

semester
conversion
2012

UNIVERSITY OF
UC
Cincinnati

SEMESTER CONVERSION GUIDE

August 27, 2012

**UC will convert to semesters on August 27, 2012.
If you will graduate after that date, you need this guide
— and you need to follow your Individual Advising Plan!**

An Individual Advising Plan, or “IAP” will take you through the conversion process. It will outline the courses you need to take and shows how quarter credits apply to a semester program. It documents your expected degree-completion term. It will be created by you and your primary college advisor. See page 26 for more information on the IAP.

Top tips for semester conversion:

- **Calendar:** The academic year will start in August and end in late April. (see pg. 6)
- **Tuition:** Depending on whether you attend school in summer, your tuition and fees will be split into two or three semester bills vs. three or four quarter bills. (see pg. 24-25)
- **Scholarships and Aid:** Some financial aid, scholarship, and billing timelines will change with the new semester calendar. (see pg. 24)
- **Academic Advising:** You will be assigned a semester conversion advisor who will help you create an Individual Advising Plan and guide you through the process. (see pg. 12 for more on advising)

For optimal viewing, search and link functions,
download this file to your desktop and open it using
Adobe Reader, version 7 or above.

If you have an earlier version of Adobe Reader,
download the latest version (free) before opening the pdf.
<http://get.adobe.com/reader/>

Table of Contents

An Introduction to Semester Conversion, pages 4-7

Introduction
Pledge to Students
Advantages of a semester calendar
Difference between a quarter system
and a semester system
 Calendars: Summer 2012 and
 2012-2013 academic year
 Drop, add and withdrawal deadlines
 Deadline for applying for graduation

Academic Credit, Grades, Courses, Classes, pages 8-11

FAQ on academic credit
Academic credit conversion
Graduation requirements under semesters
Class day on semesters
Course codes and class attributes
Grade replacement for repeat courses
Incompletes
Transcripts
Transfer students

Advising, pages 12-18

Student roles and responsibilities
Advisor roles and responsibilities
Basic rules your advisor will follow
Complete course sequences
Advising timeline
More on the Individual Advising Plan
 • Student examples
Academic advising contacts
Co-op advising

Tools and Resources, pages 19-23

Blackboard and Starfish
OneStop tools/Dual grade report
UConnect e-mail
Conversion web site, Facebook and Twitter
Appeal process

Money Matters, pages 24-25

Financial aid and scholarships
Billing and tuition
Monthly payment plan

Glossary of Terms, pages 26-27

Individual Advising Plan (IAP)
 • IAP advisor
 • IAP approver
Bridge or “transition” courses
Course sequences
DARSweb Report (DARS is “degree audit reporting
system.”)
DARS exception
Semester conversion transition student
Starfish
UConnect student e-mail

Index, page 28

An Introduction to Semester Conversion

In preparation for the University of Cincinnati's conversion to a semester academic calendar on August 27, 2012, relevant information is provided to you and to the campus community online and in other forms, including this advising guide. Should you have questions not answered in this advising guide, please go to www.uc.edu/conversion/current. If you don't find an answer there, you can submit a query via that page.

Keep in mind that you are likely accustomed to a semester calendar since many high schools follow the semester calendar.

The use of a quarter or a semester calendar system is driven by the demands and trends of a particular period of time. For instance, many colleges and universities — including UC — initially converted to the quarter system in the early 1960s because the college-age population in the United States increased by more than 65 percent between 1960 and 1975.

The quarter calendar system was a means to accommodate a greater number of students in a shorter calendar span via an extended school day and larger class sizes. UC made the shift from semesters to quarters in 1964 at the request of the Ohio Board of Regents. The quarter system made sense when it was necessary to fit larger numbers of class offerings into a calendar year, and flexibility was key in moving a very large number of students through higher education systems. It was also thought that more frequent (but shorter) breaks common to the quarter system would reduce intellectual fatigue.

However, the current climate has altered significantly since the 1960s and 70s. Cooperation between different segments of the higher education system in Ohio will increase during the coming years, as outlined in the University System of Ohio's Strategic Plan for Higher Education. In accordance with that plan, Ohio's public universities still following the quarter system will all convert to semesters. (See pg. 6 for details on the advantages of a semester system.)

Pledge to Students

www.uc.edu/conversion/pledge.html

In preparing for the fall 2012 switch from a quarter-based academic calendar to a semester-based academic calendar, the University of Cincinnati has committed to a partnership with students to promote a successful transition.

As with any partnership, expectations exist between the parties. As a UC student making the transition, you can expect that advising resources — defining a specific path to degree completion — will be available to you. This path will be determined in consultation with an appropriate advisor and will be recorded through the completion of a formal **Individual Advising Plan (IAP), an outline of your program-specific degree requirements mapping out your courses throughout conversion.** When followed, this plan will keep you on track to graduate without delay.

The university expects that each and every semester conversion transition student will work with an advisor to create and approve an IAP. If you meet with the appropriate UC advisor to plan and follow your IAP, you receive the following three pledges from the university. Students who do not work with a college or university official to create and approve an IAP should not expect the university to honor the following pledges.

1. No loss of academic progress

If you work with a designated advisor to create and approve your Individual Advising Plan (IAP) and follow that plan, you will not lose earned credit as a result of semester conversion. Applicable credit hours will be counted toward fulfilling degree requirements.

2. No delay to degree completion

This pledge ensures that if you are on track to complete your degree at the time of conversion and you maintain the required rate of credit accumulation after semester conversion, you will not need additional time to complete your degree. The university cannot be held responsible, however, for personal choices such as the decision to change to part-time status, to “stop-out,” or to deviate from the agreed-upon IAP.

3. No increased costs for degree completion

Student tuition and fees under the semester system will not be greater than they would be under the quarter system. The total, full-time cost of two semesters equals the full-time cost of three quarters. In addition, the total tuition and fees cost, over the length of the degree program (based on two semesters per academic year), will be the same for students following an approved IAP under the semester calendar as it would have been under the quarter calendar. Tuition and fees will be aligned with the semester calendar. **The university, however, may implement annual tuition increases** as deemed necessary and authorized by the Board of Trustees.

Advantages of a Semester Calendar

Why UC and other Ohio colleges and universities are converting

www.uc.edu/conversion/background.html

Academics

The main academic advantage of a semester calendar is that it provides greater opportunities for collaborative research, in-depth teaching and classroom projects. A semester calendar facilitates study-abroad options, student teaching and other forms of experiential learning.

Ease of student transfers

Conversion will ease the transfer of students in and out of UC programs from other state and national institutions, most of which (90 percent) follow the semester system.

Job-market

Conversion will provide graduating students a “first-mover” advantage when entering the job market. Most large employers schedule recruitment of new hires according to the semester calendar. Currently, UC grads enter the post-graduation job market much later than their peers because of the university’s June graduation date.

Co-op

Employers involved in UC’s cooperative education program, an important differentiator of education at UC, often prefer the semester system (already in place at most other co-op schools) because it allows for a longer work cycle, enabling employers to entrust students with projects of greater longevity and responsibility. In addition, employers will often team co-op students from different schools on important projects. When these students are on incompatible academic calendars, co-op students from quarter-based schools “arrive late” and “leave early” and thus, miss out on work-based opportunities.

Calendar Differences

The quarter system divides the academic year into 10-week periods. The semester system divides the year into 14- to 15-week periods: fall, spring and summer.

Summer 2012

The summer session preceding the conversion to semesters in fall 2012 will be an accelerated quarter of about seven weeks. This accelerated quarter will begin **Monday, June 18, 2012, and end Saturday, August 4, 2012.** To see all dates for summer quarter 2012, visit the academic calendar.

2012-2013 Academic Year

In general, under the semester system, summer terms will begin in early May and end in early August.

- Summer quarter 2012 (12U) classes begin Monday, June 18, 2012.
- **Fall semester 2012 (12FS) classes begin Monday, August 27, 2012.**
- Spring semester 2013 (13SS) classes begin Monday, January 7, 2013.
- **Spring commencement 2012 will be held April 27, 2013!**
- Summer semester 2013 (13U) classes begin Monday, May 6, 2013.

www.uc.edu/conversion/academic_calendar.html

Drop, add and withdrawal deadlines

Just as with quarters, day 7 of the semester term will be the deadline to add a course to your schedule. For fall 2012, that deadline will be Sept. 2.

Just as with quarters, day 15 of the semester term will be the deadline to drop a class with no entry recorded on your academic records, e.g., grade report and transcript. For fall 2012, that deadline will be Sept. 10.

Just as with quarters, day 16 of the semester term will begin the withdraw period, with an entry of “W” appearing on your academic records. For fall 2012, the date to begin class withdrawals will be

Sept. 11. The last day to withdraw will be Nov. 2.
www.uc.edu/registrar/calendars.html

Deadline for applying for graduation

Effective in fall 2012, the online application to graduate will close on the Friday of the second week of classes of the current semester. So, in order to graduate in the April 27, 2013, commencement ceremonies, students will need to complete the online application to graduate by Jan. 18, 2013.
www.uc.edu/registrar/calendars.html

Academic Credit, Grades, Courses, Classes

Frequently Asked Questions (FAQ)

www.uc.edu/conversion/faqs/academic_credit.html

How many credits will be required for graduation under semesters?

Graduation requirements will be as follows:

- Associate degree programs — 60 semester credit hours
- Bachelor's degree programs — 120 semester credit hours
- Master's programs — minimum of 30 semester credit hours
- Doctoral programs — minimum of 60 semester credit hours after completing a master's degree or minimum of 90 semester credit hours after completing a bachelor's degree

Note: These requirements are the minimum for graduation. Some programs may require additional hours.

How will class levels be determined under the semester system?

Class levels for students at UC are based upon a student's academic program and the total number of credit hours accumulated (total advanced standing, sometimes called transfer hours, plus UC hours earned) at the start of the semester. (Credits earned under a quarter system will be converted to semester credit hours. See pg. 9 for more information.)

The semester-based credit-hour breakdowns are based upon the provost-mandated minimum of 120 credit hours for a baccalaureate degree. (See chart below.)

A student's semester class is determined as follows:

Academic Programs	Freshman	Sophomore	Pre-Junior	Junior	Senior
Associate degrees	0-29	30+	NA	NA	NA
Baccalaureate degrees (non-co-op) 4 years	0-29	30-59	NA	60-89	90+
Baccalaureate degrees (co-op) 5 years	0-23	24-47	48-71	72-92	93+
Non-degree undergraduate	0-29	30-59	NA	60-89	90+

If I begin on the quarter system and finish on the semester system, will I lose credits?

You will **NOT** lose credits. Whatever degree-applicable credits you've earned on the quarter system will apply.

Will I lose transfer credit during the conversion process?

No. UC's Pledge to Students guarantees that degree-applicable credit you earn on the quarter system, **including transfer credit**, will apply.

How will my quarter-hour credits be converted to semester-hour credits?

Since the 120 credits required for a semester system bachelor's degree is roughly two-thirds of the 180 credits required for a UC quarter system degree, your quarter credits will be converted to semester credits by multiplying your quarter credits by two-thirds.

How will my GPA (grade point average) be affected?

Your semester system GPA will be identical to your quarter system GPA at the time of conversion. You can check your semester- and quarter- version grade point average under the "Check My Grades" option at www.onestop.uc.edu.

How many credits/courses will I take in a typical semester?

In order to earn an associate degree in many programs, you should complete 30 semester hours per year. This is the equivalent of 15 semester hours, or five courses, per semester.

In order to earn a bachelor's degree in most programs, you should complete 30 semester hours per year. This is the equivalent of 15 semester hours, or five courses, per semester.

Full-time master's and doctoral level students typically carry 12 credits per semester. Again, each program varies. Some programs may require additional hours for degree completion.

How many credits will be required for full-time status?

This remains the same. Full-time status for undergraduates will be 12 credit hours per semester. Full-time status for graduate students will be 10 hours.

What will be the overload limit on semesters?

Students will be charged an additional per-credit rate for hours enrolled in a semester exceeding 18 credit hours. The same policy has been in place under the quarter system.

If I'm in the middle of a two- or three-quarter sequence of courses, how will I complete it on the semester system?

Whenever possible, complete all sequences you have begun on the quarter system before semester conversion. If you see that you are not going to complete a sequence entirely on the quarter system, you may want to delay beginning the sequence until the conversion to semesters is made. If you have already begun a sequence and are unable to complete it, you will need to contact your academic advisor to determine the best sequence-completion plan for you.

If a quarter system course is phased out or no longer required under the semester system, will the credits earned still count toward graduation?

Yes. You will receive credit for all courses taken on the quarter system and for the completion of requirements that existed in the quarter system.

What if I have a double major, double degree, minor or certificate?

Your academic advisor for the program you choose for your IAP will take into consideration the requirements for any multiple programs when determining your graduation requirements and expected completion date. You should also consult with your secondary program advisor to ensure that you remain on track.

Academic credit conversion

Since 1964, the academic year at UC has been divided into four quarters. Starting in fall 2012, it will be divided into three semesters. A quarter generally lasts 10-11 weeks, while a semester generally lasts 14-15 weeks.

Because a semester course lasts up to 50 percent longer than a quarter course, a semester credit hour counts more heavily than a quarter credit hour. The formula used to convert quarter credit hours to semester credit hours is as follows:

$$\text{quarter hours} \times 2/3 = \text{semester hours}$$

The conversion of quarter hours of academic credit to semester hours will NOT result in any "loss" of credit nor longer time to degree. Just as earned academic credits are converted to semester hours, so too will graduation requirements. In other words, while the conversion of quarter-based academic credits into semester-based academic credits results in a "lower" number, keep in mind that the number of total credits required to graduate under semesters is correspondingly "lowered" as well.

Example #1:

Susan is beginning her pre-junior year in a co-op major in fall 2012 and has 92 quarter hours at the end of spring quarter 2012. These hours will be converted as follows:

$$92 \times 2/3 = 61 \text{ semester hours}$$

Susan will have 61.33 semester hours going into fall semester 2012 (12FS).

Example #2:

Jim is a sophomore and has 43 quarter hours at UC and 23 quarter advance-standing (transfer) hours at the end of spring quarter 2012. The calculation would work as follows:

$$43 + 23 = 66 \text{ total quarter hours;}$$

$$66 \times 2/3 = 44 \text{ semester hours.}$$

Jim will have 44 semester hours going into fall semester 2012 (12FS).

Your Individual Credit Conversion

Log on to OneStop and check your individual grade report to see exactly how your quarter hours will convert to semester hours. This will reassure you that you will NOT lose academic credit due to the conversion to semesters, nor will your progress to degree be affected.

- Go to "OneStop." (<http://onestop.uc.edu/>)
- Go to "My Classes."
- Go to "Check My Grades."
- Follow the link at the top of the page to view how your quarter hours convert to semester hours.

Your class level (freshman, sophomore, junior, etc.) will not change due to semester conversion.

Your class level can be found on your grade report. The semester credit hour requirements which will be used to determine student classification can be found on page 8.

Quarter

College	Area	Course	Section	Course Title	Grade	Credit Hours	Quality Points
15	PHIL	102	002	MORAL-POLIDEAS(M&I)	B+	3.00	9.9999
15	PHYS	122	001	ASTRON LIFE IN UNIV	B+	3.00	9.9999
23	INTD	501	001	SENIOR STUDIO 1	B+	6.00	19.9998
23	INTD	537	001	PROF PRACTICE 2	A	3.00	12.0000
36	COOP	123	005	PROF PRAC EVALUATN	P		
*** DEAN'S LIST 3.467 ***							
Current	Hrs. Carried	Hrs. Earned	Quality Points	Quality Point Avg	Advanced Standing	Total Hours	
Quarter	15.00	15.00	51.9996	3.467			15.00
College	183.00	183.00	624.6666	3.413			183.00
University	183.00	183.00	624.6666	3.413	18.00		201.00

Semester

College	Area	Course	Section	Course Title	Grade	Credit Hours	Quality Points
15	PHIL	102	002	MORAL-POLIDEAS(M&I)	B+	2.00	6.6666
15	PHYS	122	001	ASTRON LIFE IN UNIV	B+	2.00	6.6666
23	INTD	501	001	SENIOR STUDIO 1	B+	4.00	13.3333
23	INTD	537	001	PROF PRACTICE 2	A	2.00	8.0000
36	COOP	123	005	PROF PRAC EVALUATN	P		
*** DEAN'S LIST 3.467 ***							
Current	Hrs. Carried	Hrs. Earned	Quality Points	Quality Point Avg	Advanced Standing	Total Hours	
Semester	10.00	10.00	34.6664	3.467			10.00
College	122.00	122.00	416.4444	3.413			122.00
University	122.00	122.00	416.4444	3.413	12.00		134.00

Graduation requirements under semesters

Just as student academic records and academic credits will be converted to semester hours, all graduation hour requirements will also be converted from quarter hours to semester hours. **The minimum total semester hours required for graduation at UC will be 120. (Under the quarter system, the minimum is 180.)** The same formula used to convert student credit hours will apply.

Minimum required quarter hours:

$$180 \times 2/3 =$$

120 minimum required semester hours.

If a program already requires more than 180 quarter hours for a degree, it may also require more than 120 semester hours for a degree.

Class day on semesters

- All weekday class days will begin at 8 a.m.
- Monday/Wednesday/Friday classes will last 55 minutes, with 10 minutes between classes.
- Tuesday/Thursday classes will last 80 minutes, with 10 minutes between classes.

Thus, as the class periods proceed, most classes will NOT start on the hour. For example, as the first MWF 55-minute class of the day will run from 8-8:55 a.m., the next 55-minute class will run 9:05-10 a.m. The following 55-minute class will run from 10:10 a.m.-11:05 a.m.

The first T/TH class of the day will run from 8-9:20 a.m. The next class will run from 9:30-10:50 a.m. The class after that will run from 11 a.m.-12:20 p.m.

This schedule meets the Ohio Board of Regents requirements for minimum instructional minutes per credit hour. www.uc.edu/conversion/current_students/class_blocks.html

Course codes

Starting with fall semester 2012 (12FS), course numbers will no longer begin with a two-digit college code, e.g. 15BIOL. Instead, the schedule of classes will be organized by course discipline code, e.g. BIOL for biology or ENGL for English.

- 15PYSC101 in quarters will become PSYC1001 in semesters.
- 15ENGL289 in quarters will become ENGL2089 in semesters.

Class attributes

The schedule of classes will display appropriate “attributes” for semester classes with one or more distinct characteristic, such as

- “H” an Honors class
- “I” for an international/education abroad class credit

- “R” for a research course
- “S” for a service-learning course

This official university course designation will also be printed on the student academic transcript.

Grade replacement for repeated courses

Grade replacement for a repeated course will still be possible after the conversion to semesters. In many cases, a newly created semester course will serve as an appropriate substitute for a previous quarter course. However, this will not *always* be the case. Thus, it is recommended that you complete quarter-course grade replacements prior to fall semester 2012.

Incompletes

You should resolve incomplete grades for quarter courses prior to fall semester 2012 or as soon as possible thereafter.

Transcripts

Course credit earned on the quarter system will display as quarter credits while academic credits earned after fall semester 2012 will be displayed on the transcript in terms of semester credits. A transcript note will indicate when conversion occurred.

Transfer students

Effective fall semester 2012, external credit will be evaluated in terms of semester credit hours. Prior applicable external credit evaluated in terms of quarter credit will be converted and apply to your semester-based degree program as documented on your degree audit and IAP. The total number of advanced standing (e.g. transfer) hours accepted — expressed as semester hours — can also be seen on the “semester version” view of your grade report.

Advising

Student roles and responsibilities

- **Read and respond to all communication from your college and advisor.**
- Your college office will inform you via your UConnect (6+2@mail.uc.edu) e-mail when your IAP is ready for your review.
- Be sure to schedule and keep all academic advising appointments.
- Review and approve the online IAP document in a timely manner.

Advisor roles and responsibilities

Your primary advisor will be assigned to you by the college from which you will earn your degree. Your advisor:

- Serves as your primary contact regarding graduation requirements through semester conversion.
- Provides academic advising, usually by appointment.
- Uses DARSweb (degree audit reporting system) to ensure that credits which would count toward the requirements for your degree under the quarter system will also count toward your degree on the semester system. This upholds the university's conversion Pledge to Students. (www.uc.edu/conversion/pledge.html) See your advisor if you have questions.
- Approves your IAP.

Basic rules your advisor will follow

1. **The "golden rule:"** Whenever possible, decisions on the IAP will be made to the benefit of the student.
2. **Degree Applicable Hours**
All quarter hours applicable to the student's degree should be determined from the quarter audit (or equivalent checklist — graduate and some undergraduate programs do not use the quarter audit).

Multiplying by 2/3 will determine degree-applicable semester hours. Where possible, any fractional hours related to degree-applicable courses should be rounded up. For example: A student with 71 degree-applicable quarter hours ($71 \times 2/3 = 47.33$) will have 47.33 degree-applicable semester hours. This would be rounded up to 48 degree-applicable semester hours to meet degree requirements under semesters.

3. Applying courses 1 to 1

When a single quarter course is applied to a single semester course, that semester course requirement will be considered as met.

Any shortage of hours (to meet the typical requirement of 120 credit hours for a baccalaureate degree under semesters) should be made up as specified in the IAP as elective hours, assuming all prerequisite course content has been covered.

- For example: In general, if a student has completed a course — say, for example a public speaking course — required toward his/her degree, the 3 quarter hours earned prior to Aug. 27, 2012 will convert to semester hours. If the new semester program requires a public speaking course, that requirement will be considered met. However, if the student still needs credits to meet the typical 120 credits required, the student will need to take an elective worth at least 1 credit hour.

4. Multiple support courses within a discipline

If a quarter program requires two or three support courses in a single discipline and the semester program requires fewer, each quarter course will apply to a semester course 1:1, assuming all prerequisite course content has been covered.

- For example: Under quarters, business programs now require Effective Public Speaking (3 quarter credits) and Business Communication (3 quarter credits). The semester program requires a single semester-long course, Business Communication (3

semester credits). A student with credit for either of the quarter courses will have met the semester Business Communication requirement. A student who took both the quarter requirements (Effective Public Speaking and Business Communication) for a total of 6 quarter credits ($6 \times \frac{2}{3} = 4$ semester credits) will now have 1 semester credit of electives already met.

* These are general advising guidelines. Your college and department are the final authorities in determining completion of your degree requirements. Consult your IAP for specific guidance.

Complete course sequences

Course sequences are two or three required courses that need to be taken in a specific order because one course (or two) can serve as a prerequisite. You should strive to complete course sequences prior to semester conversion.

Examples of course sequences include:

- Spanish I, II, III (15SPAN101, 15SPAN102, 15SPAN103)
- College Algebra I, II (15MATH173, 15MATH174)

Prior to and after the conversion to semesters, it may become necessary to offer some students “transition” or “bridge” options in order to complete sequences.

A “transition” course would be any special course created specifically in advance of (or just after) semester conversion to help students complete sequences begun under the quarter system. An example would be an accelerated “stacked” course wherein students would complete two quarters of a specific required sequence within one term.

It is anticipated that transition courses will be made available as needed in winter, spring and summer of 2012 (prior to conversion) and then in the fall 2012 semester and the spring 2013 semester.

It is likely that the most common transition courses will be STEM (science, technology, engineering

or mathematics) because the academic challenge inherent in these disciplines will increase demand for retaken courses. Other transition courses will likely fulfill requirements that traditionally experience larger demand — those which are fundamental to most majors.

- For example: If a student took only the first two math courses in a sequence of three under the quarter system, the student may be able to complete the sequence without having to take a full semester course. Again, availability of transition courses will be subject to demand.

Advising timeline

Semester conversion advising regarding your IAP will occur between September 2011 and August 2012. You will be encouraged to complete the IAP process before registering for fall 2012 classes in April 2012. Just as there is a schedule for students to register, each college will set a schedule for students to receive their IAPs. **In general, students who are closest to graduation will complete the IAP and advising processes first**, as determined by the UC college from which you are earning your UC degree. Your college advisor will send you an email when your IAP is ready for review and will alert you if an appointment is necessary before you approve the IAP.

Students will be encouraged to complete the IAP process (five steps, see below) before registering for fall 2012 classes.

Steps to establishing your IAP:

1. Verify your major.
www.uc.edu/registrar/advising/iap_faqs.html
2. Read and respond to communications from your college advisor.
3. Review your IAP online at OneStop.
4. Meet with your advisor as necessary.
5. Approve your IAP with your academic advisor online at OneStop.

If you do not respond and keep your IAP advising appointment, the university’s conversion Pledge to Students will not apply to you.

More on the Individual Advising Plan (IAP)

The IAP supports the conversion Pledge to Students — “no loss of progress” and “no delay”

Your IAP will include your graduation requirements and expected completion date. It will assure that you will not lose progress toward your degree and that your graduation date will not be delayed.

Who needs to complete an IAP

If you have earned credit hours toward a degree on the quarter system, and you will finalize your degree after summer quarter 2012, then you are identified as a semester conversion transition student – and you need an IAP. In order for the conversion Pledge to Students to take effect, you are required to complete and approve an IAP with your academic advisor.

Expected degree completion

Your expected degree completion term will be determined by your college academic advisor with your input. Your college advisor will communicate that date to you. Failure to meet with your advisor if necessary, and to complete and sign your IAP will mean that the university’s conversion Pledge to Students may not apply to you.

Actions making the conversion Pledge to Students and IAP null and void

It is important to understand and follow your IAP in order for the university’s conversion Pledge to Students to apply to you. If you deviate from the IAP created by you and your academic advisor, the conversion Pledge to Students will not apply to you. Changes that may make the pledge null and void include:

- “stopping out” from your studies.
- changing from full-time to part-time
- changing your major

(These are just a few examples, not an exhaustive list.) If you do decide to deviate from your IAP, your advisor will still be available to guide you toward graduation.

Important note for Exploratory Studies (undecided) students

Since an IAP will only apply to students in a degree program, undecided students must declare a program or a major before the IAP process can begin.

By planning ahead, undecided students can be assisted in the following ways:

- Students who are close to making a decision can work with an advisor and declare a major in time to create an IAP, which will provide them with a specific graduation plan.
- Students will be able to discuss with their advisor which classes, including course sequences, they should take on the quarter system. They can also prepare for early registration.
- Students and advisors can determine which courses, if any, a student should retake for a grade replacement before fall 2012.

Undecided students are encouraged to meet with their advisors in the Center for Exploratory Studies (CES) to initiate the major-selection process. Starting this process quickly will allow you to declare a major in as timely a manner as possible.

CES advisors provide students with information and activities that help them identify majors that match their interests and abilities, as well as meet their career goals. These services are available to all students at the university, not just those enrolled as Exploratory Studies students. In fact, **any student considering a change in college and/or program is encouraged to meet with an advisor in CES** and discuss university majors and requirements; review transfer and transition processes and deadlines; or use any of the other services provided by the center.

Undecided students from UC's Clermont College should contact Clermont College's Career Services, 513-732-5277; ClermontCareerServices@uc.edu

Undecided students from UC's Raymond Walters College should contact RWC Academic Advising, 513-745-5753, or RWC Career Services, 513-745-5671.

IAP Student Example Cases

Sophomore student

- Beth is beginning her sophomore year in fall 2011 majoring in a program that requires 186 quarter hours for graduation.
- She has completed 49 quarter hours toward her baccalaureate degree.
- Beth and her advisor verify that all remaining requirements can be completed in 137 or fewer quarter hours.
- Beth and her advisor determine how many quarters it would take to complete those remaining hours on a quarter system: Averaging 16 credits per quarter, Beth would need 9 quarters to finish all requirements to reach 186 quarter hours: $137 \div 16 = 8.56$ or approximately 9 quarters.
- Hypothetically, 9 quarters would be as follows: fall 2011, winter 2012, spring 2012, fall 2012, winter 2013, spring 2013, fall 2013, winter 2014, spring 2014.
- Beth's IAP is developed to show how she can complete all graduation requirements, while on the semester calendar, no later than the end of spring semester 2014.

Junior student

- Ned is beginning his junior year in fall 2011, pursuing both a major and a minor that, together, require a total of 214 quarter hours for graduation.

- By the end of fall quarter 2011, Ned will have completed 121 quarter hours toward graduation.
- Ned meets with his advisor to determine how many quarter hours would be needed for graduation if the university were to remain on quarters: $214 - 121 \text{ applicable hours} = 93$ quarter hours remaining on the quarter system to complete both his major and minor.
- Ned and his advisor verify that all remaining requirements can be completed in 93 or fewer quarter hours.
- Ned and his advisor determine how many quarters it would take to complete those remaining hours on a quarter system: Averaging 16 hours per quarter, Ned would need 6 quarters to finish both programs; $93 \div 16 = 5.80$ or approximately 6 quarters.
- Hypothetically, 6 quarters would be as follows: winter 2012, spring 2012, fall 2012, winter 2013, spring 2013, fall 2013.
- The quarter-based graduation date would be projected as the end of fall quarter 2013.
- Ned's IAP is developed to show how he can complete all graduation requirements no later than the end of fall semester 2013.

A student with multiple majors (double major)

Jane is double majoring in political science and philosophy in UC's McMicken College of Arts and Sciences. On her "Verify My Major" form on OneStop, Jane selects only political science. However, Jane's advisor is aware of both majors and prepares Jane's IAP to take into consideration the graduation requirements for both majors when determining Jane's expected completion term.

A student with a major and a minor in different UC colleges

Sally is pursuing a major and a minor – a major in engineering from the College of Engineering and Applied Science and a minor in mathematics, from the McMicken College of Arts and Sciences. Sally's

advisor for her engineering major works with the advisor for her math minor in order to determine the expected completion term for her IAP.

A student who changes majors after completing an IAP

Henry meets with his advisor. He and his advisor approve Henry's IAP for his selected program major in economics in the "Verify My Major" process. Two quarters later, Henry changes his major to history, something not planned for in the IAP. At that point, Henry's IAP and UC's conversion Pledge to Students is no longer in effect. However, Henry is still able to receive advising assistance and is able to graduate with his history degree in a timely manner.

Academic and specialized advising contacts

Academic advising contacts

Go online to find a college-by-college listing of academic advisors. Your advisor may also be listed in the Starfish system via Blackboard. (Starfish is the Blackboard-based software that allows students to schedule advising appointments online.)

www.uc.edu/registrar/advising/adv_directory.html

www.uc.edu/registrar/advising/starfish

Advice for students participating in specific academic or co-curricular programs

Below is a list of other advisors you may have. It is important to keep all of your advisors — your entire support system — involved so that you are confident that this change to semester calendar will not affect your eligibility for program participation or funding. **Be sure to share your IAP with your co-curricular program advisor from:**

- Army and Air Force ROTC
- Athletics
- Choose Ohio First Scholars
- Cincinnati Scholars
- Co-op (cooperative education)

- Darwin T. Turner Scholars Program
- Double major/dual degree/minor/certificate
- Honors/Honors Plus
- McNair Scholars and STARS (Student Achievement in Research and Scholarship) Program
- Pre-Professional program
- Veterans Educational Benefits Office (Registrar)

Clermont College and Raymond Walters College transition students

Students making a transition to main campus from Clermont College or Raymond Walters College should consult with their current advisors to complete IAPs for associate degrees. Upon completing transition admission requirements, the student will be referred (by either Clermont or RWC advisor) to the appropriate main campus advisor.

Co-op (cooperative education)

See page 17.

Graduate (master's, PhD)

The Graduate School will coordinate the IAP process for master's and doctoral students in cooperation with the student's academic program advisor.

www.grad.uc.edu/staff-contacts.aspx

University Honors Program

University Honors students should meet with their honors advisor to plan for completion of University Honors program requirements under semesters. To learn more visit:

www.uc.edu/honors/academics/semesters.html

International

UC International Services can provide advice and direction for international students.

www.uc.edu/international/services.html

New transfer and readmission

An advisor will answer any questions about how prior credits from another institution or prior UC quarter credits apply to the new semester-based degree program. Students readmitted before fall 2012 will complete an IAP with an appropriate academic program advisor. Students admitted or readmitted after fall 2012 will not complete an IAP.

Veterans educational benefits recipients

If you are receiving veterans educational benefits, federal benefits will be paid only toward classes determined as applicable to your degree program. It is critical to ensure that the program of study selected for the IAP is identical to the program of study reported to the Veterans Administration for benefit certification. You must declare all classes taken that do not apply toward your approved program of study to the VA Certification Office in order to prevent overpayment and/or removal of certification.

Cooperative education and co-op advising

www.uc.edu/conversion/cooperative_education.html

www.uc.edu/conversion/faqs/co-op_students.html

www.uc.edu/conversion/cooperative_education/co-op_cycles.html

Student cooperative education (co-op) work opportunities **will continue** throughout the conversion period and beyond.

Co-op on the semester calendar

Co-op will function almost identically as it does now under a quarter system. UC's co-op system (founded in 1906, the first co-op program in the world) has functioned under a variety of academic/workplace timing cycles in its history.

Under a semester system, students will gain professional experience for longer, continuous periods of time while also experiencing less disruption.

Under the semester system, students will alternate terms of coursework with terms of career-related experiences between their sophomore through senior years. Under the semester system, students will typically complete five co-op terms prior to graduation.

Information for students in mandatory co-op programs (CEAS, DAAP)

Students in mandatory co-op programs should work with their academic advisors within their home colleges to develop an IAP. The IAP will include your co-op work terms. Mandatory co-op programs have developed transition schedules for each class year to ensure proper completion of the co-op program. Once your IAP is developed, you and your co-op faculty advisor will communicate the planned work-and-school sequence to your employer.

If a student in a mandatory co-op program is not academically on track (behind schedule according to the curriculum guide), needs to make up a co-op term, or has other individual scheduling needs that vary from the normal curricular schedule, the student's co-op and academic advisors will work together to develop the IAP. Again, once your IAP is developed, your co-op faculty advisor will communicate the planned work-and-school sequence to your employer.

Information for students in optional co-op programs (A&S, College of Business)

Due to the flexibility of scheduling classes and co-op work terms in optional programs, IAPs will differ greatly from student to student. If you are enrolled in an optional co-op program, you will work with your academic advisor in your home colleges to develop your IAP, which will include your co-op work terms. Once your IAP is developed, you and your co-op faculty advisor will communicate the planned work-and-school sequences to your employer.

Co-op FAQs

Will co-op sessions completed under the quarter system still count toward degree requirements after the conversion to semesters?

Yes. Co-op terms completed while UC is on a quarter-based schedule will apply toward degree requirements.

Will students be spending less time in the field with the semester calendar?

No. Under the current quarter system, co-op students typically work six quarters, which equals about 18 months of work experience. Under semesters, students will typically work five semesters, which equals about 20 months.

How will co-op work in summer 2012?

Summer 2012 will be the last quarter before the semester calendar begins on Aug. 27, 2012.

The co-op term that summer will be 10 weeks long and count as a full co-op quarter. Note that the co-op calendar work dates do not coincide with the dates of the summer 2012 academic term, and this is typical even under quarters.

Depending on academic program and class year, students will be scheduled for either a school term or work term in summer 2012. Work terms scheduled for summer 2012 will either be an individual work term, or combined as back-to-back work terms with either the preceding spring quarter or the following fall semester. Both back-to-back work term possibilities will apply as two full co-op terms.

More information

Co-op cycles: www.uc.edu/conversion/cooperative_education/co-op_cycles.html

Additional FAQs:

www.uc.edu/conversion/faqs/co-op_students.html

General co-op information:

www.uc.edu/conversion/cooperative_education.html

Tools & Resources

Your Individual Advising Plan (IAP) will be available online.

The online tools that will help you and your advisor include

- DARSweb
- Your UConnect (6+2@mail.uc.edu) e-mail account
- UC's OneStop portal (<http://onestop.uc.edu/>)

Check to make sure that you are able to log in to your accounts and that you are familiar with how to use these tools.

- Contact your advisor or college office for assistance with DARSweb.
- Contact the UCit help desk, 513-556-4357, helpdesk@uc.edu for assistance with your OneStop password and UConnect e-mail account.

Blackboard & Starfish

Use Starfish, a new plug in to Blackboard, to view and manage your advising appointments online.

The screenshot displays the Blackboard Starfish interface for a University of Cincinnati student. At the top, there is a navigation bar with links for My UC, Orientation, Courses, Community, UC Libraries, One Stop, My Advisor, Bearcat Card, Help, Ned's Tab 2, and Bb Issues. Below this, the main content area is divided into two sections. On the left, the 'UC Student' profile section includes a photo of a student and a message: 'Completing your profile will provide instructors, advisors, and others on campus with information they can use to help you achieve your goals on campus and beyond. [edit profile](#)'. Below the profile is a section for 'Upcoming Appointments' with a 'Next 30 days' filter. It lists two appointments: one with Carol Godley on 'Tomorrow 9:45 am Tutoring' at 'Muntz 112B' (745-5730), and another with Carol Wiseman on '04-01-2011 1:30 pm Academic concerns (30 mins)' at '2441 French Hall West' (513-556-5874). On the right, the 'My Success network' section shows a list of advisors: 'Goerke, Jane - Academic Advisor' and 'Wuebker, Megan - Academic Advisor', each with a link to 'See available appointments'. The footer of the page contains copyright information: 'Copyright © 2008-2011, Starfish Academic Advising, LLC. All rights reserved.'

Blackboard and Starfish

COOPER, YOLANDA (ACADEMIC ADVISOR)

Contact Info
yolanda.cooper@uc.edu

Office Hours
Office Hours: Mon, Tue, Thu Mar 31 8:30AM-4PM
Office Hours: Fri Apr 1 9:30AM-4PM
Office Hours: Wed Apr 6 8:30AM-5PM

Services
Center for Exploratory Studies

OneStop

See the semester view of your grade report. LOG IN to OneStop to check your individual grade report to see exactly how your quarter hours will convert to semester hours. This will reassure you that you, as a student, will NOT lose academic credit due to the conversion to semesters, nor will your progress to degree be affected.

- Go to OneStop.
- Go to “My Classes.”
- Go to “Check My Grades” and log in.
- Follow the link at the top of the page to view how your quarter hours are converted to semester hours.

Quarter							
College	Area	Course	Section	Course Title	Grade	Credit Hours	Quality Points
15	PHIL	102	002	MORAL-POLIDEAS(M&I)	B+	3.00	9.9999
15	PHYS	122	001	ASTRON LIFE IN UNIV	B+	3.00	9.9999
23	INTD	501	001	SENIOR STUDIO 1	B+	6.00	19.9998
23	INTD	537	001	PROF PRACTICE 2	A	3.00	12.0000
36	COOP	123	005	PROF PRAC EVALUATN	P		
*** DEAN'S LIST 3.467 ***							
Current	Hrs. Carried	Hrs. Earned	Quality Points	Quality Point Avg	Advanced Standing	Total Hours	
Quarter	15.00	15.00	51.9996	3.467		15.00	
College	183.00	183.00	624.6666	3.413			
University	183.00	183.00	624.6666	3.413	18.00	201.00	

Semester							
College	Area	Course	Section	Course Title	Grade	Credit Hours	Quality Points
18	PHIL	102	002	MORAL-POLIDBAS(PH2)	B+	2.00	6.6666
13	PHYS	122	001	ASTRON LIFE IN UNIV	B+	2.00	6.6666
23	INVD	501	001	SENIOR STUDIO 1	B+	4.00	13.3333
23	INVD	537	001	PROF PRACTICE 2	A	2.00	8.0000
36	COOP	123	005	PROF PRAC EVALGATN	F		
*** DEAN'S LIST 3.667 ***							

Current	Hrs. Carried	Hrs. Earned	Quality Points	Quality Point Avg	Advanced Standing	Total Hours
Semester:	20.00	19.00	34.6664	3.467		19.00
College:	122.00	122.00	416.4444	3.413		122.00
University:	132.00	122.00	416.4444	3.413	12.00	134.00

My IAP

You can determine action needed and access your final Individual Advising Plan (IAP) under a new OneStop link. Availability of the IAP begins September 2011. It will become available on a rolling basis, first for those students closest to graduation.

- Go to OneStop.
- Go to “My Information” or “My Classes.”
- Go to “My IAP” and log in.

DARSweb Degree Audit

Your IAP is your plan. Your degree audit shows your progress on that plan.

Be sure to regularly check your degree audit in order to stay on track toward graduation and to see how your previously taken quarter courses satisfy semester-based degree requirements (as well as) any remaining requirements.

Your path to graduation and your degree program requirements are documented using the Degree Audit (DARSweb), available at UC's OneStop site at <http://onestop.uc.edu/classes/GetMyDegreeAudit.html>

The screenshot shows the One Stop Center website interface. At the top, there are navigation links: UC Home, Visit UC, Support UC, Directories, and UC Tools. Below this is the header for the Division of Student Affairs & Services and the Department of Enrollment Management. The main heading is "One Stop Center". On the left side, there is a menu with categories: My Classes, My Bill, My Financial Aid, My Information, and Calendars. The "My Classes" category is expanded, showing a list of actions: view class offerings, register for classes, view my schedule, check my grades, get my degree audit (which is selected with a red dot), request my transcript, verify my enrollment/degree, and course planning guide. The main content area is titled "Get My Degree Audit" and contains the following text: "UC offers this tool for students to track progress toward their degree requirements. The following tips can assist you to best utilize this self-service tool: To access the Web Degree Audit, you will need to enter your Username and Password. Upon logging in, your official degree program will display in the section "Run Default Programs." Click on "Submit a New Audit" to produce an audit for your program. If you want to see how your credits may apply to another degree program, go to "Run Selected Program" to select a program. Unfortunately, not all degree programs are ready for display through Web Degree Audit. If your program does not appear, you will be able to use 99DEFAULT as the program to receive a complete list of your courses and grades. Your academic adviser can outline your specific program requirements. The 99DEFAULT audit may be helpful to students who simply need a complete listing of all their courses and grades. However, this audit may not be used as an academic transcript. Transcripts may be requested online. Contact your academic advisor if you have any questions about the results of your degree audit."

University of Cincinnati Degree Audit

Audit Request

Student Number: _____ Student Name: _____

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

School Codes	Degree Program	Title	Catalog Year
25	INTERNET	BIOLOGICAL ENGINEERING	201001

Run Selected Program:

School Codes:

Degree Prog:

Catalog Year:

Additional Run Options:

Run Type:

List All:

© 2010 WellSprint, LLC.
DARWeb Version 3.1.5
All Rights Reserved.

Your degree audit is a self-service online tool to track your progress toward earning your degree. After August 27, 2012, the program requirements for graduation will be in terms of semesters instead of quarters.

The degree audit will:

- Show you how quarter-based credits now fulfilling your program's degree requirements will likewise satisfy semester-based requirements.
- Outline remaining degree requirements to be completed with semester-based course credits.

UConnect email

Your advisor will use your UC-provided UConnect email account (6+2@mail.uc.edu) to communicate important information, such as when your IAP is ready to review and other deadlines. Be sure you are checking your UC email!

Semester conversion website

Be sure to bookmark
www.uc.edu/conversion/current

Facebook

www.facebook.com/pages/Cincinnati-OH/UC-Semester-Conversion/209124265932

Twitter

http://twitter.com/UC_Conversion

Appeal process

It is anticipated that the student transition to semesters will operate smoothly, guided by student IAPs. While colleges and universities converting to semesters commonly have appeal processes in place, it is rare that the process is necessary.

For example, both Northeastern University, which converted from quarters to semesters in 2004, and the University of Toledo, which converted to semesters in 1996, had appeal processes related to conversion. However, no transition student made use of those processes during the conversions to semesters.

UC's semester conversion appeals policy is designed to support the conversion Pledge to Students.

To insure that the intent and spirit of this commitment to students is met, a council for student semester conversion appeals has been established. Its purpose is to resolve any undergraduate or graduate student complaints regarding semester conversion. Please note this policy and committee does not replace the Undergraduate Student Grievance Policy and Procedures available for undergraduate students but rather provides specific focus to semester conversion issues.

Council Composition:

The council comprises five university representatives. Committee members include:

1. A designated faculty member from each college
2. An academic advising/student services representative designated by a college dean
3. A member of the administrative team from the Provost's Office that will serve as the convener
4. A student representative
5. A representative from the Bursar's Office

The council will meet strictly on a per-case basis. Students wishing to contest an issue alleging the university's violation of the Pledge to Students must adhere to these processes.

1. Informal College Level Appeal

Before submitting a formal appeal, a student must first meet with his faculty/academic advisor. During this meeting, the student shall discuss the course(s) in question and the corresponding academic requirements for the applicable degree program, or how the semester conversion process has disadvantaged the student. This advisor will outline for the student the appropriate college level mechanisms in place to address student appeals.

2. Ombuds Mediation (voluntary)

If the student's concerns are not satisfactorily resolved in Step 1, the student may request mediation by the University Ombuds Office. The University Ombuds Office shall talk with the student and all other parties involved in the dispute either together or separately to attempt to reach a resolution agreeable to all. No written records will be retained by the Ombuds Office.

3. Council Appeal

If the complaint is not resolved in mediation (Step 2) or if the student chooses not to pursue mediation, the student may submit an appeal to the council for student semester conversion appeals for a final decision. A written appeal may be filed with the convener of the council. The student must state the issue, the steps previously taken to rectify the situation, and the student's proposed resolution. If documentaiton indicates an insufficient review by the student's home college, the appeal will be referred back to the college.

The council will hold a review of the appeal with all council members present. A final ruling on behalf of the university will be administered and will be enforced by all college offices.

- For information, directions and forms, see www.uc.edu/conversion/current_students/appeals.html

Money Matters

Financial aid and scholarships

Financial aid will continue to be awarded based on Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA). **On the quarter system, financial aid awards were made up to three times a year, typically in the fall, winter and spring terms. On the semester system, financial aid awards will be made twice a year, typically fall and spring terms. The annual financial aid award will remain unchanged but will be distributed over two academic terms vs. three.**

- Semester conversion does not affect the availability of or eligibility for financial aid or the annual amount of financial aid a student may receive.
- Students must continue to maintain Satisfactory Academic Progress (SAP) to receive financial aid.
- To be considered a full-time undergraduate student, you must be registered for 12 semester credit hours each term.
- To be eligible for a student loan, you must be enrolled for at least six semester credit hours per term.

Satisfactory Academic Progress review timeline (necessary to receive financial aid)

- **Original (quarter-based) policy:** At the end of spring quarter each year, the academic records of all students who are receiving or applying for federal financial aid are reviewed.
- **New (semester-based) policy:** At the end of spring semester each year, the academic records of all students who are receiving or applying for federal financial aid will be reviewed.

- **Changes made to the policy:** Since the spring semester will end at an earlier date than the spring quarter, SAP (satisfactory academic progress) will be reviewed at an earlier calendar date. Under the current quarter calendar, SAP is reviewed in late June/early July. Under the new semester calendar, SAP can be reviewed in early June.

Financial-aid/scholarship distribution dates

Federal, state and institutional aid will be distributed 10 days prior to the first day of the term, as it is now.

Lock-in dates

Federal financial aid is “locked” based on the student’s registration as of the 15th day of each term. This is the same policy as exists under quarters.

Billing and tuition

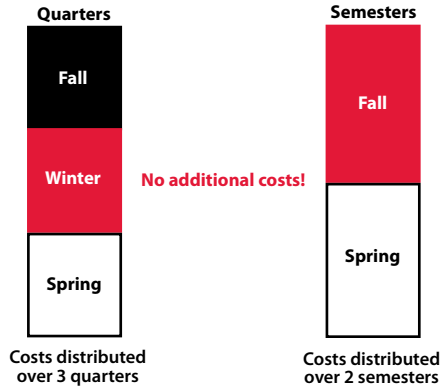
How will the transition to semesters affect tuition billing?

While the annual amount of tuition will not increase due to semester conversion, the amount will generally be divided into two semester payments rather than three quarter payments.

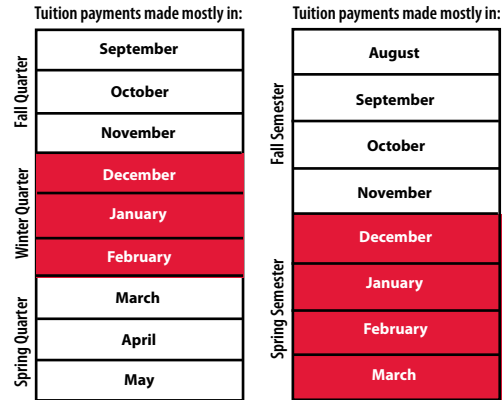
Currently, tuition payments are due 10 days before the start of each quarter term. Under the semester system, tuition payments will be due 10 days before the start of the semester term.

As mentioned above, financial aid will work in a similar manner. While the annual amount of eligible federal, state and institutional aid will not change due to semester conversion, the payment schedule will mirror the academic schedule – you will receive two payments rather than three. Federal direct student loans will be distributed 10 days before the start of the semester term, just as they are currently distributed for quarter terms.

**UC Tuition Costs
Quarters vs. Semesters**



**Monthly Payment Plan Option
Quarters vs. Semesters**



Payment plan

Currently, payment plans spread your payments over three months.

Once semesters begin, the payment plan will spread payment over four months, as seen above at right.

If you are interested in the monthly payment plan, please go to www.uc.edu/af/bursar/paying_your_bill/payment_plans.html

You can check your bill 24/7 online at:

onestop.uc.edu

Click My Bill, View/pay

Glossary of Terms

www.uc.edu/conversion/faqs/glossary.html

Individual Advising Plan — IAP

The Individual Advising Plan (IAP) is a partnership between UC and you. It will be created by you and your college advisor to guide you in your academic progress through the conversion to semesters. It will outline completed and remaining requirements for graduation.

The IAP is critical as a condition of the university's conversion Pledge to Students. You will need to work with your academic advisor to create, understand and follow your IAP, as it will outline your graduation requirements under semesters. Your advisor will be available along the way to explain what is necessary as you work toward graduation; however, only you can follow and implement your IAP. Following your IAP (signed by you and your advisor) assures that the conversion Pledge to Students applies to you.

- **IAP advisor**
The academic advisor assigned to work with you by the UC college granting your degree. Together, you and your academic advisor will create your IAP.
- **IAP approver**
The academic department faculty member from the department granting your degree (in other words, the department that represents your major, e.g., biology or electrical engineering) who approves your IAP, especially any exceptions made to your graduation requirement.

IAP checklist

Are you semester ready?

1. **Verify your major.** www.uc.edu/registrar/advising/iap_faqs.html
2. **Read and respond to communications from your college advisor.**
3. **Review your IAP.**
4. **Meet with your advisor as necessary.**
5. **Approve your IAP with your academic advisor.**

More: www.uc.edu/content/dam/uc/conversion/docs/faqs/SemesterChecklist.pdf

Bridge or “transition” courses

The registrar's office is monitoring student progress on sequences and will work with the heads of academic programs to add sequence offerings as needed. Prior to and after the conversion to semesters, it may become necessary to offer some students “bridge” options in order to complete sequences.

A “bridge” or “transition” course would be any course created specifically in advance of (or just after) semester conversion to help students complete sequences begun under the quarter system. An example would be an accelerated “stacked” course wherein students would complete two quarters of a specific required sequence within one semester. (See page 13 for more.)

Course sequences

Course sequences are two or three related courses needed to fulfill a degree or program requirement. Because earlier courses in sequences are generally prerequisites for later courses, it is important to take them in a specific order.

Whenever possible, complete all sequences you have begun on the quarter system before semester conversion. If you see that you are not going to complete a sequence entirely on the quarter system, you may want to delay beginning the sequence until the conversion to semesters is made. If you have already begun a sequence and are unable to complete it, you will need to contact your academic advisor to determine the best sequence completion plan for you.

Examples include:

Spanish I, II, III (15SPAN101, 15SPAN102, 15SPAN103)

College Algebra I, II (15MATH173, 15MATH174)

Students planning to repeat a quarter course in order to take advantage of UC's grade-replacement policy should seek to repeat that quarter course before the conversion to semesters.

Degree Audit Reporting System (DARSweb)

DARSweb is an individualized, computerized record that compares a student's past and current coursework with the requirements for his/her academic program. This report shows which degree requirements still need to be completed by the student. (See page 21 on how to view your degree audit.)

DARS exception

A DARS exception is a modification or manual over-ride of an individual student's DARS to accommodate a non-standard fulfillment (course substitute) for a degree requirement.

Semester conversion transition student

If you have earned credit hours toward a degree on the quarter system and you will graduate after Aug. 27, 2012, then you are identified as a semester conversion transition student, and you will be required to follow an IAP.

Starfish

The Blackboard-based software that allows students to schedule appointments online in order to meet with their academic advisors.

UConnect

The system name for student email accounts used to communicate official university business. (6+2@mail.uc.edu)

Still have questions? Submit a query online:

www.ucmagazine.net/feedback/conversion.php

Request a Presentation for your Group:

www.ucmagazine.net/feedback/presentation.php

Index

- 2012-2013 Academic Year 3, 6
- A&S 15, 17
- Academic Calendar 4, 5, 6
- Academic Year 2, 5, 6, 9
- Academic Credit 8, 9, 10
- Academic Credit, Conversion Formula 9
- Academic Credit, Conversion 9
- Academic Credit, Individual Conversion 10
- Academic Credit, Required For Graduation 8, 10
- Academic Credit, Taken Per Semester 9
- Academic Credit, Required for Full time Status 9
- Academic Credit, Overload Limit 9
- Academic Credit, Loss of 8
- Academic Credit, Loss of Transfer 8, 11
- Add Deadline 3, 6
- Advantages of a Semester Calendar 6
- Advantages, Academics 6
- Advantages, Co-op 6
- Advantages, Ease of Student Transfer 6
- Advantages, Job Market 6
- Academic Advising 2, 12, 16
- Advising, Clermont College 15, 16
- Advising, Co-op 3, 17
- Advising, Contacts 3, 16
- Advising, Graduate Student 3, 16
- Advising, University Honors Program 16
- Advising, Raymond Walters College 15, 16
- Advising, Student Roles 3, 12
- Advising, Student Responsibility 3, 12
- Advising, Advisor Roles 3, 12
- Advising, Advisor Responsibility 3, 12
- Advising, International 16
- Advising, Program Specific 16
- Advising Timeline 3, 13
- Advisor 3, 5, 9, 12, 13, 14, 15, 16, 17, 19, 22, 23, 26, 27
- Advisor Roles 3, 12
- Advisor Responsibilities 3, 12
- Appeal Process 3, 23
- Appeal, Council Composition 23
- Appeal, Information College Level 23
- Appeal, Ombuds Mediation 23
- Appeal, Council Appeal 23
- Associate Degree 8
- Baccalaureate Degrees 8
- Bachelor's Degree 8
- Billing 3, 24
- Blackboard 3, 16, 19, 20
- Bursar's Office 23
- Bridge Course 3, 12, 13, 26
- CEAS 17
- CES 14
- Calendar 2
- Calendar Differences 6
- Calendar, 2012-2013 Academic Year 3, 6
- Calendar, Co-op 17
- Calendar, Deadline for Applying for Graduation 3, 7
- Calendar, Drop, Add and Withdrawal Deadlines 3, 6
- Calendar, Summer 2012 3, 6, 18
- Calendar, Withdraw Period 6
- Center for Exploratory Studies 14
- Certificate 9
- Change Major 16
- Classes 8
- Class Day 3, 11
- Class Attributes 3, 11
- Class Level Determination 8
- Clermont College 15, 16
- College of Business 17
- Complete Course Sequence 13
- Contacts, Academic Advising 3, 16
- Co-op 6, 16, 17
- Co-op, Advising 3, 16, 17
- Co-op, Degree Requirements 18
- Co-op, Field Time 18
- Co-op, Summer 2012 18
- Cooperative Education 6, 16, 17
- Council Appeal 23
- Council Composition 23
- Courses 8
- Course, Sequence 3, 9, 13, 26
- Course, Phased Out 9
- Course, No Longer Required 9
- Course, Codes 10
- Course, Multiple Support 13
- Course, Bridge 13, 26
- Course, Transition 13, 26
- Courses, Taken per Semester 9
- Course Code 11
- Course, Drop 3
- Course, Add 3
- Course, Withdrawal 3
- Course, Incomplete 3, 11
- Course, Grade Replacement for Repeat 3, 11, 27
- Credit 8, 9, 10
- Credit, Conversion Formula 9
- Credit, Conversion 3, 8, 9
- Credit, FAQ 3, 8
- Credit, Individual Conversion 10
- Credit, Required For Graduation 3, 8, 10
- Credit, Taken Per Semester 9
- Credit, Full time Status 9
- Credit, Overload Limit 9
- Credit, Loss of 8
- Credit, Loss of Transfer 8, 11
- DAAP 17
- DARS Exception 3, 27
- DARS Web 3, 12, 19, 21, 27
- DARS Web Degree Audit Reporting System 3, 21, 27
- Degree Applicable Hours 12
- Doctoral Programs 8
- Double Major 9, 15
- Double Degree 9, 15
- Drop Deadline 3, 6
- Dual Grade Report 3
- Expected Family Contribution (EFC) 24
- Exploratory Study Students 14
- Facebook 3, 22
- Frequently Asked Questions 8
- Financial Aid 2, 3, 24

- Free Application for Federal Student Aid (FAFSA) 24
- Frequently Asked Questions 3, 8
- Glossary of Terms 3, 26
- Golden Rule 3, 12
- GPA 8
- Grades 8
- Grade Replacement 3, 11, 14 27
- Graduation 7, 8, 10
- Graduation, Deadline for Applying for 7
- Graduation Requirements 8, 10
- Graduate Student Advising 3, 16
- IAP 2, 3, 5, 9, 11, 12, 13, 14, 15, 16, 17, 19, 21, 22, 23, 26, 27
- IAP 5-Step Process 13
- Incompletes 3, 11
- Individual Credit Conversion 10
- Individual Advising Plan (IAP) 2, 5, 11, 12, 13, 14, 15, 16, 17, 19, 21, 26
- IAP Advisor 3, 26
- IAP Approver 3, 26
- IAP, Who Needs One 14
- IAP, Null and Void 14
- IAP, Student Example 3, 15, 16
- IAP, Student Example Sophomore 15
- IAP, Student Example Junior 15
- IAP, Student Example Double Major 15
- IAP, Student Example Change Major 16
- Informal College Level Appeal 23
- International Student Advising 16
- Introduction to Semester Conversion 4
- Job Market 6
- Last Day to Withdraw 7
- Master's Degree 8
- Mandatory Co-op 17
- McMicken College of Arts & Sciences 15
- Minor 9, 15
- Money Matters 24
- My IAP 21
- My Degree Audit 21
- Ohio Board of Regents 4, 11
- Ombuds Mediation 23
- Online Application for Graduation Deadline 7
- OneStop 3, 8, 10, 13, 15, 19, 20, 21
- Optional Co-op 17
- Payment Plan 3, 25
- Pledge to Students 3, 5, 8, 12, 13, 14, 16, 23, 26
- Primary Contact 12
- Program Specific Advising 16
- Raymond Walters College 15, 16
- Readmission 17
- Registrar's Office 23
- Repeat Courses 11
- Resources 3, 19
- Rules, Applying Courses 12
- Rules, Golden Rule 12
- Rules, Degree Applicable Hours 12
- Rules, Multiple Support Courses 13
- Satisfactory Academic Progress (SAP) 24
- Scholarships 2, 3, 24
- Semester Conversion Transition Student 27
- Semester Conversion Website 3, 22
- Stacked Course 13, 26
- Starfish 3, 16, 19, 20, 27
- Student Transfers 6, 17
- Student Roles 3, 12
- Student Responsibilities 3, 12
- Summer 2012 6, 18
- STEM course 13
- Table of Contents 3
- Timeline, Advising 13
- Tips for Semester Conversion 2
- Tools 3, 19
- Transcripts 11
- Transcript
- Transfer Credit 8
- Transfer Students 3, 6, 8, 11, 17
- Transition Course 3, 12, 13, 26
- Transition Student 3, 16
- Tuition 2, 3, 5, 24
- Tuition, Payment Plan 25
- Twitter 3, 22
- UCit 19
- UConnect 3, 12, 19, 22, 27
- Undergraduate Student Grievance Policy and Procedures 23
- University of Cincinnati Degree Audit 22
- University Honors Program 11, 16
- VA Certificate Office 17
- Verify My Major 15
- Veterans 16, 17
- Veterans Administration 17
- Veterans Education Benefits Recipients 16, 17
- Withdrawal Deadline 3, 6
- Withdraw Period 6