

STUDENT RIGHTS AND RESPONSIBILITIES

For a comprehensive list of all Cuyahoga Community College (Tri-C[®]) procedures, please refer to the Student Handbook at www.tri-c.edu/student-resources/student-handbook.html. The handbook is also accessible on *my Tri-C space* by clicking the Tri-C Life tab and going to the College Policies channel.

Student Conduct Code

The Student Conduct Code supports Tri-C's mission, fosters students' scholarly and civic development in a safe and secure learning environment and protects the people, property and processes that support the College. The Student Conduct Code identifies prohibited conduct and clarifies when the code applies to student behavior. The Student Conduct Code is closely related to the Student Judicial System procedure, which sets forth the penalties imposed for prohibited conduct and establishes the disciplinary process for alleged violations.

Learn more here about the Student Conduct Code and Student Judicial System.

Attendance

Regular class attendance is expected from all Tri-C students. The College is required by law to verify the enrollment of students who participate in federal Title IV student aid programs and/or receive educational benefits through other funding sources. Eligibility for federal student financial aid is based in part on enrollment status.

Students who do not attend classes are responsible for withdrawing from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of the financial aid based on the date of last attendance.

Tri-C is responsible for identifying students who have not attended a course before financial aid funds can be applied to their accounts. Therefore, attendance will be recorded in the following ways:

- For in-person and blended-learning courses, students are required to attend the course by the 15th day of the semester (or equivalent for terms shorter than 5 weeks) to be considered attending. Students who have not met all attendance requirements for in-person and blended courses, as described herein, within the first two weeks (or equivalent) will be considered not attending.
- For online courses, students are required to login in at least two times per week and submit one assignment per week for the first two weeks of the semester, or equivalent to the 15th day of the term. Students who have not met all attendance requirements for online courses, as described herein, within the first two weeks (or equivalent) will be considered not attending.

At the conclusion of the first two weeks of a semester (or equivalent), instructors report any registered students who have "Never Attended" a course. Those students will be administratively withdrawn from that course. However, after the time period in the previous paragraphs, if a student stops attending a class or wants/needs to withdraw for any reason, it is the student's responsibility to take action to withdraw from the course. Students may withdraw from courses online through *my Tri-C*

space or submit the appropriate Tri-C form to the Enrollment Center by the established withdrawal deadline. Refer to *my Tri-C space* for withdrawal/refund information.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses is verified. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from courses prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with coursework because of a prolonged absence should confer with the instructor or a counselor.

Emergencies, Catastrophic Events and Severe Weather Closings

Tri-C is committed to providing students with the maximum number of scheduled instructional days possible. In the instance of an emergency, catastrophic event, or severe weather conditions, Tri-C initiates a procedure to determine if classes can continue as scheduled.

Three criteria determine if classes will be held:

1. the municipalities and State Department of Transportation can confirm prior to 6 a.m. that the main roads and highways will be accessible;
2. local governments and/or Homeland Security alert status;
3. Campus Plant Operations can confirm that all buildings have heat, water, sufficient parking areas, and clear access routes to campus buildings.

If these three criteria can be fulfilled, classes will be held. Emergency closing announcements will be broadcast over local television and radio stations and their websites. The Tri-C website and *my Tri-C space* will also announce closing information. Closing announcements will also be distributed as a Tri-C Alert, with a phone call or text message to the Alert number provided by employees and students. This message will always come from 1-866-989-ALRT(2578). In order to receive a call or text, you must have provided an updated Alert number in your personal information. Look for this option on the My Info channel located on the Student tab of *my Tri-C space*. Note: **Anyone who has opted out of the Tri-C Alert system will not receive notification from the college.**

Student Right-to-Know and Campus Security Act

Tri-C complies with all federal regulations concerning the Student Right-to-Know and Campus Security Act. For specific information contact your Campus Police and Security Services office or visit the Campus Police website at: <http://www.tri-c.edu/administrative-departments/campus-police/>.