

COLLEGE CREDIT PLUS
STUDENT
HANDBOOK

2026-2027
ACADEMIC YEAR

Welcome to Launch UC, Bearcat!

Introduction and Overview of the Handbook

We're excited to welcome you to the Launch UC program, a unique opportunity for high school students to earn college credit while exploring academic interests, building college readiness, and experiencing life as a Bearcat.

This handbook serves as your go-to guide for navigating your journey at UC. Whether you're just getting started with your application or are already registered for classes, this resource is designed to support you every step of the way. Inside, you'll find essential information about eligibility, registration, technology tools, academic policies, campus life, and more.

Each section is organized to help you quickly find what you need:

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We encourage you to read through this handbook, bookmark key sections, and reach out if you have questions. Your success is our priority, and we're here to help you make the most of your time at UC.

Welcome to the Bearcat family, we are glad you are here!

Letter From the Director

Dear Student,

On behalf of the University of Cincinnati and the Launch UC program, welcome! We are pleased to have you join our dual enrollment community.

Students enrolled in the Launch UC program have the opportunity to jump-start their college careers while often earning high school credit at the same time. Through this experience, students learn to navigate college and university systems, engage with professional Faculty and staff, and develop the skills and confidence needed for success, both while participating in Launch UC and later as UC undergraduates after high school graduation.

Participation in Launch UC requires thoughtful consideration by students and their families, not only of academic readiness, but also of the social and emotional maturity needed to succeed in a college environment. Our goal is to ensure your experience is meaningful, that your coursework aligns with your needs and future academic plans, and that you have the support necessary to thrive in the program.

We are excited to partner with you on this important step in your educational journey.

With Bearcat Pride,

A handwritten signature in black ink, appearing to read "Lorrie Bishop", with a stylized, cursive script.

Lorrie Bishop, Director Secondary Enrollment Partnerships | Launch UC
College Credit Plus | Dual Enrollment | Early College | Tech Prep

Launch UC at the University of Cincinnati

Launch UC is the Secondary Enrollment Partnership division of Enrollment Management at the University of Cincinnati.

We oversee early-college programs such as College Credit Plus (CCP), Dual Enrollment (DEP), and Tech Prep (TP). Launch UC is responsible for all credit-bearing and potential credit-bearing partnerships for secondary students at the University of Cincinnati.

What Is CCP?

College Credit Plus is Ohio's dual-enrollment program that allows eligible students in grades 7–12 to earn both high school credit and University of Cincinnati (UC) college credit at the same time. Through CCP, students gain early exposure to the expectations of college coursework, while also saving time and money on their future degree.

At UC, courses are taught by UC approved instructors and carry the same academic expectations as those taught to traditional UC undergraduates. Students are considered UC Bearcats during their participation in the program and have access to many campus resources and support.

What Is DEP?

Launch UC also includes our Dual Enrollment Program for students from outside of Ohio. This program is also open to eligible students in grades 7-12 to earn both high school credit and University of Cincinnati college credit at the same time. The application process for DEP students is the same as our CCP application via Slate. Students will be billed by the University at a rate of \$125 per credit hour.

At UC, DEP courses are taught by UC approved instructors and carry the same academic expectations as those taught to traditional UC undergraduates. Students are considered UC Bearcats during their participation in the program and have access to many campus resources and support.

Learning Modalities

UC offers CCP/DEP and DEP in three formats, or learning modalities, giving students flexibility to select the model that best fits their needs:

1. Embedded (In-High-School):
 - Courses delivered in your high school building.
 - Taught by high school teachers who have been vetted and approved as UC Adjunct Faculty.
 - Students remain in a familiar environment but complete a UC syllabus and are graded according to UC standards.

2. On-Campus:

- Courses taken on a UC campus (Uptown, UC Blue Ash, or UC Clermont).
- Students attend alongside traditional UC undergraduates.
- Provides full exposure to a college environment, including class schedules, academic culture, and campus resources.

3. Online:

- Courses taken fully online through UC's learning platforms such as Canvas.
- Flexible scheduling with the same rigor and grading policies as in-person courses.
- Students must be disciplined in managing time and technology requirements.

Partner Roles and Responsibilities

Launch UC is a collaboration between the students, the high school, and the University of Cincinnati:

- **Students**
 - Apply, complete orientation, and register for courses.
 - Adhere to UC's student code of conduct and academic integrity policies.
 - Communicate regularly with Academic Advisors, instructors, and high school counselors.
 - Take responsibility for grades, deadlines, and communication just as any UC student would.
- **High School Partners**
 - Identify eligible students and assist with application steps.
 - Provide embedded course offerings where approved.
 - Offer guidance on how CCP/DEP courses meet high school graduation requirements.
- **University of Cincinnati (Launch UC Office)**
 - Approves instructors and syllabi to ensure academic quality for our embedded courses.
 - Provides student orientation, advising, and academic support services.
 - Grants UC credit and maintains the student's official transcript.
 - Ensures compliance with Ohio Department of Higher Education (ODHE) and NACEP standards.

Our Office: Launch UC

The University of Cincinnati's CCP/DEP office is now Launch UC. This rebranding reflects our broader mission to support all accelerated learning pathways—including CCP/DEP, Advanced Placement (AP), International Baccalaureate (IB), and Career Technical programs.

- CCP/DEP remains an active program within Launch UC.
- Starting with the Spring 2026 term, all applications will be submitted under the name LUC (Launch UC).
- During the application process, students select their Launch UC program. Students who live in and attend a high school in the state of Ohio will select College Credit Plus. Students who do not live in the state of Ohio will select Dual Enrollment.

Eligibility & Admission

Admission Requirements

Deadlines

Please note that ALL application materials, including signed permission form and transcripts, are due by the application deadlines below.

	Public School	Non-Public and Homeschool*
Summer Semester	April 1	March 15
Fall Semester	June 1	March 15
Spring Semester	November 1	October 24

*Non-Public and Homeschool students should apply for CCP funding for the Summer to Spring semester through the state of Ohio by April 1st. There is a second funding application deadline of November 1, however, this is only for the Spring semester. An admission letter from UC is required for that application; therefore, the deadlines for Non-public and homeschool students are March 15 for the summer and fall, and October 24 for the spring. If a student is self-paying for courses, they can apply using the public-school deadlines. See more information on the ODE website >>> [College Credit Plus for Nonpublic and Homeschool Families](#)

In response to the recent announcement related to updated guidance for CCP/DEP eligibility, UC (University of Cincinnati) has made some modifications to our eligibility/admissions criteria as well as our applicant review process. Please keep in mind that the state's guidelines outline the minimum criteria for determining admission to the UC CCP/DEP program. We also conduct a holistic review of the student's high school transcript for individual grades in core subjects, such as English and Math. After a student is admitted, we will direct them to appropriate placement testing based on the coursework they wish to enroll in.

Middle school students (in seventh and eighth grade) with high school work in Algebra I and high school English may be considered for admission.

On Campus/Online Admission Requirements

The University of Cincinnati's Launch UC Office maintains the authority of the admission process, and their decision is final. Students who are not offered admission are encouraged to submit future transcripts for consideration.

Students must meet the following criteria to be considered to take courses on campus or online with a UC Faculty member:

- 2.75 minimum, unweighted high school GPA and A or B FINAL grade *for the entire year* in high school English and A or B FINAL grade *for the entire year* in high school Math. (The A or B in both high school English and Math must be included on the Official High School transcript.)

OR

- 18 ENGL, 22 MATH minimum ACT scores (must be official)

OR

- 480 EBRW, 530 MATH minimum SAT scores (must be official)

In High School ONLY Admission Requirements

Acceptance into the CCP/DEP program does not guarantee in-high school course registration. Students must meet the following criteria to be considered to take CCP/DEP Courses in their high school (only applicable for high schools with which UC has a [partnership](#)):

- 2.75 minimum, unweighted high school GPA and A or B FINAL grade in relevant high school course. The A or B in a high school course in a relevant subject area must be included on the Official High School transcript.

OR

- 18 ENGL, 22 MATH minimum ACT scores (must be official)

OR

- 480 EBRW, 530 MATH minimum SAT scores (must be official)

Accounts & Technology

Getting Started with UC Technology

As a College Credit Plus (CCP/DEP) student at the University of Cincinnati, you are given access to the same technology systems as all other UC students. These systems are designed to help you register for courses, connect with your instructors, complete assignments, and track your progress. While every CCP/DEP student will use the core systems, how often you use each one depends on the way you take your classes. Some of you will take courses directly at your high school, which we call the embedded modality. Others will take classes at one of UC's campuses, which is referred to as the on-campus modality. Finally, some of you will complete your courses completely online through UC's distance learning system, which is known as the online modality.

Because these modalities differ in structure, you may find that you rely heavily on some systems while only occasionally using others. This section explains each of the main UC technology tools, what they are used for, how to set them up, and how students in each modality will experience them.

Your UCID (M#) and UC Username (6+2)

When you are admitted to UC, you will be assigned two important credentials: a [UCID](#), sometimes called your M#, and a UC Username (sometimes referred to as you 6+2). The UCID is your unique student identification number, while your UC Username is what you will use to log in to all of UC's systems. Together, these two identifiers are the foundation of your UC identity.

All CCP/DEP students, regardless of modality, will receive these credentials and need them to get started. Embedded students may not use their UCID daily, since much of their coursework happens in their high school classroom, but they will still need their UC Username to log into UC Email and Canvas. On-campus students will use both their UCID and UC Username regularly, since these are often required for ID cards, lab access, and classroom technology in addition to system logins. Online students will depend on these credentials the most, since every interaction they have with UC — from attending classes to submitting work — happens through technology that requires these logins.

Once you are admitted, you will receive an email titled “*UC Login Information*”. This message will include both your UCID, your UC Username, and your UC email address login. Using this information, you will activate your Bearcat Portal, set up your UC password, and enroll in UC's Password Self-Service system, which allows you to reset your password if you ever forget it, and login to your UC Email account.

UC Student Email (Outlook)

Your UC Email account is the official channel of communication at the university. This is where Professors, staff, and the Launch UC office will send important updates. Checking UC Email is not optional; it is your responsibility as a UC student to read messages sent to this account.

The way you use UC Email may vary based on your modality. Embedded students may hear a lot from their high school teachers in person, but UC Email will still be where official messages from the university and course surveys are sent. On-campus students will use UC Email constantly, receiving reminders about events, class changes, and campus updates. Online students will depend on UC Email as their lifeline to the university, since all communications outside of Canvas will go there.

Duo Mobile

To keep your accounts secure, UC uses [Duo Mobile](#) for two-factor authentication. This means that whenever you log in to a UC system, you will not only enter your UC Username and password, but you will also confirm your login through the Duo Mobile app on your phone.

Embedded students may face unique challenges with Duo. Some high schools do not allow students to use their personal phones or technology during the school day. If this is the case, your school will work with you and UC to create an alternative way to access Duo Mobile or set up a workaround solution. This might include using a school-provided device, receiving a temporary access method, or designating a specific process that fits within your school's policies. If your school does allow personal devices, you will use Duo primarily when logging into Canvas or UC Email.

On-campus students will see Duo prompts regularly, since it is required for campus Wi-Fi, Catalyst, Canvas, UC Email, and sometimes even campus computers.

Online students will interact with Duo every time they access UC systems because their entire learning experience is digital. For this reason, online students may want to set up multiple Duo devices, such as a phone and a backup number, to ensure smooth access.

The Bearcat Portal

The [Bearcat Portal](#) serves as the main starting point for many of UC's online systems and resources. You can think of the Bearcat Portal as a "storefront" or central access point where students log in to reach important UC applications and services. Rather than visiting multiple websites individually, students can use the Bearcat Portal to quickly access tools like Catalyst, Canvas, UC email, and other university resources.

For many CCP/DEP students, the Bearcat Portal will become the main hub they use every day. Once you log in using your UC credentials, you will see links and tiles that connect you to the systems you need for academics, communication, and student services. The portal is designed to simplify the student's experience by keeping UC systems connected in one place.

Depending on your modality, you may use the Bearcat Portal differently. Embedded students may use it less frequently for coursework if much of their instruction happens directly in the high school classroom, but they should still regularly access it to check official university information. Online and on-campus students will likely use the Bearcat Portal daily since most course materials, communication, and student functions are handled through UC systems.

Catalyst

[Catalyst](#) is UC's student information system. This means it is the official university system that stores and manages your academic records and student information. Through Catalyst, students can:

- View class schedules
- Register for courses
- View final grades
- Access unofficial transcripts
- Monitor holds or to-do items
- Update personal information
- Review billing and financial information
- Access delegated access settings for parents/guardians

Unlike Canvas, which is focused on day-to-day coursework, Catalyst is where your official academic records are maintained by the university. The information stored in Catalyst becomes part of your permanent UC student record.

CCP/DEP students should check Catalyst regularly throughout the semester, especially during registration periods and at the end of the term when final grades are posted. Students may also see important alerts, tasks, or holds in Catalyst that require action before they can register for future classes.

Embedded students may not use Catalyst as frequently as online or on-campus students, but it is still extremely important because it is the official source for schedules, grades, and enrollment information. Online and on-campus students will interact with Catalyst more frequently as they manage their college coursework independently.

My Bearcat Network

Once a student is assigned an Academic Advisor, the next step will be to schedule an appointment with them. [My Bearcat Network](#) (MBN) allows students to not only schedule advising appointments but also receive academic alerts regarding their performance in classes. In addition, students can utilize MBN to view their UC GPA and total credits. Students are able to access MBN using their UC Log In information. This is the landing space each semester to begin that connection with your assigned Academic Advisor.

As discussed later in the Advising & Registration section, an Academic Advising appointment is MANDATORY each semester that a CCP/DEP student intends to register for ONLY online or on-campus classes through our program. There are no exceptions to this requirement.

If you are running into errors with your MBN account or do not have an Assigned Academic Advisor within 2 weeks of completing the Canvas Orientation for online/on-campus courses, please contact the Launch UC Office via email: ccp@uc.edu.

Canvas

[Canvas](#) is UC's Learning Management System and is the central platform for course content. In [Canvas](#), you will find syllabi, assignments, readings, quizzes, and grades. This system is a critical tool for all CCP/DEP students, but how central it is to your experience depends on your modality.

Embedded students may or may not use Canvas depending on the course and their instructor's preference. On-campus students will notice that Professors often use Canvas to post slides, readings, and assignments even when much of the course takes place in person. Online students will live in Canvas — it is their classroom, their lecture hall, and their meeting space. Every aspect of their course, from lectures and discussions to exams and projects, will flow through Canvas.

Other UC Tools

UC students also have access to additional systems and resources. [Enrollment Services](#) helps students manage billing, records, and enrollment concerns. The [UC Libraries system](#) provides access to research databases, e-books, and other digital resources, and all CCP/DEP students can use these tools regardless of modality.

Embedded students may not use these systems heavily unless a course requires research or advising. On-campus students will have the opportunity to use both digital and physical library resources, as well as schedule advising appointments through My Bearcat Network. Online students will rely most on digital library access and advising through My Bearcat Network since their connections to UC are fully virtual.

Putting It All Together

Every CCP/DEP student will use UC Email, the Bearcat Portal, Catalyst, and Canvas, but how often you interact with each system depends on your course's modality. Embedded students will use these systems less frequently, but they are still responsible for logging in and staying informed. Some embedded courses do utilize Canvas as their LMS. Your instructor will communicate with you. On-campus students will interact with UC technology nearly every day, using a combination of all systems to support their academic work and campus life. Online students will rely on these systems the most, as they serve as the foundation for every part of their academic experience.

Regardless of how you are taking your courses, setting up your accounts early and getting comfortable with these tools will set you up for success. Once you know how to navigate UC's technology, you will have everything you need to thrive as a Bearcat.

Common Issues and Solutions

Students sometimes experience challenges when first getting set up. For example, if you cannot access UC Email, it may be because your account has not yet been fully activated. In this case, wait two to three business days after setting up your UC Username, and if the problem persists, contact IT@UC. If you wait too long to set up your UC password, as indicated on your UC Login Information email, you will be required to call [UC's IT Helpdesk](#). If Duo Mobile is not working, you can re-enroll or add a backup device by visiting [UC's Duo support page](#). If your courses are not showing up in Canvas, first confirm that you are registered in Catalyst. Canvas updates within 24 hours of registration.

Remember that technology is a central part of your UC experience. By setting up your accounts early, checking them regularly, and reaching out for help when needed, you will stay connected and prepared for success as a CCP/DEP student.

Advising & Registration

On-Campus/Online

Once admitted to the program, all students are invited to a Canvas Orientation course within 2 weeks of receiving their admissions decision. Students are expected to read and complete all components of the course in its entirety by the given deadlines in the course. For students intending to take courses on our campuses or with UC Faculty online, the deadlines in the course are critical for them to meet the advising requirement before registration opens for Launch UC students.

Advising is a vital part of student success in the program. It is also not possible for students to register for courses in each semester if they did not complete the mandatory advising requirement by the deadline. Launch UC has designed a 1:1 advising process where students can schedule a 1:1 meeting with their assigned Academic Advisor or attend drop-in hours. The student is in the driver's seat for these conversations. Within the orientation, there is a questionnaire about the student's interests and goals. However, it is up to the student to come to the advising appointment prepared. Our Academic Advisors are prepared to guide students on a path they will be successful on. This will look different for every student, so it is key that students have done their part to prepare for the meeting. Your Academic Advisor will help tailor the appointment to your needs, but it is up to you as the student to come prepared and to verbalize your ideas and goals. On-campus and Online students will need to meet with their Academic Advisor prior to every semester that they wish to enroll in classes.

Registration for classes online or on campus takes place at the end of the registration season for the University. This is because the university cannot prioritize non-matriculated students over our undergraduate and graduate matriculated students. This means that there may be limited spots in high-demand courses. The sooner students complete the orientation and advising requirements, the higher the chance they have of securing an open seat in popular classes; students must complete registration themselves once the hold has been lifted by their Academic Advisor. On campus and online students are also responsible for dropping or withdrawing from courses themselves. Students are encouraged to reach out to their Academic Advisor or refer to materials (the handbooks, orientation, website, etc.) to check the policy.

Courses offered vary from semester to semester, so it is important that you look at the most up to date information in preparation for your advising appointment. You can use the [Course Catalog](#) and the [Level One Course List](#) to identify any new courses you're interested in. Please note, per Ohio rule, students must take the first 15 credit hours in an approved Level One course.

Academic Advisor vs. Admissions Counselor

As a non-matriculated student, you also have access to a UC Admissions Counselor as a resource. They are there to answer any questions about undergraduate admissions. We would

love for you to become a matriculated Bearcat, and they are primed to assist you in that pathway! All CCP/DEP students can utilize this resource, regardless of their modality. Each admissions staff member works with students from a specific region in the United States and abroad, which allows us to ensure your questions are answered in a timely fashion. Please see below to find out who your admissions representative is.

[Meet Your Admissions Representative – University of Cincinnati Admissions>>>](#)

In-High School Only (Embedded CCP/DEP Courses)

Students who are only taking UC courses at their high school will not be assigned a UC Academic Advisor. Instead, the advising and registration process is done through their high school counselor or CCP/DEP point person. Each partner school is assigned a representative from the Launch UC Operations team. Students are responsible for communicating with their high school counselor to make changes to their registration each semester. Embedded courses are registered and maintained by a collaboration between our Operations team and the Registrar's Office. Embedded students can utilize the Bearcat Portal and Catalyst to view the courses they are registered for, final grades, and previous terms. However, they do not need to register or drop courses themselves.

Holds Policy

All Launch UC students will see a hold on their account each semester that they are a CCP/DEP student. This is a standard advising and registration hold that is specific to CCP/DEP and Launch UC. Students who are taking classes on campus or online with a UC Faculty member will have this hold removed after meeting with their Academic Advisor each semester to plan courses. Students who are in High School Only will not see that hold be removed since they do not self-register.

College & Career Tracks

Explore your passion while earning college credit. College & Career Tracks are collections of recommended classes designed to introduce you to a specific college degree or career field, while in high school. Each track aligns with a major at UC and allows you to complete around 30 credits towards your desired degree.

Tracks are created by the UC College Credit Plus team in collaboration with participating UC colleges. Consideration of major requirements is the basis of course selection for every track, and each course within a tier is guaranteed to satisfy a program or admissions requirement of the associated major at UC. Courses may also satisfy requirements for majors at other universities or colleges.

Benefits

- Explore. If you have an idea of what you'd like to major in when you get to college, a College & Career Track can help you explore if it's the right program for you while you earn college credit towards a degree.

- **Save.** Additionally, earning college credit now can save you money and lessen your course-load down the line, plus potentially let you graduate college earlier.
- **Achieve.** For each tier you complete, you will receive a digital badge* in recognition of your efforts to complete courses in your desired major area.
 - **Please note that the badges were formerly known as pennants and have changed as of the Summer 2026 semester.*

How It Works

A track consists of two tiers, each containing five to six courses totaling about 15 credits per tier. All courses within a track are applicable toward a degree at UC. You don't have to complete an entire tier within one semester, and completing Tier 1 does not require you to participate in Tier 2.

Tier 1	Tier 2
• Contains the introductory, foundational courses • All courses in Tier 1 satisfy Level 1* course requirements • Completing all courses in Tier 1 allows you to continue to Tier 2 • Courses in Tier 1 may be offered online, but it's not guaranteed	• Builds on the foundation of Tier 1 • You must complete all courses in Tier 1 to enroll in Tier 2 • Courses in Tier 2 are not guaranteed to satisfy Level 1* requirements • Courses may have additional requirements, such as on-campus attendance and higher passing grades

*As determined by the State of Ohio

To see an up-to-date list of the tracks offered, visit [College & Career Tracks, University of Cincinnati>>>](#)

Academic and Program Policies

Grading in CCP/DEP at UC

When you enroll in a course at the University of Cincinnati as part of the Launch UC program, the grades you earn will count on your official UC transcript just like those of traditional college students. That means your performance in CCP/DEP courses affects your UC GPA, academic standing, and potentially your eligibility for future enrollment or aid. Below is an in-depth guide to how grading works in CCP/DEP, what different grade symbols mean, special policies (incompletes, grade replacement), and how each course modality may use or report grading differently.

Grading Scale & Quality Points

UC uses a standard undergraduate grading scale where each letter grade corresponds to a number of “quality points” used in GPA calculation. For example:

Grade	Quality Points
A	4.0000
B	3.0000
C	2.0000
D	1.0000
F	0.0000

This scale is used to compute both your term GPA (for the current semester) and your cumulative GPA across all UC courses.

Other Grades in CCP/DEP

In addition to traditional letter grades, students in the College Credit Plus and Dual Enrollment program may see other grade symbols on their transcript. These include W (Withdrawal), I (Incomplete), N (No Grade Reported), and T (Audit). Each of these has unique meanings and consequences, and it is important to understand how they may affect your academic record and CCP/DEP eligibility.

Withdrawal (W)

A W appears on your transcript if you withdraw from a course after the official add/drop period has ended but before the withdrawal deadline. A W does not factor into your GPA, but it does mean that you did not complete the course, and no credit will be awarded. While one or two withdrawals may not cause concern, multiple W’s can raise questions about your ability to complete coursework and may even impact state funding for CCP/DEP.

For CCP/DEP students, it is especially important to consult with your high school, Launch UC, and your instructor before withdrawing from a course. Online students should note that simply stopping participation does not automatically count as a withdrawal. An official withdrawal must be submitted through UC systems, or the result may be an F instead of a W.

Incomplete (I)

An I stands for Incomplete and is given when you are unable to finish all course requirements due to circumstances beyond your control, such as illness or a family emergency. An incomplete allows you additional time, usually up to one year, to finish the missing work. During that time, the I grade does not impact your GPA. However, if you do not complete the work by the deadline established with your instructor, the I automatically converts to an I/F, which is treated as a failing grade.

For this reason, incompletes should only be requested in serious situations. If you do receive an incomplete, it is important to have a clear, written plan that outlines what assignments remain and the date by which they must be finished. Staying in close contact with your instructor and Launch UC will help ensure that you complete the requirements and avoid having the grade turn into a failure.

No Grade Reported (N)

An N means that no grade has been reported by your instructor at the time grades were posted by the Registrar. This is generally a temporary placeholder and does not count toward your GPA. The N will be replaced with your final grade once your instructor submits it.

If you see an N on your transcript, it is usually nothing to worry about. However, you should continue to monitor Catalyst to ensure that your final grade is updated. If the N remains for too long, you may wish to contact your instructor to verify that your grade has been submitted.

Audit (T)

A T indicates that you enrolled in a course on an audit basis, meaning you participated in the class without earning credit or a grade that impacts your GPA. Audited courses are recorded on your transcript, but they do not count toward graduation or degree requirements.

For CCP/DEP students, auditing is uncommon because the program is designed to provide dual credit toward both high school and college requirements. In rare cases where auditing may be permitted, it should only be done after careful discussion with Launch UC, your high school, and your instructor. Since auditing does not provide credit, it should not be chosen unless there is a clear and intentional purpose.

Pass (P)

If you see a grade of “P” (Pass) in some courses, that grade may not count toward GPA but may satisfy course credit. However, it usually cannot be used to satisfy a prerequisite that explicitly requires a letter grade like “C-” or better.

Grading Across Modalities: Embedded, On-Campus, Online

Though grading policies are consistent across modalities in terms of scale and general expectations, the way grades are delivered, recorded, or supported may differ depending on how the course is taught. Below is how grading tends to work in each modality:

Embedded (In-High-School)

- You will follow the same syllabus, assignments, assessments, and grading rubric as UC students, even though the course is taught in your high school.
- Your high school instructor (approved by UC) will submit your final grade into UC's system.
- You might see more frequent formative assessments or in-class assignments because your instructor is co-located with you, giving more immediate feedback.
- Canvas will typically be used (or another LMS) to collect assignments, quizzes, and grades, though some in-class work may be done on paper or in class.

On-Campus

- You'll attend classes with UC students and follow the same academic expectations in real time.
- Grades are posted via Canvas or directly through Catalyst (or via instructor gradebooks tied into UC systems).
- You may receive immediate feedback in labs, discussions, and in-class activities that feed into your final grade.

Online

- All graded work (assignments, quizzes, exams, discussion posts) is submitted through Canvas or other approved platforms following the same deadlines and rigor.
- Instructors may use proctored exams, virtual quizzes, and anti-plagiarism tools to ensure academic integrity.
- Because there is no face-to-face contact, graded feedback, rubrics, and clear assignment expectations are particularly critical.

Regardless of mode, the key principle is: CCP/DEP students receive exactly the same academic expectations, grading rubrics, and instructor oversight as any UC undergraduate student taking that same course. That ensures fairness and equivalency across modalities.

Miscellaneous UC Grading Policies: Grade Replacement, Repeat Courses

Grade Replacement

UC offers a Grade Replacement Policy for undergraduate courses. If you retake a course you've previously taken, you can request that the new grade replace the original grade in your GPA calculation (only the replacement grade counts toward the GPA). Both grades will still show on your transcript.

Here are important constraints:

- You may replace up to 18 semester credit hours (usually up to six or seven courses).
- Some grades (e.g., "P," "W," "I," "N") are *not* eligible for replacement.
- Grade replacement is not automatic; you must submit a request via Catalyst.
- You cannot repeat a course as Pass/Fail or audit if it's being used for replacement.

Repeating Courses & Academic Standing

- If you repeat a course without officially requesting replacement, both grades will count in your GPA.
- Getting a lower grade on a repeated course may hurt your GPA more than leaving the original grade.
- Underperforming in CCP/DEP courses (for example, a cumulative GPA below 2.0) may trigger academic alerts or probation under UC's academic standing rules.

Academic Standing & Consequences

Because CCP/DEP courses count toward your UC record, your performance can affect your academic standing just as it would in any UC enrollment. The rules are typically:

- You must maintain a cumulative GPA of 2.0 or higher to remain in good standing.
- If your cumulative GPA drops below 2.0 after you've attempted 30 or more credit hours, you may be placed on Academic Probation. You must then earn at least 2.0 in future terms to recover your status.
- If you stay below 2.0 while on academic probation, you may face Academic Suspension (typically for one year).
- Readmission after suspension is not guaranteed; you may need to submit an appeal or application to return.

Because CCP/DEP grades feed into your UC transcript, maintaining satisfactory performance is critically important.

Grading in CCP/DEP: What You Should Know

- CCP/DEP courses are not “light college courses.” They follow the same grading expectations and rigor as courses offered to regular UC students.
- Your modality does not change your grading standard, whether embedded, on-campus, or online, you are held to the same academic quality.
- Check each course’s syllabus carefully. It should include grading breakdowns (assignments, exams, participation) and expectations.
- If something isn’t clear (e.g. how rubrics are used or whether excused lateness is allowed), talk with your instructor early.
- Make use of support services (tutoring, writing center, office hours) proactively. These resources help improve your performance and overall grade.

Restriction, Dismissal, and Denial

The University of Cincinnati, Launch UC, and the CCP/DEP Team reserves the right to dismiss, and restrict enrollment in the UC’s College Credit Plus and Dual Enrollment programs. Justification for restriction of credit hours available and dismissal from the program can include, but is not limited to: Violation of UC’s Student Code of Conduct, performance, high school and/or college course record, student and parent behavior, timeliness, and responsiveness. The rationale for denied admission, dismissal, and restriction of credit hours will be notated in the student’s records.

Course Enrollment

Maximum Semester Credit Enrollment

CCP/DEP Students can enroll in a maximum of 15 credit hours per semester regardless of funding hours available. Students who enroll in more than 15 credit hours will be asked to drop a course(s) or a course of the department’s choice will be force dropped by the Launch UC department prior to the drop deadline.

Prohibited Course Sessions

CCP/DEP students are prohibited from enrolling in Summer A (Session A), Summer B (Session B), and May-Mester courses. CCP/DEP students are permitted to enroll in Half Sessions but should do so with caution due to the increased pace and workload associated with an accelerated course. Full session courses should be chosen whenever possible. For help choosing a course in an appropriate session, please ask your assigned Academic Advisor.

Academic Advising

Mandatory Orientation Requirement

Prior to being assigned an Academic Advisor, students who have been accepted into the CCP/DEP program and would like to begin to participate in classes on our campus or online must complete a Canvas Orientation course. Students will be added to the Canvas Orientation course after being admitted. The CCP or DEP Orientation is mandatory, and students will not

be excused for any reason. After completing CCP or DEP Orientation in its entirety, including the Participation Goals form embedded in the course, students will be assigned an Academic Advisor and given instructions for how to schedule a mandatory meeting with their Academic Advisor.

This requirement aligns with best practices to ensure students are prioritizing their participation in college-level courses, a hallmark of a successful college student, and is required by State law. The Launch UC Office will not respond to requests for excusal of this requirement.

For more information regarding advising policy, refer to the Advising and Registration section of this handbook.

Attendance Expectations for CCP/DEP Students

Attendance in college courses is not just about being physically present, it's about actively engaging with the material, meeting your responsibilities as a student, and demonstrating respect for your instructor and classmates. At the University of Cincinnati, attendance expectations can vary by instructor and course, but all CCP/DEP students are held to the same academic standards as traditional UC undergraduates. Because College Credit Plus courses are offered in multiple ways, embedded in your high school, on a UC campus, or online, how attendance is measured and recorded may look different. This section explains what you need to know for each modality, what counts as attendance, and why it matters.

General UC Attendance Policies

- **Course Syllabus:** Each UC course syllabus outlines the specific attendance policy for that class. Always review it at the beginning of the term, as policies differ by instructor.
- **Impact on Grades:** Instructors may deduct points, assign participation grades, or even lower final grades for excessive absences, depending on their policy.
- **Excused Absences:** Legitimate absences (illness, emergencies, approved school events) should be communicated as soon as possible. Documentation may be required.
- **University Holidays & Breaks:** UC's academic calendar applies to your course, even if your high school calendar is different. Pay close attention to differences in start dates, holidays, or exam weeks.

Attendance by Modality

Embedded Courses (at your high school)

- Your instructor is a high school teacher approved as a UC adjunct Faculty member.
- Attendance will usually be taken every day in class, similar to your high school rules, but tied to UC grading policies.
- Absences count for both your high school record *and* your UC course record. Falling behind can affect your UC grade even if your high school doesn't penalize you as heavily.
- Some embedded instructors also use Canvas to track assignment submissions as a measure of participation.

Tip: Treat every embedded class period like a college class, consistent presence and participation are expected, even though you are in your high school setting.

On-Campus Courses (at UC)

- You are responsible for getting to UC on time for every class meeting. Instructors expect you to follow UC's academic calendar, not your high school's.
- Attendance may be recorded through sign-in sheets, roll calls, clicker systems, or Canvas-based participation.
- Missing class at UC is not the same as missing class in high school, you won't have someone reminding you to catch up. You are responsible for contacting your instructor and reviewing missed material.
- Professors may have strict policies about lateness, leaving early, or missing exams.

Tip: Plan ahead for transportation, weather, or scheduling conflicts. UC Professors expect you to manage your own schedule.

Online Courses (fully online through UC)

- Attendance is measured by participation, not physical presence. Logging into Canvas alone does not count as attendance, you must submit assignments, quizzes, discussion posts, or other work.
- Federal guidelines require "academic engagement" for you to be marked as attending. This means you must actively interact with course material or your instructor on a regular basis.
- Missing assignment deadlines can be the equivalent of skipping class. Instructors may withdraw students who do not engage early in the term.
- Online courses often have weekly check-ins, quizzes, or discussion boards that track attendance and participation.

Tip: Schedule regular times each week to log in, complete assignments, and check UC Email. Treat these times as non-negotiable "class meetings."

Why Attendance Matters

- **Grades & GPA:** Poor attendance almost always leads to lower performance and can put your UC GPA at risk.
- **High School Graduation Requirements:** Since CCP/DEP courses often count for both high school and college credit, missing classes may jeopardize both.
- **Financial Responsibility:** If you stop attending, you may be withdrawn from the course, and your high school district may charge you for the cost of the class.
- **Future UC Opportunities:** By maintaining consistent attendance, students show maturity and responsibility that support academic standing, scholarships, and college admission opportunities.

Student Responsibility

No matter the modality, you are responsible for knowing and following the attendance policy for each of your courses. If you anticipate a conflict, contact your instructor immediately and work out a plan for making up missed work if possible. Communication is key, Professors and instructors are much more understanding if you reach out early rather than after you've fallen behind.

Integrity

Launch UC Office reserves the right to restrict, deny, dismiss a student whose on the basis of performance, student or parent violation of Launch UC policy, behavioral concerns, and violations of UC's Student Code of Conduct.

Academic integrity and honor pledge from the University's [Student Code of Conduct](#) states:

"In pursuit of its teaching, learning and research goals, the university of Cincinnati aspires for its students, Faculty, and administrators to reflect the highest ethical standards defined by the international center for academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage."

Academic misconduct violations include -

- Aiding and abetting academic misconduct. Knowingly helping, procuring, or encouraging another person to engage in academic misconduct violations.
- Cheating. Any dishonesty or deception in fulfilling an academic requirement, such as:
 - Use or possession of unauthorized material or technological devices.
 - Obtaining unauthorized assistance or accessing, reviewing, or obtaining answers from another person or source.
 - Furnishing unauthorized assistance or answering to another person.
 - Possessing, using, distributing, or selling unauthorized copies of academic materials.
 - Representing academic work by another person as one's own.
 - Doing academic work in place of another person.
 - Obtaining unauthorized access to the computer files of another person or agency or destroying those files.
 - Unauthorized use of artificial intelligence.
- Fabrication – The falsification of any information, research statistics, lab data, or citation in an academic exercise.
- Plagiarism
 - Submitting another's published or unpublished work in whole, in part, or in paraphrase, as one's own, without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic references.
 - Submitting as one's own original work, material obtained from an individual, agency, or the internet without reference to the person, agency, or webpage as the source of the material.
 - Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
 - Submitting one's own previously written, oral, or creative work without modification and instructor permission.

Violations are reported and reviewed via a variety of processes depending on the circumstances. See the official [Student Code of Conduct](#) for specific details.

Dates & Deadlines in the CCP/DEP Program

In the CCP/DEP (Launch UC) program, timing is everything. Meeting deadlines ensures you can register properly, avoid holds, and stay in good standing. Below is an overview of the key academic calendar dates (from the UC Registrar) and how CCP/DEP students should align with them, plus the internal program deadlines you'll need to track year to year.

UC Registrar Academic Calendar Overview

The University of Cincinnati publishes an [academic calendar](#) each year, which defines term start and end dates, breaks, exam periods, and registration windows. For example, in Spring 2026, the term runs from January 12 to April 30, 2026, with exam week immediately following. For the Fall 2025 semester, classes run from August 25 to December 13, 2025 (with the “full session” classes ending December 6)

These calendars also include sessions such as full semester, first half (Session D), second half (Session E), and flex sessions (Session F), each with its own start and end times. Knowing which session your CCP/DEP course is in is important because deadlines (for adding, withdrawing, or exam scheduling) are tied to those session dates.

Additionally, the UC Registrar publishes Dates & Deadlines pages for each semester (e.g., Fall 2025 has a detailed schedule for registration, exam blocks, drop deadlines, etc.).

How CCP/DEP Program Deadlines Overlay on UC Calendar

Beyond the UC-level calendar, the CCP/DEP program often sets additional internal deadlines that students must meet:

- **Application / Admission Deadlines:** CCP/DEP demands that you submit your application, transcripts, test scores, or placement documentation by certain dates. (These will vary by year and program.)
- **Course Selection and Registration Deadlines:** After acceptance, CCP/DEP students must choose which courses they will take, often by a date set by Launch UC, the University, or your high school partner.
- **Funding / State Application Deadlines:** For CCP/DEP to be state-funded (versus self-pay), you may need to submit funding or intent forms to state education authorities and/or your high school by early spring (e.g., by April 1 in Ohio)
- **Orientation / Advising Deadlines:** You will often be required to attend orientation or meet with an Academic Advisor before registration opens.
- **Transcript / Verification Deadlines:** Some courses will require verifying that you met prerequisites or submitted high school transcripts by specific dates.

Tips for Managing Dates & Deadlines in CCP/DEP

- Use the UC Registrar's Calendar: Bookmark UC's Academic Calendars site and always consult it for the current year's dates.
- Know Your Session: Don't assume every CCP/DEP course is a full semester. Be sure you know if yours is a first-half, second-half, or flex session.
- Set Personal Reminders: Put add/drop and withdrawal deadlines on your calendar well in advance.
- Check for Holds: Before registration windows open, ensure there are no holds (admissions, advising, transcript, or financial) that will block you.
- Stay in Communication: If you're admitted late or miss a deadline, communicate immediately with Launch UC and your high school to see if exceptions or late paths exist.
- Plan for the Unexpected: If illness, emergencies, or school events interfere, be sure to understand your instructor's policy for late work or conflicts and submit any appeals promptly.

CCP/DEP Dates and Deadlines

The CCP/DEP program has a unique set of deadlines that students and families must meet in addition to UC's academic calendar. These dates are important for admission, state funding for CCP students, and course registration. Missing one may prevent you from participating in the program for that semester or year.

Because CCP is both a state-funded program and a UC academic program, there are two layers of deadlines to keep track of:

1. State of Ohio CCP deadlines (apply to all students but differ for public vs. nonpublic/homeschool).
2. University of Cincinnati deadlines (admission, orientation, registration, etc.).

State of Ohio CCP Deadlines

Public School Students

- April 1: Intent to Participate Form
 - Every year, public school students must submit the Intent to Participate form to their high school by April 1.
 - This tells your school and the state that you plan to take CCP courses during the next academic year.
 - The form ensures that the cost of your courses will be covered by state CCP funding.

Nonpublic and Homeschool Students

- **April 1: State Funding Application Deadline**
 - In addition to submitting the Intent form, nonpublic and homeschool students must submit a funding application directly to the Ohio Department of Education (ODE) by April 1.
 - The ODE reviews applications and then awards students a set number of credit hours that will be funded for the upcoming year.
 - If approved, you will receive a notice of the number of credits funded. You are responsible for any additional credits taken beyond this amount.
- **November 1: State Funding Application Deadline***
 - A secondary funding application funding window has opened for **ONLY** the spring term. This begins on September 1 and is due November 1.
 - The ODE reviews applications and then awards students a set number of credit hours that will be funded for the upcoming term.
 - If approved, you will receive a notice of the number of credits funded. You are responsible for any additional credits taken beyond this amount.
 - *This funding is only applicable to the upcoming spring term and cannot be retroactively applied to the summer or fall terms of that academic year.

University of Cincinnati CCP/DEP Deadlines

These dates are the same for all students, regardless of public, nonpublic, or homeschool enrollment:

1. **Application Deadlines**
 - **Fall Start:** Applications are typically due on June 1st (for public school) and March 15th (for non-public/homeschool)
 - **Spring Start:** Applications are typically due on November 1st (for public school) and October 24th (for non-public/homeschool).
 - **Summer Start:** Applications are typically due on April 1st (for public school) and March 15th (for non-public/homeschool).
 - Deadlines are also available on the [UC CCP website](#).
2. **Transcripts and Placement Testing**
 - High school transcripts must be submitted by the application deadline.
 - If placement testing (math, English, foreign language) is required, students must complete it before orientation and registration.
3. **Orientation**
 - Admitted students must attend a mandatory CCP or DEP Orientation.
 - Students will be added to their respective orientation course based on modality once they have submitted and completed their application. This usually happens in the summer for fall entrants, early spring for summer entrants, and late fall for spring entrants.
 - Students will set up their UC accounts, meet Academic Advisors, and register for classes.

4. Course Registration

- Registration begins on specific dates tied to UC's academic calendar.
- CCP/DEP students must register by the UC registration deadline for the session in which their course is offered.
- Embedded students usually have their registration coordinated between their high school and UC, which means they do not self-register for embedded courses.

5. Schedule Adjustments

- CCP/DEP students follow UC's add/drop/withdrawal deadlines, which vary by full semester, first half, and second half sessions.
- Students must communicate with both UC and their high school counselor before making schedule changes.

Why Public vs. Nonpublic/Homeschool Matters for CCP Students

The biggest difference between public school and nonpublic/homeschool CCP students is how courses are funded:

- Public school students: Funding is guaranteed as long as the Intent form is submitted by April 1, you don't go over 30 credit hours in one school year, and you have not exceeded the maximum allowable credit hours, 120. Your high school coordinates payment with the state.
- Nonpublic/homeschool students: Funding is not guaranteed. You must apply to the Ohio Department of Education by April 1 at 5 PM, and you will be awarded a specific number of credit hours. If you exceed that number, you are responsible for tuition and fees.
- The state recently opened an additional funding window that closes on November 1 at 5 PM. This funding is only applicable for the upcoming Spring semester. Again, funding is not guaranteed with the application.

Because of this, nonpublic and homeschool families must plan carefully, it's important to know how many credits the state has funded for you before registering for courses at UC.

Textbooks & Materials

Many courses at UC have textbooks required by the Professor. The process for obtaining textbooks and materials is different depending on your modality. If you are unsure or have questions, reach out to your guidance counselor, your Academic Advisor, or the Launch UC Office before ordering.

On-Campus and Online Courses

For public and private school students, there is no cost for required textbooks. Homeschool students are responsible for purchasing their own textbooks. Once you have registered for your course(s), your textbook information may be found in Catalyst. Generally, students should begin ordering their textbooks 2 weeks before the beginning of the semester. Your assigned Academic Advisor will communicate to you when CCP/DEP textbooks are available and will send additional information on how to order textbooks. It is possible that Professors will not choose to upload their textbooks early, or they may not require a textbook at all. If you are a public or private school student, please do not use your own funds to order textbooks. More information is available in the online orientation course once you are admitted. Keep in mind that if you are taking courses embedded in your high school, the process for textbooks and materials is different.

Embedded Courses

Students taking UC courses at their high school will NOT order textbooks or materials for those embedded courses. Any textbooks and materials will be handled by the high school. Note that this process is different from the on campus and online courses as outlined above.

Student Conduct & Safety

Family and Student Roles

It is crucial that students take the lead while participating in the CCP/DEP program. You should be initiating conversations about course selection, academic planning, and any concerns you may have. All communication to Academic Advisors, CCP/DEP staff, or Professors should come from you: the student. Successful CCP/DEP students interact directly with Faculty and staff, seeking clarification, addressing issues, and taking ownership of their education. Parents should take on the role of a coach or mentor. They can guide their students through the challenges of college-level coursework, help them manage time effectively, and provide emotional support from a backseat position.

It is a violation of the [Student Code of Conduct](#) to share your password with anyone, including a parent. It calls into question your Academic Integrity, and you can be dismissed from the program and the University if this SCOC is violated.

Bearcat Bond

Introduced in 2012, UC's honor pledge is known as the Bearcat Bond and reads as follows:

"As a member of the University of Cincinnati, I will uphold the principles for a Just Community and the values of respect, responsibility, and inclusiveness. I will promote the highest levels of personal and academic honesty and aspire continuously to better myself, the Bearcat community, and the world."

All UC students, including you as a Launch UC student, are expected upon enrolling in UC courses to uphold this honor pledge, which emphasizes integrity and inclusiveness.

Safety Resources

If you are taking courses on any of the three campuses, UC's [Department of Public Safety](#) offers a variety of resources and support for you and all UC community members:

- 911: On-campus UC law enforcement officers on standby
- 513-556-1111: Non-Emergency line that students can use at any time (e.g., if lost on campus)
- 513-556-4925: Keys, Badges, and Lost and Found
- [Bearcat Guardian mobile app](#) – this turns your mobile phone into a safety device, and offers a safety walk timer, emergency call button, and safety notifications
- Emergency Alert Notifications: automatically sent to all UC email addresses and by text message to all mobile numbers saved in Catalyst via Rave Alert
- Free daytime and evening shuttle transportation: [UC Shuttle and NightRide](#)
- [UC.edu/alerts](#) – official website for information regarding campus emergencies or inclement weather

Self-Advocacy and Collaboration

UC CCP/DEP students are expected to be advocates for themselves, as this program requires you to be in the driver's seat for your educational experience. This is because your CCP/DEP experience can lay the groundwork for your future academic as well as professional endeavors. As your own advocate you are expected to:

- Seek clarification as needed from your HS instructor, UC Faculty, and staff on assignments or policies.
- Take advantage of free university resources.
- Seek help early! If you are facing challenges (academic, personal, or health-related), you are expected to reach out to your Academic Advisor and/or Professors as soon as possible. UC's staff and Faculty are ready to provide guidance, connect you to resources, and support your holistic success.
- Seek support from your HS counselor or CCP/DEP point person to complete administrative CCP/DEP tasks and advocate for yourself at UC. In these cases, you must email documentation to your counselor with a request for support. Examples include:
 - Requesting grade updates or replacements
 - Following up on missing assignments
 - Requesting assignment extensions
 - Withdrawing from courses after the online drop/100% refund deadline
 - Notifying UC of a personal/family illness or emergency that is interfering with your ability to successfully participate in courses
- Accept responsibility. Through this handbook and the orientation course, once you are admitted, you have all of the information and resources at your fingertips. It is vital that you understand the program requirements, expectations, and university policies. Refer often and reach out for help or clarification when you need it. Completion of your required Orientation course indicates that you understand CCP/DEP program requirements, expectations, and university policies. You will maintain access to your Orientation course so that you can refer back to the information at your convenience. Only you can put the effort into your academic performance and accept responsibility for your actions.
- Know your rights. It is of utmost importance that you understand your rights as a UC student and familiarize yourself with university policies related to academic accommodations, the student code of conduct (including academic integrity), and the right to consult with UC Ombuds.

Title IX

Title IX refers to a federal law passed in 1972 prohibiting sex discrimination in any federally funded education program or activity, including sexual harassment and violence, and also protects pregnant or parenting students.

The University of Cincinnati's Title IX Sexual Harassment Policy prohibits discrimination or harassment on the basis of sex. Sexual harassment includes all forms of sexual discrimination, including sexual assault, stalking, dating or domestic violence, sex-based harassment, and sex-based discrimination including discrimination based on sexual orientation, sex stereotypes, or pregnancy. To view the policy in its entirety, please click here: [Title IX Sexual Harassment Policy](#)

To make a report visit the [Title IX Policy – Ethics, Compliance & Community Impact | University of Cincinnati >>>](#)

FERPA

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

The right to inspect and review your education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request an amendment of the student's education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University's Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with "legitimate educational interest." A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

[Ohio Administrative Code 3361:10-43-11](#) and [Ohio Administrative Code 3361:10-43-13](#) establish University of Cincinnati procedures for FERPA compliance.

Directory Information

At its discretion, University of Cincinnati may provide directory information in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

- Category I
 - Student's name
 - Dates of attendance
 - Enrollment status
 - Degrees conferred and conferral dates
 - Honors and awards
 - College, class, and major field of study
- Category II
 - Student identifier (non-Social Security Number)
 - Address
 - UC email address
 - Telephone number

Students may block the public disclosure of directory information (all or by category).

Please consider carefully the consequences of a decision to withhold directory information. A nondisclosure block will call for University of Cincinnati not to release any or all of your directory information. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request.

The Solomon Amendment

Under the provisions of the Solomon Amendment (32 C.F.R. 216), University of Cincinnati is required to provide "student recruitment information" upon request to representatives of the Department of Defense for military recruiting purposes. This information includes student

name, address, telephone number, date of birth, level of education or degrees received, major and the most recent previous educational institution in which the student was enrolled.

For questions regarding the University's compliance with FERPA and the Solomon Amendment, contact the Office of the Registrar at registrar@uc.edu

Learning and Academic Resources at UC

As a CCP/DEP student at the University of Cincinnati, you have access to a wide range of learning and academic resources designed to help you succeed. These resources are available to you regardless of your course modality, but how you use them may differ depending on whether you are taking courses in an embedded setting at your high school, online, or on-campus. The following section outlines the key resources available to you and explains how they may fit into your CCP/DEP experience.

Academic Support

The [Learning Commons](#) is UC's central hub for tutoring, Supplemental Instruction (SI), academic coaching, and collaborative study groups. Tutoring is offered in many subjects, including writing, math, sciences, and foreign languages. Students can schedule appointments in person at Langsam Library or online.

Embedded students may rely less on Learning Commons tutoring if they have direct access to their high school teachers, but they are still encouraged to use online tutoring or virtual SI sessions, especially for college-level rigor. Online students will often find these services particularly valuable, since they may not have in-person access to instructors outside of scheduled course interactions. On-campus students are strongly encouraged to use the Learning Commons regularly, as it is just a short walk away from their classes and offers peer-to-peer academic support that mirrors the undergraduate experience.

The [Writing Center](#), part of the Learning Commons, provides one-on-one assistance with any writing project. Embedded students may use it virtually, while online students can schedule synchronous online appointments. On-campus students can use both in-person and online options freely.

Libraries and Research

The [UC Libraries](#) system provides access to millions of books, articles, and digital databases. All CCP/DEP students, no matter the modality, have full digital access to the library system, which is essential for research projects and assignments.

Embedded students may need to rely on digital access since they are not often on UC's physical campus. Online students will also use primarily digital resources but can request materials to be sent or picked up if needed. On-campus students can make the most of the physical libraries, study spaces, and librarian consultations in addition to the digital collections.

Advising and Success Tools

Advising is coordinated through Launch UC, which oversees CCP/DEP programming. Academic Advisors help with course selection, academic planning, and connecting you to resources.

Embedded students usually receive guidance from their high school counselor, but may request a UC Academic Advisor as well if they choose. Online and on-campus students rely heavily on Launch UC advising via email or virtual appointments.

All modalities may use My Bearcat Network, a system that allows you to schedule appointments, receive feedback, and track progress. Online and On-campus students may experience the full range of My Bearcat Network services, including scheduling with UC Professors, Academic Advisors, and support staff.

Accessibility and Accommodations

The [Accessibility Resources Office \(ARO\)](#) provides support for students who need accommodations. Embedded students must work with both their high school and ARO to ensure their needs are met in both learning environments. Online students can work with ARO remotely to receive digital accommodations such as extended time on exams or screen-reader-friendly materials. On-campus students may work directly with the ARO office for in-person supports like note-taking assistance, testing accommodations, or specialized technology.

Career and Professional Development

The [Bearcat Promise Career Studio](#) is available to all students, though it is particularly useful for on-campus students who can stop by in person. Embedded and online students may use its virtual services, including résumé review and career exploration tools, to start thinking about future pathways.

Summary

While the specific ways you use UC's resources may differ based on your modality, all CCP/DEP students have access to the same support systems. Embedded students may engage more with virtual resources, online students will rely heavily on digital platforms, and on-campus students will have the opportunity to immerse themselves fully in UC's physical spaces. No matter where or how you take your classes, these resources are designed to support you in reaching your goals and ensuring your success in the program.

Student Support Services at UC

The University of Cincinnati is committed to supporting students not just academically, but also socially, emotionally, and personally. As a CCP/DEP student, you are part of the Bearcat community and have access to a wide range of student support services. While your level of access may vary depending on whether you are an embedded, online, or on-campus student, these resources are here to help you succeed and feel connected.

Counseling & Psychological Services (CAPS)

While CCP/DEP students are not eligible to access [CAPS](#) therapy services, including individual counseling, group therapy, or CAPS “Let's Talk” consultation sessions, there are still mental health resources available to support student well-being.

CCP/DEP students have access to [Therapy Assistance Online \(TAO\)](#). This free, interactive, web-based self-help program provides online and mobile tools to help students manage everyday challenges related to stress, anxiety, depression, and other mental health concerns. TAO offers self-guided modules designed to promote emotional wellness and build healthy coping skills.

Although TAO is not a substitute for therapy or counseling, it can be a valuable resource for students seeking support, education, and strategies to improve their mental well-being. Students who need additional assistance are encouraged to connect with their high school counselor or another trusted support resource.

How to Access CAPS:

- Location: 225 Calhoun St., Suite 200, Cincinnati, OH
- Phone: (513) 556-0648
- Hours: Monday–Friday, 8 a.m.–5 p.m. (crisis support available 24/7 by phone)
- Website: uc.edu/caps

Workshops and Success Programs

UC offers workshops on time management, resilience, conflict resolution, test-taking strategies, and managing stress. These are offered through CAPS, the Student Wellness Center, and the Learning Commons. Workshops are available both online and in person.

How to Access Workshops:

- Check the UC Calendar of Events online.
- Visit uc.edu/wellness and uc.edu/caps for workshop schedules.

Safety and Support Services

UC Public Safety provides services to keep students safe on and around campus. This includes the Bearcat Guardian app, safety escorts, and 24/7 police support. Educational programs on emergency preparedness are also offered.

How to Access Safety Resources:

- UC Police Non-Emergency Line: (513) 556-1111
- Emergency: Call 911
- Website: uc.edu/publicsafety
- Download the Bearcat Guardian app for iOS/Android.

Summary

Student support services at UC are designed to care for your whole self, not just your academics. Whether you need counseling, wellness coaching, medical advice, a supportive community, or safety resources, you have access to a wide range of services as a CCP/DEP student. The exact level of access may vary depending on whether you are an embedded, online, or on-campus student, but no matter your modality, UC is committed to supporting your health, well-being, and success.

Finances for Launch UC

College Credit Plus (Ohio Residents)

Credit Hour Limitations for Public School Students

Public school students are limited to 30 credit hours per academic year (Summer - Spring semester) of funding by the state of Ohio. These credit hours include both high school and college courses.

The formula used to calculate how many CCP credit hours a student can take per academic year is as follows:

$$30 - (\text{secondary school units} \times 3) = \text{Max CCP Credits}$$

For example, if a student was taking 5 classes in their high school worth 1 credit each, this student would have $30 - (5 \times 3) = 15$ credits left to take.

It is the student's responsibility to keep track of their available funding hours. Please be sure to communicate with your high school guidance counselor so they can help you balance your high school classes and CCP credit hour availability.

Nonpublic and Homeschool Funding

Nonpublic and homeschool students will need to apply for state funding by April 1st for the upcoming academic year. These funds are awarded beginning May 1st and are able to be utilized until the completion of the associated academic year. Students will need to reapply for funding hours every year they plan on taking CCP courses.

There is a second funding application window open for the Spring semester only, due by November 1st.

It is the student's responsibility to keep track of their available funding hours. For more information, please visit the [Ohio Department of Education's website](#).

Self-Payment for Additional Courses (Option A)

If a public school student exceeds their 30 credit hour allotment or a nonpublic or homeschool student exceeds their state-awarded funds, they will need to Self-Pay for additional courses under what is known as Option A. Students need to select which course(s) they will self-pay for when using Option A. When electing to self-pay, students are responsible for all tuition, course fees and textbook costs associated with the chosen course(s).

Students must choose this option before the census date (usually 14 days after the start of term) by doing the following:

1. Completing the [Option A form](#)

2. Notifying their high school of their choice to self-pay. At this time, they also need to choose if they would like to receive both high school and college credit or only college credit for the course(s) they will be self-paying for.
3. Notifying the CCP department at CCP@uc.edu to arrange for payment
 - a. The student will be billed directly by UC, including tuition, fees and costs of textbooks.

Students should not complete the Option A form until they have officially registered for the course they plan to self-pay for.

Students will not be able to adjust their decisions after the census date.

Dual Enrollment Program (Non-Ohio Residents)

Students participating in our DE Program will automatically be listed as self-pay in the system. Bills are typically generated after the no-penalty drop deadline for a semester and students receive an email when that has occurred. Students can pay the bill in Catalyst. Parents/Guardians can view and pay bills through a guest account in Catalyst if the student has granted Delegated Access.

Please direct any questions regarding your bill to ccp@uc.edu as soon as possible. Our team will be able to investigate your inquiry and give you the most accurate information.

Paying Your Bill

Bills are typically generated after the no-penalty drop deadline for a semester and students receive an email when that has occurred. Students can pay the bill in Catalyst. Parents/Guardians can view and pay bills through a guest account in Catalyst if the student has granted Delegated Access.

Please direct any questions regarding your bill to ccp@uc.edu as soon as possible. Our team will be able to investigate your inquiry and give you the most accurate information.

Please also note that bills will only come through Catalyst.

Campus Life

Bearcat Card

As a Launch UC student, you are a Bearcat!

You are eligible to get a Bearcat Card. This can serve as an ID card as well as a convenient way to make transactions across campus. It can also be used off campus at participating merchants.

The Bearcat Card is the same as your UCID and is used as a credential for campus access such as dining centers, residence halls, parking and libraries. Many students also use the Bearcat Card to make purchases via the Bearcat Card account. Once funds have been added, the Bearcat Card provides purchasing power on and off campus without having to carry cash or credit cards.

Money can be deposited at any time during the year by:

- Logging into [Canopy](#) and selecting the Bearcat Card tile, or the [Card Management application](#)
- Stopping by the convenient Value Transfer Station (VTS) location on campus:
 - Tangeman University Center - Level 2 - Food Court entrance

To begin the process of getting a Bearcat Card, you must be currently enrolled, have a photo to submit, and a government-issued photo ID (for pick up). Once you ensure that you have all of the appropriate requirements, visit the [UC IDs Office website>>>](#) to get the process started.

You will be able to pick up your completed ID at the office once it is ready.

Four major benefits for depositing money to your Bearcat Card account:

1. Convenience: most students carry their UCID with them at all times so you can be at ease knowing that they are covered.
2. Simplicity: students and parents can deposit money online 24/7, using a credit or debit card.
3. Versatility: the Bearcat Card can be used to purchase course materials, supplies, food, pay for laundry and much more. Students can use the card on and off campus.
4. Easily managed: money rolls over from semester to semester

And it's safe, too! If your student loses their card, they can disable it quickly online.

CCP/DEP Limitations

At this time, CCP/DEP students are eligible to participate in all UC resources except for [Club Sports](#), [Registered Student Organizations](#), the [Campus Recreation Center](#), or [Fraternity and Sorority Life](#).

These resources are off-limits to you as a CCP/DEP student because you are not a matriculated student (enrolled in a university degree program) and are not paying the student fees required of a matriculated student.

Parking

Remember that you as the student are responsible for transportation for any courses taken on any of our campuses. If you plan to drive to campus, a valid parking pass is required.

Note: At the UC Uptown Campus, paid street parking and daily-rate garages are also available.

You can [purchase your parking pass here >>>](#).

Be sure to select the pass associated with the specific campus where your course is located.

Important Reminders:

- CCP/DEP does not cover the cost of parking.
- A UC ID is required in order to use your parking pass.
- If you plan to be on campus late, download and utilize the [Bearcat Guardian App](#) for safety.
- Review UC's [Parking & Safety Tips](#) before your first visit.

If you experience any issues purchasing your pass, please reach out to UC Parking Services at parking@uc.edu.

Parent/Guardian Information

College Credit Plus and Dual Enrollment (CCP/DEP) is an exciting opportunity for high school students to experience college-level learning while still in high school. Parents and families play an important role in supporting students, but it is essential to understand that the student is the official UC student of record. This means that the student, not the parent/guardian, is the one responsible for communication, decision-making, and academic progress in the program. Parents can support, encourage, and help guide, but ultimately, CCP/DEP is a student-led experience.

Your Role as a Parent or Guardian

While you are used to being highly involved in your student's education at the high school level, college operates differently. Once your student enrolls at UC, they are protected under FERPA (Family Educational Rights and Privacy Act), which means their academic records belong to them. Professors and staff cannot discuss a student's academic progress, grades, or coursework with parents unless the student grants special permission.

Your most important role is to act as a coach and cheerleader. You can help your student stay organized, encourage them to ask questions, and support them in managing the responsibilities of college-level work. However, the student must be the one who communicates with Faculty, Academic Advisors, and staff. This builds independence, self-advocacy, and problem-solving skills that will benefit them far beyond the CCP/DEP program.

Delegated Access

UC does offer a way for students to grant their parents or guardians limited access to their records through [Catalyst Delegated Access](#). This is optional and completely under the student's control. Students decide if they want to grant access, and they can choose exactly what information is shared. Delegated access may include the ability to view:

- Student class schedules
- Billing and tuition statements
- Financial aid information
- Final Grades

It is important to note that delegated access does not allow parents to see “live” grades or communicate directly with instructors. It is intended to help families assist with billing, payments, and logistics, not to manage academics.

What Parents Need to Know

1. **CCP/DEP Students Are UC Students:** Your student is enrolled in official University of Cincinnati courses, earning both high school and college credit. Their grades will appear on a UC transcript that will follow them into their future college career.
2. **Academic Rigor and Independence:** College courses require more reading, writing, and independent work than most high school classes. Students are expected to manage their time, meet deadlines, and seek help when needed. Parents can provide reminders and encouragement, but responsibility rests with the student.
3. **Communication Expectations:** Professors, Academic Advisors, and staff will communicate directly with the student using their UC email. Parents will not be copied on communications. It is important that students regularly check and respond to their UC email.
4. **Grades and Transcripts:** Parents will not have direct access to their student's grades unless the student shares them. Grades are available to the student in Canvas (for current coursework) and Catalyst (for official records).
5. **Support Services:** Students have access to UC's many academic, wellness, and student support services. Parents can encourage their student to use these resources but should allow the student to make appointments and advocate for themselves.
6. **Embedded vs. On-Campus vs. Online:**
 - Embedded students take college courses in their high school building with a credentialed high school teacher. Parents may feel more familiar with this model since it resembles the high school setting.
 - On-campus students attend classes at UC, requiring greater independence and responsibility for transportation, schedules, and balancing high school and college obligations.
 - Online students complete courses virtually, requiring strong self-motivation, technology access, and time management. Parents may help create a structured environment at home, but the student must remain self-directed.

How Parents Can Support Their Student

- **Encourage communication:** Remind your student to email Professors or Academic Advisors directly instead of asking you to do so.
- **Help with organization:** Work with your student to set up calendars, reminders, or study routines if needed, but let them take ownership.
- **Ask questions together:** If you are uncertain about a policy or process, encourage your student to look it up or reach out to the appropriate office, with you in a supportive, not leading, role.
- **Celebrate success:** College coursework can be challenging, and your student may experience both triumphs and setbacks. Celebrate their effort and growth as much as their grades.

Parent Communication Plan

To help families navigate the transition from high school to college coursework, Launch UC provides a Parent Communication Plan for parents and guardians listed on a student's application. Beginning with Fall 2026 admissions, families will receive a brief series of communications during the onboarding process that highlight important milestones, deadlines, and university expectations.

Topics covered in these communications include:

- Important onboarding steps such as account activation, orientation, advising, and registration.
- How families can support student success while encouraging independence and self-advocacy.
- University policies related to student privacy, communication, and delegated access.
- Helpful resources available to students and families throughout the CCP or DEP experience.

While parents and guardians will receive limited onboarding updates, students remain responsible for monitoring their UC email, completing required tasks, and communicating directly with university offices.

Final Note for Families

While CCP/DEP is an incredible opportunity for students to save money, earn college credit, and get a head start on their academic journey, the most valuable part of the program is the independence and maturity students gain by being in the driver's seat. Parents should see themselves as passengers who offer guidance, encouragement, and occasional navigation, but it is the student who must steer the journey.

Syllabi Essentials

Understanding a College-Level Syllabus

A college syllabus is more than just a schedule, it's a contract, a roadmap, and a resource. It outlines the expectations, responsibilities, and structure of a course. It is your responsibility as a student to not only read it but also understand it and ask for clarification when needed. Here's what students should look for and understand when reviewing a syllabus:

1. **Course Overview**
 - a. **Course Title and Code:** Identifies the course and its catalog listing.
 - b. **Term and Format:** Specifies the semester and whether the course is online, hybrid, or in-person.
 - c. **Instructor Information:** Includes names, contact details, office hours, and preferred communication methods.
2. **Course Description**
 - a. Provides a summary of the subject matter, learning goals, and scope of the course.
 - b. May include prerequisites and credit hours.
3. **Learning Objectives**
 - a. Lists the skills and knowledge students are expected to gain.
 - b. These objectives guide assessments and assignments.
4. **Required Materials**
 - a. **Textbooks and Software:** Specifies required readings and tools (e.g., digital platforms like McGraw-Hill Connect).
 - b. **Technology Requirements:** Details necessary hardware/software for course participation.
5. **Course Structure**
 - a. **Delivery Method:** Explains if the course is asynchronous, synchronous, or hybrid.
 - b. **Learning Platforms:** Notes systems like Canvas or Connect used for assignments and communication.
6. **Grading and Evaluation**
 - a. **Point Breakdown:** Shows how grades are calculated (e.g., exams, quizzes, assignments, participation).
 - b. **Grade Scale:** Converts percentage scores into letter grades.
 - c. **Policies on Late Work and Makeups:** Clarifies consequences and exceptions.
7. **Student Responsibilities**
 - a. **Participation:** Emphasizes engagement through discussion boards or class attendance.
 - b. **Assignment Deadlines:** Highlights due dates and penalties for late submissions.
 - c. **Academic Integrity:** Reinforces expectations around honesty and originality.

8. Course Policies

- a. Attendance: Details expectations for logging in or attending sessions.
- b. Communication: Sets standards for email and online etiquette.
- c. AI Use: Some courses prohibit the use of AI tools for assignments.
- d. Accessibility and Accommodations: Provides resources for students needing support.

9. Support Resources

- a. Lists technical support contacts for platforms like Canvas and Connect.
- b. Includes links to university help desks and accessibility offices.

10. Institutional Policies

- a. Covers withdrawal procedures, Title IX compliance, religious accommodations, and student rights.

Tips for Students

- Read the syllabus thoroughly at the start of the term.
- Refer back to it regularly – it's your guide to success in the course.
- Reach out to your instructor with any questions or concerns.
- Always look at the syllabus FIRST before asking questions.
- Mark important exams, due dates, and deadlines in your calendar at the start of each term.

Pathways & Next Steps

Matriculation to the University of Cincinnati

When applying to the University of Cincinnati as an undergraduate student, the application fee will be waived as a CCP/DEP student. Should you be admitted to UC as an undergraduate student and attend, all credits will be on your transcript with no extra steps on your part. Undergraduate applications are completed through the Common App.

It is important to note that being admitted as a CCP/DEP student DOES NOT guarantee admission to any of our undergraduate programs. If you are interested in becoming a full-time UC student post-high school graduation, you must apply through the undergraduate application process. Please see the [UC Admissions Webpage](#) for more information.

Transcripts

As a CCP/DEP student, you are a student at the University of Cincinnati. That means you will utilize the same processes as undergraduate and graduate students to send and obtain official transcripts. The Launch UC office cannot send official transcripts on your behalf in compliance with FERPA.

The University of Cincinnati Registrar's Office provides verification services for students and alumni as well as investigators and third-party verifiers (e.g., employers). Verifications are completed in compliance with FERPA, so you may be required to validate your identity and/or provide a signed record of release.

The University of Cincinnati has partnered with Parchment for ordering and processing all outgoing official transcripts, including paper and electronic PDF. As our agent, Parchment will collect all fees and send email confirmations of your orders.

Your transcript will reflect your academic record as it is the *moment the transcript is requested*. Because of this, check that the following information is correct and/or posted to your account *before* ordering.

- Grades
- Degrees
- Email or mailing address of the recipient

You can quickly order a transcript through Catalyst while you still have access to your UC account. If you are requesting a transcript post-graduation and are no longer a UC student, you will need to create a Parchment account and follow the instructions from there. All instructions can be found on the [Registrar's website](#).

Contacts, Quick Links, & Glossary

Hours

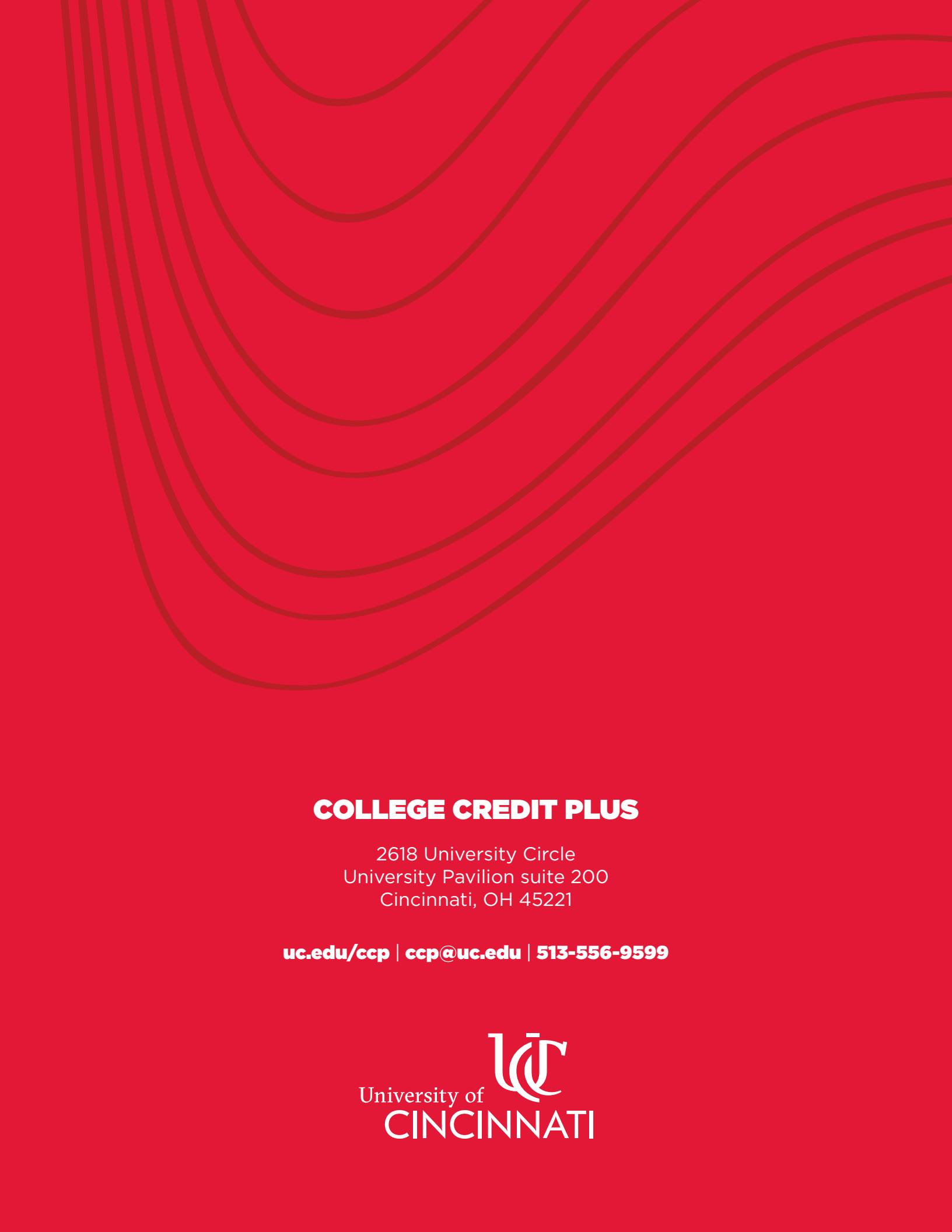
Monday to Friday 8 AM to 5 PM

Allow up to two business days for a response.

*See the current [University Calendar](#) for any holidays or breaks.

Contacts

Name and Info	Role	Contact
CCP Inbox	Not sure who to talk to? The CCP inbox is a great way to get your question answered or the assistance that you need in detail with 48 business hours.	CCP@uc.edu
CCP Phone Line	Answer basic questions regarding application. Complex or questions regarding in depth review are best addressed in the inbox.	513-556-9599
Registrar	Transcripts and Records	registrar@uc.edu
IT Department	Login, Canvas, Duo and other technology issues	513-556-HELP UC IT HELP DESK Hours: M-Thurs 7 AM to 7 PM, Fridays 7 AM to 5 PM <i>*Please see the University Calendar for potential closure</i>

The background of the entire page is a solid red color. Overlaid on this background are several thin, dark red, wavy lines that originate from the top left and curve towards the right side, creating a sense of movement and depth.

COLLEGE CREDIT PLUS

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