

University of Cincinnati Graduate School

Graduate Handbook

2016-2017

**THE MAJORITY OF THIS HANDBOOK IS ALSO USED FOR THE 2017-2018 YEAR
PLEASE REFER TO THE 2017-2018 ADDENDUM FOR THE LIMITED AREAS OF CHANGE**

Graduate students are subject to the most current university rules and regulations. Returning students are subject to the current rules, policies and regulations in effect at the time of their re-admission and thereafter.

The Graduate Handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati. Beyond these, each student is also expected to adhere to requirements, policies and procedures specific to his/her own degree program and college.

Document Navigation Tools

- 1. Please open the bookmark function on the left side of this PDF to navigate this document more easily.**
- 2. Also notice that each section title in the Table of Contents can be clicked to place the user directly on the corresponding page in the document.**

2016-2017

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Associate Dean of the Graduate School

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Introduction

This *Graduate Handbook* is intended to provide information about university policies that assist students and program coordinators in supporting their individual programs of study.

To which educational programs does this *Handbook* pertain? The Graduate School oversees all post-baccalaureate certificates and degrees (masters and doctoral level) EXCEPT the Juris Doctor (in the College of Law), the Doctor of Medicine (in the College of Medicine), and the Doctor of Pharmacy (in the College of Pharmacy).

Where are the UC graduate programs to which this *Handbook* pertains? The University of Cincinnati is a state-supported institution that is recognized with a Carnegie Classification of Very High Research Activity. UC is accredited by the North Central Association of Colleges and Schools. Faculty members throughout UC are nationally and internationally recognized scholars in their fields who are dedicated to providing students with an environment fostering innovative scholarship and research. Over 300 graduate certificate and degree programs are offered in 11 colleges:

- College of Allied Health Sciences
- McMicken College of Arts and Sciences
- Carl H. Lindner College of Business
- College-Conservatory of Music
- College of Design, Architecture, Art, and Planning
- College of Education, Criminal Justice, and Human Services
- College of Engineering and Applied Science
- College of Law
- College of Medicine
- College of Nursing
- James L. Winkle College of Pharmacy

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. View UC's complete Notice of Non-Discrimination at <http://www.uc.edu/about/policies/non-discrimination.html>.

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WHOM DO I CONTACT?

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Graduation Application

Graduation Certification

Electronic Thesis/Dissertation Submission

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Admissions

Application Fees

Advanced Standing

Duplicate Records

Graduate Recruitment

Application Changes (begin term, program, etc.)

Graduate Program Review Administration

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Slate Implementation

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Reinstatements, Extensions, Readmissions and Leave of Absences

Grade Change Requests

Graduate Program Review Administration

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Calendar for Associate University Dean

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Graduate School Publications, Website and Social Media

Graduate School Calendar

Graduate Student Expo

Graduate Student Professional Development Initiatives (Workshops, PFF)

Graduate School Award Competitions/Financial Processes

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GRE/TOEFL and Transcript Processing

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Contact if program managers listed above are unavailable

Changes to Program Outline Website

Graduate School Training

Graduate School Help Desk

Technical Problems with Graduate School Applications

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Graduate Student Health Insurance (GSHI) Awards

Distribution of Graduate Assistant Scholarships (GAS) and University Graduate Assistantships (UGA) budgets

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Calendar for the Vice Provost and Dean

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ADMISSION TO GRADUATE PROGRAMS

ADMISSIONS POLICY

SEE 2017-2018 ADDENDUM

The University of Cincinnati welcomes graduate applications from students who:

- hold a baccalaureate degree from a college or university regarded as standard by a regional or general accrediting agency and
- have at least a *B* average (3.0/4.0 system) in relevant undergraduate course work or otherwise give evidence of promise that is judged satisfactory by the admitting program and the Graduate School.

Decisions concerning admission to graduate programs rest with the programs, and criteria used for determining admission beyond these minimal requirements are established by the programs. Programs have the authority to set their application deadlines, to require certain pre-admission examinations, to require satisfactory completion of certain course work prior to admission, and to establish other pre-admission requirements. Program admission decisions are final unless it is demonstrated that the program violated a policy established by the university or the Graduate School or that the program failed to apply admissions criteria consistently. All programs have established written criteria for judging the admissibility of applicants, which are published in each program's graduate handbook.

Faculty and Administrators' Eligibility for Graduate Degrees

No holder of an academic administrative title at the University of Cincinnati (equivalent to assistant dean or above) may matriculate or be granted a graduate certificate or degree from the University of Cincinnati.

No graduate degree or certificate from the University of Cincinnati will be granted to any faculty member at the University of Cincinnati (full-time or part-time above rank of instructor) who teaches in the same department, division or school in which the degree is to be granted. This rule also applies to adjunct appointments at any faculty rank and to interdisciplinary degrees when the same college is one of the interdisciplinary colleges.

College deans may petition the Associate Dean of the Graduate School for a waiver of this policy on an individual faculty member's behalf. The written request should describe the teaching responsibilities of the faculty member indicating whether they are teaching graduate students and a plan for managing potential conflicts of interest.

ADMISSIONS CATEGORIES

Matriculated graduate status is granted to an applicant who has been accepted into a graduate certificate or degree program and has met all admissions criteria. Note that applicants first receive a provisional acceptance, and conversion to matriculated graduate status is dependent upon receipt of an official transcript that confirms that the student holds a baccalaureate or higher degree from a college or university regarded as standard by a regional or general accrediting agency. Please note that additional official documentation may be required if the transcript does not contain information about degree conferral. Instructions and deadlines for meeting this requirement are included in the section on [Submission of Official Transcripts for Accepted & Confirmed Students](#).

Provisional graduate status is granted to applicants who have been accepted into a graduate certificate or degree program, but who have NOT yet met all admissions criteria. As described above, one routine requirement for all students is the submission of an official transcript. However some students must in addition take undergraduate courses or improve English language proficiency to satisfy prerequisites, and these students may be accepted by the program on a provisional basis that is contingent on satisfying those additional prerequisites. Letters of admission should be read carefully to make sure all requirements tied to provisional status are identified.

Unclassified graduate status allows students to take courses for graduate credit when they have not been admitted into a graduate degree program. Should this non-matriculated student subsequently matriculate into a certificate or degree program, a maximum of 12 semester hours may be applied to the certificate or degree program. Students are not eligible for tuition or stipend awards allocated by the Graduate School while in unclassified (non-matriculated) graduate status. This policy and other funding policies are further explained in the [Financial Support](#) chapter.

APPLICATION PROCESS

Where to Obtain an Application

The application can be found on the [Graduate School](#) website. Applications should be completed carefully and accurately. Once an application is submitted, it can no longer be edited.

Applicants should refer to the website of individual graduate programs for the specific items required in their applications, however a typical application to the University of Cincinnati will include the following:

- A completed online university [graduate application](#)
- Unofficial collegiate transcript(s) uploaded during the application.
- Letters of recommendation submitted through the Online Recommendation system.
- Test scores from qualifying exams, for example, the Graduate Record Exam ([GRE](#)) or the Graduate Management Admission Test ([GMAT](#))
- Test scores from English proficiency tests such as TOEFL or IELTS (see also [International Student Admissions](#)) if applicable
- A personal statement or letter of intent
- Payment of the application fee

Beginning in 2016-17, applicants will complete an online application at [StartMyApplication](#). Applicant Review will be accessed through <https://catalyst.uc.edu>.

Submission of Unofficial Transcripts with an Application

Applicants are required to upload images/scans of unofficial transcripts as part of their application. The Graduate School defines unofficial transcripts as copies (or translations) of transcripts or degree verification audits showing course work. Unofficial transcripts will be used **only** for admissions decisions by individual programs and will not be accepted as official documentation of baccalaureate or higher degree conferral by the Graduate School. Any significant discrepancies later found between student-provided unofficial transcripts and official transcripts **will be grounds for dismissal**.

Submission of Recommendation Letters

Applicants will be asked to supply the email address of recommenders during their online

application. Recommenders could include former professors, an employer or other professional individuals if their reference will be pertinent to the field of study. Once their names and emails are entered into the pending application, recommenders are sent a request to provide their letter. This occurs *before* an application is submitted. Applicants in Slate can check and edit recommender names and email addresses in the self service center. Recommendations cannot be edited once a Radius application has been submitted. Other changes or corrections must be made by contacting ucgs@uc.edu.

Applicants using a dossier service such as Interfolio should indicate that they are using a dossier service during their application. They should request that the documentation be sent to ucgs@uc.edu.

Recommendation letters submitted by the applicant are never accepted. Recommendation letters must be received directly from the recommender or a dossier service.

Student Submission of Supplemental Materials

Applicants should upload their supplementary materials, such as personal statements, test scores and CVs, during the application process. Only materials requested by the program through the application requirements will be attached to the application and available for review. Applicants should under no circumstances submit unrequested supplementary materials through the mail as they will be shredded and not considered.

As required by the individual programs, applicants are responsible for sending GRE and/or score reports for tests of English proficiency. Test scores for the GRE, GRE subject tests and TOEFL can be submitted electronically to UC's institutional code 1833. IELTS scores may be sent directly from the test center through the mail or sent to UC electronically. Please note that PRAXIS tests are handled by individual graduate programs. Applicants should check with their program for how these scores are reported.

Submission of Official Transcripts for Accepted & Confirmed Students

Once an applicant has been accepted and the program has received written confirmation of offer acceptance, the applicant will need to arrange for an **official** transcript to be sent directly to the Graduate School. Official final transcripts should be sent as soon as all baccalaureate coursework is completed and degrees conferred. Final official transcripts submitted from awarding institutions must explicitly state **in English** the degree conferred and the date of degree conferral. If a transcript does not explicitly state that a degree was conferred, the degree must be shown in another document received directly from the educational institution. Such official documents must arrive directly from the school in a *sealed* envelope. The **deadline for submission** of final official transcripts (and, if necessary, degree certifications) is **ONE WEEK BEFORE THE START OF THE STUDENT'S FIRST SEMESTER.**

Transcripts are considered official when they arrive directly from the school administration either in a *sealed* envelope or electronically. The Graduate School also accepts transcripts that were first received by the applicant and then forwarded to the Graduate School, *provided that the transcripts stay in their original, sealed envelope*. Once the applicant or someone outside the University of Cincinnati opens the transcript envelope, the Graduate School can no longer accept the transcript as official.

Students who graduated from or attended the University of Cincinnati after Autumn 1999 do not need to submit a transcript to the Graduate School. It will already be available in the student

information system. Any applicant that attended UC before the Autumn of 1999 should contact ucgs@uc.edu and request assistance with retrieving the historical record.

Official transcripts can be sent to the following addresses:

Regular U.S. postal mail:

Graduate School
University of Cincinnati
110 Van Wormer Hall
PO Box 210627
Cincinnati, Ohio 45221-0627

Delivery via FedEx, DHL, etc.:

Graduate School
University of Cincinnati
2614 McMicken Circle
110 Van Wormer Hall
Cincinnati, OH 45221-0627

Electronic delivery:

UCGS@ucmail.uc.edu

Andrew Upton (uptonaw@ucmail.uc.edu) is the contact person.

Student Status Prior to Receipt of Official Transcript(s)

Students will be allowed to register for classes, obtain UCIT credentials and apply for student visas during the provisional acceptance period before official transcripts are received by the Graduate School. However, students **will not** be allowed to complete a full semester of graduate school without appropriate qualifications being verified. Any significant discrepancies between student-provided unofficial transcripts and official transcripts obtained after admission is grounds for dismissal. For international students, lack of an official transcript and/or lack of verification of completion of an appropriate undergraduate degree can lead to UC revoking their student visas. Registration holds will be placed on student accounts and will not be lifted prior to receipt of official transcripts by the Graduate School. Any issues with providing official documents must be communicated by the program to the Graduate School as early as possible.

Admissions Review by Programs

The Graduate School strongly advises that programs NOT require official transcripts for making admissions decisions. Using unofficial transcripts during admissions review will simplify and accelerate the application process for applicants, programs and the Graduate School. Any significant discrepancies between student-provided unofficial transcripts and official transcripts obtained later will be grounds for dismissal.

If a program decides to require official transcripts for admissions decisions, the program should inform the Graduate School and follow the procedures outlined below for providing those transcripts to the Graduate School. **The program will be charged \$5 per transcript for each applicant that was not accepted into their program at UC.** This fee covers the time it takes to process a transcript. Programs may need to change their websites and letters of acceptance to applicants to reflect the changes in the way transcripts will be processed.

Programs/colleges will not be charged the \$5 fee for erroneously sent transcripts if: the program's application instructions and web site make it clear that (1) official transcripts are NOT required during the admissions process, (2) it IS required that unofficial transcripts be uploaded by the applicant during the admissions process, and (3) applicants are informed that they should not send official transcripts until they are offered admission to a program and accept that offer to come to University of Cincinnati. In this scenario, the Graduate School will simply hold onto any erroneously sent official transcripts and will not process them until the student joins the program. **These transcripts will be stored for one year before being discarded.**

Program Request of Accepted and Confirmed Students

Once a student has been accepted and confirmed, the program should send the student an email stating the need to provide an official transcript directly to the Graduate School. Admitted students should be strongly encouraged to send their transcripts as soon as all coursework has been finished and degrees conferred. This practice will help avoid bottleneck delays and reduce the chance of problems with student status. Programs are welcome to set an earlier deadline for official transcripts, but this requirement should be sensitive to the realities of when they can be delivered. Program coordinators should send out several reminders after a student has been accepted.

Students will not be allowed to complete a full semester of graduate school without appropriate qualifications being verified. The Graduate School will entertain limited and exceptional requests for further delays past mid-semester. Students must be counselled appropriately and programs need to make students aware that they may sacrifice tuition dollars if they are expelled in the middle of a semester. For international students, lack of an official transcript can lead to the revocation of their student visas.

Program Receipt of Official Transcripts

Students may send transcripts to programs instead of the Graduate School. After verifying that transcripts are official, please add the student's UC ID to the top of the document and send them through interdepartmental mail to the Graduate School c/o Andrew Upton. Unofficial transcripts should never be sent to the Graduate School.

Program Receipt of Electronic Transcripts

The Graduate School also accepts electronic transcripts sent directly by the school as official. These documents can be sent to UCGS@ucmail.uc.edu with [Andrew Upton](#) as the contact person if required. If electronic transcripts are sent to a program office, the program staff person should download and save the document. Please then forward it to Andrew Upton along with the student's UC ID. Please do not forward the original email as the security for these documents is based upon the original email.

If the program's college has access to official electronic transcripts through a common application service, these are considered official. However, they still need to be entered into OnBase. Arrangements with individual programs will be made for the submission of these documents.

Program's Submission of Supplementary Materials

Applicants should upload required supplementary materials, such as personal statements, test scores and CVs, during the application. Only materials requested by the program through the

application requirements will be attached to the application and available for review. Applicants should under no circumstances submit unrequested materials through the mail as they will be shredded and not considered.

Unofficial recommendation letters are never accepted. If a program receives an unsealed letter from an applicant, the coordinator should e-mail the applicant to alert him or her of the situation and ask the applicant to contact the recommender to arrange for another recommendation to be submitted officially. Recommendation letters must be received sealed directly from the recommender or a dossier service.

Students are responsible for sending GRE and/or score reports for tests of English proficiency to the program for which they are applying. Test scores for the GRE, GRE subject tests and TOEFL can be submitted electronically to UC's institutional code 1833. IELTS scores may be sent directly from the test center through the mail or sent to UC electronically. Please note that PRAXIS tests are handled by individual graduate programs. Applicants should check with their program for how these scores are reported. Programs can access these electronic scores at <https://gradapps.uc.edu/ETSTestScores/>.

Programs should also check Document Imaging Services for student supplementary information. Please contact Jennifer Lansaw, Associate Registrar, for access. http://www.uc.edu/registrar/staff_resources.html.

Questions about Transcripts

Questions about transcripts or transcript processing can be directed to Andrew Upton at uptonaw@ucmail.uc.edu or 556-4323.

When inquiring about whether transcripts have been received, please provide as much identifying information as possible. Very often, the problem is that this information was missing from the transcript or incorrectly entered in the Student Information System (UniverSIS/Catalyst). Useful information includes the following:

- Applicant's full name
- Any names used by applicant (e.g., maiden names)
- M# or Empl ID
- Date of Birth
- Last four digits of Social Security Number
- Name of institution issuing expected transcript
- When the transcript was supposed to have been sent
- Whether they were sent electronically or through the mail

While it is not necessary to have all this information, the more detail that is available, the quicker the request can be answered.

Application Fees

A non-refundable fee is required at the time of application, and is only payable by credit card (Visa, MasterCard, Discover accepted) or electronic check.

Application fees vary by program and college:

\$65.00 for most colleges/ degree programs

\$130.00 (\$65 for application & \$65 for audition) for College-Conservatory of Music

\$140.00 for the Physiology (MS) program
\$75.00 for College of Engineering
\$70.00 for the Psychology program
\$20.00 for most Graduate Certificates
\$5.00 surcharge for International Applications

Application Fee Waivers

Applicants who fall into specific categories (e.g., McNair and GEM scholars, who are students in fellowship programs designed to increase the presence of domestic underrepresented minorities in graduate education) will continue to receive the fee waivers to which they are entitled by virtue of participation in these initiatives. The central Graduate School office will continue to process these waivers as usual.

Apart from these applicants, individual graduate programs will themselves decide whether to grant fee waiver assistance to their prospective students. The Graduate School staff will refer applicants with questions about waivers to the individual programs to which they seek admission; the programs will decide whether to grant these requests. Individual programs may weigh multiple factors when deciding whether to grant fee assistance, including the underrepresented status of the applicant (however defined). But the decisions and funding are localized.

Should a program choose to grant a waiver for an application fee payment, **the program will be required to contribute the funds for doing so from its own budget.**

Programs that offer fee waivers for their applicants must ask the student to pay the fee initially. The program can then post a discretionary scholarship to the student's account. Program faculty/staff are **not** allowed to pay the fee with their individual P-card. This would be a P-card violation. It is also permissible for UC employees to pay an application fee on behalf of an applicant and then to be reimbursed by the local college/program, working through the college business officer.

Please direct any questions about the mechanics of this process to Amy Robinson Wheeler: amy.robinson@uc.edu or 6-4342.

4+1 Degree Programs

For students who are already enrolled as undergraduates at the University of Cincinnati, some departments offer a coordinated bachelor's-master's degree program, often called a 4+1, providing an accelerated path to a master's degree. Students who enter these programs will still complete all of the requirements of each respective degree, in turn.

However, the knowledge that they will matriculate in the master's degree program upon completion of the bachelor degree allows them to (A) begin taking graduate-level coursework as an undergraduate student, and (B) begin focusing on thesis-related, independent research at an earlier date.

Students who are considering this program should note the following:

- Students who enroll in graduate-level coursework prior to formally matriculating as a graduate student are allowed to apply 12 semester graduate-level credits toward the requirements of the master's degree. These credits cannot be used for the bachelor's

degree. Students in the 4+1 program will complete the rest of their graduate coursework after formal completion and certification of the bachelor degree. Please see the section of this handbook containing the requirements of the master's degree and speak with your individual program.

- All students, including 4+1 students, wishing to matriculate into a master's program **must complete a formal graduate admission application online to transition to graduate status and begin the master's degree**. There is no application fee for the accelerated application. Students have five years from matriculation into the graduate program to complete all requirements of the master's degree. While the 4+1 program creates an accelerated path to completing a master's degree, students are permitted up to five years to finish if needed.

Eligibility

To be eligible for entry to the bachelor's-master's track, students must have junior standing (a minimum of 95.5 quarter credits or 64 semester credits). In addition, students must meet all College and departmental graduate program admission requirements for this track.

Application to Multiple Programs

Dual-degree applicants seeking to enter more than one program must complete and submit a separate application for each program, the same account can be used for both applications.

There is no restriction on the number of programs to which a student may apply. A student must submit an application fee with each application

For information on graduate programs and application deadlines, please see the [Graduate Program Outlines](#).

Expiration of an Application

An application can stay viable for admissions for three semesters if the program has rolling admission. Within this time, the program may request a change in an applicant's intended begin term within the same program without penalty. After three semesters, the applicant must reapply. A student can make a request to their program for a deferment to a fourth semester, but they must have just cause and be approved by the program director.

Change of Admit Term

If the admission term for a program needs to be changed, the Graduate Program Coordinator/Secretary must contact [Amy Robinson Wheeler](#) in the Graduate School by email to request the change. Exceptions to the official deadline can be made if the application cycle for a particular program is officially closed and the student is compelled to choose the next academic year by default. If this happens, the Graduate Program Coordinator/Secretary should contact [Amy Robinson Wheeler](#) in the Graduate School and request that the application be "back-dated" to a specific semester in the current academic year.

Program Application Deadline

Application deadlines vary across colleges and programs. Applicants inquiring about deadlines should contact their program. They can check the [graduate contact list](#) to determine who the admissions contact is for their program. Programs can send changes to application deadlines to

Emily Kregor (emily.kregor@uc.edu).

ADMISSION DECISION

All applicants who have submitted their applications and paid the application fee must have a final decision indicated in the official University admissions system (Radius/Slate). This is essential for students to be able to officially accept or reject an offer of admission, to be routed for appropriate action for visas and financial aid, and to have their record updated in the student information database (Catalyst). Admission decisions cannot be made on applicants who have not submitted their application or paid the application fee. All final decisions must be entered in the official University admissions system and a decision letter sent in order for the student to be eligible for financial aid.

Graduate Supplemental Information Form/Enrollment Form

The supplemental information form will be replaced by the Enrollment Form in Radius/Slate and is completed online in the student self-service center by the student. The supplemental information form will only be used with readmissions.

Verification/Modification of Graduate Student Data

For student record changes or duplicate student records, contact [Amy Robinson Wheeler](#) in the Graduate School.

ADMINCENTRAL (CENTER FOR INFORMATION)

Program Coordinators and Directors can access the following information at:

<http://gradapps.uc.edu/AdminCentral/>

- Request Authorization
 - Get access to the systems you need
 - Add and edit your “role” as it will appear in the grad [program contact list](#)
- ETS Test Scores (TOEFL & GRE)
- Certify Online
- ETD Online
- Forms Online
 - Grievance Forms (all)
- Tutorials
 - Decision Factors
 - ETS Test Scores Look-up
 - Certify Online
 - Entering Waivers
 - ETD Review
- Request For Information Review

Request Authorization

New program coordinators and new program directors must request access to Graduate School applications, such as Applicant Review and Certify Online. They can request access by logging into <https://gradapps.uc.edu/ReqAuthorization/>.

The Graduate School maintains the list of all graduate program contacts at

<https://gradapps.uc.edu/ContactDetails/ContactDetail.aspx>. This list names the department head, program director and program coordinator for every graduate program. Programs may also list contacts for additional roles, such as admissions contact, graduation contact, and enrollment advisor(s). This contact list is used by faculty, current students and prospective students to figure out whom they should call or email with a question or issue.

If you need to be listed (or removed) as a contact for a graduate program, you can make the changes yourself:

1. Go to <https://gradapps.uc.edu/ReqAuthorization>. Log in.
2. You're existing user information will appear. From this screen you can update your information. Please be sure that only digits are included in the phone number. From the drop down menu, either choose faculty or staff as affiliation.

Existing User - User Impersonation Information

Please provide any missing information below. All fields are required.

Impersonated User's Info

MNumber:

First Name:

Last Name:

Email:

Phone: and include the area code. Example: 5135561234

Impersonate with Affiliation*:

* If you don't know the actual affiliation of the user, or if the user's affiliation is not in the list, select the affiliation that better matches the function that the user will be performing in the GS web application(s) for which access is needed. Doing that helps Request Access Online be the most accurate and helpful.

3. You will then see this screen in which you can request (additional) access, view/edit access, remove access, manage your program roles, view/edit your information.

[Logout](#)

[» Home](#) [« Request \(Additional\) Access](#) [View/Edit My Access](#) [Remove Access](#) [Manage My Program Roles](#) [View/Edit My Info](#)

Hello,

Welcome to Request Access Online.

This web application allows you to submit add-access/change-access requests, which, after being reviewed and implemented, will allow you to access the Graduate School web applications that you'll need to use in order to perform applicable operations in your functional area - Recruiting, Matriculation, or Graduation.

In the navigation menu displayed above, click the link that matches the type of request that you would like to submit.

Are your program contact role(s) up-to-date?

If you have not done so lately, please use the [View/Edit My Current Program Roles](#) page to review your current program contact role(s) in your college, and make the appropriate update(s) if applicable.

- To “view/edit access” you will choose a functional area from the drop down menu and then click “show my current programs”. This will show all of the programs for which you are currently listed in that role.

[Logout](#)

[Home](#) [Request \(Additional\) Access](#) » [View/Edit My Access](#) « [Remove Access](#) [Manage My Program Roles](#) [View/Edit My Info](#)

View/Edit My Access

Select your Functional Area. If available for selection, also select your UC Affiliation.

Functional Area: UC Affiliation:

Note: The "UC Affiliation" list above is available for selection only for users who have been 'Staff' and 'Faculty' in their career at UC. If that applies in your case, please select your current UC affiliation.

Programs for which you have access:
 Functional Area: **Graduation** UC Affiliation: **Staff**

Comment:

Program Count: 81
Selected: 0

Select	College	Program	Award	Acad Area	Acad Pgm ID	View to Request for Grad School Web App(s)	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GS Web App Certify Online	View to Request <input type="text" value="Program Coordinator"/>

- You can then select the program(s) you wish to edit, “select all” or “deselect all”
- You can remove access the same way, but by clicking the “remove access” tab at the top of the page.
- To manage your roles click the “manage my program roles” tab.

[Home](#) [Request \(Additional\) Access](#) [View/Edit My Access](#) [Remove Access](#) » [Manage My Program Roles](#) « [View/Edit My Info](#)

View/Edit My Current Program Roles [Add My Roles in Programs](#) [Remove All of My Roles in Some or All Program\(s\)](#)

Select your College

College:

- Click your college from the drop down menu and click “show programs”. That will bring you to this screen, in which you can see all the roles and apply correct roles. To the right of the page you will see a small table in which you will also need to click “yes” for the “Web Display” section in order for your role to show online in the Grad Contacts page.

View/Edit My Current Program Roles [Add My Roles in Programs](#) [Remove All of My Roles in Some or All Program\(s\)](#)

Select your College
 College:

New role configuration to be applied to programs selected in the programs panel

Overall Instructions

STEP 1: Select the new role configuration that you want to apply to the programs that you will select in step 2. Also specify, for each of the roles that you select, whether or not you want the role to be displayed in the Contact Details web application.
 IMPORTANT: The new role configuration (the selected and deselected roles) that you specify here, in step 1, will overwrite the current role configuration of all the programs that you select in step 2, so make sure to select any current roles that you don't want removed from the current role configuration of the programs involved.

STEP 2: Select, from the programs table displayed below, the programs to which to apply the new role configuration.

STEP 3: Apply the new role configuration by clicking the 'Apply the New Role Configuration' button, located above the programs table displayed below.

Role	Web Display
<input type="checkbox"/> Admissions Contact	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Advisor	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Enrollment Advisor	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Enrollment Specialist	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> General Program Contact	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Graduate Program Coordinator	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Graduate Program Director	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Graduation Contact	<input checked="" type="radio"/> Yes <input type="radio"/> No

Programs in which you have a current role configuration:
 College: **College-Conservatory of Music**

Program Count: 81
Selected: 0

Select	Program	Award	Acad Area	Acad Pgm ID	Current Program Role Configuration																			
<input type="checkbox"/>	[Redacted]				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Role</th> <th>Web Display</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Admissions Contact</td><td></td></tr> <tr><td><input type="checkbox"/> Advisor</td><td></td></tr> <tr><td><input type="checkbox"/> Enrollment Advisor</td><td></td></tr> <tr><td><input type="checkbox"/> Enrollment Specialist</td><td></td></tr> <tr><td><input type="checkbox"/> General Program Contact</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Graduate Program Coordinator</td><td style="text-align: center;">Yes</td></tr> <tr><td><input type="checkbox"/> Graduate Program Director</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Graduation Contact</td><td style="text-align: center;">Yes</td></tr> </tbody> </table>	Role	Web Display	<input type="checkbox"/> Admissions Contact		<input type="checkbox"/> Advisor		<input type="checkbox"/> Enrollment Advisor		<input type="checkbox"/> Enrollment Specialist		<input type="checkbox"/> General Program Contact		<input checked="" type="checkbox"/> Graduate Program Coordinator	Yes	<input type="checkbox"/> Graduate Program Director		<input checked="" type="checkbox"/> Graduation Contact	Yes	
Role	Web Display																							
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<input checked="" type="checkbox"/> Graduate Program Coordinator	Yes																							
<input type="checkbox"/> Graduate Program Director																								
<input checked="" type="checkbox"/> Graduation Contact	Yes																							

Note: You cannot edit/update/add information or roles for someone else. Please share these instructions with new staff/faculty and ask them to make updates for themselves. In the case that someone leaves UC without deleting his/her roles, please ask [Virginia Dennis](#) to make these changes.

DUAL DEGREE PROGRAMS

The university offers the opportunity for students to pursue two complementary degrees simultaneously through structured, official dual degree programs (see below for a complete listing). In order to qualify as a dual-degree program, each joint program must be approved by Graduate Council that oversees graduate degrees at the university. If a student is simultaneously completing two programs that have not been recognized as an official dual degree program by Graduate Council, the term “dual-degree” does not apply. Please note that only officially sanctioned dual-degree programs offer the benefit of cross-credit, which allows the awarding of two degrees for fewer credits than the sum of credits normally required for the two degrees individually.

Admission to these programs requires the submission of two completed online application forms—one for each program—but only one application fee is required. Email [Amy Robinson Wheeler](#) for the second fee waiver. Each program’s entrance requirements must be met in addition to university requirements, and the applicant must be accepted by both programs.

Students pursuing multiple degrees of their own choosing are still required to complete two online applications and submit two separate application fees. Below is a listing of the Dual Degree programs:

- Business Administration/Arts Administration MBA/MA
- Business Administration/Nursing MBA/MSN
- Law/Women's Studies JD/MA
- Law/Business JD/MBA
- Urban Planning/Community Planning BUP/MCP
- Law/Political Science JD/MA
- Law/Political Science JD/PhD

2016-2017 students can be admitted and confirmed for two programs within the same semester.

Please see the [UC Dual Degree Cross-Credit](#) section for information on the maximum amount of transfer credit that can be applied to the dual degree programs.

CHANGING DEGREE PROGRAMS AT UC

In order to change from one degree program to another within the university, a student must submit a complete application to the new program. If the degrees are housed in the same department, **and** the change is made over consecutive term enrollments, an email change of program request must be sent to [Amy Robinson Wheeler](#). If the new degree program is in a different administrative program, the student is responsible for paying the application fee.

Students are always responsible for fulfilling the requirements of the given degree program in which they are matriculated. Please see the [Graduate Credit from Other Programs at UC](#) section for information on the amount of graduate credits that can be transferred if a student is changing from one graduate program to another within the university, or if a student is changing from unclassified graduate status at the university.

GRADUATE DEGREE PROGRAMS

Please see the complete listing of University of Cincinnati graduate [programs and degrees](#) offered.

GRADUATE CERTIFICATE PROGRAMS

Several departments and colleges at the University of Cincinnati offer graduate certificate programs. In some instances, certificates can be earned only in conjunction with a degree; in other programs, a master's degree is a prerequisite. Some certificates can be earned separately outside of a degree program. Applicants must apply for admission to a certificate program at <https://gradapps.uc.edu/StartMyApplication>.

Graduate School general guidelines are as follows:

- Students must hold a baccalaureate degree.
- Certificate programs may enroll degree seeking and non-degree seeking students.
- Credit hours earned under a certificate program may count toward a degree in any program if approved by the program director, and if requirements for the certificate and degree are completed the student will be awarded both. Credits earned while matriculated in a certificate program will count as credits matriculated in a degree.

- Students can apply a single course to multiple certificates but only to ONE master's or doctoral degree.
- Students can obtain more than one certificate within the same program prior to attaining their master's degree. To enroll in a certificate program, applicants must complete the application at [StartMyApplication](#). Non-refundable application fees are only accepted online and payable by credit card or electronic check.
- Students enrolled only in a graduate certificate program are not eligible for tuition or stipend support with funds from the Graduate School.

If a student is interested, she or he should contact the appropriate program office to obtain the unique criteria and prerequisites for the desired program. Please see the Graduate School website for a complete listing of [certificate programs](#).

INTERNATIONAL STUDENT ADMISSION

[UC International Services](#) supports the needs of international students at the University of Cincinnati. The office assists international students in understanding the rules, regulations, and procedures that must be followed during their stay in the United States and provides support services and cultural information to students. UC International Services is located in Suite 7148, One Edwards Center (1-513-556-4278). Information about admission to the University of Cincinnati for international students is available on their website. International students with F-1 visas can only be granted admission as matriculated graduate status in a degree seeking program (Most international students with J-1 visas can be granted admission with matriculated graduate status only, with some exceptions. Students with J-1 visas should inquire with UC International Services to determine the regulations that apply to them. Students with green cards (U.S. resident aliens/permanent residents) are not defined as international students and, therefore, are not governed by the university's international student policies. However, the English proficiency requirement does apply to green card holders (see The English Proficiency Requirement, below).

In instances where an international student holds a degree for which the U.S. equivalent is not known, or if it is determined by the program or the Graduate School that the applicant does not have the equivalent of a bachelor's degree, the program must submit a petition for admission without the bachelor's degree, with supporting documentation and rationale, to the Associate Dean of the Graduate School.

All international students are required to carry University of Cincinnati student health insurance unless they qualify for a waiver. Semester fees are automatically assessed each registration period. Please visit the Graduate School website for more information on the [Graduate Assistant/Fellow Health Insurance Award](#).

International Student Fee

International students pay a \$150 fee in Fall 2016, but there will be no international student fee charged in Spring 2017. There will be ongoing discussions about the fee during the 2016–17 academic year, and students will be notified at a later time of plans for the following academic year.

International students are charged the same tuition fees as other U.S. students who are not Ohio residents. The university incurs additional expenses associated with hosting international

students, which include federal tracking and monitoring requirements associated with the Student and Exchange Visitor Information System (SEVIS). The university also provide services and resources necessary to international students' for academic and personal success. This fee will help accomplish these tasks and ensure student success.

Please contact [UC International Services](#) at 513-556-4278 or international.students@uc.edu for more information.

Official Transcripts for Applicants with Degrees Received in China

Those admitted students who have received a degree in China will not submit the usual official transcripts. Instead, they *must* have their degrees verified by the [China Academic Degrees and Graduate Education Development Center \(CDGDC\)](#). All verification reports must be sent to UC directly by the CDGDC to be considered official, and no other verification will be accepted.

For admissions review purposes (during the application process only), these students will apply with unofficial transcripts and translations like all other applicants. Many of these students will choose to provide a copy of the CDGDC report as their unofficial transcript/translation, which is ideal.

After being accepted to join a graduate program, applicants who have earned a degree from China must submit a verification report in English from the CDGDC of the English versions of their final transcripts and degree certificates. All verification reports must be sent to the University of Cincinnati Graduate School directly by the CDGDC in order to be considered official, and no other verification will be accepted. Accepted students who have received a degree in China will not submit official transcripts from their schools, and instead they *must* have their degrees verified by the [CDGDC](#).

Applicants with Chinese transcripts must contact the CDGDC *after* their degree is completed and request that their degree verification report be submitted directly to the University of Cincinnati. Students who request a verification report prior to degree conferral will be required to submit a second report after degree conferral.

Students who have completed coursework in China but not received a degree will *not* be required to submit verification through the CDGDC.

China Qualification Verification from the CDGDC

- Chinese: <http://cqvc.chinadegrees.cn/cn/>
- English: <http://www.chinadegrees.cn/en/>

When are Student Verification Reports from CDGDC Due?

CDGDC verification reports are due to the Graduate School office by one week prior to the first day of the semester. Failure to submit verification reports will result in students being placed in non-matriculated status, which will result in UC revoking the student's visa.

Verification reports can be sent to:

For regular U.S. postal mail:
Graduate School
University of Cincinnati
110 Van Wormer Hall

P.O. Box 210627
Cincinnati, Ohio 45221-0627

For delivery via FedEx, DHL, etc.:

Graduate School
University of Cincinnati
2614 McMicken Circle
110 Van Wormer Hall
Cincinnati, OH 45221-0627

How much is a Verification Report?

Pricing is set by the CDGDC and may change.

- Verification Report of Certificate—260 CNY/ ~\$42 each
- Verification Report of Transcript—360 CNY / ~\$58 each
- Extra copy of Verification Report—50 CNY / ~\$8 each
- Translation of Certificate—150 CNY / ~\$24 each
- Translation of Transcript—300 CNY / ~\$48 each
- Rush service—extra payment of 200 CNY / ~\$32 each

English Proficiency Requirement **SEE 2017-2018 ADDENDUM**

English proficiency is required of all applicants whose native language is not English. Students can demonstrate proficiency in a number of ways at the graduate level. Most students fulfill the English requirement by taking the Test of English as a Foreign Language (TOEFL), the International English Testing System (IELTS), or the PEARSON Test of English (PTE).

For IELTS an overall band score of 6.5 is sufficient for graduate admission. For PEARSON a score of 47 is sufficient. TOEFL requirements vary based on the type of TOEFL test taken and scores are valid for up to two years. The minimum university requirement is:

- 520 (paper-based test), or
- 190 (computer-based test), or
- 80 (internet-based test)

However, many colleges and programs have higher score requirements than those listed above. Applicants can contact the programs of colleges to which they are applying for details.

Students who have received a baccalaureate or higher degree with English as the medium of instruction from the following countries are exempt from the English proficiency requirement:

Antigua & Barbuda	China (Hong Kong Public Universities only)	New Zealand
Australia		Singapore
Bahamas	Dominica	South Africa
Barbados	Fiji	St. Kitts & Nevis
Belize	Grenada	St. Lucia
Bermuda	Ireland	St. Vincent & the Grenadines
British Virgin Islands	Jamaica	United Kingdom
Canada (except Quebec)	Liberia	United States of America
Cayman Islands	Malawi	

The English proficiency requirement is also met for students who have completed level 112 of

Intensive English instruction at ELS Language Centers. More information on the ELS Language Center at UC can be found at their [website](#).

Request for a waiver of the English proficiency requirement must be made by the applicant's Program Director (with appropriate documentation justifying English proficiency) to the Associate Dean of the Graduate School. An English proficiency waiver request can be submitted if one of the following applies:

- the applicant has taken the TOEFL (or PEARSON, or IELTS) in order to enter another institution in an exempt English-speaking country (above), are still actively enrolled in that institution, and can document the minimum requirements (e.g., TOEFL: 520 paper-based, 190 computer-based, or 80 internet-based), or
- the applicant has passed the Cambridge CPE with a B.

Upon approval, the following individuals will be notified:

1. the department Graduate Program Director
2. the Director of International Student Service
3. the Director of OEPT (Oral English Proficiency Testing)
4. the Program Manager, Graduate School Admissions

If denied, the Graduate Program Director and [Amy Robinson Wheeler](#), Program Manager for Graduate School admissions, will be notified

Oral English Proficiency Test (OEPT)

The OEPT tests the spoken language skills of non-native speakers of English. An overall score of 3.0 is the minimum passing score for the test. If a score is less than 3.0, students are recommended to take ESL courses before retaking the test. Non-native speakers of English who are awarded teaching assistantships at the University of Cincinnati are required to take the [Oral English Proficiency Test \(OEPT\)](#) before they are able to begin their instructional duties. Score requirements and information regarding waiver based on standardized test scores are detailed in the [Graduate Assistantships](#) section.

Compulsory Health Screening

The University of Cincinnati requires a health screening of all international students at [University Health Services](#). It is imperative that the student consult the letter included in the pre-arrival packet. It contains an immunization record sheet that must be completed, signed, and sealed by a medical official. Failure to complete the evaluation upon arrival will result in cancellation of classes for the subsequent term. If classes are cancelled, the student will be in violation of immigration status.

INTERNATIONAL STUDENTS, GENERAL INFORMATION

Following are some key definitions and regulations pertaining to international students. Additional information is provided in the electronic [International Student Handbook](#).

Key Terms for International Students

I-20 A/B: Immigration and Naturalization Form (Certificate of Eligibility) for F-1 Visa

Uses:

1. To obtain an F-1 visa from the American Embassy/Consulate in his/her home country
2. To enter the U.S. for the first time
3. To re-enter after a short visit outside the U.S.

4. To transfer to another school
5. For entry of family
6. To extend expected graduation date

DS2019: Certificate of Eligibility for Exchange Visitor Status (J-1 Visa)

Uses:

1. To obtain a J-1 visa from the American Embassy/Consulate in his/her home country
2. To enter the U.S. for the first time
3. To extend stay and renew Entry Permit (I-94)
4. To re-enter after a short visit outside the U.S.
5. For entry of family
6. To extend expected graduation date

I-94: Arrival/Departure Record

The I-94 is issued electronically upon admission to the U.S. It includes the visa classification and expiration date of the student's authorized stay written when he/she enters the U.S. International students can download the I-94 card from the U.S. Customs and Border Protection website at <https://i94.cbp.dhs.gov/i94/consent.html>.

All students should have F-1 (exchange students should have J-1) written as the visa classification.

D/S stands for duration of status, which means the period during which the student is pursuing a full course of study, one year to twenty-nine months for practical training (18 months to three years for J-1 students), and 60 days in which to depart the country (30 days for J-1 students).

Passport

A passport is a person's country's identification of him or her as a citizen. The passport must remain valid at all times and may not expire. It may be renewed by contacting one's home-country Embassy/Consulate within the U.S.

Visa: Stamped Page in Passport

A visa normally is a stamp placed in one's passport by an official of the U.S. (or the country being entered) that permits entry. Unless someone is visa-exempt, he/she must have a valid visa to enter the U.S.; however, unlike a passport, a visa is allowed to expire once in the U.S.

FINANCIAL SUPPORT

Graduate students may obtain financial support from several sources.

- The University of Cincinnati provides merit-based graduate awards in the form of tuition scholarships (known as Graduate Incentive Awards (GIA) and Graduate Assistant Scholarships (GAS)), graduate assistantships (including teaching and research assistantships), and program-specific scholarships and fellowships.
- Scholarship and fellowship support is also available from a diverse collection of external sponsors at the local, state, national, and international levels.
- Need-based support may be obtained from federal and state sources.

Financial support from each of these sources is described below.

UNIVERSITY MERIT-BASED GRADUATE AWARDS

The University of Cincinnati offers several types of merit-based graduate awards. The three most common types – GIA/GAS, graduate assistantships, and fellowships – are described below. Most university graduate awards are underwritten by university funds allocated by the Graduate School to each college, which are then awarded to students by the individual programs. Some awards are competitive and granted by the Graduate School upon recommendation of an individual graduate program.

Not all graduate students are eligible for graduate awards. Graduate awards allocated by the Graduate School are not available to students (1) taking classes as non-matriculated students, (2) enrolled only in a graduate certificate program, (3) who have not maintained satisfactory progress to meet the minimum GPA of 3.0, (4) who are on academic probation, or (5) who have exceeded the [174 rule](#). Awards can only be guaranteed for a maximum period of one academic year, and renewal of a university graduate award is not automatic. Awards that are appointed by individual programs are awarded at the sole discretion of the program, provided that a student is eligible for the award. Programs are not obligated to renew awards for prior awardees, even if previously awarded students met all minimum guidelines.

GRADUATE INCENTIVE AWARD (GIA) / GRADUATE ASSISTANT SCHOLARSHIP (GAS)

The Graduate School funds scholarships that cover all or part of a student's tuition and fees. The appointing program sends offers of scholarship awards in writing, including information about the amount and duration of the award and the terms of the offer.

Students must maintain all of the required eligibility requirements in their offer letter to maintain their tuition scholarship.

In most colleges, there are two types of scholarship awards supported by the Graduate School, the Graduate Incentive Award (GIA) and Graduate Assistant Scholarship (GAS). The GIA is for graduate students who do not receive university stipend support and therefore no service is required in return for the award. The GAS is for graduate students who are graduate assistants that receive stipend support and have service requirements.

Students receiving a tuition scholarship must be registered for at least the number of graduate credit hours covered by the award in each semester for which they are receiving support. Full tuition scholarships cover a maximum of 18 credits per semester. Students registered for more than 18 credits in a semester will be billed tuition and general fees on a per-credit-hour rate for

each credit over the 18. Prior to using scholarship support for any audited courses, students must register for a minimum credit load of graded courses (10 graduate credit hours if supported by a GIA, 12 if supported by a GAS) in the same semester. If a student withdraws from a class funded by a tuition scholarship, with the remaining enrolled credit hours totaling less than the minimum required for the award, the award is cancelled immediately and the student is responsible for the tuition balance, based on the date of withdrawal.

All rules that govern recipients of tuition support pertain to all students, including international students. Other rules and policies that apply specifically to international students are independent of GIA/GAS regulations. Both sets of regulations must be met. Neither set of regulations negates or takes the place of the other. (See [174 Graduate Credit Rule](#).)

Note: Financial awards that require no service may reduce eligibility for educational loans. Students should notify the Student Financial Aid Office of their tuition support if they apply for aid from that office.

GRADUATE ASSISTANTSHIPS

A student awarded a graduate assistantship receives a financial stipend for services rendered in addition to a full or partial tuition scholarship. Graduate assistantship awards (UGA) are awarded to approximately 2000 full-time graduate students each year at the University of Cincinnati. Graduate assistants are also entitled to a discount at the University [Bookstore](#) and may be eligible for one of the two Graduate Assistant/Fellow Health Insurance Awards. (See [Graduate Assistant/Fellow Health Insurance Awards](#) section.)

A student who receives a graduate assistantship devotes effort to a combined program of formal study and assigned duties of teaching, research or administrative service that is designed to enhance their university education. The stipend received by the graduate assistant is in recognition of these services. Those with teaching duties are teaching assistants (TAs) and those with research duties are research assistants (RAs). During the appointment, the goal is to produce a graduate student who becomes a more learned, creative, and professional individual through formal instruction, interaction with faculty, research, and administrative experience. Any assignments that result from a graduate award should be consistent with the student's academic pursuits.

UGA awardees must be registered for 12 graduate credit hours or more, *exclusive of audit credits*, for each semester they receive the assistantship and they must be appointed to a position that is consistent with their field of academic study. University assistantships will be cancelled if the awardee does not meet his/her enrollment obligation. The exception to this rule is summer semester. See [Summer Employment without Full-time Enrollment](#) section.

Assistantships are awarded for designated periods of time by the graduate programs with funds allocated and monitored by the Graduate School. Graduate Assistants are considered exempt from minimum wage and overtime requirements, and are paid on a salaried basis. Minimum stipends are set by the Dean of the Graduate School. The current minimum stipend must be the equivalent of a minimum of \$14.93 per hour.

See 2017-2018 addendum

~~Graduate students who have 174 graduate credit hours (including attempted credits with grades F, I, UW, SP, IP, UP, etc.) at the University of Cincinnati are not eligible for an award funded by the university for enrollment beginning with the semester in which said student will exceed the~~

~~174 attempted hours. (See [174 Graduate Credit Rule](#).) This is due to the regulations governing state support of the university, so exceptions are not considered. It should be noted that courses taken for audit credit and official course withdrawals do not count toward the 174 attempted graduate semester credit hours for the purpose of determining stipend eligibility.~~

The appointing academic program, college, or area of responsibility determines service requirements of students who hold assistantships. If awarded an assistantship outside their program, graduate assistants' duties are governed by the academic program, college, or the area of responsibility that made the award. In all cases, the award obligate awardees to no more than 20 hours per week of services that make a substantive contribution to the student's academic and professional development. If the student determines that he/she cannot meet the requirements of the award, it is imperative that he/she notifies the program to initiate renegotiation or reassignment of the award with correspondingly less support. A student's hours are prorated for weeks with a holiday or school closure and are not required to be available during break periods unless given additional compensation.

Non-native speakers of English who are awarded teaching assistantships at the University of Cincinnati are required to score at least a 3.0 on the Oral English Proficiency Test (OEPT). The OEPT evaluates the spoken language skills of non-native speakers of English. Students who pass are certified for oral English proficiency and may assume the full range of duties associated with their teaching assistantship.

Students whose oral English proficiency has not been officially certified may not assume instructional responsibilities. Students are required to take the test at the beginning of their first term of study. However, students who score 26 or above on the speaking section of the TOEFL IBT or students with a score of 50 or above on the Test of Spoken English are exempt from the OEPT. A student is permitted to take the OEPT twice without charge during an academic year.

Assistantship awards are contingent upon student status, satisfactory degree progress, and performance of service as assigned, and can be terminated at any time. Each year the assistantship is in effect, the appointing program, college, or area must notify the awardee ***in writing*** of any significant change to the services or conditions of the appointment. Such changes include, but are not limited to:

- the amount and duration of the award
- any tuition and/or fee not paid by the program
- the average expected time per week or per semester of required duties
- description of the duties assigned to the student
- description of the conditions under which either the student or unit may terminate the award prior to its end-date
- criteria for reappointment of the award
- criteria for determining variations in stipend levels where such variations exist
- information on current IRS guidelines, Medicare, and the Public Employee Retirement System (PERS)
- graduate appointment procedures if any of the documents have been modified since the student's initial appointment.

Academic programs are strongly encouraged to include information on the [Graduate Student Health Insurance award](#), such as the online award application's URL and approximate application deadlines. The program's handbook for graduate study must be available to the student. Upon the student's acceptance of the offer, the program and the student are bound by the terms and

conditions set forth in the letter of appointment.

Graduate Assistant/Fellow Health Insurance Awards

The Graduate School offers two types of health insurance awards. Award A applies in the fall semester and continues to apply to the spring semester health insurance costs if the student qualifies in the spring semester. Award B applies ONLY to spring semester health insurance costs. Programs are responsible for notifying graduate assistants/fellows to apply for the Health Insurance Award. For details on GSHI criteria and application schedule please see:

<http://grad.uc.edu/student-life/awards/gshi.html>. To qualify for these award funds, the student must apply by their respective deadline and be in a UC-employed, graduate assistantship or fellowship position (not hourly) that pays a minimum of \$2,400 per term through UC payroll.

For the 2016-17 academic year, the Graduate School has been able to secure funding for a substantial increase to the Graduate Student Health Insurance (GSHI) Award. The eligibility requirements will remain the same, but the funding level is increasing from \$1,250 for the academic year (\$625/semester) to \$1,710 (\$855/semester). That increase will allow eligible graduate assistants to have 75% of their insurance costs covered through this award. While the Graduate School strives to maintain this level of funding, unfortunately **we cannot guarantee this level for years beyond 2016–17**.

If the student receives a health insurance award in the 2016-2017 academic year, a credit of \$855 will be put towards his/her health insurance costs at the start of each semester he/she is eligible for the award. For Award A, this is \$855 for fall or \$1,710 for both fall and spring semesters. For Award B, this is \$855 just for spring semester. If the student is awarded Award A, he/she is not eligible for Award B in the following spring semester. **The maximum award is \$855 per semester**. Health insurance coverage purchased for spring semester continues through the summer term for no additional cost.

Important Information

At the end of the award semester, the university will re-confirm students' eligibility to make sure that all requirements have been met (see <http://grad.uc.edu/student-life/awards/gshi.html> for requirements). Students who fail to maintain award eligibility are notified via their UConnect email account that their award is rescinded and they will be charged \$855 within 7 days, regardless of if the student paid UC health insurance or not.

It is the **student's responsibility** to check with the program that sponsors their Graduate Assistantship to make sure that the assistantship meets **all** criteria of the GSHI Award as outlined at <http://grad.uc.edu/student-life/awards/gshi.html>.

Please visit <http://grad.uc.edu/student-life/awards/gshi.html> for award criteria and application deadlines. Direct any questions to gshi@uc.edu.

Multiple Appointments/Employment

Graduate assistantship awardees are limited to 24 total hours of combined service and student hourly work while school is in session. In instances like this, the following policies regarding multiple appointments must be followed:

- Departments are responsible for monitoring of hours worked by student employees assigned to their unit; this is especially important for students who hold multiple student appointments.

- The program must closely monitor academic progress.
- The additional appointment must be terminated if a student does not maintain academic progress deemed to be acceptable by the program.

This limit applies only while school is in session. During scheduled breaks only, if students work more than 20 hours or they work more than the prorated salary hours required, they must be compensated at an hourly rate for the extra work. Students can be employed for a maximum of 40 hrs./week during scheduled breaks.

International students are limited to working 20 hours per week while school is in session and are limited to 40 hours per week during schedule breaks. All International Students must have onboarding conducted by the International Services Office. An international student on F-1 or J-1 immigration status contemplating employment should contact the International Student Services Office at 1-513-556-4278.

Summer Employment without Full-time Enrollment

For summer semester **only**, students who are not registered for graduate credit hours or are registered for less than 12 credits hours are eligible to be employed by their respective program, usually by performing the duties of their assistantship such as teaching or lab work. In this case, the student will receive a stipend for the work performed. Retirement funds and taxes will be withheld from the student's check.

Questions about options with retirement funds once separated from the university should be directed to [Human Resources](#) and/or [OPERS](#).

Graduate Assistants on Jury Duty

All graduate students are encouraged to participate when they are subpoenaed for jury duty. The student must seek his/her adviser's and program director's permission with the expectation that every effort will be made to accommodate the jury service. If the student's absence from UC will create a hardship, he/she should seek a deferral or make arrangements to cover his/her responsibilities during his/her absence. Such arrangements must be approved by his/her program director. Students serving on jury duty will be paid their normal university stipend during the period of service, *with the understanding that any compensation received for jury service must be returned to the university if his/her assistantship responsibilities remain uncovered. If the student makes arrangements to cover his/her assistantship commitment for the period in which he/she serves on jury duty, and if those arrangements are approved by his/her program director, he/she may keep the jury duty compensation in total. The student may also keep any travel reimbursement fees.*

Strike Policy for Graduate Assistants

In the event of a strike, graduate assistants are expected to fulfill commitments associated with their assistantships. Graduate assistants assigned to teach a course as part of their assistantship agreement are expected to teach the course during a strike. Graduate assistants who choose not to teach can lose their assistantship. If the student's responsibilities are associated with a course taught by a faculty member and the strike results in the course not being taught, which makes it impossible for the student to fulfill his/her responsibilities, the student will not be held responsible.

Sick Leave/Family Leave for Graduate Assistants

Graduate assistants do not accrue vacation, sick leave or other paid time-off. In the event of illness, a graduate assistant shall notify his or her supervisor as soon as possible on each day of such absence.

Holidays/UC Closing Policy for Graduate Assistants

Graduate assistants are not hired as essential personnel, and thus cannot be required to work during holidays or official UC closings (such as emergency closings due to severe weather, public emergency, etc.). Required weekly hours will be prorated based on the official holidays or closings during that week.

Military Duty

A graduate assistant who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time-off without pay. The graduate assistant should provide to the appropriate program official advance written notice of the call for impending training or active duty. Upon completion of military service or if discharged under honorable conditions, and upon prompt re-registration as a student, the graduate assistant shall be returned to his or her former assistantship in a timely manner, based upon availability.

Due to the temporary nature of graduate assistantships, if the assistantship is eliminated during the student's absence, then no obligation exists.

Termination

A graduate assistantship may be terminated at any time with or without cause, unless there is an explicit written contract between the student and the university that provides otherwise.

Workers' Compensation

The Ohio Workers' Compensation Law covers graduate assistants, who are paid by payroll and provides medical, income and survivor benefits in the event of accidental injury, occupational disease or death occurring in the course of, and arising from, employment.

Unemployment

Graduate assistants are not entitled to unemployment compensation.

Social Security and Medicare Tax

All Ohio public employees are exempt from paying social security. As of April 1, 2005, the optional exemption from participation in Ohio Public Employees Retirement System (OPERS) and the corresponding exemption from Medicare taxation are no longer available to student employees (including graduate assistants) not "enrolled and regularly attending classes." Therefore, doctoral candidates who have completed other requirements and are not enrolled while working on their dissertations are not eligible for the exemption.

Note that eligibility for the OPERS exemption continues to be based upon the statutory exception from social security and Medicare for student employees (including graduate assistants) under the Federal Insurance Contributions Act (FICA). In final regulations issued on December 20, 2004 and effective April 1, 2005 the IRS narrowed the definition of a student such that individuals

who are no longer engaged in classes or structured, supervised research activities that are necessary to complete degree requirements clearly do not qualify.

The final regulations also make the overall assessment of student status for purposes of the FICA exception subject to more stringent criteria than in the prior rules. One important change is that a “full-time” student employee (i.e., one whose normal work schedule is 40 hours or more per week) is ineligible.

Students enrolled during any semester on at least a half time basis (5 graduate or 6 undergraduate credit hours) and whose employment at UC is “incident to and for the purpose of pursuing a course of study” will continue to be eligible for the Medicare and optional OPERS exemptions during that semester and through the subsequent intersession.

Ohio Public Employees Retirement System (OPERS)

Membership in the Ohio Public Employees Retirement System (OPERS) is optional for students receiving graduate assistantships and who are being paid by payroll. These deductions are remitted to OPERS for the purpose of accumulating service credit toward future retirement benefits.

Graduate assistants may request exemption from OPERS membership by completing an OPERS Request for Optional Exemption. The form must be completed and submitted to Human Resources within 30 days of the first day of covered employment. OPERS exemption requests will be honored for the duration of a graduate assistant’s service but only during the times that they are registered for classes above the minimum number of hours to qualify for exempt status, and those classes are in session.

Upon termination of their position or graduation, graduate assistants who participated in OPERS can either leave their accumulated contributions on deposit to qualify for future retirement benefits, or request a refund of their accumulated contributions, and will be issued by OPERS. Refunds from OPERS are subject to federal and state income tax withholding, and reporting by OPERS is a taxable income on IRS Form 1099R. Questions about retirement funds should be directed to [Human Resources](#) and/or [OPERS](#).

UNIVERSITY FELLOWSHIPS

University of Cincinnati fellowships are financial awards that include tuition scholarships and stipends with no associated duties. The purpose of a fellowship award is to allow the recipient to concentrate exclusively on his/her studies; therefore, multiple appointments and/or employment by the University of Cincinnati are not permitted for students receiving fellowships.

The appointing program sends offers of fellowship awards in writing, including information about the amount and duration of the award; a general description of the academic obligations accepted by the student as part of the award; a reference to sources of information about academic requirements for degree completion; a description of the conditions under which either the student or unit may terminate the award prior to its end-date; and criteria for reappointment.

Students receiving fellowships should check with [Student Financial Aid](#) to be informed about the potential impact on their eligibility for aid. Income received that is not for services rendered (whether it be in the form of a fellowship, grant, or award) will be calculated in whether a student meets the Cost of Attendance for the University of Cincinnati.

If an awardee does not meet his/her enrollment obligation of at least 12 graduate credits toward his/her degree, the fellowship will be cancelled and the student is responsible for the tuition balance based on the date of cancellation or withdrawal. Graduate students who have accumulated more than 174 graduate credit hours (or 140 if their master's degree is from another institution) are not eligible for fellowships. (See [174 Graduate Credit Rule](#)).

For information on university-sponsored awards, please see the Graduate School website.

174 GRADUATE CREDIT RULE

Students receiving any university award and who receive funds from the State of Ohio are governed by the requirements and limitations described in the following paragraphs. Any student who becomes ineligible to receive state subsidy is not eligible to receive general funds financial aid (i.e., a stipend and/or tuition).

SEE 2017-2018 ADDENDUM

~~Graduate students who have attempted 174 graduate credit hours at the University of Cincinnati are not eligible for a university award for enrollment at or beyond the 174 hours. Hours attempted include hours for which credit has been awarded, as well as hours in progress or incomplete. **All graduate hours attempted at the University of Cincinnati**, regardless of program or student status, count toward the 174 total. Attempted hours do not include hours from officially withdrawn courses.~~

If a student earned master's credits at the University of Cincinnati (for either a partial or full degree), the exact number of these credits are deducted from the 174 credit hour total for which he/she can receive funding. This is true if the credits are earned at an earlier time and the student returns to the University of Cincinnati to continue graduate education, and it is true regardless of the discipline in which those credits were earned. For example, if a student has earned a master's degree in engineering and then chooses to pursue a master's and a doctoral degree in math, the credits earned to get the engineering degree are deducted from the 174 credit hours for which the student can receive state financial support (e.g., fellowships, assistantships, and scholarships).

Graduate students who have earned a master's degree or other equivalent or higher advanced degree at another institution are not eligible for a university scholarship or fellowship once they have attempted 140 graduate credit hours at the University of Cincinnati. If a student enters the University of Cincinnati with a master's degree from any institution other than the University of Cincinnati, he/she is credited with 34 graduate credit hours toward the 174 credit hour limit for state funding eligibility. Ohio can subsidize up to the remaining 140 credit hours. The 34 credit hours are deducted from the 174, regardless of the discipline and regardless of the graduate level at which the student enters the University of Cincinnati. For example, if a student has earned a master's degree in engineering at The Ohio State University and then chooses to pursue a master's and a doctoral degree in math at UC, the credits they earned to get their engineering degree are deducted from the 174 credit hours for which they can receive state financial support in the math program. Note that professional degrees, like a juris doctorate or medical doctorate do not count as a master's or higher equivalent for the purpose of comparative funding. Students who enter graduate school at the University of Cincinnati with a professional degree and no other advanced degrees are still eligible to receive up to the 174 credit hours of funding.

If a student enters the University of Cincinnati with only partial credit toward a degree from another institution, those credits are not deducted from the 174 total—even if the program he/she is entering at the University of Cincinnati agrees to accept transfer of those credits toward the student's degree requirements at the University of Cincinnati. The student can still receive state subsidy for up to 174 credit hours earned at the University of Cincinnati beyond those transferred in.

A student is not eligible for funding beginning with the semester in which said student will reach the 174 (or 140) attempted hours. For example, if a student has earned 167 graduate credit hours at the University of Cincinnati by the close of summer sessions and registers for (i.e., attempts) 12 credit hours for fall semester, he/she is ineligible for a university graduate scholarship or fellowship in the fall semester.

Any student ineligible to receive state funding is not eligible to receive university general funds financial aid, i.e., a stipend and/or tuition.

Note: For the purposes of this policy, a master's degree is one awarded by an American institution or a degree of equivalent value from a foreign institution. Students holding a master's degree from a foreign institution that is the equivalent of a bachelor's degree in the U.S. will have the higher limit (174). The higher limit will not be affected by a student's completion of course work short of a master's degree at another institution.

TAXATION OF CINCINNATI GRADUATE AWARDS

The university maintains a position that all income, from whatever source, is taxable and may be subject to withholding. The IRS maintains final authority on the taxability of all stipends, and in all cases the university cannot guarantee that any stipend is tax-exempt. The Graduate School will not review an individual award nor provide legal advice to individual students. In addition, students (not the university) are responsible for the withholding information which they submit on their W-4 forms at the time of appointment. Those students who receive a stipend during any academic semester and are not enrolled for at least half time will have Medicare tax and Ohio Public Employee Retirement System (OPERS) payments deducted from their checks. If a student is enrolled half-time or more, he/she may apply for an exemption from these fees in his/her program office. No taxes are withheld from fellowships, but students may still have a tax liability and should consult a tax adviser.

EXEMPTION FROM OPERS/MEDICARE FOR STUDENT EMPLOYEES

As of April 1, 2005, the optional exemption from participation in Ohio Public Employees Retirement System (OPERS) and the corresponding exemption from Medicare taxation are no longer available to student employees not "enrolled and regularly attending classes." Therefore, doctoral candidates who have completed other requirements and are not enrolled while working on their dissertations are not eligible for the exemption.

Note that eligibility for the OPERS exemption continues to be based upon the statutory exception from social security and Medicare for student employees under the Federal Insurance Contributions Act (FICA). In final regulations issued on December 20, 2004 and effective April 1, 2005 the IRS narrowed the definition of a student such that individuals who are no longer engaged in classes or structured, supervised research activities that are necessary to complete degree requirements clearly do not qualify.

The final regulations also make the overall assessment of student status for purposes of the FICA exception subject to more stringent criteria than in the prior rules. One important change is that a “full-time” student employee (i.e., one whose normal work schedule is 40 hours or more per week) is ineligible.

Students enrolled during any semester on at least a half time basis (5 graduate or 6 undergraduate credit hours) and whose employment at UC is “incident to and for the purpose of pursuing a course of study” will continue to be eligible for the Medicare and optional OPERS exemptions during that semester and through the subsequent intersession.

EXTERNAL SOURCES OF FUNDING

Tuition scholarship and fellowship funding is provided to graduate students by a wide variety of governmental and private sponsors. UC’s [Financial Aid website](#), the [Office of Nationally Competitive Awards](#) and local and university libraries are potential sources of information about these funding opportunities. The [Office of Nationally Competitive Awards](#) provides workshops, application writing assistance and university endorsement (for applicable awards). Students may also visit the [Office of Research](#) for more information on upcoming grant opportunities, grant writing workshops, and searchable research opportunity databases.

FEDERAL FINANCIAL AID

See the [Student Financial Aid website](#) for more information on federal financial aid (including summer aid). The Graduate School does not regulate or audit any outside fellowships or other outside funding a student may receive. However, it is advised that students with outside funding consult with the [Financial Aid Office](#) to see if and how the outside funding may or may not affect other Financial Aid eligibility.

GRADUATE CREDIT AND GRADES

GRADUATE CREDIT POLICIES

Credit towards a graduate degree or certificate can only be earned for those courses in this university that are listed as graduate in the [Schedule of Classes](#) or which have been approved in writing by appropriate program authority for inclusion in the curriculum.

ADVANCED STANDING, TRANSFER OF GRADUATE CREDITS

Students who have completed graduate work at other schools or at UC may petition their graduate program director for transfer of credits to be applied towards a master's or doctoral degree at the University of Cincinnati. This petition is evaluated by the program that has been petitioned. A University of Cincinnati graduate program can accept or reject transfer credits at its own discretion, regardless of the graduate degree program or discipline in which they were earned.

Should the program choose to accept the credits, the program (not the student) will complete an online form that will be accessed in GradTracker.

The number of credit hours transferred from a course taken at another institution into a program at the University of Cincinnati cannot exceed the number of credit hours given for a University of Cincinnati course that covers equivalent material. (When converting quarter hours to semester hours, 3 quarter credit hours are equal to 2 semester credit hours; 1 quarter hour equals 2/3 semester credit hours.)

Normally, credits are not transferred if they were earned more than five years prior to the date of the student's application to the University of Cincinnati program that is considering the credit transfer without approval by the Director or Associate Dean of the Graduate School.

Some students may wish to take courses outside the university while they are a matriculated student in a UC degree program. If a student wishes to take courses from outside the university as part of their graduate degree at UC, they must obtain advance approval from their program for those transfer credits prior to enrolling in the outside courses.

Advanced Standing by Exam

An incoming graduate student may be given an exam (oral or written) to determine the knowledge level he/she has obtained. This may result in a student being exempted from taking required graduate courses in their program at UC. Advanced standing credits will be issued for the graduate courses from which he/she has been exempted.

Certificate Program, Allowable Transfer Credits

In no case may more than 50% of the final program requirements for a graduate certificate be satisfied by credit transfer from another institution. At least 50% of graduate credits must be completed while matriculated in the graduate program granting the certificate.

Master's Degree, Allowable Transfer Credits

In no case may more than 50% of the final program requirements for a Master's degree be satisfied by credit transfer from another institution. At least 50% of graduate credits must be

completed while matriculated in the graduate program granting the degree. The minimum number of graduate credits to earn a Master's degree is 30 credits, but many programs require more credits, and students should confer with their individual programs to ascertain program requirements.

Doctoral Degree, Allowable Transfer Credits

Doctoral degrees are conferred on the basis of sustained study and high scholarly attainment in a specialized field. In no case will the degree be granted for less than three years of full-time graduate study or its equivalent. Individual program requirements vary, but eligibility for graduation typically requires either a minimum of 90 graduate credits beyond the bachelor's degree or 60 graduate credits beyond a master's degree. The last 30 credits must be completed while matriculated in the graduate program granting the degree, and performed under the direction and supervision of University of Cincinnati faculty.

Graduate Credit from Other Programs at UC

The maximum number of credits that a University of Cincinnati student can transfer from unclassified graduate status (or as an undergraduate taking graduate courses) to a specific degree program is 12 credits.

If a student is changing from one UC graduate degree program to another UC graduate degree program, the program into which the student is transferring can accept up to 50% of degree requirements as transferred credits from UC graduate courses.

UC Dual Degree Cross-Credit

In the case of a student who is enrolled in an official UC Dual Degree program, the maximum cross-credit that can be applied is 10 semester credit hours. This means that up to 10 semester credit hours can be applied as credit toward both degrees. Please see the [Dual Degrees](#) page of the Admission section for a listing of official Dual Degree programs at UC.

Enrolling in Non-UC Classes through the Greater Cincinnati Consortium of Colleges and Universities

The University of Cincinnati is a member of the Greater Cincinnati Consortium of Colleges and Universities. Consortium classes are those not generally available at the University of Cincinnati but which can be used to satisfy degree requirements. The student must have met all tuition commitments at the University of Cincinnati and must observe all regulations of the host institution. For additional information, participating institutions, and registration instructions, consult the [Greater Cincinnati Consortium of Colleges and Universities](#) page of the Registrar's Office website. Ultimate approval is at the discretion of the program.

Graduate Credit for Undergraduate Students

Any program may allow seniors to register for graduate courses for graduate credit before those students have completed the baccalaureate degree. It is recommended, if the program permits such registration, to limit the privilege to students with senior status and a grade point average of at least 3.0 (higher in some programs). This is evidenced by a written request from the student that is signed by an authorized member of the graduate program. Upon approval by the graduate program and the course instructor, graduate credit will be given for the courses. A maximum of 12 semester graduate credits can be earned in this manner. Credit will not be given toward both graduate and undergraduate degrees for the same course.

Graduate Credit Earned in 6000-Level Courses

Starting in Fall 2016, all 6000-level courses will become graduate only. In the past, 6000-level courses were available for either undergraduate or graduate credit (to earn graduate credit, students selected the graduate level designation (G) in these courses, indicating that additional work was required beyond that required of undergraduates in the course). PLEASE NOTE: with the transition to the new use of course numbers, there will be no change to the graduate (or undergraduate) credits earned previously in the earlier version of these courses.

GRADING

Final Exams

Exams are held during the last week of the semester after classes have ended. For each term's full final examination schedule, consult the [Calendars page](#) of the Registrar's Office website.

Make-up Final Exams

Special policies may govern the taking of missed final exams. Students and faculty members should check the college office or program office for specific details. Every student is responsible for the material presented in his/her class. Arrangements for make-up work and tests are determined by the instructor. Absences incurred by students officially representing the university will be excused, provided that official notification of such absence has been given in advance to the instructor.

Grade Reports

[Grade reports](#) may be viewed online immediately following submission of final grades by the instructor. Grade reports include total graduate hours and hours for the current semester. Credits carried and earned, and quality points, are computed each semester. In addition to appearing on students' grade reports, these hourly totals are posted on the permanent academic record. "Credits carried" include all credit hours with grades other than *P, U, T, I, W, UW, SP, UP* and *N/NG* (no grade reported). Credits earned includes all credit hours for which grades of *A, A-, B+, B, B-, C+,* or *C* are reported. "Credits carried" differs from credits earned by the sum of credit hours with grades of *F, UW* and *I/F*, while "Total graduate hours" is the sum of credits earned, *P* hours, *SP* hours, *UP* hours, *NG* hours, and advanced standing. All graduate work, regardless of the University of Cincinnati college in which the work was done, is accumulated for graduate students. Approved transfer credits are included in the sum of credits earned, but quality points for those credits are not included in the grade point average.

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

The instructor who assigns the incomplete grade may set a specific date (up to one year) by which the student must complete the remaining course work. The student must work with the instructor to develop an agreement that indicates the date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the student with a full year to complete the remaining course work. If the remaining course work is

completed within the time period agreed upon by the instructor and the student, and that completion occurs within the one year, then the instructor will submit, to the Registrar's Office, a change of grade based on the quality of the remaining work. If no specific time for completion is set by the instructor, the student has one year (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the one-year period (i.e., one year from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F".

For the complete graduate grading scale and a definition of all grades, consult the [Grading Scales and Definitions page](#) of the Registrar's Office website.

Grades Assigned to Research Courses That Are Repeated

If students are working on dissertation or thesis research beyond the required 7 research credits for dissertation or the number required for thesis by their program, they should be registered in the appropriate research course (e.g., Individual Dissertation or Individual Master's Thesis), and the course work graded as *P* or *UP*, not *NG* or *I*. Students should be graded for the semester based on their progress/achievements in that semester.

SP grades should no longer be used as long-term placeholders while students complete long term projects. If an *SP* grade is used, it must be converted to a final grade by the end of the following semester. An *SP* grade should only be used for short-term extensions to allow completion of specific assignments. *NG* grades are also not appropriate as long term placeholders. Students should be graded for the semester based on their progress/achievements in that semester.

Change-of-grade forms for research courses are initiated by the instructor and submitted directly to the Registrar's Office. They do not need to be approved by the Graduate School.

Note: The definition of a "research course" is a course outside of formal class work or instruction that allows a student to be registered as a graduate student while he/she is working independently on his/her thesis or dissertation under the guidance of his/her adviser or dissertation committee. This policy also applies to internships and other multiple semester or series courses.

Pass/Fail Grades

An instructor may request approval for pass/fail grading for an individual student in his/her class prior to the first day of class. A graduate student can take a course on a pass/fail basis (*P* or *U* grade) when approved by his/her adviser and instructor. An instructor is not required to accept a student on such a basis.

Grade Changes

A change of grade is only appropriate for an *I*, an *NG*, an *SP/UP*, or an error made by the instructor. Instructors may change an *I* or *NG* grade online for one calendar year minus eight days. To request a change of grade for a non-research course for graduate credit after this period, or an *F* grade any time, the instructor must do an official, paper change of grade form and forward to the Director of the Graduate School along with a reason for requesting the grade change. The Director will approve or deny the request after consideration of the reason for the change. *SP/UP* grades must be converted to a final grade by the end of the following semester.

SP grades should no longer be used as long-term placeholders while students complete long term projects.

An *SP* grade should only be used for short-term extensions to allow completion of specific assignments. Students should be graded for the semester based on their progress/achievements in that semester.

Previously recorded grades may not be changed to *W* since *W* reflects an official withdrawal that took place by the 58th calendar day of classes and would already have been recorded for the student. It is also not appropriate for any recorded grades or registration status to be changed to *W*. **Students cannot withdraw from a class retroactively.** If an *F* is in a non-required course or the required course has since been retaken for a passing grade, the Program Director at certification may request a waiver of the *F* grade from the Associate University Dean.

If a student is assigned an *I* (incomplete) in a course, he/she has one year in which to complete the course requirements and earn a grade. If the student completes his/her course requirements within the year, to the instructor's satisfaction and the agreement previously set between the instructor and student the instructor changes the *I* to a letter grade online as described above. If the student does not meet the instructor's requirements, the *I* automatically converts to an *I/F* after one year. Once the *I/F* is on the transcript it can only be removed if the course instructor determines that a change of grade is appropriate and then forwards an official, paper change of grade form to the Director of the Graduate School with a rationale for the change. The change is subject to the approval of the Director of the Graduate School.

Just as a student cannot withdraw from a course retroactively (i.e., after the semester is over), he or she may not arrange for an Incomplete "*I*" grade after the close of the term. In other words, both *I* and *W* grades must be arranged by the student with the instructor while the course and semester are still in progress, and cannot be awarded retroactively.

NO Grade Replacements for Graduate Students

Please note, if a graduate student re-registers and re-takes a course, both grades **will** be included in the student's overall GPA. **There are no grade replacements at the graduate school level.** The process to make a grade change cannot be initiated by a student. The course instructor of record **must** send the form. At no time should a student be in possession of a change of grade form, Note: that an *I/F* grade is governed by the same policies that govern the *F* grade and is weighted into the student's GPA in the same fashion.

MAINTAINING GRADUATE STUDENT STATUS

Maintaining graduate student status signifies that the student is actively engaged in making progress towards his/her degree and meeting program requirements. Graduate status determines which students may use facilities of the university, may participate in the university governance process and student organizations, and are covered by the [Student Code of Conduct](#) and the grievance process. A University of Cincinnati graduate student must hold a baccalaureate degree, its equivalent or higher and must have been accepted for admission into graduate study by the appropriate graduate program. A student may pursue a graduate degree on either a part- or full-time basis.

MINIMUM CREDITS/REGISTRATION REQUIREMENTS

To maintain graduate status at the University of Cincinnati, students must register at UC for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) in an academic year. If the student is registered in Fall semester for at least one graduate credit, he/she will maintain graduate student status throughout the entire academic year, fall through summer. Credits that are audited or in which a student receives a *W*, *UW* or *F* do not count toward the minimum credit requirement. Any student that does not register in the fall of an academic year and has not registered for the previous two academic years, will automatically be exited from his/her program. A student whose status has automatically terminated because of failure to register during an academic year will no longer be considered a graduate student but may seek reinstatement (see [Reinstatements](#)). Also note that students wishing to use many UC resources, such as university housing, campus laboratories, office space, equipment, campus recreation center, computer labs, etc. may need to be registered. Students should check with specific facilities for their particular requirements.

Dual Degree Programs: In dual degree programs, students must be registered for at least one graduate credit that contributes to degree requirements in one of the two programs (as determined by the program) during the academic year in which they graduate with their dual degrees.

FULL-TIME COURSE LOAD

Students must be registered for 10 or more graduate credits each semester to be considered full-time students, 12 if holding a university sponsored graduate assistantship or fellowship. Audit or undergraduate credits do not count toward full-time status and may not be supported by a University Graduate Award.

PART-TIME COURSE LOAD

Students who can devote less than full time to graduate study may register for the number of graduate credits judged by their program advisers to represent the appropriate fraction of a full-time load. However, doctoral students must still be enrolled for at least 10 graduate credits in his/her program in each of two semesters (including summer semester) during a span of three consecutive semesters. (This is a Board of Trustees residency requirement.) Full-time UC employees using their tuition remission benefit to complete a part-time doctoral program may request a waiver of this requirement from the Associate Dean of the Graduate School. (See [Doctoral Degrees Policies and Procedures, Course of Study](#).)

Enrollment requirements for achieving residency cannot be reduced for doctoral students, regardless of whether a student will be enrolling part-time after achieving residency. Students should confer with their program to ascertain program policies pertaining to part-time student status. The only part-time doctoral students for which a waiver of the residency requirement can be requested of the Associate Dean of the Graduate School is for full-time UC employees using their tuition remission benefit to complete a doctoral program.

REDUCED COURSE LOAD (INTERNATIONAL STUDENTS)

Once an international student has finished all required course work and will no longer be enrolling full time, she/he may choose to enroll with a reduced course load. In order to do this, the student must obtain a "reduced course load certification" from UC International Services. International graduate students who have completed all required course work MUST register for at least one graduate credit hour during an academic year (preferably fall semester) to maintain university and immigration status. However, an international student must register for one graduate credit hour each semester (excluding summer) if: he/she lives in university housing; has office space or uses university equipment, or laboratories; uses any university facilities including computer labs, libraries, practice facilities or recreational facilities; or if he/she is authorized for Curricular Practical Training. Unless an international student registers for 6 credit hours or more he/she will not be charged for the university student health insurance policy. If needed, an international student is eligible to purchase university student health insurance if he/she is a graduate student and registered for one credit hour. However, the student MUST go to the student health insurance office and enroll to get it. If the student decides not to get the university policy, she/he MUST have insurance while in U.S.; information on policies that can be purchased can be obtained from UC International Services (7148 Edwards Center One) or the office's [website](#).

An international student needs to be aware of how reduced course load affects his/her ability to work on campus. International students are permitted to work on campus 20 hours a week while school is in session. There is no hourly limitation during scheduled breaks (i.e., summer semester, spring break, break between the end of fall semester and the beginning of spring semester) and students can work up to 40 hours a week.

While registering for 1 credit hour (or not enrolling at all), it is assumed that the student is writing her/his thesis or dissertation full-time for that semester as well as the semesters not enrolled. As such, international students can only work 20 hours a week except during the breaks stipulated above. Students who are "enrolled and regularly attending classes" are eligible for the optional exemption from withholding in the Public Employees Retirement System (PERS). Such students are also exempt from withholding of Social Security and Medicare taxes. "Enrolled and regularly attending classes" is defined as half-time enrollment for the current term (5 or more credit hours for graduate students). Graduate students actively working on a thesis who are registered for 1 credit hour are not considered enrolled and regularly attending classes. As such, PERS deductions would be taken from a student's paychecks.

Graduate Assistants on Reduced Course Load will need to register for at least one credit hour for each semester they will be working as grad assistants (whether as a teaching assistant or research assistant). Students funded by grants do not need to be registered for 12 credit hours.

Many international graduate students who have completed all required course work decide to return to their home country while working on their thesis/dissertation. It is important to

understand that if an international student leaves the US for more than 5 months his/her current SEVIS record will be terminated. In order to return to the US, UC International Services will need several things. First, the office needs the student's college/department to certify that she/he is still a student in good standing and when she/he will complete the program. Next the student will submit proof of financial support for the remainder of her/his program of study. Upon receipt of these two things UC International Services will create a new SEVIS record for the student and send him or her a new I-20. Federal regulations will require that the student pay the \$200 SEVIS fee again and go to the US embassy and get a new F-1 visa stamp before he/she can reenter the US. If the student plans to leave the US for a period of at least 5 months, she or he should notify UC International Services prior to departure.

MEETING PROGRAM REQUIREMENTS

Students who continue on active status in their program without interruption are responsible for meeting all current requirements, including requirements that are added or revised since the student first entered the program. *Students reinstated into their program are responsible for meeting the program requirements applicable at the time of reinstatement.*

MINIMUM ACADEMIC PERFORMANCE

The Graduate School requires that a student must have an aggregate grade point average (GPA) of at least 3.0 to obtain a graduate certificate or degree at the University of Cincinnati. The GPA used for this purpose should aggregate all graduate-level coursework completed since the student's matriculation into the particular degree program from which she or he seeks graduation. Transfer graduate credits may also be accepted at the discretion of the degree program (and within Graduate School limits), and any transfer credit coming from courses taken at the University of Cincinnati will contribute to the GPA certified for graduation. Please NOTE that programs establish minimum academic standards that may exceed the overall university standards provided above, so students need to be aware of their program requirements.

INTERNATIONAL STUDENTS, MAINTAINING IMMIGRATION STATUS

The responsibility for maintaining immigration status lies with the student. Key information on maintaining immigration status is listed below. Full information is available in the [International Student Handbook](#). To maintain immigration status, international students must:

- 1. Maintain full-time enrollment and normal progress toward their degree.** An international student must be registered for 10 hours of graduate coursework leading to a specific graduate degree during each consecutive semester of an academic year, excluding summer, in order to meet federal requirements to maintain immigration status. Once an international student has completed all course work and is working on his/her thesis or dissertation, he/she must register for at least one research credit each academic year to retain proper university and immigration status. Such students must submit a Reduced Course Load Certification Form to UC International Services upon completion of all required course work.
- 2. Work no more than 20 hours per week on campus.** An international student is permitted to engage in on-campus employment only and is limited to working no more than 20 hours per week while school is in session. Working more than 20 hours per

week is a violation of student status and could lead to any number of penalties, including deportation. During summer and other breaks there is no hourly limitation and students, domestic and international, can work up to 40 hours a week.

- 3. Obtain extensions of their permission to stay in the U.S., as required.** DHS regulations state that a student on an F-1 visa may stay in the U.S. for the duration of an educational program or a series of educational programs (for example, from an undergraduate degree through a master's degree) plus the duration of optional practical training and then an additional 60 days. However, a student who does not complete the stated education program within the time indicated on his/her I-20 form must request a program extension prior to the completion date. A student who does not request a program extension is out of status and must be reinstated by the DHS. There are laws that severely penalize non-immigrants who violate their status through overstays. Please make sure an I-20 does not expire.

A J-1 student may stay in the U.S. for the duration of an educational program or series of educational programs plus the duration of academic training and an additional 30 days.

All J-1 students sponsored by the University of Cincinnati must make an appointment with UC International Services in Suite 7148, One Edwards Center prior to the expiration of the DS-2019. A J-1 student sponsored by organizations other than the University of Cincinnati (for example, Fulbright, LASPAU, etc.) must contact his/her sponsoring agency (the organization issuing the DS-2019).

- 4. Get approval from the Department of Homeland Security (DHS) or UC International Services to work off campus.** An international student is not eligible to work off-campus until he/she has been a full-time student for at least one academic year. At that point the student *may* be eligible provided there is a legitimate "academic" or "economic necessity." The student must make an appointment with an International Services staff member to discuss eligibility. As very few students are approved for off-campus employment by the DHS, it is important that international students have sufficient financial support to fund their entire stay at the University of Cincinnati. A student can work off campus through Curricular Practical Training if the work is an integral part of degree completion. Such employment must be authorized through UC International Services.
- 5. Maintain a valid passport!** Each student's passport must be valid for a minimum of six months beyond his/her expected date of entry into the U.S. For example, if the student will enter the U.S. on September 1, 2009 his/her passport should be valid until at least March 1, 2010. Renewal applications must be made with the Embassy or Consulate of the country issuing the passport, and a certification of student status from the University of Cincinnati will be required. (This can be obtained from UC International Services.)
- 6. Notify UC International Services of transfer to another school or a change in educational program.** An international student planning to transfer to another school should confer with an adviser in International Services. The new school will require certification of proper student status and eligibility to transfer. UC International Services will need to "release" the student's SEVIS record to the new school in order to transfer.

A transferring student must report to the international office of the new school within 15 days of the beginning of classes to have the transfer processed.

Reporting a Change of Address

An international student is required to report any address change to the university within 10 days of the change. This includes address changes of any dependents as well.

Changing Degree Programs

Any time an international student changes majors (such as chemistry to math) or degree levels (such as masters to doctoral) he/she must obtain a new I-20. No later than the 15th day after starting the new program, the student must obtain a new I-20 from UC International Services. A student must provide evidence of acceptance to the new program and proof of financial support for the new program.

Visa Expiration/Renewal

This procedure is only necessary when the student intends to travel outside the U.S. and the visa is expired. The visa need not be renewed if the student is traveling in Canada, Mexico, or other contiguous U.S. territories for less than 30 days. A student cannot renew a visa in the U.S.; he/she must visit the American Consulate/Embassy Office in the country he/she is visiting in order to get the renewal date issued. The following documentation is required: a valid passport, a properly executed I-20 or DS2019, proof of financial support, and/or a letter of certification.

Traveling Outside the United States

An F-1 visa holder needs the following documents to re-enter the U.S. after a temporary absence: 1) page 3 of form I-20 endorsed by International Services, 2) a valid passport and U.S. visa, 3) verification of adequate financial support, and 4) verification of enrollment.

Note: A new I-20 is required only if there has been a change in the student's field of study, degree level, in the source or amount of funding, or if all the endorsement lines are complete. Requests for a new I-20 or for a signature on page 3 must be made **at least 5 business days before a student's planned departure.**

A J-1 visa holder needs the following documents to re-enter the U.S. after a temporary absence: 1) a valid DS-2019 (pink copy) endorsed by International Services (or sponsoring agency), 2) a valid passport and U.S. visa, 3) verification of adequate financial support, and 4) verification of enrollment.

Note: A new DS-2019 is required if the student's current DS-2019 will expire before he/she plans to re-enter the U.S. or if the program of study, degree level or finances have changed. Requests for a new DS-2019 or for a signature on the pink copy must be made **at least 5 business days before the student's planned departure.**

More information for international students (varying from immigration regulations to cultural issues) can be obtained in the [International Student Handbook](#).

TIME TO DEGREE

Master's Degree

- The minimum requirement for the master's degree is the equivalent of one academic year of full-time graduate study, consisting of at least 30 graduate credits completed to the satisfaction of the student's program.
- All master's requirements must be completed no later than five academic years from the date of matriculation into the degree program for students beginning their program autumn 2007 or thereafter.
- All master's requirements must be completed no later than seven academic years from the date of matriculation for students beginning their programs prior to autumn, 2007. (See [Master's Degrees Policies and Procedures, Course of Study.](#))

Doctoral Degree

- The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study.
- All requirements for the doctoral degree must be completed within nine consecutive academic years of the date of matriculation into the program.
- A doctoral student must be enrolled for at least 10 graduate credits in his/her program in each of two semesters (including summer semester) during a span of three consecutive semesters. (This is a Board of Trustees residency requirement.) Full-time UC employees using their tuition remission benefit to complete a part-time doctoral program may request a waiver of this requirement from the Director of the Graduate School. (See [Doctoral Degrees Policies and Procedures, Course of Study.](#))

Time to Degree and Extensions

The Board of Trustees stipulates a time limitation of 5 years (7 years if student's entry term was prior to autumn 2007) for the master's degree and 9 years for the doctorate degree from the time of matriculation to graduation, whether part-time or full-time. Under extenuating circumstances, students may petition the Director of the Graduate School, through their program office, for extension of the time limit for attaining their degree. To apply for an extension, the student must download a [Graduate Petition for Reinstatement and/or Extension Form](#) and submit the completed form (signed by his or her adviser) to their graduate program office. The form must include:

- a description of progress towards degree, including copies of all annual progress reports for the student from his/her thesis/dissertation committee
- degree completion to date
- plan for degree completion
- a letter of support from the graduate program director
- signatures of the student's graduate program director, associate dean and faculty adviser

The graduate program office will then submit the petition and required documentation to the Graduate School Office for review by the Director of the Graduate School.

Reinstatements

Students who have not been registered for at least one graduate credit hour at UC that contributes to degree requirements (as determined by the graduate program) in an academic year (fall-summer) are considered inactive. To regain active student status, students may

petition the Director of the Graduate School, through their program, for reinstatement. To apply for a reinstatement, the student must download a [Graduate Petition for Reinstatement and/or Extension Form](#) and submit the completed form (signed by his or her adviser) to the graduate program director. The form must include:

- a description of progress towards degree, including copies of all annual progress reports for the student from his/her thesis/dissertation committee
- degree completion to date
- plan for degree completion
- a letter of support from the graduate program director
- signatures of the student's graduate program director, associate dean and faculty adviser

A reinstatement fee equal to the current tuition for one graduate credit for each of the unregistered years up to a maximum of 3 years is assessed and communicated to the student via an approval letter. Reinstatement fees are due 2 weeks after formal approval. A service block may be added to a student's account blocking registration until the reinstatement fee is paid.

Reinstatements are available to students who have been inactive for **one–two academic years**. Students who have not been enrolled for any credits in their graduate program for three or more consecutive academic years are not eligible for reinstatement and must apply for readmission to the university. (See [Readmission](#).)

Petitions for reinstatement and extensions must be received by the Assistant to the Associate University Dean in the Graduate School Office no later than 3 weeks prior to graduation for the student to be certified for graduation in that semester. Petitions received after this time will not be approved in time for graduation that same semester. Late petitions will be held through the next processing period and a decision will be granted in time for the next graduation.

Students who have not completed their requirements by their time-to-degree limit and neglected to get an extension before reaching the limit are on inactive status regardless of registration in each academic year and are required to apply for reinstatement if they wish to continue in their program. These students must also apply for an extension of their time-to-degree. (See [Time to Degree and Extensions](#).)

Readmission

Graduate students who have been inactive (not enrolled in their program) for **three or more academic years** are not eligible for reinstatement and must apply for readmission to the university. Readmission does not change the student's **original entry date**. Time to degree will be calculated from his or her first entry date. To apply for readmission, the student must submit a completed [Readmission Form](#) with the \$65.00 processing fee to his or her program office. Additionally, if the student has exceeded time to degree limits, the student should submit a [Reinstatement/Extension form](#) with the Readmission to specify the term in which the student will graduate.

The readmission process is an opportunity for careful consideration of the former student's progress and length of time between his or her inception into the program and completion of remaining requirements. This may result in readmission, readmission with conditions, or denial of readmission.

The readmission application must include a written plan for completing remaining degree requirements and removing any standing impediments to graduation, including any I/F,

F, NG grades and courses required for graduation. This plan should include a timeline that describes the student's progress toward degree completion to date.

Upon approval, the student must pay a readmission fee equivalent to in-state tuition in effect at the time of readmission for three graduate credits. The processing fee will be applied to the readmission fee. Payment must be made to the University of Cincinnati in the form of a certified/cashier's check or money order. The Graduate School cannot accept cash, personal check or credit/debit card. A service block may be added to a student's account blocking registration until the reinstatement fee is paid.

The student must also complete, sign and return the supplemental form along with the certified check or money order for the readmission fee to the Graduate School office. Once the payment and supplemental form have been received in the Graduate School office, the service block will be lifted.

Leaves of Absence

Under special circumstances, graduate students may apply for leave of absence from formal study at the university for a specific period up to one academic year. Assuming appropriate documentation is provided, the circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity leave, or death in immediate family. The rationale must be documented by the applicant.

An approved leave of absence preserves the student's status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period. A leave may be renewed for up to one additional academic year if the student applies for a leave extension at least four months prior to the end of his or her initial leave. Renewal of a leave is subject to the approval of the program, college, and the Graduate School.

While the Graduate School leave of absence is only necessary for students who will be unable to register for a full academic year, programs may have more strict and specific registration policies and leave of absence policies. Students should also consult their program handbook if there is a legitimate need not to register for any amount of time.

To apply for a leave of absence, a student must download the [Request for Leave of Absence Form](#) and submit the completed form with appropriate documentation (e.g. doctor's letter or military orders) to the program director. The program director will forward the application to the department head and college dean for approval. Upon approval of the dean, the dean forwards the application to the Director of the Graduate School. The Graduate School will notify the student in writing of the approval or denial of the request. If approved, the Leave of Absence will be noted in the student information system by the Graduate School.

Note: Students with financial aid or student loans should confer with the Financial Aid Office prior to requesting a leave of absence to ascertain the consequences of a leave on their loan status. Students should also be aware that any scholarships or assistantships are not guaranteed to be available when a student returns from a leave of absence.

Processing Reinstatements, Extensions, Readmissions, & Leave of Absences

Graduate Program Coordinator

1. Verifies accuracy of information on petition using student information system
 - a. Degree level
 - b. Entry term – Master’s student (7 years prior to 07A; five years as of 07A); Doctoral student (9 years)
 - c. Last term registered
 - d. Years of non-registration
 - e. All prior extensions granted (for Extension only)
2. Forwards petition along with required documentation, including program letter of support, and required signatures (faculty advisor, graduate program director and college associate dean) to the Graduate school, ML – 0627.

Graduate School

1. Reviews petition for approval/denial
2. Sends a letter by email to student regarding decision and stating fees, if applicable. The faculty advisor, the graduate program director and graduate program coordinator are copied on the email. A copy is placed in the student’s file at the Graduate School Office.
3. Enters receipt of payment in the student information system.
4. Maintains record in Graduate School office of payment made.
5. Enters extension and date of time to degree in the student record
6. Sends supplemental form to Registrar’s office for current residency data if applicable

Withdrawal from Program

Students must notify their departments in writing and copy the Admissions Program Manager [Amy Robinson Wheeler](#) in the Graduate School regarding their intent to withdraw from their programs.

Dismissal from Program

Students must consult with individual programs concerning dismissal policies. If a program dismisses a student, the program must copy the Admissions Program Manager in the Graduate School on the notification to the student.

MASTER'S DEGREE POLICIES AND PROCEDURES

COURSE OF STUDY

The course of study for the master's degree is planned with the adviser and is subject to approval by the program graduate committee or its equivalent. It must show a reasonable degree of concentration on interrelated subjects.

Programs will recommend students for degrees only after students have developed and demonstrated the necessary intellectual maturity and have fulfilled all other university requirements. At least once an academic year, the graduate program director or the graduate student's adviser shall inform the student in writing of his/her academic progress in the master's degree program. An annual Academic Progress Report or some other form of formal evaluation of progress is required throughout each student's program.

Students must take a minimum of one graduate credit that contributes to degree requirements (as determined by the graduate program) per academic year (fall-summer) to maintain active status. If a student does not maintain active status, he/she may apply for reinstatement within three years or apply for readmission to his/her program thereafter. There are fees associated with these steps. (See [Maintaining Graduate Student Status](#), [Reinstatements](#) and [Readmission](#).)

CREDIT HOUR REQUIREMENTS

The University of Cincinnati is on a semester system. Although qualification for the master's degree is not based exclusively upon the completion of a definite number of hours of course work, the satisfactorily completed graduate work must consist of the equivalent of a minimum of one academic year of full-time graduate study consisting of at least 30 graduate semester credit hours, including any thesis or research project.

Credits earned in professional law or medicine programs are not applicable to the 30 credit minimum. Some master's programs are completed in one year whereas other programs require two or three years.

CANDIDACY

There is no formal candidacy status for the master's degree. However, some programs do have defense requirements, so each student should confer with his/her adviser or program director to ascertain the requirements of his/her specific program.

THESES, RESEARCH PROJECTS, EXAMINATIONS

A master's thesis is required by some programs. Preparation of a thesis demonstrates the student's ability to communicate and to evaluate critically. Information about [preparing an electronic thesis](#) is available on the Graduate School's website. The student should consult with his/her program office for additional forms required other than what appears on the graduation checklist.

Thesis Evaluation Process

Each master's degree student undergoes an individual evaluation process at the end of his/her program. This evaluation process is defined as satisfactory demonstration of mastery of subject matter in which the graduate student is seeking the master's degree. This demonstration is an individualized evaluation of each master's candidate that is monitored and documented by at least two faculty members, at least one of whom must be a member of the graduate faculty (i.e., a tenured or tenure-track member of the U.C. professoriate; see this handbook's section on [doctoral dissertation committees](#) for a [full definition of the phrase "Graduate Faculty"](#)).

Faculty with emeritus status may remain on the committee if they were members when the proposal was accepted and were full-time tenured, graduate faculty. A faculty member originally on a student's committee who leaves UC to take an academic position elsewhere may also continue to serve on the student's committee if both the faculty member and the student agree to continue the relationship. However, neither an emeritus professor nor a faculty member from another institution may serve as chair of the committee. The student must submit the completed thesis to the thesis committee for critical evaluation.

Submission of Thesis

Once a thesis has been approved by his/her committee, the candidate for the master's degree must submit an electronic thesis by following the most current detailed instructions online at <http://grad.uc.edu/student-life/graduation.html>. Master's students who are not required to complete a thesis should consult their academic programs for the capstone experience required in their programs.

In some programs the final capstone event may be in the form of a comprehensive exam or research project; in others, the final evaluation may appropriately be a recital, performance, or exhibition. The specific nature of the final evaluation is determined by the academic unit offering the master's degree program. If questioned, the appropriateness of a final evaluation will be decided by the University Graduate Council. Students who have written a thesis are expected by the Graduate School per their program requirements to make a public announcement of their thesis defense, including time, date, and title of the public presentation.

GRADUATION

One semester prior to the semester in which a student anticipates graduating, the student should:

- confer with his/her program office staff;
- consult the [Graduate School's website](#) for deadlines, instructions on submitting his/her electronic thesis;
- visit the [Graduate School's website](#) to determine if he/she is defined as a thesis or non-thesis student or consult with your program.

Application to Graduate

Students must: (1) complete academic requirements and (2) complete the official online [Application to Graduate](#) by the deadline for the semester in which they expect to graduate. Deadlines are firm and failure to meet them will delay students' graduation until the following semester, when they must then submit a new application for their revised graduation date.

All students applying to graduate will be assessed a **non-refundable** graduation application fee. The fee will be assessed each semester a student applies for graduation.

Some PhD programs incorporate a master's degree. For students in such programs, a request must be made to [Carol Gundrum](#) the semester the student plans to graduate with the master's degree so that an application can be added.

- Students will not be able to complete a graduation application if their candidacy information is missing. They will receive an error message and told to contact their program. Tutorials to enter this information can be found at <http://gradapps.uc.edu/AdminCentral/>.
 - In order to graduate, a student must visit the web site <http://grad.uc.edu/student-life/graduation.html> and make a formal application for graduation. Deadlines are posted on the web site and these dates are firm.
 - An email notification is sent to the program representative.
 - A student graduating from a dual degree program must make a formal application for graduation for each program at <http://grad.uc.edu/student-life/graduation.html>. The two programs must each follow the processes and procedures necessary to facilitate graduation from their respective program and complete the Certification Online.
- Students who have applied for graduation and learn later they will not be graduating must be removed from the graduation list before they can apply again for any future semesters. If a student attempts to re-apply for graduation without having been removed from the earlier semester, the student will see an error message and told to contact their department. Departments must notify the Graduation Program Director (carol.gundrum@uc.edu) of any student cancelling their graduation.

Graduation from Dual Degree Programs

The online [Application to Graduate](#) will allow a student to apply for graduation from both degree programs in an official dual degree program.

Each of the two programs must follow the certification processes and procedures necessary to facilitate a student's graduation from their own program.

In dual degree programs, students must be registered for at least one graduate credit that contributes to degree requirements in one of the two programs (as determined by the program) during the academic year in which they graduate with their dual degrees.

Certification for Graduation (Certify Online)

The finalization and submission of a student's Application to Graduate will activate the process by which the student will be certified for graduation. The student should confer with his/her program office one-two weeks after the application period has ended to assure that any problems related to these requirements (including unpaid admission application fees, reinstatements/extensions, or grade changes) are resolved in a timely manner and avoid delay of graduation until a subsequent semester.

Specifically, the student's records will be reviewed to verify satisfaction of the following requirements:

- finalization and submission of his/her online [Graduation Application](#) by the deadline;
- instructor's submission of passing grades for his/her final semester credits;

- removal of all *I* grades from his/her transcript;
- removal of all *UP/SP* grades from unapproved courses and/or the final semester in the approved courses were taken; assignment of letter grades rather than *UP/SP* grades for courses in the final semester of the student's program;
- removal of NG grades
- confirmation of satisfactory repetition or waiver of required courses in which an *F* was originally received;
- confirmation of completion of work and changes of *I* grades within the one-year limit;
- confirmation that the student was registered for at least one credit in his/her graduate program in each academic year;
- confirmation that the student completed his/her degree requirements within the prescribed time-to-degree;
- satisfactory completion of at least 30 graduate credits completed to the satisfaction of the student's program;
- completion of all program requirements for the degree;
- ensure that the admissions application fee has been paid and 3.0 GPA has been earned while a matriculated graduate student in the program;
- if a thesis is required, upload the electronic thesis (ETD) with chair approval by the deadline date: <http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx>.

Note: The requirements explained here are university requirements. Students must contact their program's office for any additional program-level requirements or deadlines that must be completed prior to graduation.

Please see the [Doctoral Hooding and Master's Recognition Ceremony](#) section for details on the event.

How to Review, Approve and Finalize Students for Graduation

Graduate Program Coordinators and Program Directors should access *Certify Online* to review, approve and finalize students for graduation. To begin the process and to view tutorials, go to: <http://gradapps.uc.edu/AdminCentral/>

In order for the student to be reviewed by the Graduate School for graduation certification the following must be checked on the student record:

- PR (Program Status) approval for each student record.
- PDA (Program Director Approval) approval for each student record. See below screen shots.

Deadline dates are posted in *Certify Online*. These dates are firm. The program deadline is two days after the current semester grades are submitted.

Student Record Example: <https://gradapps.uc.edu/Certification/>

Select your college, program and term. Click Search.

Select Program and Term

Select College: College of Engineering & Applied Science

Select Program: Mechanical Engineering, MS

Select Term: 15US Students can be certified: 06/12/2015 -- 08/14/2015

Search

Reports(From 12FS)

Legend:

✓ Approved ✗ Not Approved ▲ Pending Review

🗑 Create/Delete Message 📄 View Message

Status Key: *Mouse over status for description*

SP: System Preliminary PR: Program Review
 SF: System Final GS: Graduate School Review
 CF: Certified Status PDA: Program Director Approval

OldReports (Till 12U)

Click Search

Once the students record populates click the select button to review the student record.

Select	Student ID	First Name	Last Name	Begin Term	Grad Term	Active	SP	PR	SF	GS	CF	Grad Type	PDA
Select	15090265	Pratham	A	15US	✓	✗	▲	▲	▲	▲		Thesis	Pending Review

Click Select

Click on Details next to each section to review. Inside the student record, the Program Requirements must have a green check in order for the PDA to approve:

Legend: ✓ Approved ✗ Not Approved ▲ Pending Review

Bacc. Degree + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Admission Fee + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Total Credit Hrs + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Invalid Grades + Details			
SP ✓	PR ✓	SF ✓	GS ✓
GPA + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Earn Credit Each Yr + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Time To Degree + Details			
SP ✓	PR ✓	SF ✓	GS ✓
Program Req + Details			
	PR ✓		

Program must check

- Programs should continue to review and monitor Certify Online Candidate list for Graduate School approval. Normally this is completed the week following the PDA approval deadline.
- A student approved by the Graduate School for certification will appear with a green CF on the program Candidate list.
 - Any student not approved for graduation must be notified by the program to reapply for

the next semester.

- The ETD tab appears in the student record to display only to the program the progress of the student thesis or dissertation submission. It will display - in the ETD status detail "GS" with a green check mark when the student completes each step.

Example of Certified Student

Begin Term	Grad Term	Active	SP	PR	SF	GS	CF	Grad Type	PDA
14FS	15US	✓	✓	✓	✓	✓	✓	Nonthesis	Approved

Legend:

✓ Approved ✗ Not Approved ⚠ Pending Review

📄 Create/Delete Message 📧 View Message

Status Key: *Mouse over status for description*

SP: System Preliminary	PR: Program Review
SF: System Final	GS: Graduate School Review
CF: Certified Status	PDA: Program Director Approval

Certify Online Initiate Waiver Process: Done by Program Director Approval (PDA) only

- If a waiver request is needed, use the Initiate Waiver link (see screen shot below):
- Tutorial can be found at: <http://gradapps.uc.edu/AdminCentral/>
- Once a waiver is finalized it will appear for viewing to the Program Coordinator in the student record. See screen shot below.

Use link to submit waiver

Legend: ✓ Approved ✗ Not Approved ⚠ Pending Review

Bacc. Degree + Details	SP ✓	PR ✓	SF ✓	GS ✓
Admission Fee + Details	SP ✓	PR ✓	SF ✓	GS ✓
Total Credit Hrs + Details	SP ✓	PR ✓	SF ✓	GS ✓
Invalid Grades + Details	SP ✓	PR ✓	SF ✓	GS ✓
GPA + Details	SP ✓	PR ✓	SF ✓	GS ✓
Earn Credit Each Yr + Details	SP ✓	PR ✓	SF ✓	GS ✓
Time To Degree + Details	SP ✓	PR ✓	SF ✓	GS ✓
Program Req + Details		PR ✓		

[Create/View All Waivers](#)

Submit waiver, PDA only

View Submitted Waivers and Status of waiver (approved/not approved)

Review Record

Legend: ✓ Approved ✗ Not Approved ▲ Pending Review

Bacc. Degree + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Admission Fee + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Total Credit Hrs + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Invalid Grades + Details
 SP ✓ PR ✓ SF ✓ GS ✓

GPA + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Earn Credit Each Yr + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Time To Degree + Details
 SP ✓ PR ✓ SF ✓ GS ✓

Program Req + Details
 PR ✓

[Create/View All Waivers](#)

Directions: To work toward certifying a student for graduation, use the navigation bar to do one of the following:

- "Review Pending" means the program has not made a decision regarding the student meeting this requirement.
- Select "Approved" if the student has successfully completed the requirement.
- Select "Not Approved" if the student has not met the requirement.
- To view rules or the detailed data related to the requirement, click the Details link.

Previous Degree: Baccalaureate Degree

Credit Hours Required: 30

Total Credit Hours: 30

Begin Term	End Term	Program	Academic Area	Graduate Apply Term	Certification Status	UC Transfer	Graduate Credit Post Matriculation	Advanced Standing
14FS	15SS	20MENG	ME	15SS		0.00	30.00	0.00

- Total Credits are calculated by totaling UC Transfer Credits (graduate credits earned at UC prior to matriculation in current program) + graduate credits earned post matriculation + Advanced Standing (credits earned at another institution that are applicable to the degree).
- Advanced Standing must be less than 50% of credits earned for the degree.
- UC Transfer credits: 50% of total credits required for a master's program may be UC Transfer credits. Doctoral programs require that the last 30 credits be completed in residence of the doctoral program. The remaining may be UC Transfer credits.
- The number of credits required is determined by previous degree earned and the number required by the program on the P1 or M1.

UC Student Academic Program History:

Waivers Requested:

View
waivers

Requesting to delete a student from graduation:

The link below found in the student record in certify on line can send an automatic email to the Graduate School to remove the student from graduation. 2-3 days after the request the student should then be able to apply for a future term.

Review Record

Legend: ✓ Approved ✗ Not Approved ▲ Pending Review

Bacc. Degree + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Admission Fee + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Total Credit Hrs + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Invalid Grades + Details			
SP ✗	PR ▲	SF ▲	GS ▲
GPA + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Earn Credit Each Yr + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Time To Degree + Details			
SP ✓	PR ✓	SF ▲	GS ▲
Program Req + Details			
	PR ▲		

[Create/View All Waivers](#)

[Send email to Grad School to request deleting this application](#)

Click to delete application

CONTINUING TO A DOCTORAL PROGRAM

For a UC master’s student continuing to a doctoral program in the same program area, the student will fill out the application from [StartMyApplication](#) and the graduate application fee is waived.

DOCTORAL DEGREE POLICIES AND PROCEDURES

COURSE OF STUDY

The course of study for the doctoral degree is arranged with each student by his/her adviser and reviewed by the program's graduate committee or its equivalent. The program should provide a concentration and breadth of study for the student to develop competence in research, scholarship, teaching, and professional performance in general, with knowledge of his/her chosen specialty in relation to allied branches of learning. A written assessment of performance for each doctoral student is required at the end of his/her first year; an annual Academic Progress Report or some other form of formal evaluation of progress is required throughout each student's program.

CREDIT HOUR REQUIREMENTS

The doctoral degree requires a minimum of three years of full-time graduate study in the student's degree program and either a minimum of 90 graduate credits beyond the bachelor's degree or a minimum of 60 credits beyond a master's degree, including at least 7 hours in dissertation research. Some program credit requirements may be higher.

Credits earned in professional law or medicine programs are not applicable to a graduate degree. The last 30 credits must be completed under the direction of University of Cincinnati graduate faculty. In no case, however, will a degree be granted solely on the basis of the accumulation of the required number of credits. A program will recommend students for degrees only after they have developed the necessary intellectual maturity and have fulfilled all other requirements of the program and the university.

Students enrolled in full-time graduate study must register for a minimum of ten graduate credit hours per semester. Students receiving scholarships must register for the number of graduate credit hours each semester for which they are funded. Students receiving university-sponsored assistantships or fellowships must register for a minimum of 12 graduate credit hours for each semester they are funded. To maintain graduate status, students must register in their program for at least one graduate credit hour in each academic year.

RESIDENCY AS FULL-TIME STUDENT

Prior to admission to doctoral candidacy, all doctoral students shall complete a residency requirement by enrolling in 10 graduate credit hours (12 if funded by a [Graduate Assistantship](#)) per semester for two out of three consecutive semesters of study (including summer). Part-time students are not exempt from enrollment requirements to achieve residency. However, full-time UC employees using their tuition remission benefit to complete a part-time doctoral program may request a waiver of this requirement from the Associate Dean of the Graduate School.

DISSERTATION/ RESEARCH COURSES CONTINUING BEYOND ONE SEMESTER

If students are working on dissertation research beyond the research credits required by their program, they should be registered in the appropriate research course (e.g., Individual Dissertation), and the course work should be graded as *P/UP* (passing/unsatisfactory progress), not *NG* (no grade) or *I* (incomplete). An *SP* grade should only be used for short-term extensions to allow completion of specific assignments and must be converted to a final grade by the end of

the following semester. Students should be graded for the semester based on their progress/achievements in that semester only. It is the program director's responsibility to communicate this to all faculty advisers and doctoral students in their program so that it is used consistently. (See [Graduate Credit and Grades; Grading, Grades Assigned to Research Courses that Are Repeated](#) for complete details of this policy.)

CANDIDACY

Time Restrictions

The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. The Graduate School does not currently track time to candidacy, but encourages programs to implement such candidacy exams early in their programs to allow the students optimal feedback on their aspirations and research. All requirements for the doctoral degree must be completed within nine consecutive academic years of the date of matriculation into the program, and students can be exited from the program if they have not completed their degree by this time. For details, please visit the [Time to Degree](#) section.

Qualifying Exam

Doctoral students are required to complete a department certification process according to the program's established standards. The student must have at least a 3.0 grade point average in doctoral coursework and fulfill all other pre-candidacy requirements specified by the doctoral program in which the student is enrolled. Upon completion of these requirements the student will receive a formal letter from the Graduate School informing him/her of admission to candidacy.

Department Admission to Doctoral Candidacy Forms/Letters

The program coordinator is responsible for entering the student's doctoral candidacy members into Grad Tracker and entering the student's doctoral candidacy date.

If a committee member is not available in the faculty listing because they have not previously served as a committee member, or they are not currently UC faculty, please review the Graduate School Handbook regarding the [requirements](#), and send credentials to [Amy Robinson Wheeler](#) for approval by the Director of the Graduate School.

Once the candidacy date and committee members (if already selected) are entered, candidacy letters can be generated online through Grad Tracker (<https://gradapps.uc.edu/GradTracker/>); therefore the Department Admission to Candidacy Form is no longer needed. The system will **automatically** send candidacy letters on Fridays **if the candidacy date is entered the same week candidacy was achieved.**

If you enter a candidacy date that is more than one week from when candidacy was achieved, you can generate the candidacy letter the day after you have entered the date by doing the following:

1. Select the student in Grad Tracker
2. Click on the Academic Status icon
3. Click on the Details link for Committee Info
4. Look to see if Candidacy Letter Sent="yes". If "yes", the letter was automatically sent.

Whether the candidacy letter was previously sent or not, you can always click the Resend button to send yet another. This will send the letter to student, program director, program coordinator, and chair (if committee was entered).

DISSERTATION

Each PhD and EdD student must produce and defend a dissertation showing high scholarly achievement based on his/her original research. The student is expected to submit an electronic document as evidence of this research. Students in all other doctoral programs should consult their academic programs for the capstone experience required in their programs.

Doctoral Dissertation Defense Notices

Students are required to announce their defense on the Graduate School web page. Announcements are made through <https://gradapps.uc.edu/GraduationChecklist/>.

Dissertation Adviser and Committee

When the student has been admitted into doctoral candidacy and has selected a dissertation subject and committee chairperson, a dissertation committee will be appointed by the Graduate School upon recommendation of the program director or director of graduate studies (in consultation with the committee chair and student). Students have the right to request a change in the committee but must do so in consultation with the graduate program director and his/her program must make the change in Grad Tracker. Preferably, the dissertation committee will include at least one person from outside the program. This might be someone from the university faculty who has competence or interest in the dissertation area or, in special circumstances, someone from outside the university. The committee should be appointed as soon as feasible after the student has selected his/her topic and adviser.

A dissertation committee must be composed of a minimum of three full-time faculty members at UC with permanent professorial rank (i.e., tenure-track full, assistant, and associate professors -- not adjunct, educator or visiting). Research faculty may serve on the committee and chair. Educator faculty may not chair thesis committees, but can serve as committee members with the prior approval of the Graduate School. Emeriti professors may remain on the committee if they were members when the proposal was accepted and were full-time tenured, graduate faculty. A faculty member originally on a student's committee who leaves UC to take an academic position elsewhere may also continue to serve on the student's committee if both the faculty member and the student agree to continue the relationship.

However, neither an emeritus professor nor a faculty member from another institution may serve as the chair of the committee. If a faculty member or appropriate professional practitioner has special expertise in a dissertation topic, such a person may be added to the dissertation committee if he/she is nominated by the candidate and approved by both the chairperson of the dissertation committee, the director of graduate studies for the academic unit involved and the Director of the Graduate School. Such a person would serve as a full voting member of the dissertation committee without compensation from either the university or the candidate.

A copy of the completed dissertation must be submitted to each committee member for critical evaluation. If it is considered to be satisfactory with respect to form and content by the committee, a final defense of the dissertation can be scheduled.

The Graduate School defines the category "Graduate Faculty" to include permanent (i.e., tenured or tenure-track) members of the UC faculty who have been authorized to lead the original scholarship of graduate students by the unit in which they hold their primary academic appointments, and with the approval of the Graduate School. A member of the "Graduate Faculty" is a professor who is authorized to chair a doctoral dissertation committee, and such a

person must be a tenured or tenure-track professor. Professors who serve in non-tenure-track roles (e.g., educators, research faculty and visiting professors) are not members of the Graduate Faculty and may not chair dissertation committees and, ordinarily, serve on them. They may, on a case by case basis approved by the Director of the Graduate School in advance, serve as committee members if the appointing unit demonstrates that their expertise is relevant and necessary for the thesis project and that they are research-active, established practitioners in their fields.

Final Defense of Dissertation

Students should check with their program office for the final deadline for their dissertation defense. The student's final defense of the dissertation will be open to the public and all members of the academic community. Students are required to enter details of their dissertation defense, such as time, date, and location, online at the Graduate School website through the Graduation checklist steps. Begin at: <http://grad.uc.edu/student-life/graduation.html>. One can also browse scheduled dissertation defenses by visiting the [defense announcement page](#).

The candidate answers questions posed by members of the committee and other members of the audience following an oral presentation of his/her dissertation. At the conclusion of the defense, the committee will withdraw, make a decision with regard to the acceptability of the dissertation and its defense, and report its decision to the candidate. At least $\frac{3}{4}$ of the voting members of the dissertation committee (including at least one representative of each major area involved, in the case of interdisciplinary programs) must approve the dissertation.

When the student's dissertation committee chair has approved a defense, the student should assure that they have met all requirements for graduation including those in the graduation information obtained online.

Use of a Moderator

Although an outside moderator is not required, a moderator may be assigned by the Dean upon the request of the candidate, the chairperson of the dissertation committee, or the person empowered to approve the composition of a dissertation committee (the director of graduate studies for the academic unit involved). Moderators should be members of the all-University Graduate Faculty from outside the academic unit involved. The duties of the moderator are limited to observing the oral defense of the dissertation and reporting in writing to the Dean on the academic propriety of the proceedings.

Submission of Dissertation

After a dissertation has been approved, the candidate for the doctoral degree must submit his/her electronic dissertation by following the most current detailed instructions found at <http://grad.uc.edu/student-life/graduation.html>. Students in all other doctoral programs should consult their academic programs for the capstone experience required in their programs. Deadlines are posted at <http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx>.

- All theses/dissertations must be electronically submitted by the student and approved by the advisor. Students log in at: <https://gradapps.uc.edu/GraduationChecklist/>
- Advisors are sent an email when the student submits for his/her approval, and the advisor then logs in to review/approve at <https://gradapps.uc.edu/gradetdfacultyreview/>
- Once approved by the chair, the student is notified by email.
- A Graduate School approval email is sent to the student once reviewed.

- The program is copied on all email correspondence during the Electronic Thesis/Dissertation (ETD) approval process.

GRADUATION

One semester prior to the semester in which a student anticipates graduating, the student should:

1. Confer with his/her program office staff;
2. Consult the [Graduation page](#) on the Graduate School's website for deadlines, instructions on submitting his/her electronic dissertation, and doctoral hooding ceremony information.

Application to Graduate

Students must: (1) complete academic requirements and (2) complete the official online [Application to Graduate](#) by the deadline for the semester in which they expect to graduate. Deadlines are firm and failure to meet them will delay students' graduation until the following semester, when they must then submit a new application for their revised graduation date.

All students applying to graduate will be assessed a ***non-refundable graduation application fee***. The fee will be assessed each semester a student applies for graduation.

Dual Degree Programs Graduation

The online [Application to Graduate](#) will allow a student to apply for graduation from both degree programs in a dual degree program. Each of the two programs must follow the certification processes and procedures necessary to facilitate the student's graduation from their own program.

In dual degree programs, students must be registered for at least one graduate credit that contributes to degree requirements in one of the two programs (as determined by the program) during the academic year in which they graduate with dual degrees.

Graduation Requirements for Doctoral Degrees

Students must be registered for at least one graduate credit that contributes to degree requirements (as determined by the graduate program) during the academic year in which they graduate from that program. Doctoral students must also complete degree requirements within a nine-year period unless they have an approved extension (See [Maintaining Graduate Student Status, Time to Degree](#)). They should contact their program offices for any additional program requirements or deadlines to be completed prior to graduation.

Certification for Graduation

Finalization and submission of a student's Application to Graduate will activate the process by which the student will be certified for graduation. The student should confer with his/her program office to assure that any problems related to these requirements are resolved in a timely manner and avoid delay of graduation until a subsequent semester.

Specifically, the student's records will be reviewed to verify satisfaction of the following requirements:

- finalization and submission of his/her [online Application to Graduate](#) by the deadline;

- instructor's submission of passing grades for his/her final semester credits;
- removal of all *I* grades from his/her transcript;
- removal of NG grades
- removal of all *UP/SP* grades from unapproved courses and/or the final semester in which the courses were taken; assignment of letter grades rather than *UP/SP* grades for courses in the final semester of the student's program;
- confirmation of satisfactory repetition or waiver of required courses in which an *F* was originally received;
- confirmation of completion of work and changes of *I* grades within the one-year limit;
- confirmation that the student was registered for at least one credit in the graduate program in each academic year, including the year of expected graduation;
- confirmation that the student reached candidacy
- requirements within his/her prescribed time-to-degree;
- satisfactory completion of sufficient graduate credits. Master's degrees require at least 30 credits. In general, doctoral degrees require at least 7 research credits (many programs have higher requirements), within a total of at least 90 graduate credits for students who do not have a prior master's degree, or require a total of at least 60 credits for students beyond the master's degree. Please note that individual program credit requirements can vary widely.
- completion of all program requirements for the degree;
- ensure that the admissions application fee has been paid;
- 3.0 GPA has been earned while matriculated in the graduate program;
- if a dissertation is required, upload the electronic dissertation (ETD) to <https://gradapps.uc.edu/GraduationChecklist/> for chair approval by the deadline.

Note: The requirements explained here are university requirements. Students must contact their program office for any additional program-level requirements or deadlines that must be completed prior to graduation.

GRADUATE CERTIFICATE VERIFICATION FOR UC TRANSCRIPT ENDORSEMENT

In order for students to have their UC transcript endorsed with an earned certificate, students must apply for graduation at <https://gradapps.uc.edu/GraduationChecklist/> and the program must approve the record through certify on line just like the Master or Doctoral students.

DOCTORAL HOODING AND MASTER'S RECOGNITION CEREMONY

Doctoral and master's students who are graduating or who have graduated during the academic year will receive an invitation from the Dean of the Graduate School to participate in the university's prestigious Doctoral Hooding and Master's Recognition Ceremony held each semester. **Please visit the [ceremony's website for up-to-date details or the Graduate School website](http://grad.uc.edu/student-life/graduation.html) at <http://grad.uc.edu/student-life/graduation.html>.** This is a joyous occasion in which students celebrate their accomplishment with family and friends as they are recognized by faculty and administrators. Doctoral participants will be adorned with their hoods during the ceremony, either by their faculty mentor or the dean of their college.

Graduates must confirm their intent to participate by reserving a seat online for the celebratory event and providing current home and email addresses for notification purposes. If you wish to be hooded by your faculty mentor, discuss the date with them to make sure they can attend.

INSTITUTIONAL RULES, POLICIES, AND PROCEDURES

PROGRAM STANDARDS

This Graduate Handbook clarifies minimum university-level requirements and policies that apply to all graduate students throughout the University of Cincinnati. Beyond these, each student is also expected to adhere to requirements, policies, and procedures specific to his/her own degree program and college.

All graduate programs must publish in writing in accessible format the minimum academic standards for each graduate program offered, including the following:

- minimum grade point average, including grades earned in required courses;
- acceptable grade distribution, including grades earned in required courses;
- nature and number of programmatic examinations, such as preliminary or qualifying, and the consequences of failing all or part of each examination;
- specified research requirements;
- a time-related definition of normal progress for all full- and part-time students;
- standards and procedures for the mandatory annual review of academic performance;
- standards and procedures for probation, suspension, and dismissal from the program.

RECORDS PRIVACY, FERPA, AND THE RIGHT TO REVIEW

The **Family Educational Rights and Privacy Act of 1974 (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. For the complete FERPA information, consult the [FERPA and Records Privacy page](#) of the Registrar's Office website.

NOTICE OF NON-DISCRIMINATION

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in university programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites.

The university policy found at <http://www.uc.edu/about/policies/non-discrimination.html> identifies the appropriate university officials designated to handle inquiries regarding: discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status; discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression; and the accessibility of electronic and information technology.

Complaints involving violations of the University of Cincinnati's nondiscrimination policy are addressed by the [Office of Equal Opportunity and Access](#) (University Hall, Suite 340).

ACADEMIC DISHONESTY

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarisms, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the university.

Each graduate program or college must adopt and publish procedures for investigating charges of academic dishonesty. These procedures must take into account due process and rules of evidence, and they must conform to the university's [Student Code of Conduct](#).

STUDENT CODE OF CONDUCT

The [Student Code of Conduct](#) defines behavior expected of all University of Cincinnati students. **It is each student's responsibility to know and comply with the university's Student Code of Conduct**, and sanctions or penalties are outlined.

Academic behavior considered to be misconduct is defined in the Student Code of Conduct. The code also addresses nonacademic misconduct (such as disturbing the peace, destruction of property, and theft). Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated.

In addition to this code, students must adhere to their college's professional code of conduct and honor codes where applicable. Students should contact the office of the dean for their college to inquire about any applicable conduct and honor codes to ensure compliance. Students can be suspended or dismissed from the university for unprofessional behavior.

RESPONSIBLE CONDUCT OF RESEARCH

Furthering of research is a major institutional goal of the University of Cincinnati. Research includes not only intellectual activity and exploration designed to expand knowledge and understanding, but also activities in the creative and performing arts designed to interpret and create. Such activities require responsibilities for the ethical and safe conduct of research. Individuals charged with supervision of research, as well as all individuals directly engaged in it, and collaborators of investigators outside their own units are responsible for the quality of the data generated in their own laboratories as well as the laboratories of their collaborators. Everyone shares responsibility for the physical safety and intellectual property of individuals in the responsible conduct of creative scholarship and research.

RESTRICTED RESEARCH

The right to open exchange of information and opinion in faculty relations with students carries the obligation to avoid comments or violations of confidentiality that would reduce free expression or inquiry by students. Student involvement in industrial proprietary projects should be permitted only when these projects in no way restrict the student's ability to fulfill his/her degree requirements, which includes the obligation to publish dissertation results.

Faculty members have the right to publish their research findings and the right to protection against retaliation because of displeasure over their conclusions by the public, administration, government, or others. They have the concomitant responsibility to refrain from conducting secret, non-publishable research as part of their university duties.

INDIVIDUAL DEVELOPMENT PLANS

Policy about IDP

At the University of Cincinnati, we recognize the importance of mentoring students and trainees in career development. Our plan is to enhance this effort by phasing in the use of individual development plans (IDPs) as part of career development for our graduate students and postdoctoral trainees over the upcoming years. IDPs include trainee self-assessment, career exploration, and setting short and long term career goals. In the first phase of using IDPs here at UC, we encourage graduate students and postdoctoral trainees supported by NIH or NSF funds to develop a personal IDP that can be used to promote discussions with mentors and advisors on career development. We are not requiring students to create an IDP, but to consider this on a voluntary basis. Trainees on NIH or NSF funding who do wish to make an IDP at the University of Cincinnati are asked to use the online interactive IDP system developed by FASEB/AAAS at <http://myidp.sciencecareers.org> so that all our trainees are working on a uniform platform. Graduate programs who wish to build IDPs into their career development and mentoring of all trainees, are free to do so, but should notify the Dean of the Graduate School of their intent.

Background

The National Institute of Health (NIH) is ramping up plans for NIH-supported trainees to have Individual Development Plans (IDPs) as part of their career development. This has been part of NSF funding for several years already. There is a new NIH mandate. In any grant progress report submitted Oct 1, 2014 or later, NIH is requiring a description on the institutional use of IDPs to develop the careers for NIH-supported graduate students and postdocs. The policy above can be used as the required description.

As described in the latest NIH IDP policy notice, "NIH will not require but strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title. IDPs provide a structure for the identification and achievement of career goals. Therefore, the NIH encourages grantees to develop institutional policies that employ an IDP for every graduate student and postdoctoral researcher supported by NIH awards."

As of yet, there is no requirement to show the outcomes of those IDPs in any progress report, but we are all anticipating this is coming. It is time to start. IDPs are a good idea, and FASEB/AAAS has created an interactive on-line tool creation of IDPs that makes them easy to implement for science trainees (<http://myidp.sciencecareers.org>). Creation of this policy is the

first step, and we anticipate auditioning new tools to advance this realm of career development in the future.

GRADUATE STUDENT GRIEVANCE PROCEDURES

The University of Cincinnati provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. The [Graduate Student Grievance Procedures](#) establish a formal academic process for graduate students to request review and redress of certain complaints arising out of their academic relationships with their programs, their colleges, or the university. The grievance begins with a mediation process and may proceed, if necessary, through the more formal review and decision or appeal processes. In general, however, it is expected that grievances will be resolved by the parties within their programs. Students are encouraged to seek assistance from the university Ombuds Office for possible resolution before initiating the formal grievance process. Students, faculty and staff should note that Grievance Procedures are **not** legal protocols. They are, however, effective means by which to resolve conflicts. The Graduate School endorses these procedures and expects all programs and students involved to follow them according to the established guidelines. No outside parties, such as lawyers, ministers, and family members, are allowed to participate in or impose upon the procedures. The Graduate Student Grievance Procedures cannot supplant final sanctions stemming from the University of Cincinnati Student Code of Conduct process. There is a time limit to filing a grievance: it must be filed within 60-90 working days of the alleged improper mistreatment.

The procedures are applicable to the following types of grievances:

- grievances alleging improper dismissal or suspension from a graduate program;
- grievances alleging the improper withholding or termination of financial support of any kind;
- grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a staff or faculty member or university agency except:
 - allegations of improper evaluation of the quality and/or quantity of academic work, which a student cannot grieve;
 - allegations of unfair recommendation for employment or further graduate study, which a student cannot grieve.
 - allegations of discriminatory treatment arising from the student complainant's disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression, which are handled separately by the UC Office of Equal Opportunity and Access.)

Note: Allegations of discrimination and sexual harassment will be handled according to the university [discrimination procedure](#) as outlined by University of Cincinnati's [Notice of Non-Discrimination](#).