

McMicken College of  
**Arts & Sciences**



**Bulletin 2009–2010**





# MCMICKEN COLLEGE OF ARTS & SCIENCES



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# DEGREE PROGRAMS

McMicken College of Arts and Sciences offers three degrees:

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Bachelor of Interdisciplinary Studies (BIS)

The BA and BS degrees, distinguished primarily by the major, or field of concentration, share a common set of liberal arts requirements. Majors in the natural sciences earn the BS degree, whereas those in the social and behavioral sciences, the humanities and mathematics earn the BA degree.

In earning a degree, students choose a major or field of concentration from one of the college's 25 academic units. While most majors consist of work done entirely within that home unit, some cross unit lines as part of an interdisciplinary program, while still others draw on the offerings of other colleges within the university.

The BIS degree cannot automatically be elected by a student. It requires submission of a degree plan designed to attain a particular educational goal, under the supervision of two faculty advisors. Interested students can obtain an outline of BIS criteria from the college office and make an appointment with the BIS coordinator.

Each program (with its code number) is briefly described on the following pages. For a full description, please request a program outline from the A&S Office of Undergraduate Affairs and Advising, 102 McMicken, 513-556-5860, [artsci.advising@uc.edu](mailto:artsci.advising@uc.edu), or check the college's Web site, [www.artsci.uc.edu](http://www.artsci.uc.edu).

## Bachelor of Arts Degree Programs

**African American Studies (AFAM)** majors use a variety of approaches to examine how to improve the life chances and life experiences of many cultures through the lens of African, African American, Afro-Latin, Afro-Caribbean and Afro-European populations. This interdisciplinary major employs analytical tools from fields such as sociology, literature and history to explore important social issues facing people of African descent in continental Africa and throughout the African diaspora. A certificate in **African Studies** is also available.

**Anthropology (ANTH)** students study humankind in all its material, physical and cultural dimensions. Anthropology majors develop strong research and analytical skills while exploring people of the past and present from a comparative, cross-cultural perspective. Anthropology majors take 54 hours of anthropology courses, distributed among each of the four fields — cultural anthropology, biological anthropology, archaeology, and linguistic anthropology.

**Asian studies (AIST)** is an interdisciplinary program that explores the languages, cultures, economies, geography and poli-

tics of the countries of Asia. Asian studies majors take courses in Chinese or Japanese language, economics, political science, history and geography to survey a wide range of approaches to the history and cultures of Asian countries. The multidisciplinary approach allows students to acquire a variety of analytical tools and to look at issues and problems from multiple perspectives.

**Business Economics (BUEC)** is described with economics.

**Chemistry (CHEM)** is ideal for students seeking a strong foundation in chemistry, but with sufficient flexibility and free electives in their program to pursue career paths outside of chemistry. Students planning to go to medical school, pharmacy school, forensics, high school chemistry teaching and some chemical technician positions will find this program very attractive. The mathematics and physics requirements of this degree program are identical to those required by most medical schools. Undergraduate research is also available for students pursuing this degree program.

**Classics (CLAS)** and **Classical Civilization (CLCV)** are two programs offered through the department of classics. Classics majors study the language, history and literature of ancient Greece and Rome in addition to developing linguistic skills and enriching themselves through an interdisciplinary exploration of the Greek and Roman world. Classical civilization majors supplement the basic language study with courses in art, archaeology and ancient civilizations. Some majors also choose study abroad programs in Athens or Rome.

**Communication (COMM)** focuses on message exchange among people, organizations and social institutions. Communication majors develop strong communication skills grounded in a theory-based understanding of communication processes. The communication major requires a broad foundation in the basics of communication along with more focused study in an area of concentration. Majors choose an area of concentration in public speaking, organizational communications, interpersonal communication, public communication or mass media. A **Public Relations** certificate is also available to majors.

**Economics (ECON)** and **Business Economics (BUEC)** are both offered through the department of economics. Economics involves both the investigation of theories to explain economic systems as well as the application of these theories to areas such as finance and banking, labor relations, poverty reduction, taxation and investment. Majors study how societies manage their scarce resources, while exploring issues such as the production of goods and services and the distribution of income among people. The BA in business economics offers both economics and business courses, providing a strong theoretical and practical combination. Students also have the option of pursuing the **5-year program** and earning a master's degree.

**English (ENGL)** majors read, analyze and write literary texts in English. They explore British and American literature of the past and present; the structure and development of language;

and the skills of creative, journalistic and expository writing. Students learn to read critically and write effectively, and they learn to look at texts through the perspectives of a variety of disciplines including history, philosophy, psychology and political science. Specialized tracks exist in **Creative Writing, Literary & Cultural Studies and Rhetoric & Professional Writing**. The department of English also offers an English minor and certificates in **Journalism, Creative Writing, Professional Writing** and **American Ethnic Studies**.

**French (FREN)** and **Spanish (SPAN)** are majors that may be completed solely with language, literature and culture courses conducted in the particular language chosen. Most language majors studied language in high school, but beginning language study in college can be completed in four years. In addition to their language courses, students may also choose area studies courses in history, political science, geography and art history. Co-op programs are available in these majors. Language majors may also take advantage of study abroad programs offered through the language departments. Certificates are also available in: **Business French, Business Spanish and Italian**.

**Geography (GEOG)** bridges the social and physical sciences, and therefore its majors may choose a curriculum leading to either a BA or BS degree. Geographers study the interrelationship of climate, population, land use and other variables that influence the location of goods and services. Students take courses from several areas including human and historical geography, regional geography, urban and economic geography, and geographical theory and technique. Specialized tracks exist in **Environmental Geography (GEOG-E), Geographic Information Sciences (GEOG-G), Human Geography (GEOG-H)** and **Urban-Economic Geography (GEOG-U)**. A certificate in **Geographic Information Sciences** is available and students can opt to pursue the **5-year program** to earn both undergraduate and master's degrees.

**Geology (GEOL)** degrees can be pursued as a BA or BS and are described on pages 4 and 5.

**German Studies (GRST)** may be completed solely with language, literature and culture courses. Most language majors studied language in high school, but beginning language study in college can be completed in four years. In addition to their language courses, students may also choose area studies courses in history, political science, geography and art history. Co-op and study abroad opportunities are established and students can opt to pursue the **5-year program** and earn both a BA and master's degree.

**History (HIST)** majors study and analyze human experiences of the past. By exploring the forces and ideas that produced society, they become better able to understand other societies as well as their own. History majors develop strong critical thinking and writing skills as they develop techniques to research and examine the past. A certificate in **Historic Preservation** is

also offered in cooperation with DAAP and students may opt to pursue the **5-year program**, earning both a BA and master's degree.

**International Affairs (INTA)** is an interdisciplinary major that combines political science, history, economics, geography and foreign languages. The multidisciplinary approach allows students to acquire a variety of analytical tools while looking at international issues and problems from multiple perspectives. The political science department administers this program and also offers certificates in **Security Studies** and **International Human Rights**.

**Journalism (JOUR)** is an interdisciplinary major that is driven by the progressive development of students' critical thinking, writing, editing and observation skills in the context of a liberal arts education. Students concentrate in one of three areas: news/editorial, magazine/creative-nonfiction or photojournalism. Students are also required to complete two quarters of internship — a most efficient and successful way to gain professional experience, write and edit for publication, develop a portfolio and obtain the recommendations that are essential to be competitive in the job market.

**Judaic Studies (JUDC)** offers students a wide range of approaches to exploring and understanding Jewish history, culture and religion. This interdisciplinary major combines the study of Hebrew with history, literature, philosophy and other fields to familiarize students with the experience of the Jews of the past and present.

**Latin American Studies (LAS)** is an interdisciplinary major that explores the languages, cultures, economics and politics in the countries of Latin America. Majors take courses in Spanish, Portuguese, economics, political science, literature, history, geography and other areas of study to gain a wide range of approaches to the history and cultures of Latin American countries. The multidisciplinary approach allows students to acquire a variety of analytical tools and to look at issues and problems from multiple perspectives. Students also have the option of completing this major with co-op.

**Mathematics (MATH)** includes the disciplines of pure mathematics, applied mathematics and statistics. Mathematicians and statisticians use representations of abstract ideas and relationships to solve problems in order to arrive at a general understanding of how these representations work, as well as how they could be applied. Mathematical sciences majors learn complex analytical and problem-solving skills while exploring a range of mathematical topics and problems. Students also have the option of pursuing the **5-year program** to earn both a BA and master's degree.

**Organizational Leadership (ORGL)** is an interdisciplinary approach to the liberal arts taught through the lens of leadership issues. The curriculum emphasizes course work in liberal arts

subjects combined with business subjects. The mission of the program is to develop people who understand the responsibilities of leadership and to prepare them to exercise leadership in their organizations and society.

**Philosophy (PHIL)** is a discipline concerned with questions of value, knowledge and reality. It is a major especially suited for students considering a career in law. Students may take courses in the traditional divisions of philosophy such as ethics, political philosophy, epistemology, metaphysics and aesthetics, but students may also explore a variety of questions relevant to psychology, biology, logic, law, religion and computer science. Majors and nonmajors alike receive a sound training in critical thinking and evaluation. Students also have the option of pursuing the **5-year program** to earn both a BA and master's degree.

**Political Science (POL)** is the study of politics and government, both in the United States and around the world. Political science majors develop strong research and analytical skills while exploring topics such as the philosophies on which governments have been founded, the ways in which citizens of nations affect and are affected by their governments, and their relationships among states in the international community. Students also have the option of pursuing the **5-year program** to earn both a BA and master's degree.

**Psychology (PSYC)** is the scientific study of human and animal behavior and the psychological, social and biological processes related to that behavior. All majors are required to do some work in statistical and research methods and can choose other courses from areas such as abnormal, social or developmental psychology, and the psychology of learning, motivation and perception. Students can gain practical experience through fieldwork and by serving as teaching or research assistants for academic credit. Interdisciplinary specialties are also available in **Criminal Justice (PSYC-C)** and **Biopsychology (PSYC-B)**.

**Sociology (SOC)** is the scientific study of society and the various groups that make up a society. Sociology majors study families, communities and religious, political and business organizations, and how social change occurs within them. Students learn the essential tools for investigation, including theory, research methods and statistics. Sociology majors can choose from courses in race relations, criminology, population and family issues.

**Spanish (SPAN)** is described with French.

**Women's Studies (WMST)** students explore the complexity of both men's and women's lives. Within a broad range of subjects, students raise questions about gender, race, sexual identity, nationality and class. Women's studies also examines women's roles and achievements historically and cross-culturally. This program of study challenges the stereotypes of women and men, promoting self-awareness and empowering individu-

als. Women's studies students pursue careers in social service, education, business, politics and law, to name just a few. The major offers packaged concentrations in sexuality studies and North American women's studies, and family studies. The major offers concentrations in **Sexuality Studies (WMST-S)** and **North American Women's Studies (WMST-A)**.

## Bachelor of Science Degree Programs

**Biology (BIOL)** is the study of life and life processes. Biology majors study biological organization at the molecular, cellular, organism, population and ecosystem levels. The curriculum prepares students who wish to enter medical school or graduate studies in specific fields of biology as well as environmental science. Biology majors must complete two years of chemistry prior to the junior year. All entering students should have taken chemistry in high school and should be prepared to enroll directly into calculus. The major offers concentrations in **Biology of Plants (BIOL-P)**, **Biology of Animals (BIOL-A)**, **Ecology and Evolutionary Biology (BIOL-E)** and **Cell/Molecular Biology (BIOL-C)**.

**Chemistry (CHEM)** and biochemistry are both theoretical and experimental sciences that involve the study of the molecular basis of all matter, an understanding of which leads to the development of products as diverse as pharmaceuticals and heat shields. Chemistry students often enter graduate programs in medicine and the health sciences. For these students the curriculum in **Biochemistry (BCHM)** is especially attractive. The department also offers a **BA degree** that consists of a moderate amount of chemistry and cognate courses.

**Environmental Studies (EVST)** majors combine a core of environmental courses with additional courses in the natural sciences, including physics. With this solid foundation, students are well equipped to carry out environmental research and analysis. Graduates with BS degrees in environmental studies may find employment opportunities with local, state or federal government agencies, universities, environmental consulting agencies, with business and industry, with research institutions and with nature preserves and zoos in areas such as bioremediation, pollution sampling and analysis, pollution abatement, biodegradation and environmental toxicology, and wildlife management. The degree also provides a sound basis for further specialization in graduate studies or for a degree in environmental law.

**Geography (GEOG)** degrees can be pursued as a BS or BA and are described on page 3.

**Geology (GEOL)** has undergone a revolution in the past decade, becoming an interdisciplinary science that emphasizes the study of major earth systems and how they are connected. Geologists integrate knowledge of earth materials, the processes that have shaped them and the deep chronology of earth history to understand global change through time. For example, geology majors learn how the collision of continents

and the creation of mountains affect sea level, climate and the diversity of marine organisms. Geology majors work in the field, process data and images with computers, and use up-to-date instrumentation. The department also offers a BA degree and a **5-year program** where students can earn both an undergraduate degree and a master's.

**Neuroscience (NS)** is interdisciplinary, with neuroscientists participating from three departments within A&S (biology, psychology, and philosophy), from numerous departments in the College of Medicine (cell biology, neurobiology and anatomy, molecular and cellular physiology, molecular genetics, biochemistry, microbiology, and psychiatry), the Biomedical Engineering Program, and Children's Hospital (developmental biology, pediatrics). Majors are required to take common core courses, to attend seminars and discussion groups that integrate concepts from the fields of biology, psychology and philosophy, and then choose one of three tracks in which to specialize — **neurobiology, neuropsychology, or brain, mind, and behavioral studies**. The common core stresses basic scientific knowledge across the disciplines making up contemporary neuroscience.

**Physics (PHYS)** applies the physical laws of nature to phenomena as diverse in scale as the recent discoveries of smaller elementary particles and the development of the known universe. Using the tools of mathematics, physics majors study optics, mechanics, electricity and magnetism, modern physics, thermodynamics, and quantum mechanics. Undergraduate research is an integral part of the program. All majors study at least one other basic science. The department also offers a specialized curriculum in **Astrophysics (APHY)** and a **5-year program** where students earn both a BS and master's degree.

## Bachelor of Interdisciplinary Studies Degree Program

Interdisciplinary Studies is a unique program that offers students the opportunity to design their own bachelor's degree. If you are capable of describing the education you hope to accomplish over four years, and can show how courses from a number of disciplines in McMicken College and elsewhere at UC contribute to that educational goal, you may be a candidate for the bachelor of interdisciplinary studies degree. With the assistance of faculty and advisors, students develop this degree by integrating different curricula to meet their particular interests and educational goals that cannot be achieved through the established BS or BA degrees. While some interdisciplinary studies majors are generalists and design a broad liberal arts curriculum, others choose to explore a single issue from the perspective of a variety of disciplines.

## Undecided/Exploring Students

Many students begin their college experience exploring their choice of major. The Center for Exploratory Studies, housed in McMicken College, is here to help you investigate the world of opportunities available at the University of Cincinnati. The center helps you determine all of your options and provides you with the assistance you need to select and declare a major through services like exploratory advising, major mentors (another student who is advanced in a chosen course of study) and specialized courses. For more information visit the center's Web site at [www.uc.edu/explore](http://www.uc.edu/explore).

## 5-Year Programs

A number of master's degrees are offered in conjunction with undergraduate degrees and can be earned upon completion of one additional year beyond the senior year. These programs are designed for students who want to increase their marketability in this competitive job market. Students begin coursework during their senior year. Five-year programs are available in:

- Economics
- Geography
- Geology
- German Studies
- History
- Mathematical Sciences
- Philosophy
- Physics
- Political Science

## Minors and Certificates

A major is the primary area of study a student pursues in order to earn a baccalaureate degree from the college. Majors require a minimum of 54 hours of course work within the discipline, with some requiring more.

A minor is a secondary area of study a student may choose in addition to the major. It typically requires 30 credit hours. Minors are offered in most areas that offer a major. Students who wish to declare a minor need to work with the department offering the minor to make sure all requirements are met.

Students not formally enrolled in a degree program are invited to pursue certificates in most departments in the college, by enrolling through the Transfer and Lifelong Learning Center. Certificates may require more credit than a minor. In addition to certificates modeled on our majors, any student may earn a certificate in:

- African Studies
- American Ethnic Studies
- Arabic Language and Culture
- Business Languages (French or Spanish)
- Creative Writing
- European Studies
- German American Studies
- Geographic Information Systems
- Historic Preservation
- International Human Rights
- Italian Language & Culture
- Middle Eastern Studies
- Professional Writing
- Public Relations (Communication majors only)
- Security Studies

For information on these programs, visit [www.artsci.uc.edu](http://www.artsci.uc.edu) or 102 McMicken Hall.

## SPECIAL OPPORTUNITIES

### First Year Experience Program

The McMicken College of Arts and Sciences offers an innovative yearlong first-year program for your successful transition to university performance. Each student's need is different, so the First Year Experience program has many components. With the help of your advisor, you will design a personalized program to meet your needs by choosing one or all of its elements. Our goal is to help you become part of UC and McMicken, and keep you excited about learning. The following are the options available to you:

**College Success Skills Course:** A first-year course offered only during fall quarter that focuses on vital skills such as time management, approaches to studying, the use of technology for effective learning, research skills and campus resources.

**McMicken Freshman Seminars:** These small enrollment courses allow first-year students the opportunity for in-depth study of a current and relevant topic, such as bio-terrorism or women's legal issues. These three-credit hour courses are offered throughout the year and count toward your graduation requirements.

**Learning Communities:** To help you get connected with individual faculty members and a group of students to study and socialize with, we suggest you join a learning community. Members of learning communities take several of their classes together. This provides the opportunity to make friends, share ideas and learn together. These communities provide a small personalized feel to UC's largest college.

**Discovering Arts & Sciences Course:** Discovering Arts & Sciences explores many of the disciplines of McMicken College with a variety of fun and interesting faculty, student and alumni presentations. You will also have the opportunity to explore your own interests and talents through interactive assessments and activities.

**Discovering UC Course:** Similar to Discovering Arts & Sciences course, but with a focus on major selection among all of the colleges at UC.

## Research

Creative and career-enhancing research opportunities are available throughout the college, in almost every undergraduate program. These unique experiences offer the chance to not only work side by side with internationally renowned professors and other students, but in most cases, to gain credit. Explore your options in a science-related field, such as chemistry or physics; a social science, such as geography or political science; or in the humanities — for example, English, philosophy or history. Check with your program's undergraduate director to learn more about recent and ongoing research endeavors in specific fields of interest.

## Pre-Law

While nearly all schools of law require a baccalaureate degree for admission, none stipulate a particular degree or major. Pre-law students should consult the university Pre-Professional Advising Center, Swift Hall, 513-556-2166, about planning for law school admission based upon their LSAT test scores, references, and interviews, etc.

## Pre-Medicine Programs

These four-year programs lead to the BA or BS degree in the student's choice of major. The requirements for the degree are those in any regular program. Students are urged to obtain as broad an education as possible, and they are required to

include in the 180 credits at least the following minimum of science work: Biology 101-2-3, 111-2-3; Chemistry 101-2-3, 111-2-3, 201-2-3, 211-2; Physics 101-2-3, 111-2-3. This same general program, with slight variations, applies to students interested in dentistry, veterinary medicine or optometry.

Students admitted to an accredited college of medicine or dentistry prior to completion of their field of concentration for a BS in biology or chemistry may be eligible to receive the degree upon successful completion of the first year of professional study. Such students must have earned 135 quarter credits and satisfied all degree requirements except completion of the field of concentration. For further information, contact the university Pre-Professional Advising Center, Swift Hall, 513-556-2166.

## Education Abroad

Study Abroad offers you the opportunity to see and experience other customs and cultures; brings to life all of those places and people you read about in your courses; gives you a chance to sharpen your language and communication skills and prepare you to become a member of the global community. You get all this plus academic credits that may apply toward your graduation requirements.

And don't think studying abroad is beyond your pocketbook. It's more affordable than you think. There are lots of inexpensive programs and courses, as well as financial awards and aid to help you pay for it.

Your first step toward study abroad should be to UC's International Programs Office. Contact them at 513-556-4402, [global@uc.edu](mailto:global@uc.edu) or visit their Web site: [www.uc.edu/global](http://www.uc.edu/global).

## Community Engagement

Students have a variety of opportunities to actively participate in the life and prosperity of their larger community. Service learning courses provide students the opportunity to engage in academic community partnerships at the local, national or international levels. Students gain a richer mastery of course content, enhance their sense of civic responsibility and ultimately develop a more integrated approach to understanding the relationship between theory, practice, ideas, values and community.

## Internships

McMicken College of Arts and Sciences offers internship opportunities for academic credit in the majority of our programs. Internships are experiential learning opportunities to complement a student's in-class studies and gain "real-life" experience in a field of interest. Internship work generally requires 10 hours of work a week, and students can participate in and receive credit for internship work throughout the academic year. Many of the internships are paid. For more information, visit 102 McMicken Hall or visit [www.artsci.uc.edu/internships](http://www.artsci.uc.edu/internships).

## Washington Center Internships

UC is a participating member of the Washington Center Internship Program, which places students in governmental agencies for a full quarter of academic credit. Internships are available every quarter of the year, and scholarships for the program are available to some students through the University Honors Program.

## Professional Practice (Co-Op Program)

McMicken College of Arts and Sciences offers cooperative education programs to majors in communication, economics, English, French, German, Latin American studies and Spanish. Students who qualify for the five-year program combine course work with study or career-related off-campus employment for which they earn a bachelor of arts degree and a certificate of professional practice. The first two years are spent on campus in academic studies, while the remaining three years are divided into alternating work and study quarters. The student must work a minimum of four quarters.

Language and communication majors are also encouraged to work toward a certificate in business language or a writing certificate. Language majors must maintain at least a 2.5 grade point average in the first two years of college to be eligible. For communication majors, 2.8 is required.

For more information, contact the professional practice office (702 Swift Hall) for individual counseling.

## University Honors Program

The University Honors Scholars Program serves students from all UC colleges. The curriculum is highly flexible, broad in scope and designed to provide the student with the opportunity to learn in a manner associated with a small college — but with a range of intellectual activity that can only be found in a large university. Further information can be found in the General University Information section of this bulletin.

## Student Organizations

### Academic Organizations

Virtually all majors in the college are represented by a student organization that promotes extracurricular activities such as field trips, speakers, publications and tutorials of interest to students in particular disciplines. Pre-medical students are active in *Caducea* and pre-law students in Phi Alpha Delta, regardless of their majors. Other examples are the Philosophical Society, the Political Science Student Association, the Newton Society (physics), the German Club and the Biology Student Association.

### McMicken Tribunal

McMicken College of Arts and Sciences Student Tribunal represents all students in the college. Its membership, elected by the student body each spring, provides an avenue for student

attitudes and opinions on policy matters under consideration by the faculty of the college. All faculty and administrative committees in the college have, as part of their voting membership, student representatives selected by the student tribunal, and students are encouraged to bring policy matters to the agenda of these committees. For more information visit the Web site at: [www.artsci.uc.edu/tribunal](http://www.artsci.uc.edu/tribunal).

## Student Ambassadors

Students interested in promoting student leadership and service within the McMicken Community can apply to become a Student Ambassador. Ambassadors engage actively in college events and programs, representing the college with prospective and current students, as well as alumni. Collegiate pride, service and leadership are the hallmarks of McMicken Student Ambassador membership. For more information, contact 556-0798 or visit 102 McMicken Hall.

## Honor Societies

The University of Cincinnati has held a charter from the United Chapters of Phi Beta Kappa since 1898. The following honor societies confer membership on undergraduate students in the various departments of the college in recognition of high scholarly attainment and outstanding achievement in the areas indicated: Alpha Epsilon Delta (pre-medicine), Delta Phi Alpha (German), Gamma Theta Upsilon (geography), Omicron Delta Epsilon (economics), Phi Alpha Theta (history), Pi Delta Phi (French), Psi Chi (psychology), Sigma Delta Pi (Spanish), Sigma Gamma Epsilon (earth sciences), Tau Kappa Alpha (communication), Sigma Alpha Eta (speech and hearing), Iota Sigma Pi (chemistry), Sigma Pi Sigma (physics), Alpha Kappa Delta (sociology) and Pi Sigma Alpha (political science).

## Communal Living

The Valentine House & COMMUNITY House located in Stratford Heights give students the opportunity to live among peers with similar interests. **Valentine House** is a language-immersion residence where 22 French and Spanish studying students practice and improve their language skills by speaking their target language on a daily basis. **COMMUNITY House** is available to all communication majors and provides a place for the Learning Communities to meet and have direct contact with the communication student organizations (PRSSA, Ethos, and the FORENSICS team). Students also have easier access to COMM internships, faculty, research projects, and special events.

# ADMISSION

## Application For Admission

UC operates on a quarter system, with 10-week grading periods beginning in late September, early January, late March and

mid-June. While mid year admission is possible, Fall is generally the best time to enter the college, since many course sequences begin in that quarter.

Applicants to Arts & Sciences who are enrolled or who were previously enrolled as degree students in other UC colleges, or in A&S and have not attended another institution in the interim, should apply for admission directly to A&S (in McMicken 102).

All other applicants who wish to earn an undergraduate degree from A&S should apply through the Office of Admissions (3rd floor, University Pavilion).

Many applicants will be first-year students, meaning those who have not enrolled for college-level courses since graduating from high school. These applicants should provide an official transcript of their record from the secondary school from which they graduated or will graduate, as well as their Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores.

Off-campus transfer applications should include official transcripts showing all college-level work, as well as an official transcript from the secondary school from which they graduated.

Further information on application and admission is available from the Office of Admissions, as well as from the admissions Web page, [www.admissions.uc.edu](http://www.admissions.uc.edu).

## Admission of First-Year Students

For admission to the University of Cincinnati, applicants who graduated from high school in 1986 or later and who seek admission to a baccalaureate college should have completed the following high school units:

- 4 units of college-preparatory English
- 3 units of college-preparatory mathematics
- 2 units of science
- 2 units of social science
- 2 units of foreign language
- 1 unit of fine arts
- 2 units of any of the above

In some cases, students who lack some of these units may still be admitted, but may need to complete additional requirements at the university level that may not necessarily count toward graduation requirements.

The College of Arts and Sciences is a selective college. Direct admission of first-year students is based on a combination of high school GPA, rank in class, and ACT and/or SAT scores. Applicants not admitted directly may qualify for later admission by initially enrolling in the Center for Access and Transition, Raymond Walters College or Clermont College.

The following high school units are required for direct admission:

English composition and/or literature	4 units
Foreign Language, ancient or Modern in a single language	2 units
College-preparatory mathematics	3 units
Four years of mathematics, including trigonometry, are necessary for completion of the programs in biochemistry, chemistry, mathematics and physics in four years. All pre-medical students should enter with sufficient mathematics background to enroll in an appropriate course in calculus. Pre-calculus mathematics, which may be necessary for the above programs, is available in the summer session prior to enrollment.	
Additional college-preparatory work	4 units

Applicants who lack requirements here might be admitted if, in the judgment of the dean or the admissions officer, other factors in the applicant's background argue strongly for that student's probable success in meeting the academic standards in Arts & Sciences.

## Former A&S Students

A&S students who do not register for classes for more than one quarter will have their academic program closed and must re-apply to the college. A "former student" is one who was once enrolled in A&S and who has not enrolled elsewhere since then. Former students can apply for readmission directly to the A&S college office. Those who were not in good academic standing at the time they interrupted their enrollment need to wait until at least one calendar year has elapsed and should then return only in fall quarter.

A former A&S student who was enrolled elsewhere in the interim needs to apply as a transfer student through the Office of Admissions.

A student who has twice left A&S while not in good academic standing is not re-admissible.

## Changing Colleges

Applicants to A&S whose most recent enrollment was as a degree student in one of UC's other colleges can apply directly to the A&S college office. A cumulative GPA of 2.0 for all college-level work is required for admission consideration.

Admission to A&S is generally available for any on-campus student who has:

- at least a 2.0 GPA in all college-level courses (both at UC and at other institutions),
- successfully completed two quarters of the English composition sequence or its equivalent, and
- successfully completed at least one quarter of college level math.

Transfer students should be aware that some A&S programs have requirements beyond those listed above as conditions for admission to the major; further details on individual programs are available in the A&S Office of Undergraduate Affairs and Advising (102 McMicken).

## Off-Campus or External Transfers

Applicants to A&S whose most recent enrollment was not in any of the UC colleges must apply through the Office of Admissions. Applicants in this category must submit transcripts for all secondary school and college-level work. A cumulative GPA of 2.0 for all college-level work is required for admission consideration. Admission to A&S is generally available for any off-campus applicants who have received an associate degree from an accredited college or university and whose cumulative GPA is 2.0 or higher.

Although midyear off-campus transfer students are not able to participate in priority registration in the quarter prior to their enrollment, they are included in the summer registration period prior to their fall quarter enrollment.

## Transfer of Credits

The university accepts in transfer all credits from accredited institutions for which a grade of C- or better, or a grade of "Pass," was received. In the case of credits earned at Ohio Institutions, however, courses with a grade of D or better will apply. Other guidelines on transfer credits, such as those governed by the transfer module as established by the Ohio Board of Regents, are described under General University Information later in this bulletin.

Semester credits are multiplied by 1.5 to convert them to quarter credits. New students are admitted as freshmen, sophomores, juniors or seniors based upon the number of transfer credits accepted rather than by a determination of the graduation date.

## Other Options

Applicants who do not meet the admission requirements for A&S might be referred to one of UC's two-year colleges (Raymond Walters College or Clermont College). Credits earned in these colleges generally count toward the first two years of the A&S bachelor's degree. Admission to these colleges carries matriculated status and qualifies the student for financial aid and other benefits.

Students may also enroll for courses through the Transfer and Lifelong Learning Center. This unit is not a college, and its registrants are not eligible for financial aid. However, credits earned will be accepted in a baccalaureate program.

# REQUIREMENTS FOR DEGREES

The requirements listed immediately below are common to all potential graduates of the college, whether they are pursuing the bachelor of arts, bachelor of science or bachelor of interdisciplinary studies degree. Requirements that are specific to earning each degree are listed on the following pages.

## General Requirements (all degrees)

To graduate from McMicken College of Arts and Sciences, a student must:

1. Earn at least 180 credits.
2. Attain at least a 2.0 grade point average for all courses taken at the University of Cincinnati.
3. Be in good academic standing, that is, not on either academic or disciplinary probation or suspension.
4. Be matriculated in the college for at least the last full academic year (the three quarters preceding graduation). While matriculated in the college:
  - A. Attain at least a 2.0 average for all courses taken;
  - B. Attain at least a 2.0 average for all courses counted toward satisfaction of the field of concentration requirements;
  - C. Meet the college residency requirement by earning at least 18 credits toward satisfaction of the field of concentration requirements from the controlling A&S department(s); AND earning at least 27 additional credits from courses taught by McMicken College of Arts and Sciences.
5. Satisfy all requirements (courses, credits and otherwise) for completion of the field of concentration established by the controlling A&S department(s).
6. Satisfy all of the college core requirements listed below.
7. File formal application for the degree at the college office no later than the date posted by the registrar's office for the quarter in which graduation is anticipated.

## College Core Requirements

The departments of the college and the Curriculum Committee of the faculty designate courses appropriate for application to the college core requirements in alignment with the University's General Education program. Lists of these requirements are available and are provided to students on the college website and in the college office.

Because English composition, mathematics, natural sciences, and foreign languages tend to be yearlong sequences, students are urged to begin these requirements in their freshman year if possible and to complete them as early as possible. A student's major will also help to decide which courses, from the area of concentration as well as from the college core requirements, are most appropriate for the first two years.

The purpose of the college core requirements and their alignment with the General Education requirements and Breadth of Knowledge (BoK) codes is to provide breadth of study. For that reason, students may count each course in only one area from among those listed below, with the exception of the Social and Ethical Issues (SE) requirement.

### English Composition: 9 credits.

All students, prior to beginning English Composition, are given a diagnostic writing examination to determine whether developmental work in composition is required prior to enrollment in English Composition or, on the other hand, whether they may be placed in Advanced Freshman English. Students generally take two quarters of English Composition during their freshman year and one quarter during their sophomore year.

### Foreign Language: 15-18 credits.

All students are placed at the appropriate level in the introductory or intermediate sequence for any languages previously studied during high school. Enrollment for credit or audit in courses below the placement level is not permitted.

Students who place out of foreign language must still meet the General Education Diversity and Culture (DC) requirement with 3 credit hours that may also count toward another requirement for the degree.

Enrollment in other foreign languages at the appropriately identified level is permitted.

Students for whom the language requirement is not waived through placement enter at the appropriate level in a language previously studied, or begin a new language, and attain the required level of competence in either of two ways:

Complete a one-year, 15-credit sequence (earning five credits each quarter) in French, German, Greek, Italian, Latin, Portuguese, Spanish, or Swahili.

Complete a two-year, 18-credit sequence in Chinese, French, German, Hebrew, Italian, Japanese, Latin, Portuguese, Russian, Spanish, Swedish, or American Sign Language.

**Natural Science (NS code):** 9 credits, 6 credits of which must be from A&S. Some majors require specific science sequences to fulfill this requirement.

**Quantitative Reasoning (QR code):** 9 credits, 6 credits of which must be from A&S. Some majors require specific math sequences to fulfill this requirement.

**Historical Perspectives (HP code):** 9 credits, 6 credits of which must be from A&S including 3 credits of which must be from "HIST" designated courses.

**Social Sciences (SS code):** 9 credits, 6 credits of which must be from A&S. Some majors require specific courses to fulfill this requirement.

**Humanities, Literature, and Fine Arts (HU/LT/FA codes):** 9 credits, 6 credits of which must be from A&S, 3 credits of which must be coded HU, and 3 credits of which must be coded LT. The 3 remaining credits can be coded HU, LT, or FA.

**Social and Ethical Issues (SE code):** 3 credits which may be counted toward another requirement for the degree, but are also SE coded.

### Field of Concentration (Major) Requirements

Requirements in the field of concentration (major) are determined by the academic departments or faculty committees overseeing particular programs. While the faculty of the college has established a minimum number of credits required in two general types of degrees, additional credits may be required by particular majors. This is especially true in the sciences, which often include cognate courses from other disciplines. Credits that have been applied toward the college requirements may not be applied toward the minimum credits required in the field of concentration.

Minimum credits required for Bachelor of Arts	54 credits
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Minimum credits required for Bachelor of Science	54 credits
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### Free Electives

Free electives may be chosen by the student from anywhere in the university. Once the college core requirements and field of concentration requirements have been met, free electives can be used to bring the total credits to the minimum of 180.

**Students are strongly encouraged to add a second major, minor or certificate to their educational portfolio.**

### Graduation Procedures

All students **must** submit an Application for Graduation for the appropriate quarter by the deadline posted in the college office or on the college Web site. Failure to submit the application by the posted deadline may result in a later graduation date.

All students are encouraged to attend the all-university commencement ceremony, offered twice each year. The ceremony in June recognizes graduates from winter and spring quarters of that year. The ceremony in December recognizes graduates from summer and fall quarters of that year. Students should access [www.uc.edu/commencement](http://www.uc.edu/commencement) for specific instructions and information concerning these ceremonies.

### Degrees with Distinction

In determining the eligibility of students for graduation with various distinctions, the college may recognize previous work by its many transfer students by taking into account the grades earned at other institutions and/or at other divisions within the university.

Candidates for the degree of BA or BS who have shown ability throughout their baccalaureate studies may be awarded the degree cum laude, magna cum laude or summa cum laude. Students who have shown exceptional distinction in the field of concentration may be awarded the degree with honors or high honors. A student enrolled in the University Honors Program is eligible to receive the degree with college honors or high college honors. Ohio Delta of Phi Beta Kappa awards its key to those graduates deemed the most representative of academic excellence.

## ADVISING

### Advisors

An academic advisor provides advice and guidance to advance students' educational goals and plans. Each student is assigned to a professional college academic advisor who works with the student on meeting college core requirements, graduation planning and general education planning. Students with a declared major also work with faculty or departmental advisors, specifically on major, minor and certificate requirements and progress.

First year students and designated exploratory students must meet with their college advisor quarterly prior to registration. All other students should meet with their advisors regularly to ensure accurate degree progress. Advising appointments are scheduled by calling 556-5860. It is recommended that students schedule an appointment at least two weeks in advance of the date they plan to register.

### Degree Progress Audit (DPA)

As an A&S student, you may access your degree progress audit, or DPA, via UC's OneStop Web site. Your DPA tracks your progress toward degree completion. The DPA lists all classes you've taken, including those applied from other colleges or universities, and indicates those requirements still unmet in order to graduate. You should refer to this document throughout your college career and especially when preparing to register for classes. Of all the forms you receive during college, this is the one referred to most often and should be carefully reviewed in consultation with an advisor. Every effort will be made to ensure the accuracy of your degree audit, but your college and departmental advisors should be your primary advising resource.

## Class Level

Students at the University of Cincinnati make progress toward a degree by completing required course work. As you earn credits, you progress through various class levels as follows:

0–44.5 hours	Freshman (first-year students)
45–89.5 hours	Sophomore
90–134.5 hours	Junior
135 hours & above	Senior

These class levels are important because certain courses are open only to juniors or seniors, and because class levels affect student financial aid and veteran's benefits. Total hours earned are listed each quarter on your grade report and are updated each quarter on your DPA.

# REGISTRATION

## Orientation

All students enrolling in A&S for the first time must attend an orientation/registration session, which is typically held during the summer quarter and quarterly throughout the academic year. Pre-registration placement testing in writing and math takes place online prior to orientation as a way to place students into the proper levels for certain courses. Students schedule their orientation session through the Orientation Office.

## Early Registration

Early registration occurs in May for fall quarter, in October for winter quarter, in January for spring quarter and in April for summer quarter. Early registration gives you the best chance to get the classes you want and need. In order to be eligible to participate in early registration, you must be enrolled in A&S and have attended the previous quarter. Specific dates are assigned according to class level. All registration occurs online at OneStop ([www.onestop.uc.edu](http://www.onestop.uc.edu)). First-year and designated exploratory students must meet with a college advisor before registration.

## Late Registration

After early registrants have been enrolled, Web registration is opened to all other students. Students registering after the early period are less likely to get their first choice for certain classes because these may have been filled during early registration.

## New Registrants

Registration of new and returning students (those who have been away from the college for more than one quarter) occurs during the Summer for Fall quarter and just before the start of each subsequent quarter. These students are required to attend an academic advising session during which they are assisted

with course planning. Invitations to these sessions are extended only after the student has been admitted (or readmitted) and has accepted admission to the college.

## Enrollment Status

Full-time enrollment status is a course load between 12 and 18 hours each quarter. If you carry more than 18 hours you will be charged a tuition surcharge for each additional hour. In some cases, carrying fewer than 12 hours per quarter can jeopardize your financial aid, scholarships or health insurance coverage. A&S students may register for more than the university quarterly limit of 18 credit hours, but only if their college and university GPA is above 2.5. Contact the Student Financial Aid Office at 513-556-6982 for more information.

## Course Load and Outside Employment

A three credit hour undergraduate course normally meets three hours per week in class and requires at least six hours per week of outside preparation. A standard academic load is five courses totaling 15 credit hours — a 45-hour per week commitment of class time and outside preparation. No student should carry more than 18 credit hours in a quarter. Students carrying a full academic load each term and making good degree progress can complete the 180 hours required for the baccalaureate in 12 quarters, normally spread over a four-year period.

A&S students who must work long hours during the regular school year should not attempt to carry a 15-hour academic load, and will need more than 12 quarters to complete baccalaureate degree requirements. Students taking four courses, 12 credits per term, can finish in 15 quarters which would require three summer sessions or a fifth year of enrollment. The recommended course load varies with the amount of each individual's outside employment.

Hours Per Week Employment	Maximum Course Load	Credit Hours
0–5	6	16–18
6–17	5	13–15
18–24	4	9–12
25–33	3	6–8
34–40	2	3–5

## Adding/Dropping Classes

Add/drop forms are available in 102 McMicken and in bins located just outside the office doors. These forms are required if you make any changes to your schedule after officially registering for classes. During open registration, you may choose to do this online. You have 14 calendar days at the beginning of a quarter to add a class to your schedule without a faculty signature unless the class is full.

## Registration Changes

### Adding Courses

Students must complete all schedule adjustments by the deadlines posted on both the OneStop and registrar's Web sites. These adjustments include adding courses to the schedule, changing the time a course is taken (changing the "section"), changing the number of credits in a variable credit course, opting for pass/fail status and opting for status as an auditor rather than for credit (or vice versa). Forms used to accomplish these changes are available in 102 McMicken and online on OneStop ([www.onestop.uc.edu](http://www.onestop.uc.edu))

### Dropping Courses

Students may withdraw from (drop) a course online during the first 58 calendar days of any quarter on their own initiative. If dropped within the first 14 days, the course is deleted from the student's permanent record. From the 15th through the 58th calendar day of the quarter, students may elect to withdraw in person with the signature of the instructor or online. Whether dropped online or in person, the instructor must assign a grade of *W* or *F* during this period. After the 58th calendar day in any quarter, no course withdrawals will be considered.

### Registration as Auditor

With the consent of the instructor, students may, **within the first calendar week of a quarter**, register as an auditor. Auditors will not receive credit and are enrolled in the course solely for the value of the instruction, but are subject to any requirements imposed by the instructor. An official withdrawal is required if the course is not completed, and the number of credit hours for which the course is offered is used in computing tuition charges.

### Pass/Fail

Juniors and seniors in good academic standing may, **within the first calendar week of the quarter**, elect to take one course each quarter on a pass/fail basis. Pass/fail courses apply only as elective credit toward the degree. Pass credit (with a grade of *P*) is not used in determining a student's grade point average, but a failure shall count against the average.

### Complete Withdrawal

Students wishing to withdraw from **all** courses for which they are registered must submit a Complete Withdrawal form, available in 102 McMicken, to the university registrar **by the 58th calendar day of the quarter**. Students submitting a complete withdrawal from courses for a particular quarter shall be entitled to grades of *W* for all courses in which, in the judgment of the instructor, they have done satisfactory work to that point. Instructors may, however, report a failing grade. The sole grades which shall appear on the record of a student who has officially withdrawn are *W* or *F*.

If unique circumstances force you to withdraw completely from a quarter, follow these procedures:

- Go to 102 McMicken Hall and ask for a Complete

Withdrawal form. Fill out the form with all necessary information, including the specific reason for needing to leave the university. A complete withdrawal removes you from the university's rolls and assumes that you do not immediately plan to continue.

- If you will be gone from the university for more than one quarter but no more than one year, you will be able to register for courses, provided you were in good academic standing when you withdrew.
- If you completely withdraw from classes for a quarter and are on academic probation at the time of withdrawal, you will not be permitted to return to the college for one full year and may return only in fall quarter.
- College officer approval is required for all complete withdrawals.
- In cases where you cannot be on campus to withdraw, you should contact the college office, 513-556-5860 and speak with an assistant dean.
- Paper file records are retained in the college office for three years after a student leaves the college. You should keep copies of all correspondence from the college and university, especially if that correspondence pertains to special permissions, recommendations, etc.

### Military Orders

If you must withdraw from classes due to military commitments, fill out a complete withdrawal form and submit a copy of your military orders with it. If call-up occurs when the college office is not open, contact us as soon as possible at 513-556-5860 and send a copy of your orders. When called to active duty, you may be eligible for tuition refunds.

## GRADES

The University of Cincinnati has implemented a plus/minus grading system which is used at the discretion of the faculty. The quality point values for these grades are listed in the university section in the back of this bulletin.

### Grade Replacement Policy

Students who wish to retake a course to improve their grade point average (GPA) may repeat up to five (5) courses taken for undergraduate credit, for no more than fifteen (15) credit hours, under a policy that computes only the new grade earned in the cumulative GPA. The student must submit a Grade Replacement Application after registering for the repeat course **no later than the 58th day of the term** during which the repeat course is taken (earlier deadlines exist in summer terms). The application must be submitted to the college office of the college offering the course.

## Awards of Distinction

### Dean's List

Students who earn at least a 3.4 GPA in a quarter in which they earned at least 12 credit hours will be named to the dean's list. Students on the dean's list receive a certificate, and a notation appears on their transcripts each time this distinction is earned.

### Phi Beta Kappa

Founded in 1776 to recognize academic excellence, Phi Beta Kappa is one of the most prestigious academic organizations in the country. In 1999, UC celebrated its 100th year of electing members to Phi Beta Kappa. To be eligible for election, juniors must have higher than a 3.9 GPA, and must have begun in A&S as first-year student. Seniors are elected competitively based on their entire collegiate record.

## Calculating a GPA

### Current Quarter

To calculate a current quarter GPA, add together all of your quality points (using the scale in the section titled "Undergraduate Grading System"), then divide by the total number of hours carried.

Example: A student took four classes and received the following grades:

History A-  
(3.6667 quality points) x 3 credit hours = 11.0001 qp

Math C+  
(2.3333 quality points) x 5 credit hours = 11.6665 qp

Psychology B  
(3.0000 quality points) x 3 credit hours = 9.0000 qp

Chemistry C-  
(1.6667 quality points) x 5 credit hours = 8.3335 qp

TOTAL: 16 credit hours = 40.0001 qp

To calculate the GPA, divide 40.0001 (total quality points) by 16 (total credit hours) for a quarterly GPA of 2.500 (GPAs are rounded and reported to three decimal places.)

## How to Calculate a Target GPA

Grade point averages (quarter, college and university) are computed by dividing the numbers of credit hours carried — not the number earned — into quality points. To determine what is necessary to attain a target college or university GPA starting from a current GPA, take the following steps:

1. Add the number of credit hours from the current quarter to the number of total credit hours carried (using the

most recent grade report).

2. Multiply this total by the target GPA. This is the number of quality points need to reach the target GPA (2.0 for a C, 3.0 for a B, etc.).
3. Subtract the total quality points on the most recent grade report from the total quality points needed. This is the number of quality points needed in the coming quarter.
4. Divide this number of quality points by the number of credits carried for the current quarter. The result is the GPA needed to reach the target GPA.

Example: Current GPA consists of 30 credits carried and 54 quality points for a 1.80 GPA. The target GPA is 2.00 after a current/coming quarter of 15 credits carried.

1. 30 previous credits + 15 current/coming quarter credits = 45 total credits
2. 45 quality points x 2.00 (target GPA) = 90 quality points necessary
3. 90 quality points necessary - 54 quality points already earned = 36 quality points necessary for the term
4. 36 quality points divided by 15 credit hours = 2.4 GPA is necessary to bring the overall GPA up to 2.00

## SCHOLARSHIPS & PRIZES

Information concerning general university scholarships and financial aid may be found in the university's viewbook and in publications of the Student Financial Aid Office. Whenever possible, the faculty of McMicken College of Arts and Sciences make awards upon recommendation of the scholarship committee. The major factors considered in the granting of these awards are demonstration of outstanding academic achievement and financial need. When scholarship funds are available, the scholarship committee will contact all applicants considered eligible depending upon the criteria set for each unique award. A full listing of scholarships and prizes, along with how to apply, is online: [www.artsci.uc.edu/finAid/](http://www.artsci.uc.edu/finAid/)

# ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

## Academic Misconduct

The UC code of conduct and the by-laws of McMicken College of Arts and Sciences prohibit plagiarism, falsification of records and other forms of academic misconduct. Violations will be punished by appropriate college and university committees.

## Warning

Students whose cumulative Arts & Sciences (i.e., current college) average is 2.0 or better but whose current quarter average is less than 2.0 are warned that they have fallen below the level of academic achievement required for good standing and that they are liable to incur probation. A student who has been warned is still in good standing.

## Probation

Probation is incurred when a student's cumulative college average falls below 2.0. Probation, once incurred, will be continued until the student's current quarter and cumulative averages rise to the 2.0 level.

## Suspension

Suspension is a yearlong forced separation from the college and occurs when:

1. Review of a student's current college record shows a deficiency of more than eight quality points below the number needed for a 2.0 average at the end of spring quarter, or
2. A student with a deficiency of more than eight quality points withdraws from all classes or does not continue enrollment in the following quarter (excluding summer).

## Withdrawal on Probation

A student who withdraws from all courses while on probation will be eligible for readmission in future quarters unless his/her quality point deficiency is more than eight, in which case suspension will be imposed.

A suspended student will be denied registration privileges in the college for at least one academic year, beginning with the next fall term and continuing through the remaining three quarters of the academic year. Reinstatement after suspension is not automatic, but may be granted after the suspension period has elapsed and the student has successfully applied for readmission in 102 McMicken.

Readmission will be granted only in summer or fall quarter, and the student will return to the college on probation (i.e., with the previous grade point average) and must remove probation by the end of the following spring quarter.

A suspended student has the right to appeal his/her suspension or its length in writing to the committee on appeals. Written appeals should be submitted to the Office of Undergraduate Affairs and Advising, 102 McMicken Hall, as soon after the action has been taken as possible in order to ensure consideration. Suspended students who complete the registration process in the college for the following quarter will have their schedules canceled, and any fees they have paid refunded except where an appeal has resulted in a change in their academic status.

## Dismissal

Dismissal occurs when a student who has been suspended returns to the college and fails to achieve good standing by the end of the following spring quarter. Readmission of a dismissed student will not be considered.

# MCMICKEN GLOSSARY OF TERMS

**Academic Block:** A registration restriction placed on A&S first year students with below a 2.0 cumulative grade point average with autumn quarter grades which can be removed following winter quarter participation in a college recommended academic component i.e. completion of College Success Skills (15-MLTI-123) type course or successful participation in Learning Assistance Center academic coaching sessions.

**Academic Course Load:** The number of credit hours in which a student is enrolled during a quarter.

**Academic Fresh Start:** The purpose of the "Academic Fresh Start" policy is to provide a student who performed poorly upon his or her initial enrollment at University of Cincinnati the opportunity for a fresh UC cumulative grade point average. [www.uc.edu/registrar/fresh\\_start.html](http://www.uc.edu/registrar/fresh_start.html)

**Academic Program:** A series of credit courses designed to lead to a degree, diploma or certificate in a field of study or occupation.

**Add:** The process of increasing an academic course load.

**Advanced Placement (AP):** A program administered by the College Board through which a student can earn college credit for examinations taken in high school. Click here for a complete AP Key.

**Advisor:** An educator assigned to provide academic advice and

general guidance on learning-oriented issues related to academic planning and student success. (See also: college advisor.)

**Associate Degree:** The degree typically awarded by a community or junior college (UC's Raymond Walters & Clermont branches, for example) following the completion of a two-year program of study or approximately ninety credits. Select colleges on the Clifton campus also offer associates degrees.

**Audit:** The process by which a student can register for a course(s) for a no-grade, no-credit basis. Students should indicate that they will audit a course at the time of registration.

**Baccalaureate Degree:** An academic program generally of 180+ credits, including completion of the General Education program and course requirements for each major. Programs are designed for a full-time student to complete in four years, provided the student enrolls in and successfully completes 15 credits per regular academic quarter.

**Bachelor's Degree:** Same as a baccalaureate degree. B.S.= Bachelor of Science degree; B.A.= Bachelor of Arts degree. B.I.S.= Bachelor of Interdisciplinary Studies.

**CAS (Course Applicability System):** The Course Applicability System or (CAS) is used to determine course equivalencies between different universities. CAS was designed to provide a Web-based advising system for potential transfer students and University of Cincinnati students taking courses as guests at other institutions. Students should always consult an advisor when planning on transferring coursework to the University of Cincinnati.

**Call Number:** The 6-digit number that appears after the course number and before the section code as in 15 ENGL 101: 407971. This number identifies the specific course, in this case, English Composition I. This is the number entered into the registration system on Onestop to enroll a student in the class.

**Certificate:** An academic program generally of around 30 quarter credits. Some certificate programs are designed to provide specialized programs for people who already have diplomas or degrees; others are for people who want to complete a program that leads directly to a specific job quickly.

**Course Number:** The 3-digit number identifying each Course within a discipline. 15 ENGL 101. In this example, 101 is the course within the Department of English.

**College:** One of UC's degree-granting administrative units. There are ten undergraduate degree-granting colleges at the Clifton campus.

**College Advisor:** A professional educator assigned to provide academic advice and general guidance on learning-oriented issues related to academic planning and student success. A&S college advisors DO NOT advise students on major or minor requirements. Students should contact their academic department for major or minor advice.

**College Welcome Day:** A mandatory day for freshmen entering A&S autumn quarter held the day before classes begin in September. The day provides freshmen the opportunity to meet and interact with deans, faculty, staff and fellow students, and includes breakfast, lunch and prizes. Freshmen meet with their departments and exploratory students meet with exploratory academic advisors.

**Consortium:** University of Cincinnati students may enrich their UC curricula by enrolling in classes offered at thirteen other area colleges and universities. The fourteen institutions participating in the Greater Cincinnati Consortium of Colleges and Universities are online: [www.uc.edu/registrar/consortium.html](http://www.uc.edu/registrar/consortium.html)

**Convocation:** The university's formal induction into the university is held for freshmen the Sunday before the start of the autumn quarter.

**Co-Requisite:** Course or courses that a student is required to take along with another course in which the student is enrolled.

**Credit or Credit Hour:** Each credit hour is a unit of time during which a class will meet each week during a semester. The number of credit hours for each course usually indicates how much time is spent in the classroom each week.

**Cross-College Major:** A&S permits students enrolled in other colleges to complete the major requirements of a particular department. By completing this coursework and receiving certification from that department, the student can add a second major to their degree.

**Cum Laude:** Undergraduate students who meet the graduation residency requirements for their colleges will qualify for graduation with Latin honors as follows: University Grade Point Average between: 3.60 and 3.7499 Cum Laude (The University Grade Point Average will have no effect on the college or departmental honors for which the student may qualify.)

**Cumulative Grade-Point Average (GPA):** The weighted mean value of all grade points a student has earned by enrollment in UC courses through any delivery system and at any location or through credit examination.

**Curriculum:** A prescribed set of courses leading to a degree or certificate.

**Dean's List:** A recognition of academic excellence. To be on the Dean's List, a UC student must achieve a quarter grade-point average of 3.4 or higher while enrolled in six or more credits per quarter.

**Degree Progress Audit (DPA):** DARS is an automated degree audit system that reflects the progress a student has made toward the completion of their degree requirements.

**Degree Requirements:** A list of courses, subject areas and credit hours needed to obtain a specific degree or certificate. The College of Arts and Sciences degree requirements can be found online: [www.artsci.uc.edu/collegemain/programs](http://www.artsci.uc.edu/collegemain/programs).

**Discipline/Subject Code:** The 2, 3, or 4-letter abbreviation that appears before the course and section numbers as in 15 ENGL 101. This code identifies the specific department, in this case, English.

**Dismissal:** Dismissal is a final and permanent separation from A&S. It is imposed when a student returns from suspension, or from a withdrawal on probation, and fails to achieve a cumulative A&S college GPA of at least 2.0 by the end of spring quarter. A student who has twice withdrawn on probation, or who has failed to remain enrolled while on probation, is not re-admissible. Re-enrollment following dismissal is not permitted.

**Double Major:** A&S students majoring in two A&S majors.

**Drop:** The process of decreasing an academic course load during the beginning of each quarter (deadlines are shortened during summer terms). Courses dropped during this time will not be recorded on the academic record.

**Dual Degree:** A student can complete all the requirements for a degree from another college, but also indicate to A&S that they intend to complete one of our programs. Students seeking a dual degree must announce their intentions to A&S, complete all requirements as outlined by the A&S core requirements checklist, and also complete all of the major requirements in an A&S department. If that student had announced their intentions to us, then their graduation application would be certified. At the same time, the student must complete all course work required by their second UC college in order to receive their degrees.

Notes on the dual degree:

\* Students can “double-dip” some of the requirements for both colleges. They only need one sequence of English composition, for example.

\* Student must submit two separate graduation applications; one to each college.

\* A student should probably wait to officially graduate from either college until a single simultaneous commencement date. This is because students are ineligible for many sources of funding if they already hold a bachelor’s degree.

**Electives:** Courses in which a student may enroll that do not fulfill specific requirements, but may count toward the total number of credit hours needed. Students may choose electives depending upon his or her interests and needs. When choosing electives, students should consult their advisor.

**Freshmen:** Students who have completed fewer than 45 posted quarter credits.

**Freshman Seminar:** A highly interactive, small enrollment seminar and course designed to immediately bring freshmen into the intellectual life of the college. It allows freshmen the opportunity for in-depth study of a current and relevant topic. Your professor will help you understand the process of knowledge discovery and how to become a successful university-

level scholar. These three credit hour seminars and courses are offered throughout the year and count toward A&S graduation requirements.

**Full-Time Student:** A student enrolled in twelve or more quarter credits during a quarter.

**General Education Program:** Courses in liberal arts and sciences that are typically introductory and provide students with general knowledge and reasoning ability rather than specific skills for employment or specialized knowledge required for a major. UC’s program consists of six Breadth of Knowledge Requirements and four areas of experience. The courses to be taken for this program depend upon major and student’s home college, and should be chosen with the aid of an advisor. Students enrolled in the College of Arts & Sciences will fulfill the general education requirements as outlined by the A&S Core Requirements Checklist ([www.artsci.uc.edu/checklist](http://www.artsci.uc.edu/checklist)).

**Grade Point Average (GPA):** Indicates a student’s academic progress and status on a 4.0 scale. It is calculated by adding quality points earned and dividing by total number of credits attempted. Quarterly GPA is based on the most recently completed quarter. College GPA is the accumulated GPA as a matriculated student in A&S. University GPA is the accumulated GPA of all courses attempted as a UC student.

**Grade Point Average (GPA) to Graduate:** A&S must have a major, college, cumulative (university) and final quarter GPA of a 2.0 or better in order to graduate.

**Grade Replacement Policy:**

[www.uc.edu/registrar/gradereplace.html](http://www.uc.edu/registrar/gradereplace.html)

**Grades:** [www.uc.edu/registrar/grading\\_scale.html](http://www.uc.edu/registrar/grading_scale.html)

**Graduate Degree:** A degree awarded for education at a level beyond the bachelor’s degree. State universities offer graduate certificates, master’s degrees and specialist degrees in various professional and liberal arts fields, such as medical or law degrees.

**Graduation Application:** Students applying to graduate must do so on-line at <http://www.uc.edu/commencement/default.html>

**Graduation Certification:** Graduation certification begins with an on-line application to graduate. The department conferring the degree then certifies that students have fulfilled their major requirements. The college office then certifies that students have fulfilled college and university requirements. Certified graduates are forwarded to UC’s Registrars office for the awarding of earned diplomas.

**High Honors:** Students who have shown exceptional distinction in the field of concentration may be awarded the degree with Honors or High Honors. A student enrolled in the University Honors Program is eligible to receive the degree with College Honors or High College Honors.

**Holds on Student Records:** Holds are actions taken by University offices to restrict a student's registration ability or prevent the student from receiving a transcript or diploma. Holds are usually placed for academic, financial, or conduct reasons.

**Honors Scholars Program:** The University Honors Scholars Program serves students from all UC colleges. The curriculum is highly flexible, broad in scope and designed to provide the student with the opportunity to learn in a manner associated with a small college "but with a range of intellectual activity that can only be found in a large university.

**Honors Societies:** The University of Cincinnati has held a charter from the United Chapters of Phi Beta Kappa since 1898. The following honor societies confer membership on undergraduate students in the various departments of the college in recognition of high scholarly attainment and outstanding achievement in the areas indicated: Alpha Epsilon Delta (pre-medicine), Delta Phi Alpha (German), Gamma Theta Upsilon (geography), Omicron Delta Epsilon (economics), Phi Alpha Theta (history), Pi Delta Phi (French), Psi Chi (psychology), Sigma Delta Pi (Spanish), Sigma Gamma Epsilon (earth sciences), Tau Kappa Alpha (communication), Sigma Alpha Eta (speech and hearing), Iota Sigma Pi (chemistry), Sigma Pi Sigma (physics), Alpha Kappa Delta (sociology) and Pi Sigma Alpha (political science).

**Incomplete Grade (I grade):** Instructors use the "I" (Incomplete) when students fail to submit all of required coursework by the end of the quarter. An "I" grade should only be awarded if it is possible for students to complete the work without class attendance. In undergraduate courses, the "I" does not factor into the grade point averages during the quarter immediately after it is awarded. Following that subsequent quarter, the "I" carries zero (0) quality points-treated like the "F" and the "UW." After one (1) year, any "I" remaining on students' records automatically and permanently changes to the "I/F," which carries zero (0) quality points and affects students' GPA like the "F."

**Junior:** A student who has completed more than 89.5, but fewer than 135 posted quarter credits.

**Learning Community:** A Learning Community is made up of a small group of about 20 students enrolled in two or more courses that are linked. These students will also share "common hours" each week facilitated by a Peer Leader - i.e. a time to get to know each other, the campus, and have some fun!

**Magna Cum Laude:** Undergraduate students who meet the graduation residency requirements for their colleges will qualify for graduation with Latin honors as follows: University Grade Point Average between: 3.75 and 3.8999 Magna Cum Laude (The University Grade Point Average will have no effect on the college or departmental honors for which the student may qualify.)

**Major:** The subject area leading to a degree or certificate in which a student chooses to concentrate his/her academic work.

**Major Advisor:** A professor in students' major department advises students on the major requirements to earn their college degree.

**Master's Degree:** An academic degree program of 32 or more quarter credits in courses at the graduate level.

**Matriculated Student:** A student who has been officially admitted to A&S as either a degree-seeking student or an exploratory student.

**Minor:** An academic program generally of 30 credit hours. Minors must be completed before or at the same time that the student earns his or her bachelor's degree.

**Minor Advisor:** A professor in students' minor department advises students on the minor requirements to earn any minor being added to an undergraduate degree.

**New Student Bearcat Bound Orientation:** A two-day program during the summer that all new freshmen students are required to attend. At this program, placement tests are administered, crucial information about a student's UC college and its requirements are delivered, and students meet with an advisor to plan and register for classes.

**Non-matriculated Student:** Students may take classes at UC without being enrolled in a UC degree program. Their official status is "non-matriculated," which is a traditional academic term meaning "not enrolled in a degree program."

**One-Stop:** A website focused on student services, where students may go to check e-mail, register for classes, view/pay bill, view grades, check on financial aid, and have other general questions answered. Onestop is also a physical location in University Pavilion where students may go to receive assistance in-person.

**Part-Time Student:** A student enrolled in fewer than twelve quarter credit hours during a quarter.

**Pass-Fail:** Juniors and seniors in good academic standing may, within the first calendar week of the quarter, elect to take one course each quarter on a pass/fail basis. Pass/fail courses apply only as elective credit toward the degree. Pass credit (with a grade of P) is not used in determining a student's grade point average, but a failure shall count against the average.

**Placement Test:** Tests taken by all new students at Orientation or at a Quick Start event, generally in English and Mathematics. Results of this test are used to place students at the appropriate entry level in each subject. Foreign Language placement is determined by language units completed in high school and is determined during the admissions process. Foreign language placement tests are used for students who intend to "test out" of the college language requirement by showing full proficiency.

**Pre-Requisite:** A course or courses a student must complete before being allowed to register for a more advanced course in the same or related area.

**Probation:** The official status of not being in good academic standing. Failure to remove probationary status will lead to suspension or dismissal. To be in good academic standing, both quarterly and cumulative college averages must be 2.0 or higher (with the one exception in the following paragraph). Note that a grade of "I" (Incomplete) will not affect the GPA in the quarter it is received, but will count against the GPA if not removed by the end of the following quarter. The university GPA is not a factor in determining academic status in A&S under these rules.

The exception applies to students who have maintained a 2.0 or better A&S college GPA, but whose grades for the current quarter have fallen below 2.0. If this occurs, a warning will be issued that if grades next quarter are also below 2.0, probation will be incurred at the end of the next quarter even if the college GPA remains above 2.0. A warning is not the same as being placed on probation.

**Program of Study:** The subject area in which a student chooses to concentrate his/her academic work.

**Quality Points:** The number of quality hours (for a course) multiplied by the numerical value of the grade earned (A = 4.0 points, B = 3.0 points, etc.). The total number of quality points divided by the total number of quality hours equals a student's cumulative grade point average (GPA).

**Quality Hours:** Credits earned which affect a student's GPA.

**Quarter:** One of the three main enrollment periods in an academic year. At UC, the academic year consists of a ten-week fall quarter, a ten-week winter quarter and a ten-week spring quarter. There is also a ten-week summer quarter as well as summer courses that are divided into either two five-week periods or three 3.5 week periods or one full summer period.

**Re-admission:** Students who are returning to A&S and have NOT attended any other institution while not enrolled in A&S can apply for re-admission by submitting an "application of change in college and program application for readmission."

**Re-enrollment to A&S following suspension or withdrawal on probation:** Students who are suspended following spring quarter, or who leave the college while on probation before spring quarter ends, may not enroll during the following academic year. Re-enrollment is permitted only in the autumn quarter of a later year.

Re-enrollment requires submission of an application for admission to the A&S Undergraduate Affairs and Advising Center in 102 McMicken Hall at least two months prior to the autumn quarter in which study will be resumed. Students who have attended an institution other than UC following their suspension or withdrawal while on probation must apply through the

Office of Admissions and provide transcripts from the other institution(s).

Re-admission is not guaranteed, but will typically be granted to students who have not enrolled elsewhere whose quality point deficiency from a 2.0 is less than 30 quality points, or to those students who have enrolled elsewhere and maintained a 2.0 or better GPA since leaving A&S.

**Recitation:** A recitation is a discussion carried by a teaching assistant (TA) or instructor to supplement a lecture given by a senior faculty at an academic institution. During the recitation, the leader will review the lecture, expand on the concepts, and carry a discussion with the students. In classes involving mathematics and engineering, the recitation is often used to perform derivations or solve problems similar to those assigned to the students.

**Residency:** Student must meet the college residency requirement of 45.0 hours which begins immediately upon matriculation in the college and consists of courses taught by McMicken College of Arts & Sciences.

**Section Code:** The 3 digits that appear after the department/subject code and subject number in the schedule of classes, as in 15 ENGL 101 -002. This number refers to the specific day and time that the course is offered. In the case of distance learning courses, section numbers will always begin with a "7" as in section "707." Evening courses are indicated with a "9" as in section "901".

**Senior:** A student who has completed more than 134.5 posted quarter credits.

**Sophomore:** A student who has completed more than 44.5, but fewer than 90 posted quarter credits.

**Summa Cum Laude:** Undergraduate students who meet the graduation residency requirements for their colleges will qualify for graduation with Latin honors as follows: University Grade Point Average between: 3.90 and 4.0000 Summa Cum Laude (The University Grade Point Average will have no effect on the college or departmental honors for which the student may qualify.)

**Suspension:** A forced separation from the college, with the right to apply for readmission after one academic year. Suspension is a mandatory separation from enrollment in A&S, and in A&S courses, for a minimum of one calendar year. Suspension is imposed by A&S and posted to the transcript following spring quarter. Suspension action will be taken against students who have a quality point deficiency (from a 2.0 A&S college average) of nine or more quality points after the end of spring quarter. Students who withdraw during the year while on probation will not have suspension action posted to their transcripts, but like students who are suspended in June, they will be ineligible to return to A&S for at least one calendar year, and may return only in autumn quarter.

A suspension imposed after spring quarter actually begins the following autumn quarter and ends at the start of autumn quarter one year later. Suspended students who are already enrolled for summer classes will be permitted to remain in those courses but will not be permitted to enroll for autumn quarter. Suspended students are normally not eligible for admission to other UC colleges during the term of their suspension.

**Suspension Appeal:** Suspended students may request a rescission of their suspension by writing a letter of appeal to the "Appeals Committee" and submitting their letter to 102 McMicken Hall, P.O. Box 210037, Cincinnati, OH 45221-0037. See suspension letter for the appeal deadline.

**Syllabus:** A document provided by an instructor that describes the content, learning objectives and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks and other course materials, the instructor's office hours, contact information, etc.

**Transcripts:** Written record of a student's academic performance. Students may obtain official and unofficial transcripts by contacting the Registrar.

**Transfer Credit:** Transfer credit refers to units (hours) of academic credit awarded at a receiving institution in recognition of college level credit earned at a sending institution. Academic institutions operate under a variety of systems (e.g., semester or quarter). Semester hour credit may be converted to quarter hour credit by multiplying by 1.5. (e.g., three semester hour credits will equate to 4.5 quarter hour credits).

**Transfer Module:** The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of specified course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, physical science, and interdisciplinary coursework. A transfer module completed at one college or university will automatically meet the requirements of the transfer module at the receiving institution, once the student is accepted. Students may be required, however, to meet additional general education requirements that are not included in the Transfer Module.

**Transfer Student:** A student applying for admission to The University of Cincinnati (UC) who has formerly attended another regionally accredited institution of higher learning. A student is also considered a Transfer Student if he/she attended UC after high school, transferred to another school and is returning to UC.

**Warning:** A statement to a student that the most recent quarter's grades are below 2.0 and must be brought up to 2.0 by the end of the following quarter. A warning notice is not the same as being placed on probation

**Withdrawal:** The process of dropping a course (or courses) after the first 14 calendar days of the quarter. Withdrawing from ALL coursework is referred to as a Complete Withdrawal.

When a student withdraws from a course, a grade of "W" (or "F") is assigned. The "W" has no impact on the GPA. The withdrawal deadline is the 58th calendar day of the quarter.

**Withdrawal On Probation:** Voluntary separation from A&S while on probation, which is equivalent to a suspension in its effect. Students who withdraw while on probation must apply for readmission.







**McMicken College of Arts & Sciences**

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