each academic quarter, the registrar will post an official report on the academic achievement for each student on the One Stop Student Services Web site. Students can access their grade reports following each term at www.onestop.uc.edu. See page 16 for a complete explanation of undergraduate grades and quality points.

Students are responsible for reviewing their grade report and determining the accuracy of both the current quarter and the current college average shown. Any errors or discrepancies should be reported to the One Stop Student Services Center **immediately**.

Grade Table and Definitions

In general, one credit is awarded for each hour of lecture per week or for every three hours of studio work per week. No academic credit is given for cooperative work experience.

Undergraduate Grades and Quality Points

Grade	Description	Quality Points
A	Excellent	4.0000
A -		3.6667
B +		3.3333
B	Good	3.0000
B -		2.6667
C +		2.3333
C	Satisfactory	2.0000
C -		1.6667
D +		1.3333
D	Poor	1.0000
D -		0.6667
F ⁶	Fail	0.0000
P (previously S)	Pass	N/A
U ⁶	Unsatisfactory	N/A
T	Audit	N/A
I ^{1,6}	Incomplete	0.0000
I/F ²	Failure	0.0000
W ⁶	Withdrawal (Official)	N/A
UW (previously Y) ⁶	Unofficial Withdrawal	0.0000
WX ⁷	Withdrawal (Official)	N/A
X ⁷	Unofficial Withdrawal	0.0000
IP ³	In Progress	N/A
IP/F ⁴	Failure	0.0000
NP ⁵	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

Table Notes:

1. No grade quality points (none) during first quarter the *I* is incurred; thereafter, zero (0.0000) grade quality points.
2. If the *I* remains on student records at the end of one year after the quarter has ended, the *I* will change to the *I/F* (Failure).
3. The *IP* is used only for those courses approved by college committees to have an extended grading period. Effective autumn quarter, 2003, if the *IP* remains on student records at the end of one year after the quarter has ended, the *IP* changes to the punitive *IP/F* (failure) carrying zero (0.0000) grade quality points. *IP* grades awarded prior to December 2003 remain on student records indefinitely without converting.
4. If the *IP* remains on student records at the end of one year after the quarter has ended, the *IP* will change to the *IP/F* (failure).
5. The *NP* is used only for 103-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate college committees.
6. Some level of participation is recognized by the instructor.
7. No participation is recognized by the instructor. Student never attended any classes and did not submit assigned work.

Prior to January 1999, the *N* indicated that no grade was reported or the course was not completed at the time of grading due to the nature of the course material.

Grade of *F* – Failure

A grade of *F* is reported when the work of a student is seriously deficient; when the student is absent from the final examination and does not notify the instructor of a valid reason on or before the day of the scheduled examination; when the student withdraws from a course with below passing work at the time of withdrawal; or when a student fails to turn in the required project(s) by the deadline and does not notify the instructor of a valid reason. An *F* is also given for failure in a course taken on the pass/fail basis.

If a grade of *F* is received for a quarter's work in a course that is prerequisite to one for which the student has registered for the following quarter, registration must be changed by filling out the Add/Drop slip to add a repeat course (if available) of the one failed and drop the course that requires the prerequisite. (See Changes in Registration, page 12, and Grade Replacement Policy for Repeated Courses, page 19.) The student will not be permitted to register for any sequential advanced course in the failed subject until the failure is removed.

A student under obligation to repeat a required course, hour for hour, may substitute work done in other accredited institutions provided such work is accepted by the program chair and/or instructor as equivalent to the course failed. A transcript of work done at another institutions must be submitted to the DAAP Student Records Office, Room 5470, to receive advanced standing for the work.

***I* and Recommended Form for Incomplete Work**

The grade of *I* has a 0.00 quality point value but does not acquire this value until one quarter after the quarter it is earned. An *I* is never to be administratively changed to any other grade. Faculty members have the discretionary authority to change or not change the *I* grade. Faculty members wishing to award an *I* grade must complete the University's Recommended Form for Incomplete Work (see sample below). The faculty member should file the form with the DAAP Student Records Office. The DAAP Student Records Office will retain a copy of the form for the student's official file and distribute copies of the form to: the faculty member awarding the *I*, the student receiving the *I* grade and the school office for the student's advising file. Undergraduate students may graduate with any number of *I* grades on their records as long as they satisfy all graduation requirements listed in this handbook on page 25.

There is no guideline that will serve in every instance as to when an *I* is appropriate. However, instructors should be careful to give an *I* only when it is possible for the student to complete the work by means other than sitting through the course another time. If even a part of the course needs to be repeated, an *I* is probably inappropriate. Faculty should never advise students to seek to remove an *I* by registering for the course again, since the student would be left with two transcript entries: one an *I*, the other the grade earned in the repeated version of the course. In other words, re-registering for a class previously taken will never change the original grade. A new grade will be given.

An instructor should only assign an *I* when there are valid reasons for not completing requirements and a majority of the course work has been done satisfactorily. **Students may not have an *I* changed either by registering to repeat the course or by repeating the course without re-registering.**

After one term, an *I* remaining on the record will be computed in the GPA as 0.00 quality points, and after one year will be changed to *I/F* on permanent records.

When the course requirements have been completed and submitted to the instructor, the student must come to the DAAP Student Records Office, Room 5470, and fill out a Change of Grade form. The student records officer will then forward it to the instructor, who will enter the appropriate grade and return it to the DAAP Student Records Office. The student will be held to university grade change policy, which appears on page 19 of this handbook.

Recommended Form for Incomplete Work

Student Name: _____ Student ID#: _____

Course Instructor: _____ Course #: _____

Term in Which Course was Taken: _____ Grade for Work Completed: _____

Missing Work: _____

% of Final Grade Based on Missing Work: _____ Date for Completion of Work: _____

Student's E-Mail Address: _____ Instructor: _____

signature

signature

W – Official Withdrawal

Students may drop a course during the first 15 days on their own initiative either through Web registration or in person. No instructor's signature is required on the Add/Drop slip, and the course is deleted from the student's academic record. From the 16th through the 58th calendar day of the quarter, students may withdraw over the signature of their instructor, who must assign a grade of *W* (official withdrawal after having participated), *WX* (official withdrawal with no participation recognized by instructor), or *F*.

After the 58th calendar day of the quarter, no course withdrawals will be considered except where unusual circumstances exist. See Changes in Registration (page 12).

Complete Withdrawal from All Courses for the Current Academic Term

Students who wish to withdraw from all courses for which they are enrolled during a term will use the Complete Withdrawal from the University of Cincinnati form. Complete withdrawals for the term may be submitted through the last day of classes and do not require the instructor's signature. Complete withdrawals must be approved by the dean's representative and forwarded to the registrar. Students who withdraw should consult a DAAP advisor about policies governing re-enrollment.

Complete withdrawals submitted to the registrar after the 15th day of classes and prior to the printing of the grade roster will result in the grade of *W*, *WX*, or *F* being printed on the grade roster distributed prior to exam week.

Complete withdrawals submitted to the registrar after the 58th day of classes may be too late for a grade of *W*, *WX*, or *F* to be printed on the grade rosters. From this point through the last day of classes, the College Office will notify the student's instructors of the student's withdrawal, either directly or through the department offering the courses. The instructor's grading options are to enter a grade of *W*, *WX*, or *F* on the roster. In the case of a complete withdrawal, any passing grade entered on the roster will be converted to a *W*.

***UW* – Unofficial Withdrawal**

UW is the grade assigned when a student has unofficially withdrawn from the course, that is, when the student has ceased to attend a course but has not withdrawn officially. Instructors determine when too much time has been lost for work to be made up. Some choose to make this determination at the midterm. If a student has submitted no work for grading by that time, the instructor may conclude that the student has left the class and assign a *UW*. If the instructor assigns either a *UW* or an *F*, the student receives 0.00 quality points in computing the GPA.

The new *X* grade is assigned when a student has never attended any classes and did not submit any assigned work but has not withdrawn officially. The *X* will appear on the transcript and will carry zero (0.00) quality points, computing into the GPA like the grades of *F* and *UW*.

If the student still needs or desires a course in which a grade of *UW* or *X* was received, the appropriate action on the part of the student is to re-register for the course. The *UW* or *X* will remain on the record to indicate the unofficial withdrawal. A grade will be given to indicate the performance in the repeated version of the course. The grade replacement policy option may be used to negate the 0.00 quality points from the *UW*.

***NG* – No Grade Reported**

The registrar will indicate on the student's record *No Grade Reported* whenever the instructor fails to submit grades for an entire class or for selected students. The department head and the College Office will hold course instructors responsible for missing grades.

Posting Grades

The Family Educational Rights and Privacy Act makes it unlawful to post a student's grade(s) in any public place if doing so enables others to identify the student. Thus, instructors may not post grades using names, social security numbers (or parts of social security numbers) or any other device that allows the student to be identified by others.

It is also impermissible, per FERPA, to distribute students' graded work in a manner that allows other students to learn the grades of anyone besides themselves.

Grade Replacement Policy for Repeated Courses

UC requires students to re-register and pay tuition whenever repeating a course. Instructors may not alter the *I* or any other letter grade previously reported by allowing students to repeat courses without registering. **Unless students formally apply to repeat a course as described below, both the first and second (repeated course) grades are computed in the cumulative GPA.**

Undergraduate students may repeat five courses, not to exceed 15 credit hours, under this grade replacement policy. While the policy became effective for the winter quarter 1999, courses taken before this term may be repeated under the policy. When students complete the repeated course, the most recent grade – not the original grade – is computed in the GPA. Both the original course and the repeated course are noted on the student transcript. Only the last grade applies to the cumulative GPA.

The course that is taken for grade replacement must be identical in content to the original course and offered by the same college as the original course. **To replace a grade, students must complete a Grade Replacement form and submit it to the College Office responsible for the course not later than 58th calendar day of the quarter.** This approval process ensures that appropriate decisions are

made in cases where the course name or number of the original course has been changed. Grade replacement application forms are available in the College Office.

If a student withdraws after the day 15 deadline, the course counts as one of the student's five courses that may be repeated, but a *W* or *WX* will not replace the original course grade.

Students retaking a course under the grade replacement policy cannot simultaneously enroll in that course on a pass/fail or an audit basis.

Students who have graduated may also repeat a class, but decisions based on the recorded GPA at the actual time of graduation are not subject to change. Examples of unchangeable earlier decisions or actions are: graduation with Latin honors, departmental honors, Phi Beta Kappa, class rank and probation on students' records on the date of graduation.

Students who replace a grade in order to raise the GPA for application to a professional school should be advised that transcript compilation services and admissions committees will disregard the UC forgiveness policy and apply their own quality point formula.

Grade Changes

- For the first year after a course is completed, the course instructor alone has the responsibility to change any grade that was erroneously reported, even if that year extends beyond a student's certification for graduation. Faculty requesting an undergraduate grade change after one year and for three additional years or until graduation (whichever comes first) must complete the DAAP Appeal Petition and traditional Change of Grade form.
- The DAAP Student Affairs Committee will meet on a regularly scheduled basis to review requests for grade appeals. A simple majority vote will determine whether a grade change is approved or not approved. The director of the school offering the course in question will be polled in case of a tie vote.
- The DAAP Student Records Office will notify the faculty member, student and director of the school offering the course of the final resolution. If approval is granted, the change of grade form will be processed by the DAAP Student Records Office and forwarded to the registrar.
- The DAAP Student Records Office will maintain a log of grade changes after a year and for three additional years. This information will be monitored by the Student Affairs Committee and provided to each school director.

Requests to Replace *F, I, UW, (Y), X* or Other Marks with an Official Withdrawal

Policy: Grades of *F, I, UW, (Y), X* or other marks may not be changed to an official withdrawal (*W* or *WX*) except under extenuating circumstances as defined by the DAAP Student Affairs Committee. If, under extenuating circumstances, faculty members wish to change *F, I, UW, (Y), X* or other marks that are less than four years old to an official withdrawal (*W* or *WX*), they must complete the DAAP Appeal Petition along with the traditional university Add/Drop slip and the Change of Grade form, for review by the DAAP Student Affairs Committee. *F, I, UW, (Y),* and *X* grades cannot be changed to official withdrawals (*W* or *WX* grades) after a student has been certified for graduation.

- The DAAP Student Affairs Committee will meet on a regularly scheduled basis to review requests for grade appeals. A simple majority vote will determine whether a grade change is approved or not approved. The director of the school offering the course in question will be polled in case of a tie vote.
- The DAAP Student Records Office will notify the faculty member, student and director of the school offering the course of the final resolution. If approval is granted, the Change of Grade and Add/Drop slips will be processed by the DAAP Student Records Office and forwarded to the registrar.
- The DAAP Student Records Office will maintain a log of such grade changes, so they can be monitored by the Student Affairs Committee and provided to each school director.

Grade Change – If Instructor Not Available

Another faculty member shall not change a grade given by a member of the faculty. However, a faculty member's action may have to be superseded by others if the faculty member is deceased or no longer employed by the university and one of the following circumstances exists: absence of a grade, non-valid symbol or indistinct grade.

The faculty member's action or inaction will then be superseded by a committee after inspecting relevant student work and records.

The committee shall be composed of the associate dean or assistant dean of Student Affairs and two of the following people, in order of preference: the chairperson of the student's program, the student's advisor, or any other specified faculty member.

The committee's decision then becomes the student's final grade and is not subject to change by the original faculty member.

VII. WITHDRAWAL AND READMISSION

Withdrawal from a Course

Undergraduate students in the College of Design, Architecture, Art, and Planning enroll in a program leading to a baccalaureate degree. To continue in the college, they must carry the required courses for each quarter. However, sometimes circumstances make it necessary for a student to withdraw from a course. For procedures, see Changes in Registration, page 12.

Withdrawal from the College – Complete Withdrawal

Only the College Office can effect an official withdrawal. In order to withdraw completely, the student must write a letter, complete with the student's signature, and send it to the DAAP Student Records Office, Room 5470, or appear in person and complete the official form. If at all possible, the student should meet with an academic advisor or assistant dean of Student Affairs before completing the form. Students living in a residence hall who withdraw from the university must check out with their resident counselor.

Refunds

Tuition and fees are fully or partially refunded under certain conditions. Details are available at the One Stop Web site by selecting "My Classes," "Refunds."

Readmission to DAAP

If students are returning during the same academic year they left, they should report to the DAAP Student Records Office, Room 5470, to explain the situation. They should pick up a registration form for the appropriate quarter there.

Previously enrolled and matriculated students who are seeking to return to DAAP after at least a one-year period of absence must apply for readmission by filing the Application for Change in College and Program/Application for Readmission form. This form is available in the DAAP Student Records Office, Room 5470. Acceptance will depend on space availability and on the students' academic record in relation to transfer students who are also applying for admission at that level.

The Application for Change in College and Program/Application for Readmission form must be received by DAAP by the following dates:

- Autumn quarter, by August 1.
- Winter quarter, by November 1.
- Spring quarter, by February 1.
- Summer quarter, by May 1.

Students being readmitted to their DAAP program will be expected to fulfill the requirements of the program in effect at the time of readmission. Exceptions must be approved by the faculty of the appropriate school.

Readmission After Suspension

A student who has been suspended may apply for readmission near the end of the suspension period. Prior to initiating the procedures listed in Readmission to DAAP, students must submit a letter, as well as any supporting materials documenting efforts to improve their capabilities to continue successfully in the academic program, to their school director (with a copy to the assistant dean of Student Affairs).

Enrolling in courses while on suspension in no way guarantees readmission. Upon readmission, the college will determine whether or not to accept credit for courses taken while on suspension.

Leave of Absence

It is the policy of the university to guarantee undergraduate students who are in good academic standing in the university and its colleges, and who have decided or are compelled to leave temporarily, a guaranteed re-entrance in their former college **if return occurs within two years**. Students wishing to return under this policy must assume the initiative in confirming their intention to return by filing the appropriate readmission forms through the DAAP Student Records Office, Room 5470.

The student must confirm his or her intention to return by the following dates:

- Autumn quarter, by August 1.
- Winter quarter, by November 1.
- Spring quarter, by February 1.
- Summer quarter, by May 1.

It is advisable for students returning to professional or very competitive programs to reapply for autumn quarter by the end of spring quarter.

Program Leave of Absence/Program Adjustment

Occasionally students may decide to take a leave from their program or the normal sequence of their program in order to take other courses at UC. The program leave of absence provides this opportunity for up to one academic year. Program Leave of Absence forms are available in the DAAP Student Records Office and must be completed in consultation with the academic advisor or program chair.

Fresh Start

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

Fresh Start Policy

University of Cincinnati undergraduate students who have been readmitted to the university after an absence of at least three years may petition the dean of their college to have their previous courses treated in accordance with the college's advanced standing policy. The students' transcripts must be free of enrollment in any division of UC for three consecutive years since the end of the final previous term of enrollment.

Students must submit Fresh Start applications within one year of readmission, and the Fresh Start applies only to courses taken at UC before readmission. Fresh Start is not reviewed or approved prior to completion of one quarter. An academic Fresh Start is not automatic, and it is not guaranteed. Academic units may impose additional criteria such as requiring a plan of study.

Upon approval of the Fresh Start application, the student's university and college GPAs begin from the date of re-entry. The college will determine the amount of credit granted for prior work at the time of readmission. The Fresh Start option may be effected only once during a student's academic career.

Policy Definitions

- *Initial enrollment* means no more than four quarters enrolled.
- *Performed poorly* means the student's cumulative university GPA was less than 2.00.
- *Absence of at least three years* means that the break in enrollment consists of at least 12 consecutive quarters.
- *Within one year of readmission* means that no more than four successive quarters have occurred since readmission following the break.

Procedure for Approval

Students obtain applications for Fresh Start from the College Office. Applications are considered in accordance with procedures and any additional guidelines of DAAP. Colleges may not grant Fresh Start to students who fail to satisfy the above criteria. Academic units may establish appropriate procedures such as administrative implementation of the Fresh Start criteria or review of all applications by a faculty committee.

Procedure for Appeal

If requests for Fresh Start are denied by students' colleges, students may file an appeal with the University Grading Appeals Panel through the university's Student Records Office. If requests for Fresh Start are supported by the college but students fail to meet one or more of the minimum criteria, the college may refer applications to the UGAP. See the section on the Grading Appeals Process under the Rights and Responsibilities portion of the UC Handbook.

To initiate appeals, students must submit a University Grading Appeal Petition to the Office of the Registrar providing an explanation of why the waiver should be granted and specifically addressing the permissible grounds for appeal. In addition, the DAAP College Office should submit information related to their decision on supporting the appeal.

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

VIII. STUDENT CODE OF CONDUCT

The mission of the Office of University Judicial Affairs is to support the mission of the University of Cincinnati through the implementation of the Student Code of Conduct (the university code of behavior), education programs/sanctions, interventional programs and a due process judicial system. The Office of University Judicial Affairs is committed to promoting a safe, orderly, civil and just community by utilizing the Student Code of Conduct in holding students accountable for decisions and behavior impacting the university community. Misconduct may be classified as academic and/or nonacademic.

The Office of Judicial Affairs is responsible for adjudicating alleged violations of the Student Code of Conduct. The Student Code of Conduct defines behavior expected of all University of Cincinnati students.

It is each student's responsibility to know and comply with the University's Student Code of Conduct and/or Rules and Policies of the University of Cincinnati. The Student Code of Conduct will be available for review in the following locations: the Office of the University Ombuds, the Judicial Affairs Office, the DAAP Student Records Office, and the UC Web page. The code can be found online at the Office of University Judicial Affairs Web page (www.uc.edu/studentlife/conduct/Code_of_Conduct.pdf). Questions regarding the code and procedures may be directed to the Assistant Dean of Student Affairs.

IX. ACADEMIC STANDARDS

Probation

Students, no matter how many credit hours they are carrying, incur academic probation when the quarter quality point average is below 1.75 for students in the first or second year of a DAAP program and 2.00 for all other students in a DAAP program.

Students on probation are not in good standing and are not eligible to hold office in any undergraduate student organization or activity or to take part in or act as a representative of a University of Cincinnati student organization or activity.

The probationary period will extend through the next academic quarter.

Suspension

Students are subject to suspension when a total of three probations are received or the college cumulative GPA is less than 1.75 for students in the first and second year of a DAAP program and 2.00 for all other students in a DAAP program. The DAAP Student Affairs Committee will review the student's record to determine whether any extenuating circumstances exist that would exempt the student from suspension.

- For all students, except those in architecture, suspension becomes effective at the end of the academic quarter following the quarter in which the student incurred the unsatisfactory grade record and is generally for a period of two quarters.
- For architecture students, suspension becomes effective at the end of the academic quarter following the quarter in which the student incurred the unsatisfactory grade record and will last four quarters.
- During suspension, students are withdrawn from their programs and the College of Design, Architecture, Art, and Planning. With written authorization from the assistant dean, the suspended student may register as a non-matriculated student. Students may not carry more than nine credits per quarter unless authorized in advance of registration by their program coordinator. Students enrolling for more than their authorized credit load will be administratively withdrawn from all courses that quarter.
- Students who have been suspended must reapply to the College of DAAP for readmission. Readmission is neither automatic nor guaranteed.

Dismissal

Students who have been suspended once, have been readmitted, and whose records are such as to cause them to be placed on probation again will be dismissed from the college. Once a student is dismissed, readmission to the college is not permitted.

Academic probation, suspension and dismissal will not be reversed or nullified based on a grade earned in any course that is repeated.

Appeal of Academic Action

A student may appeal an academic probation, suspension or dismissal if there is information to substantiate a review. Employment while in school does not exempt students from maintaining academic standards.

See Appeal of Academic Evaluation below.

Appeal of Academic Evaluation

The following information is summarized from UC's Student Grievance Policy and Procedures booklet. For details, see the booklet, available in the DAAP Student Records Office and the Office of the University Ombuds. These procedures are applicable when:

- Students believe that they have been subjected to an academic evaluation that is capricious or biased. (Allegations of incompetent instruction will be handled according to the agreement between UC and the AAUP).
- Students believe that they have been subjected to other improper treatment.

General Guidelines

Students may initiate informal complaints in the University Ombuds Office, 607 Swift Hall, or in the college office in which the course is offered, no later than the end of the quarter following the quarter in which the activity that gave rise to the complaint occurred. Student registered for cooperative education through the Division of Professional Practice will receive an extension of one quarter upon their 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.

Procedures

Step One – Informal Resolution

The parties involved must first attempt to resolve the complaint informally.

- A. First, the student must talk with the faculty member about the complaint. A faculty member must be willing to meet with the student for discussion.
- B. If a complaint is not resolved, the student must talk with the faculty member's program 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 Two, Mediation or Step Three, Formal Resolution, no later than the end of the following quarter.

Step Two – Mediation

Mediation shall be requested of and conducted by the Office of the University Ombuds. The 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.

Step Three – Formal Resolution

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

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.

Committee Procedures

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. If the student or faculty member chooses not to attend the meeting, written statements shall be reviewed in their absence.

Non-Grade Grievance

1. Following the grievance review meeting, the CGRC shall issue a report to the college dean.
2. 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.
3. The college dean shall have the authority to accept and implement or modify the decisions of the CGRC.
4. Decisions of the college dean shall be final.

Grade Grievance

1. If a student prevails in a grade grievance brought before the CGRC under the university's student grievance procedures and the quality of work (i.e. evaluation of the work for assignment of a grade) is at issue, the assistant dean will notify the director of the school in which the grieved course was offered that a faculty grade recommendation panel needs to be convened.
2. The faculty grade recommendation panel shall be comprised of one member elected by the respective school's faculty and one appointed by the school director. Members may be faculty or from the discipline and should be qualified to fairly evaluate the coursework involved in the grade grievance.
3. The panel will meet with the members of the CGRC to present the panel's grade recommendation and rationale.
4. The CGRC will then issue a report containing a grade recommendation to the college dean. If the CGRC does not accept the panel recommendation, their rationale must be stated in the report to the dean.
5. The dean shall notify – in writing – both parties involved in the grievance 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.
6. If the grievance alleges capricious or biased academic evaluation and the CGRC finds in favor of the grievant, the college dean shall execute the grade recommendation made by the CGRC. The dean does not have authority to alter the grade.

Dean's List

A full-time undergraduate student who earns a quality point average of 3.40 or better, passes all courses and earns at least 12 credits for a quarter will be placed on the dean's list. Any part-time undergraduate student who earns a quality point average of 3.40 or better, passes all courses, and earns between six and 11 credits for a quarter will be placed on the dean's list. This honor is included as part of the student's permanent record.

Student teachers in art must carry at least six quarter credits in addition to student teaching to be eligible for the dean's list.

Graduation Requirements

Bachelor's degrees are awarded to those students in the College of Design, Architecture, Art, and Planning who satisfactorily complete the required and elective courses for the specified degree. The student must obtain a minimum cumulative University GPA of 2.00 and in addition must have a 2.00 average for the senior year to be eligible for graduation. The student must be in residence (that is, be enrolled in all of the required courses of the program) during at least the last academic year.

In addition to academic requirements, a student in the Professional Practice Program who is a candidate for a degree must have completed the required number of work quarters and have received a satisfactory (P) grade for each of the quarters (six for students in design co-op programs and the urban planning programs; four for architecture students; and for transfer students, all the remaining quarters following the point of admission into the program). Students are responsible for periodically reviewing their status to ensure that academic requirements for graduation are fulfilled. Each candidate must file a formal application for the degree in the DAAP Student Records Office. The application deadlines for each quarter will be posted online at www.uc.edu/registrar/diplomas.html.

Courses in Physical Education, performance, and ROTC are not accepted as elective credits toward degree requirements.

Waiving Degree Requirements

Criteria and authorization for waiver of published degree requirements in certification for graduation:

- The faculty members of each program are responsible for determining the degree requirements for their respective majors.
- Program advisors have the authority to make course substitutions within the parameters given to them by their respective program faculty. All substitutions should be indicated on a DAAP Course

Substitution/Waiver form. The advisor should retain a copy of the Course Substitution/Waiver form for the student's advising file and forward a copy to the DAAP Student Records Office for inclusion in the student's official file.

- Program advisors, in consultation with their respective school directors, may use their discretion to waive up to three quarter hours of credit outside of the major core requirements. The respective school faculty must approve waivers in excess of three quarter hours for courses outside of the major core requirements and waivers of major core courses.
- Approved waivers should be documented on the DAAP Course Substitution/Waiver Form. The program advisor should retain a copy of the form for the student's advising file and forward a copy to the DAAP Student Records Office for inclusion in the official student file. The DAAP Student Records Office will not certify a student to graduate until necessary substitutions and waivers have been submitted.
- The DAAP Student Affairs Committee will monitor these exceptions.

Graduation with Honors

University of Cincinnati students who graduate with a university cumulative average in one of the three categories listed below will graduate with honors. This achievement will be noted on the diploma and the transcript.

- | | |
|-------------------------|-----------------|
| ▪ 3.9000 through 4.0000 | summa cum laude |
| ▪ 3.7500 through 3.8999 | magna cum laude |
| ▪ 3.6000 through 3.7499 | cum laude |

Student Marshals

Selection as a student marshal is both an honor and a service to the University of Cincinnati. Student marshals are selected prior to each commencement ceremony by DAAP Student Affairs on the basis of their cumulative GPAs. Student marshals wear red caps and gowns and lead degree candidates in the commencement procession. One marshal will be selected to carry the college's flag in the commencement procession. Students selected must be on track to complete their degree requirements by the end of the respective academic quarter and must be willing to participate in the University Commencement.

X. FACILITIES, EQUIPMENT, COLLEGE POLICIES

Published Building Hours

The DAAP Complex (Alms, DAAP, Wolfson and Aronoff) is open 24-hours a day, 365 days a year for matriculated students, faculty and staff of DAAP. A valid UC identification badge is required for card-swipe access for after-hours entry by students enrolled in the college. On university-recognized holidays, the complex is closed to the public. During the four regular academic quarters, the building is open to the public during hours that roughly support the DAAP Library. The hours for autumn, winter and spring quarters are the following:

Monday – Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	1 p.m. – 5 p.m.
Sunday	1 p.m. – 10 p.m.

Note: Summer hours and hours during breaks vary.

Anyone without valid university identification on university property after published hours can be prosecuted for criminal trespass. For this reason, students lawfully entering the complex should be mindful of others entering behind them. The college assumes no responsibility for electronic or personal security but does endeavor to provide as safe an environment as possible.

Any student found propping doors open, tampering with door hardware or otherwise negating college security is subject to discipline under the Student Code of Conduct. The college may install surveillance cameras in public areas. Any tampering with the cameras will be subject to disciplinary action. The cameras are recording activity only and are not intended for safety purposes. The college and the

university do not assume any liability in regard to the use of cameras in spaces open to students, faculty and staff.

Routine Maintenance of the Building

The Physical Plant performs routine maintenance of the building. Cleaning crews have been instructed not to disturb student work or materials on top of desks and drafting tables.

Faculty shall exert reasonable control over their classes especially in regard to preventing students from damaging or defacing the building or its equipment.

Housekeeping crews are generally assigned to the building during evening and early morning hours. ***They have been instructed that anything on the floors may be considered as trash.*** Therefore, students should keep both raw materials and finished projects off the floors. Students are encouraged to talk with housekeepers in their studios to make sure that the staff knows exactly what is valuable and what is trash. Students must keep the studios free of trash, raw material and general projects to the point that room circulation is possible for housekeepers to push a wheeled trashcan.

Individual maintenance problems within the facilities can be reported to school offices, or the College Office. The university's Physical Plant is responsible for all maintenance; the college is responsible for reporting these problems to them, not personally correcting the problems. Students are encouraged to report maintenance problems and let the college know if problems are not getting resolved. For after hours emergency maintenance such as floods or safety concerns, please call 556-1111.

Studio Desks

Students are not allowed to deface or otherwise personalize college equipment, especially desks. These actions will result in application of the university's Student Code of Conduct against those accused. Students can be fined for the cost of repairs to restore university equipment to its issued condition.

End of Quarter

At the end of each quarter, all classrooms are given a thorough cleaning. Floors are waxed one or two times a year, generally between quarters.

At the end of each quarter, it is the responsibility of studio and lab faculty to see that students remove all work they want saved and that they remove their locks from desks and lockers and leave the desks and lockers clean for the next quarter. This date is generally published with signage on the college's electronic bulletin boards and is generally the Friday afternoon of each quarter's exam week. The cleanout is very important and extensive – if the contents are not removed by the owners, Physical Plant staff will destroy all of it. Remaining locks will be cut, and **all** personal items will be sent out as trash. All desks will be inspected. Any damage can be assessed to the student who used the desk.

Note: This cleaning is extremely important. There be no responsibility born back to the schools, college or university for any loss incurred.

Possible exceptions to this are non-co-op students and freshmen where the faculty has ascertained previously that no major changes of room assignment or equipment moves are anticipated at the end of the quarter. These exceptions must be individually handled by the school offices.

General Building Safety Rules

Safety, regulations and logistics mean that certain uses and activities are prohibited in all buildings.

- DAAP is a smoke-free building complex. Smoking is not permitted at any time in classrooms, elevators, studios, drafting rooms, library, shop, general offices, special laboratories or any other facilities of the college.
- Open containers of alcoholic beverages, including beer, are not permitted in any public place, indoors or outdoors, without a permit issued by the Ohio Division of Liquor Control.
- No pets of any type are permitted in the DAAP Complex at any time. Seeing-eye dogs for legally blind students, staff or faculty are allowed.

- No bicycles, skateboards, in-line or other skates, or motorized vehicles of any sort are permitted inside the buildings. No athletic games such as football, hockey or hacky-sack may be played inside the building.
- No power equipment of any type is to be used outside of the college shop space. Use of power equipment is not allowed in studios or halls.
- Spray paint, fixatives and other aerosol products must be sprayed in spray booths. Spray painting with compressed air and gases must also be done in spray booths. Anyone found in violation of this rule will be disciplined per the university's Student Code of Conduct. Special-use facilities (such as studios, laboratories and shops) with specialized equipment are for instructional purposes only. Students may use these areas outside of regularly scheduled class hours only with permission and under supervision. Students are not permitted to use these facilities during quarter breaks or vacation periods.
- Bicycles, mopeds and motorcycles may not be stored inside the college complex or attached to any railing. Only university-supplied bike racks are acceptable for storage, and no locks are to be left on the racks. Such locks may be cut and destroyed with the college and the university assuming no liability.
- At all fire alarms, everyone must evacuate the entire complex. Anyone ignoring this rule is subject to the Student Code of Conduct as well as to arrest by University Police.

Notices/Posting Policy

A notice posted on the official bulletin board, 5000 level of Aronoff, outside the Student Records Office, shall constitute an official notice for a class or group of students. A notice read in a classroom during a regularly scheduled class meeting shall constitute an official notice to the class and to students registered for that class, whether all students are present or not.

Posters, signs and notices of events are to be posted on bulletin boards designated for this purpose. Windows, columns, walls and doors are not to be used for such postings. Pushpins and thumbtacks must be used on bulletin boards. Use of staples is not only unacceptable but will constitute vandalism to university property and can be treated as such under the Student Code of Conduct.

Tack surface in public critique spaces and acoustical treatments such as at the west end of 6000 Aronoff are not to be used for personal postings. No commercial entity is to post any notices within the DAAP Complex. Those who ignore this rule can be subject to discipline under the university's Student Code of Conduct and subject to prosecution for vandalism and/or criminal trespass. It is the policy of the college that the tack surfaces in public spaces serve an academic requirement for critique sessions, nothing else. The tack surfaces located at building hall ends such as the vending area, 5000 South Entry, and the 4000 level payphone area are for student advertising for DAAP students only.

DAAP assumes no responsibility for personal postings or their return. Posters and handbills posted in violation of regulations will be removed and destroyed. Any damage resulting from disregard of these policies may result in charges to the sponsor.

Any questions about posting policies can be referred to the UC Campus Scheduling Office.

DAAP Library

556-1335

The DAAP Library is located in 5480 Aronoff. Library hours are as follows:

In-Session Academic Year:	Monday – Thursday	8 a.m. – 10 p.m.
	Friday	8 a.m. – 5 p.m.
	Saturday	1 p.m. – 5 p.m.
	Sunday	1 p.m. – 10 p.m.
Summer Session:	Monday –Thursday	8 a.m. – 9 p.m.
	Friday	8 a.m. – 5 p.m.
	Saturday – Sunday	To Be Announced

Quarter Break:

Hours vary

The library collection represents all areas of study with publications in fine arts, architecture, fashion design, graphic design, industrial design, interior design, urban and health planning, computer graphics, electronic art, and foundation studies. The library subscribes to over 400 current journals and has an extensive collection of books, slides and electronic resources to support study and research. Access to the library collection is through UCLID, the University of Cincinnati Library Information Database, an online catalog of the University of Cincinnati Libraries. OhioLINK, the Ohio Library and Information Network, is a consortium of Ohio's college and university libraries and the State Library of Ohio. Reference and research guides are available through the Web site of University of Cincinnati Libraries, which is accessible on computers in the library as well as computer labs across campus and from home, studio or office. The UC Libraries Web address is www.libraries.uc.edu. The DAAP Library Web site is www.libraries.uc.edu/libraries/daap/index.html.

The DAAP Library Web site provides links to important resources including the DAAP Top Ten: www.libraries.uc.edu/libraries/daap/help/top10.html, which provides links to the most popular and frequently consulted resources as well as numerous resources for specific majors.

Undergraduate students may check out books for three weeks, and any book may be renewed once unless another patron has requested it. The loan periods for books on reserve for classes is determined by the professor. To borrow materials **users must show their UC Student IDs**. Notices are sent directly to you indicating fines owed. It is your responsibility to read these notices and pay attention to the policy.

The library has a copy stand for taking photographs from books and journals, two black and white photocopiers, one color copier, and scanning stations for documents and slides. The library also has VHS and DVD players, and a collection of videos on art, architecture, design and planning.

The library also provides access to a wide array of visual resources. Many digital image collections, such as ARTstor, www.artstor.org, a collection of over 300,000 art and architecture images, are available via the library Web site. In addition, there is a collection of slides that may be scanned using equipment available in the library. Library staff are available to assist in creating digital image presentations.

A guide to all library resources and services is available from the library Web site: www.libraries.uc.edu/libraries/daap/index.html. Library staff stand ready to assist you in finding the information you require:

Jane Carlin, *Librarian*
556-1319, jane.carlin@uc.edu

Al Early, *Circulation Services*
556-1321, alphonso.early@uc.edu

Elizabeth Meyer, *Visual Resources Librarian*
556-0279, elizabeth.meyer@uc.edu

DAAP Student Network Access

Many studios in the DAAP and Aronoff buildings are wired for Internet access. Connections are available for students to use to support their academic work. DAAP includes both wired network connections (for faster, more reliable access) and wireless access points (for flexible but slower access) throughout the building.

Preparing your Computer

All machines that are on the DAAP recommended systems list contain all the equipment necessary to access both the wired and wireless access points at UC. Machines not on this list may not be compatible

with our network. Incoming students can always see the most recent supported hardware at <http://daap.uc.edu/compreq>.

Gaining Access to the Network

In those studios where network connections are available, wired connections can be used by connecting your computer to the jack using a standard Ethernet patch cable (available from the UC bookstore in TUC or any consumer electronics store).

Select "DAAP Tutorials" on the DAAP intranet (<http://daap.space.daap.uc.edu/>) for instructions on registering wireless cards and connecting to the wireless network.

Rules of Use

UCIt rules for the use of university equipment, software and network will apply to all student-access nodes in DAAP. Please view the most recent policies at <http://ucit.uc.edu/policies/>.

DAAPSpace

The college has a large storage network suitable for saving and sharing files for backup and cooperative use. All students are allocated a 4 GB storage space suitable for file transfer and backup. In addition, instructors may elect to have their course materials stored on a DAAPSpace course folder. This space is accessible both within the university network and via the DAAPSpace Web site (<http://daap.space.daap.uc.edu>). DAAPSpace also has a growing list of computer tutorials and other important college information.

Student Computer Responsibility

Users of laptops are expected to install and use anti-virus software, available free from www.ucit.uc.edu/computers/software/mcafee.asp. Users whose computers create or distribute viruses may have their access to the network suspended until their machines are repaired whether or not they intend or are even aware of the virus creation.

Responsibility for Personal Items

The college will not be responsible for personal items stolen from studios. You will need to work with other students in your studio to make sure that the space is secured. You are also advised to obtain insurance for your computer. This might be done as a rider (extension) to a homeowner's or renter's policy.

UC's Public Safety Office will add your personal identification to your computer at no charge. Simply take your laptop to the Public Safety Office, Three Edwards Center, Monday through Friday, 8 a.m. to 5 p.m.

DAAP Computer Graphics Center

556-2157

The DAAP Academic Technology Committee establishes regulations governing the use of the DAAP Computer Graphics Center, 4425 Aronoff.

The effectiveness of the DAAP Computer Graphics Center as an instructional facility is contingent to a large degree on the cooperation and conduct of its patrons. Users of the center must observe general university conduct codes and policies concerning disruptive behavior, misrepresentation, theft, forcible entry, alcohol, drugs and smoking as laid out elsewhere in this handbook. In addition, the following policies are set forth in order to help ensure that the center supports a pleasant and productive instructional environment:

- All DAAP students will automatically be given an account and 4 GB of storage on the DAAP servers. This account provides access to workstations, software, and printers in the center and its supported classrooms. Users with their own computing resources may still access the college network resources, such as servers and wireless, using this account.
- Laboratory monitors do not make policy or schedules, but they are responsible for enforcing them. Please respond courteously to their requests, and please leave the center promptly at closing time.
- No food or drink of any type is allowed in the Computer Graphics Center.

- Keep work areas neat. Students are responsible for cleaning up their areas and taking their belongings with them when they are finished. All belongings left unattended will be turned in to the college lost and found in Room 5470 Aronoff. Discarded paper will be thrown away.
- Center resources are not to be used for playing computer games.
- Unauthorized copying and reproduction of copyrighted software products is a violation of federal and state laws, and is prohibited.
- Intentional destruction and/or alteration of any data or program files is a violation of federal and state laws, and is prohibited.
- Do not adjust any lighting, environmental or electrical controls.
- Computers that are reserved for a specified class may only be used by students enrolled in the class.
- A computer that has been left unattended for more than 10 minutes will be considered unused and available.
- Request assistance from the lab monitors whenever you are encountering what seem to be hardware-related problems. Do not attempt to do any repairs on your own. Please wait until a lab monitor is available. Questions regarding specific operations of the software should be directed to the course instructor.
- Posters and handbills may only be posted in the designated area in the center. Individuals should check with the laboratory monitor on duty before posting any materials.
- Telephones are provided for center staff use only. No out-going personal calls will be permitted, and in-coming calls will, except in emergencies, be discouraged. Laboratory assistants will not take messages.
- Do not substitute special printing paper for that provided by the center. Plotters and laser printers are delicate mechanical devices that can be easily and severely damaged if they are used with the wrong type of paper.
- Pets, bikes, rollerblades and skateboards are not allowed in the DAAP Computer Graphics Center.

College Shop

3358 Wolfson, 556-1207

The DAAP College Shop is an area providing woodworking and metalworking facilities for the exclusive use of students and faculty of the College of DAAP for work on class related projects. A full-time technician and student assistant supervisors, who, by university regulations, must be in attendance when the shop and its equipment are available to students or faculty, operate the shop. Operating hours are posted on the shop door. The shop is divided into four areas: woodworking, metalworking, a tool crib and welding.

It is the responsibility of the faculty teaching freshman design studios to see that their students take the prescribed shop orientation/certification, which may be arranged through the shop technician. There are varying levels of training to cover basic shop safety, use policies and directions for operating the most commonly used machines (band saws, sanders, cutoff saws, drill presses, scroll saw and grinder/buffers). Students who successfully complete the shop orientation will be issued a shop ID that indicates the level of training they have received. Students must wear this ID when in the shop. Machines marked with red Stop signs require additional training.

Rapid Prototyping Center

Room 5202, DAAP

The Rapid Prototyping Center provides creative services for students who need to build models of their designs for studios. Students partner with center staff by requesting the use of the rapid prototyping machinery and providing a CAD model. Staff then assist students through a variety of model-development processes. Students are advised to allow adequate time for their projects to be completed.

The Rapid Prototyping Center is designed for use by DAAP students, faculty and staff. Others who wish to use the facility must request permission to use the center in writing at the College Office.

Studio Safety Rules

- The use of power tools in the studio space is prohibited.
- The use of toxic materials in studios is prohibited. Such materials include any type of aerosol spray, bondo, epoxy, or products that emit noxious fumes or dust.
- Horseplay is prohibited in the studios.
- Accidents in studios are to be reported immediately to your school offices. After-hours emergency care can be accessed by any of the free campus telephones in the complex – dial 911.

DAAP Photography Facility

DAAP Photography Labs: 4440-4470 Suite, Aronoff

Photo Lab Supervisor: 4445 Aronoff, 556-0301

Photo Cage: 4441 Aronoff, 556-4314

The photo lab supervisor operates the DAAP photography facility to actively support the current DAAP photography curriculum. UC student ID cards are required to gain access to the area.

Photography policies and standard operating procedures are distributed in photography classes as well as being available in the lab entry area. The photography facility is open only when staff are present and on duty. Operational hours are clearly posted on the door of the facility. Photography areas are closed on all official UC holidays and during all of the quarter breaks. Policies can and do change to ensure safety and orderly operation of the labs.

Keys

Key requests are handled through your school secretary. Students permitted to have keys to college spaces must return them to University Access Control (Keys and ID Badges), at Three Edwards Center, 556-4925, upon graduation or leaving UC (for example upon transferring to another university). A deposit of up to \$100 can be required for insurance of some keys. This deposit will be refunded upon return of keys. Grades will be held until keys are returned. Students needing access to a locked area for which they have no key should first request assistance through their school office.

University Multimedia Services

Main Floor, Langsam Library, 556-1980

It is advisable to request equipment as far in advance as possible. Visual aid equipment is university property and is to be used for instructional purposes only. To reserve audio-visual equipment, students must present a letter from their faculty member or advisor, written on UC letterhead, including the student's name and signature, the type of equipment requested, and the dates for which the equipment is to be borrowed. The following is a list of the equipment available for students:

- Slide projectors and slide trays.
- Digital cameras.
- Data projectors.
- Camcorders.
- Opaque projectors.
- Overhead projectors.
- Projection screens.
- Television monitors.
- Audio cassette recorders.
- Tape dubbing capabilities.
- DVD players.
- Digital hi 8 camcorders.

Some equipment can also be borrowed directly from the college for same day use within the college. Please contact your school office or DAAP Audio Visual at DAAP-AV@uc.edu or 556-2938.

Lockers

For some DAAP students enrolled in studio courses, lockers are provided either in the studio or adjacent to it. Students are expected to furnish their own padlocks. Each school regulates the locker assignments in its area, and students may be required to sign a statement of understanding when lockers are assigned.

The college cannot be held responsible for property left in lockers or studios at any time during or between quarters. However, **all** lockers must be emptied and the locks removed at the end of **each** quarter since the potential for theft is greatest at this time. Any remaining locks will be cut off during the break, and the contents of lockers will be removed. Due to a lack of storage space, the contents cannot be stored and will be disposed of quarterly. Students should be very conscious of their potential loss of property.

Students who forget a lock combination or lose the key must arrange to remove that lock by contacting the DAAP College Shop technician to sign out a bolt cutter. An ID card must be exchanged for the equipment.

Elevators

The passenger elevators in Aronoff and DAAP do not require keys and are available to all who need them. The larger freight elevator in Wolfson is key operated and restricted to faculty and staff. Students who need to move bulky projects or equipment may sign out a key from their school secretaries.

XI. DAAP STUDENT ORGANIZATIONS

DAAP Union

The DAAP Union (Tribunal) is the student governance organization. Membership is open to any DAAP student in good academic standing. The tribunal provides representation on many college committees and on college matters that affect students. It also sponsors social events and service projects. To find out more about meetings and becoming involved, contact the director of special projects in DAAP Student Affairs, Room 5470.

DAAP Student Ambassadors

DAAP Student Ambassadors was created in 1996 to provide student representation at a variety of public relations and recruitment activities held on behalf of the college. Ambassadors are selected through an interview process and receive extensive training about the college and its facilities. DAAP students interested in membership should contact the DAAP Student Records Office for an application.

Alpha Rho Chi

Alpha Rho Chi is a coeducational professional fraternity for students enrolled in architecture and the allied arts. A young and dynamic organization, its goal is to create a bigger circle of friends, advance professional experience and, more importantly, develop a shared brotherhood directed toward a common focus of forming lasting friendships. Alpha Rho Chi is devoted to creating a richer college experience for its members through social, professional and community events. Visit our Web site at: www.tracingpaper.com or contact us at APXUC@hotmail.com.

American Institute of Architects – AIAS

The AIAS provides an early association with the professional parent group and permits participation in architectural activities on both a local and a national basis. Lectures by practicing architects and designers, discussion groups, visits to conferences, exhibitions and important building sites are some of the chapter's yearly activities.

American Institute of Graphic Arts – AIGA

The AIGA student group is comprised of ambitious designers focused on promoting awareness and excellence. The organization's objectives are creating a design mentoring program and hosting prominent designers from across the country to lecture at the University of Cincinnati.

American Planning Association – APA

The APA is an organization for students majoring in urban planning and related fields. Meetings are held with both practitioners and theorists and include discussions of current planning topics, speakers and symposia. The chapter maintains a close association with the Cincinnati chapter and the national APA.

American Society of Interior Designers – ASID

The ASID offers interior design students the opportunity to project artistic and ethical concepts of the profession on an apprentice level, to promote high standards in public relations and design integrity, and to train for eventual professional practice. Guest speakers and designers assist in the chapter's yearly programs.

Fashion Appreciation Society

Fashion design students join the Fashion Appreciation Society to promote social and professional activities with students at UC and in other universities, to sponsor programs and lectures, and to participate in community and professional activities.

Fine Arts Association – FAA

The FAA is an artists' organization structured specifically to give undergraduate School of Art students a forum for the exploration and exhibition of their individual and shared expression. The FAA offers opportunities for development as an artist through the exchange of ideas as well as a chance for young artists to show their work. Through association sponsorship, the FAA provides a means for students to see shows at a distance from Cincinnati.

The International Interior Design Association

The International Interior Design Association (IIDA) UC is a professional organization for students in the interior design program. An annual membership fee allows students to be included in the professional world of interior design, with access to special events and scholarship competitions, extra information of specific areas of design, and publications sent out to affiliates in the design world. Being involved in IIDA is especially helpful in strengthening relationships between upper and lower level students who can offer advice and encouragement to each other. IIDA meets on Fridays at noon in the Materials Library on the 8000 level of the DAAP Building.

Industrial Designers Society of America – IDSA

Students in industrial design have an opportunity to join a student chapter of their national professional organization, IDSA. The purposes of this student group are to further professional knowledge, to encourage social and professional contact with fellow students at the University of Cincinnati and other schools, and to sponsor programs and industrial design activities not otherwise provided in the classroom.

Planning Student Organization – PSO

The PSO was created in the winter of 2000 in order to provide better communication among students in the School of Planning. The PSO gives students a vehicle to participate in planning events on both a local and national level. It makes such activities as community service, urban field trips and educational outings available to students. Membership is open to any School of Planning student. Meeting information is available in the School of Planning Office.

Students for Ecological Design – SED

SED was created to bring together and transmit knowledge among people interested in the education, promotion and implementation of environmentally focused design. Specific goals include: promoting sustainable design education, sponsoring student participation in workshops and conferences, and playing an active role in applying these ideas throughout the community.