

# DAAP Undergraduate Student Handbook

*Updated Fall 2024*



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# I. INTRODUCTION

## Student Handbook

This DAAP Undergraduate Student Handbook serves as a valuable resource that references the policies of both the University of Cincinnati and the College of Design, Architecture, Art, and Planning (DAAP) while acquainting students with the broad array of services available to them both within the college and on campus.

## College Administration

The college administration consists of the dean and multiple associate/assistant deans and directors.

Dean's Office – 5470 Aronoff, 513-556-4933  
Student Affairs Office – 5470 Aronoff, 513-556-1376  
Business Office – 5470 Aronoff, 513-556-4933  
[DAAP Directory](#)

## College Structure

The College of Design, Architecture, Art, and Planning is comprised of the following four schools:

[Myron E. Ullman, Jr. School of Design](#) – 6415 Aronoff, 513-556-4298  
Communication Design  
Fashion Design  
Industrial Design

[School of Architecture and Interior Design](#) – 7210 Aronoff, 513-556-6426  
Architecture  
Interior Design

[School of Art](#) – 6431 Aronoff, 513-556-2962  
Art History  
Fine Arts  
Pre-Fine Arts

[School of Planning](#) – 6210 Aronoff, 513-556-4943  
Horticulture  
Urban Planning  
Urban Studies

A director leads each school, and most programs are directed by a program coordinator.

# II. GENERAL INFORMATION

## Student Status

Full-time, matriculated students in the College of Design, Architecture, Art, and Planning must carry the regular required courses each semester to continue in the college. Exceptions are made for students who already have applicable credits for a given semester. Withdrawal from or failure to register for a required course subjects the student to possible delay in graduation or official withdrawal from the college. Any student deviating from the prescribed curriculum of any program should consult with their academic advisor and program coordinator.

## **UC General Education Program**

The General Education Program (GenEd) has a firm foundation in UC's Academic Plan, to reaffirm liberal education as the core to preparing students as life-long learners. A combination of program requirements and directed electives fulfills the [GenEd requirements](#) for all undergraduate majors in DAAP. Program requirements, key touch points, foundational skills, and Breadth of Knowledge requirements are met by specific required or elective courses in each undergraduate program. Students should periodically review their progress with their academic advisor and may track their GenEd requirements using their degree audit.

## **Student Identification / Bearcat Card**

All students should obtain and always carry their Bearcat Card as a form of student identification (ID). Bearcat 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 check-out books from the library and for borrowing certain university equipment.

The Bearcat Card also has a debit feature. 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. Several off-campus restaurants, services, and stores also honor the card. A deposit of cash, check, or credit card activates the account.

If your Bearcat Card is stolen, report it to Public Safety, UC Police, Three Edwards Center, 513-556-1111. To receive a replacement card, a police report must be submitted. If your ID card is lost, Public Safety will collect a \$35 fee for card replacement. Replacement cards will be issued at Access Control, Four 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 academic advisor and faculty 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 note 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. You may view and update your contact information in [Catalyst](#) under My Profile.

## **Tuition & Fees**

[Cincinnati Tuition Guarantee Policy](#)  
[DAAP Program Fee](#)

## **Student Costs for Supplies**

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. Supply lists are provided for each studio-based program within DAAP. The list serves as a basic set of supplies for the first semester. Items can be purchased individually or as a supply kit. Supply kits are available from local vendors; details are shared with incoming students and posted on our website. Students in some programs should anticipate spending at least \$1,500 for materials, books, and supplies during the first year.

## **College Laptop Requirement**

As part of the regular curriculum, first year students entering DAAP programs are required to have a laptop computer and to bring the computer into their studios and classrooms.

Recommendations for hardware and software vary by program. Look for the specifications for each program on the [Computer Recommendations webpage](#). 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 website.

## **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 semester'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.

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. To view the examination schedule, review the [appropriate semester calendar](#).

## **Cooperative Education Program (Co-op)**

Co-op resides in the Division of Experience-Based Learning and Career Education (ELCE). Complete information and policies regarding participation in the co-op program can be found in the [DAAP Cooperative Education Student Handbook](#). ELCE is located on the seventh level of the Steger Student Life Center.

## **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**

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 semester, 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 semester.
- Review – Each student should be given an intermittent review of progress throughout the semester.
- 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 semester.

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

## **Lost and Found**

Objects found and reports or inquiries about items lost may be submitted to the front desk in the Student Affairs Office, Room 5470 Aronoff. The UC Department of Public Safety also operates a lost and found

service in Three Edwards Center, 513-556-4900. Use this [online form to report your lost item](#). If Public Safety can identify the property owner, they will notify the owner of its whereabouts.

### **Parking**

All students are eligible to purchase a parking permit. Daily parking is also available at all garage facilities, where the fee is based on the length of time parked. Please review the [Parking Services website](#) for additional information.

## **III. STUDENT SERVICES**

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

### **Enrollment Services**

220 University Pavilion, 513-556-1000, [enrollmentservices@uc.edu](mailto:enrollmentservices@uc.edu)

Enrollment Services is staffed with individuals who are cross-trained to handle questions pertaining to registration, financial aid, billing, and student records. The Enrollment Services website provides students with an easy way to take care of routine business related to their enrollment, such as:

- Registering for classes
- Applying for financial aid
- Viewing bills
- Checking grades
- Requesting transcripts

### **Email/Microsoft Outlook**

Microsoft Outlook 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

Students should use their UC provided email address when communicating with faculty, staff, and peers.

### **Canopy**

Canopy is a one-stop hub for everything you need to stay connected and get the most out of your time as a Bearcat. Providing quick links to your most frequented pages such as Catalyst and Canvas. Canopy also gives you exclusive access to a variety of learning tutorials, Microsoft 365, IT help desk, and more.

Catalyst is the University of Cincinnati's student information system, used by students to take care of student-related services, from class registration to paying bills.

The Canvas online course management system provides virtual class space, 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.

### **Financial Aid and Scholarships**

Many sources of [financial aid](#) are available: university-wide sources, federal and state grants and loans, private loans, and various scholarships. To be considered for financial aid, you must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) to establish your financial need. There is no separate UC financial aid application. The FAFSA should be completed as soon as possible after October 1 of each year to ensure consideration for all aid sources for the following academic year.



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. In general, students should apply for [DAAP scholarships](#) in the spring semester that will be applied during the following academic year.

### **University Ombuds**

607 Swift Hall, 513-556-5956, [ombuds@uc.edu](mailto:ombuds@uc.edu)

The Office of the University Ombuds is a safe place for all members of the UC community to talk about university related conflicts, issues, or concerns. The Office of the University Ombuds is not a confidential resource for matters mandated by federal or state law to be reported, such as sexual assault or harassment. Any disclosures made to Ombuds personnel regarding these matters must be reported to the appropriate University personnel. The Office of the University Ombuds may still maintain confidentiality regarding other university related concerns. Their office staff will listen to your concerns and help you identify options for successful resolution.

### **Conference and Event Services**

265 Tangeman University Center, 513-558-1810, [event.services@uc.edu](mailto:event.services@uc.edu)

Conference & Event Services supports the university's ordinary and extraordinary activities for students, organizations, department staff, academic faculty, and non-university (external) clients.

### **Accessibility Resources**

210 University Pavilion, 513-556-6823, [accessresources@uc.edu](mailto:accessresources@uc.edu)

UC is committed to providing full and equal access to students, employees, and visitors with disabilities. The University is actively engaged in improving the accessibility of our community, in the classroom, in the workplace, on campus, and online. To receive services, students must submit an [Online Application for Services](#). Please allow the staff in the office ample time to review your documentation and implement necessary accommodations.

### **Student Health Insurance**

334 Lindner Athletic Center, 513-556-6868, [studins@uc.edu](mailto:studins@uc.edu)

Enrollment in Student Health Insurance is automatic for any student enrolled in a qualifying program, who registered for six or more credit hours or co-op. Students are given the option to waive this coverage, if they have coverage that meets the requirements.

## **Quick Reference – Student Support**

- Medical concerns  
[University Health Services](#), 335 Lindner Athletic Center, 513-556-2564
- Personal safety concerns  
[Public Safety](#), Three Edwards Center, open 24/7  
For non-emergencies on West Campus, call 513-556-1111  
For non-emergencies on East Campus, call 513-558-1111  
For emergencies, call 911
- Counseling for personal issues and mental health care  
[Counseling and Psychological Services \(CAPS\)](#), 225 Calhoun Street, Suite 200, 513-556-0648\*  
\*This number also serves as a 24-hour crisis hotline.
- Academic support  
[Learning Commons](#), 2510B French Hall West, 513-556-3244, [LearningCommons@uc.edu](mailto:LearningCommons@uc.edu)
  - Math and Science Support (MASS) Center, 2133 French Hall West, [mass@uc.edu](mailto:mass@uc.edu)
  - Academic Writing Center (AWC), 401N Langsam Library, 513-556-3912, [AcadWC@uc.edu](mailto:AcadWC@uc.edu)[UC Libraries](#)

- Housing  
Your Resident Advisor or Resident Counselor  
[University Housing](#), 513-556-6461, [uchousing@uc.edu](mailto:uchousing@uc.edu)
- Career advice and employment opportunities  
[Career Education](#), Steger Student Life Center, 513-556-2667, [careereducation@uc.edu](mailto:careereducation@uc.edu)
- Free, student-run evening shuttle service around campus  
[NightRide](#), 513-556-RIDE (7433)
- [IT Quickstart Guide](#)  
Use the guide to get your technology set up both before you arrive on campus and after you get settled in.

## IV. ACADEMIC ADVISING

### What is Advising?

Academic advising is a process in which students and academic advisors work together to achieve the student's educational and personal goals. Typically, the student and the advisor collaborate to create a broad understanding of program/major requirements and university and DAAP policies and procedures, as well as to develop course schedules to fulfill degree requirements and student interests. Academic advisors can also identify additional campus and community resources as needed to enhance the student's tenure, both personally and academically, at UC.

Students are encouraged to seek help from their advisors as needed (e.g., prior to registering for the following academic semester, to discuss adding a certificate or minor).

### DAAP Academic Advisor

DAAP students are each assigned an academic advisor based on their program of study and last name. Advisor assignments are shared on the [DAAP advising website](#). To schedule an appointment, please use [My Bearcat Network](#). If you have any questions, please contact DAAP Student Affairs, Aronoff 5470.

### Degree Audit

UC offers this useful advising tool for students to track progress toward their degree requirements. Students can access their degree audit by logging into [Catalyst](#) and selecting My Academics > Academic Progress > Get My Degree Audit > View My Advisement Report.

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

## V. REGISTRATION

DAAP students must follow their prescribed program curriculum each semester. If a student finds it impossible to schedule a required course, please consult with your academic advisor about possible options. The program chair may authorize a substitute course to minimize the effect on your ability to complete degree requirements. For registration information, see the [Registration How to Guide](#).

### 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 [Catalyst](#) with the assistance of an academic advisor.

Please refer to the appropriate [Dates and Deadlines Calendar](#) for each term to ensure that you act in a timely manner. For late registrations or withdrawals, be sure to contact your academic advisor.

### **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 within any department in any University of Cincinnati college that honors the pass/fail system, provided that:

- The student has the written permission of their Academic Advisor and/or Program Coordinator.
- 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 semester credit hours attempted on a pass/fail basis does not exceed 12.
- A qualifying student registers for the class in the conventional manner but selects pass/fail grading.

### **Independent Study**

All DAAP 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. This option is available to students who have sophomore or higher status and a 2.5 cumulative grade point average. You need both the faculty member you are working with and your Program Coordinator's approval. Additional limitations may be set by each DAAP program. Independent study forms are available online or from your school's office.

### **Electives**

An elective is a choice of course offered at the University of Cincinnati that is not dictated by the academic program's requirements. 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. Certain programs may have 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 completing the [Change of College form](#). Admission to the new program will depend upon an evaluation by the DAAP Student Affairs Office and the Program Coordinator 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. Most programs only admit students for fall semester so students will likely be considered with other transfer applicants.

If admitted, the student's new academic advisor or program coordinator will evaluate credits earned and apply them as applicable in the new program. Since programs are distinctive, a change will likely lengthen the time until graduation.

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

Art History, Horticulture, and Urban Studies

- Fall semester: March 1 (priority deadline); July 1
- Spring semester: November 1
- Summer semester: March 1

Architecture, Communication Design, Fashion Design, Fine Arts, Industrial Design, Interior Design, and Urban Planning

- Fall semester: March 1 (priority deadline)

### **[FERPA and Records Privacy](#)**

The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99—commonly known as FERPA) is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records and dictates what UC faculty and staff may and may not share with third parties on a student's behalf. If you wish to review your records, follow the

procedures outlined for the student's right to review records. If you wish to share access to your student account information, you may give [delegated access](#) in Catalyst.

## VI. GRADES

### Grade Reports

After the end of each academic term, students can access their grade reports following each term in [Catalyst](#). Students are responsible for reviewing their grade report. Any errors or discrepancies should be reported **immediately** to the instructor or One Stop Student Services Center.

### Grade Scales and Definitions

#### **Incomplete ("I") Grade / Recommended Form for Incomplete Work**

The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed. The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship. Completion of the remaining course work does not include attending course sessions in a subsequent term.

The instructor who assigns the incomplete grade may set a specific date (up to 350 calendar days) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the exact date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the full 350 days to complete the remaining course, but the date must be within the 350 days after the end of the term in which the "I" grade was assigned. Once the instructor receives the completed work, the final grade must be changed online through the Catalyst Faculty Center. If no specific time for completion is set by the instructor, the student has 350 days (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the 350 day period (i.e., 350 days from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade. The "I/F" grade cannot be changed online and will require college approval.

Beginning Fall Semester 2016, the incomplete grade incurs no grade quality points (none) in the 350 days following the assignment of the incomplete grade and is not calculated into the grade point average (GPA). After the 350 day period, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F". (Prior to Fall Semester 2016, the incomplete grade incurred no grade quality points in the term following the assignment of the incomplete grade. Thereafter, zero (0.00) grade quality points were assigned and calculated into the GPA).

Faculty members wishing to award an "I" grade are encouraged to complete the DAAP Form for Incomplete Work, which faculty may access online. The faculty member should keep a copy and provide a copy of the form to the student receiving the "I" grade. An "I" grade may prevent a student from moving forward in their curriculum. However, undergraduate students may graduate with any number of "I" grades on their records as long as they satisfy all graduation requirements.

There is no guideline that will serve in every instance as to when an "I" grade is appropriate. However, 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. 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" grade 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.

### **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 are strongly encouraged to speak with their academic advisor before taking action. Students who withdraw should consult a DAAP advisor about policies governing re-enrollment.

### **Posting Grades**

The Family Educational Rights and Privacy Act (FERPA) 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 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**

Grade Replacements are open to undergraduate students who would like to boost their GPA. A [Grade Replacement Application](#) should be submitted when you are repeating a class and want only the grade from the most recent attempt to calculate into your GPA. Review the policy for more details.

### **Grade Changes**

The course instructor alone has the responsibility to change any grade that was erroneously reported.

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 another extenuating circumstance exists. 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 program coordinator, the school director, 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.

### **Academic Fresh Start**

The purpose of an Academic Fresh Start is to provide a student who performed poorly upon their initial enrollment at the University of Cincinnati the opportunity for a fresh UC cumulative grade point average.

## **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 semester. However, sometimes circumstances make it necessary for a student to withdraw from a course. For procedures, see Changes in Registration, page 6.

### **Withdrawal from the College – Complete Withdrawal**

Only the College Office can effect an official withdrawal. To withdraw completely, the student must drop or withdraw from their courses. If possible, the student should meet with an academic advisor or the assistant dean of Student Affairs before taking action. 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 determined by the Office of the Bursar.

## **Readmission to DAAP**

If students are returning within one calendar year of their last enrollment, they should contact DAAP Student Affairs Office to explain the situation and meet with their academic advisor about registration for the upcoming semester.

Previously enrolled and matriculated students who are seeking to return to DAAP after at least a one-year absence must apply for readmission by submitting the [Application for Readmission](#). (Students who have attended another institution since leaving the University of Cincinnati need to submit a [Transfer Application](#).) 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 Readmission must be received by DAAP by the following dates:

- Fall semester: March 1 (priority deadline); July 1
- Spring semester: November 1
- Summer semester: March 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. The Undergraduate Academic Standing Appeals Committee (UASAC) is convened by the Office of the Provost. The UASAC meets regularly to consider appeals from:

1. Undergraduate students seeking reinstatement after serving a University academic suspension; and
2. Student appeals of University suspension or dismissal and requests for immediate or early reinstatement to enrollment eligibility.

## **Medical Leave of Absence**

Students may experience serious health issues that require them to suspend their academics with the University to devote time to treatment. The purpose of this policy is to provide an avenue for students to take a medical leave of absence to address their health issues when their condition prevents them from meeting the expectations of a student for an extended period of time.

## **Academic Fresh Start**

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

# **VIII. STUDENT CODE OF CONDUCT**

## **Student Code of Conduct**

The purpose of the [Student Code of Conduct](#) is to inform students of their rights and responsibilities, identify procedures to address student behavior that conflicts with community values reflected in university policies, and recommend potential sanctions, interventions, and measures designed to educate and safeguard the Bearcat community and its members. Misconduct may be classified as academic and/or nonacademic.

The Office of Student Conduct and Community Standards 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. Questions regarding the code and procedures may be directed to the [Office of Student Conduct and Community Standards](#) (745 Steger Student Life Center, 513-556-6814, [conduct@uc.edu](mailto:conduct@uc.edu)).

### **DAAP Two-Strikes Academic Integrity Policy**

The DAAP programs apply a "Two Strikes Policy" regarding Academic Integrity. For formally processed cases of academic misconduct, any student who has been found responsible for two cases of academic misconduct may be dismissed from the college.

## **IX. ACADEMIC STANDARDS**

### **Undergraduate Academic Standing Policy**

Undergraduate students must pay special attention to their cumulative university grade point average (GPA) as it relates to academic standing and academic progress to degree. Maintaining good academic standing is crucial to demonstrating progress to degree and fulfilling the degree or certificate requirements of your program. Recognizing its importance to our students, [University Rule 3361:50-1-06](#) articulates the acceptable standards necessary to be in "Good Academic Standing" and the consequences faced when those standards are not met by the students.

### **DAAP Academic Policies**

*School of Design (Communication Design, Fashion Design, and Industrial Design)*

If a student receives a D+ (or below) grade in two required design studio courses, the second studio in which a D+ (or below) grade is received must be repeated before the student can progress further in the School of Design.\* The student may continue to take General Education Requirements and Electives in the interim.

If the student receives a second D+ (or below) grade in the repeated course(s), they will be suspended from the School of Design and must apply for readmission.\*\*

\* If the two D+ (or below) grades are received in the same term, the student is required to repeat both courses. It is highly recommended the student participate in a faculty consultation prior to making future enrollment decisions (The consultation is not an opportunity for the student to appeal their grades).

\*\* Students are allowed to apply for readmission a maximum of two times.

*School of Architecture and Interior Design*

*Interior Design*

- **Double D Policy:** If a student receives "D" grades in two consecutive design studios, the second studio in which a "D" is received must be repeated before the student can progress further in the studio sequence. This policy applies to students from the second through the fifth years. The repeated studio must be a studio in Interior Design.
- **Entry into Senior Studio:** Students must have completed all core curriculum course requirements through the fourth year before being allowed to enter Senior Project Studies (INTD 5001).

### **Appeal of Academic Evaluation**

[UC's Undergraduate Student Grievance Policy and Procedures](#) are applicable when:

- Students believe that they have been subjected to an academic evaluation that is capricious or biased.
- Students believe that they have been subjected to other improper treatment.

Students may initiate an informal complaint 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 term following the term in which

the activity that gave rise to the complaint occurred. Students registered for cooperative education through the Division of Experience-Based Learning and Career Education will receive an extension of one term upon their request. All complaints shall be heard without unnecessary delay. Two or more students with the same complaint may join in a group action.

### **Dean's List**

Students who have a term grade point average (GPA) of 3.40 or higher and are enrolled for six credit hours or more are included on the Dean's List for that term. Students receiving Dean's List honors will have a certificate emailed to them.

### **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 GPA of 2.00 and a minimum of 120 semester credit hours to be eligible for graduation.

Certain programs may have restrictions on electives; it is recommended that students secure the advice of their advisors in selecting electives.

In addition to academic requirements, a student in the Co-op Program who is a candidate for a degree must have completed the required number of work semesters and have received a satisfactory grade for each of the semesters (five for students in the design and urban planning programs; three for architecture and fine arts students). Transfer students should have all the remaining semesters 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.

All undergraduate students must apply to graduate through the [Online Graduate Application](#). To complete the online application, a \$50.00 credit card payment is required. More information, including the application deadlines for each semester, can be found on the [Registrar's Graduation website](#).

### **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.
- Academic advisors, in consultation with the Program Coordinator, have the authority to make course substitutions within the parameters given to them by their respective program faculty. All substitutions should be indicated in the degree audit.
- Program Coordinators, in consultation with their respective School Directors, may use their discretion to waive up to three semester hours of credit outside of the major core requirements. The respective school faculty must approve waivers in excess of three semester hours for courses outside of the major core requirements and waivers of major core courses.
- Approved waivers should be documented on the degree audit. The DAAP Student Affairs Office will not certify a student to graduate until necessary substitutions and waivers have been submitted.

### **Graduation with Latin Honors**

Undergraduate students who are candidates for degree may be recognized by award of the following honors based on their university grade point average (GPA).

- 3.900 – 4.000 Summa Cum Laude
- 3.750 – 3.899 Magna Cum Laude
- 3.600 – 3.749 Cum Laude

The University GPA is based on all coursework taken at the University of Cincinnati. To be eligible for University Honors, students must earn a minimum of 60 semester credit hours at UC.



## Commencement

The Commencement Office recognizes our graduating students' achievements by celebrating those successes at the University of Cincinnati Commencement ceremonies.

## **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 semester and must be willing to participate in commencement.

# **X. FACILITIES, EQUIPMENT, COLLEGE POLICIES**

## **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 ID/Bearcat Card 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 regular academic semesters, the building is open to the public during hours that roughly support the DAAP Library. *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 regarding the use of cameras in spaces open to students, faculty, and staff.

## **Routine Maintenance of the Building**

Facilities Management performs routine maintenance of the building. Cleaning crews have been instructed not to disturb student work or materials on top of desks and 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, 5470 Aronoff. The university's Facilities Management 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 Semester

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

At the end of each semester, 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 semester. This date is generally the Friday afternoon of each semester's exam week. The cleanout is very important and extensive – if the contents are not removed by the owners, Facilities Management 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 will 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 first year students where the faculty has ascertained previously that no major changes of room assignment or equipment moves are anticipated at the end of the semester. 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, library, general offices, labs, or any other facilities.
- 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. Service dogs for students, staff, or faculty are allowed. Service dogs must be wearing a service animal vest.
- 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 lab spaces. 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 and laboratories) 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 semester 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

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 are for student advertising for DAAP students only.

DAAP assumes no responsibility for personal postings or their return. Posters and flyers 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.

### **DAAP Library**

Robert A. Deshon and Karl J. Schlachter Library for Design, Architecture, Art, and Planning  
5480 Aronoff, 513-556-1335

The Robert A. Deshon and Karl J. Schlachter Library for Design, Architecture, Art, and Planning (the DAAP Library) provides on-site access to nearly 100,000 monographs and bound journals, and hundreds of cutting-edge periodicals. Subjects covered include fashion design, industrial design, graphic design, architecture, interior design, landscape design, horticulture, art history, art education, and fine art: sculpture, drawing, printmaking, and photography. The library has growing special collections comprised of artist's books, architectural drawings and archives, handmade/fragile pop-up books, rare elephant folios, and Cincinnati urban planning materials.

### **DAAP IT Computer Lab and Classroom AV Support**

4425 Aronoff, 513-556-3227

### **DAAP Build Lab**

3358 Wolfson, 513-556-1207

### **Rapid Prototyping Center**

5202 DAAP, 513-556-9284

### **DAAP Photo Lab**

4440-4470 Aronoff, 513-556-4314

### **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.

### **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 at Three Edwards Center during their hours of operation.

## **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 semesters. However, all lockers must be emptied and the locks removed at the end of each semester 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 at the end of each term. Students should be very conscious of their potential loss of property.

## **XI. DAAP STUDENT ORGANIZATIONS**

One of the best ways to get involved in the DAAP community is by joining a student organization. DAAP has over 20 student organizations representing a variety of interests, including academic, professional, community activist, social and more.

- [DAAP student organizations](#)
- [All UC student organizations](#)

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