

University of Cincinnati

Graduate School

Graduate Handbook

2012-13

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 or 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 chapter title, listed in red, in the Table of Contents can be clicked to place a user directly on the corresponding page in the document.***

2012-2013

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Introduction

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. Facilities include a main academic campus, a medical campus, a suburban branch campus in Blue Ash (Blue Ash College) and Clermont College, a rural branch campus in Clermont County. Over 270 graduate and professional programs are offered in 11 colleges:

College of Allied Health Sciences
McMicken College of Arts and Sciences
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

Faculty members are nationally and internationally recognized professors and researchers in their fields who are dedicated to providing students with an environment fostering innovative scholarship and research. This commitment to excellence in scholarship and research is expressed in the university's mission statement:

The University of Cincinnati is a public comprehensive system of learning and research. The excellent faculty have distinguished themselves world-wide for their creative pedagogy and research, especially in problem-solving and application of their discoveries.

The university system is designed to serve a diverse student body with a broad range of interests and goals. It is a place of opportunity.

In support of this mission, the University of Cincinnati strives to provide the highest quality learning environment, world-renowned scholarship, innovation and community service, and to serve as a place where freedom of intellectual interchange flourishes.

This *Graduate Handbook* is intended to identify available resources and help new and returning students understand university policies that affect them.

Graduate School

Location

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KEY CONTACTS—PHONE NUMBERS & WEBSITES

Phone numbers listed are area code 513.

EMERGENCY Police & Fire.....	911
<u>AFRICAN AMERICAN CULTURAL AND RESEARCH CENTER</u>	556-1177
<u>BILLS, STUDENT ACCOUNTS</u> , contact One Stop Student Service Center.....	556-1000
<u>BOOKSTORE</u> , MAIN UC, Information.....	556-1700
<u>BUS, Metro: Cincinnati's public bus system (route information)</u>	621-4455
<u>BUS, Metro Bus Passes, Parking Services</u>	556-4319
<u>CAMPUS INFORMATION</u> (maps, campus events, not directory assistance).....	556-2831
<u>CAREER DEVELOPMENT CENTER</u> , career development, job postings.....	556-3471
<u>CASHIER'S OFFICE</u>	556-4252
<u>CENTER FOR COMMUNITY ENGAGEMENT</u> , volunteer work.....	556-1559
<u>CLUB SPORTS BOARD</u>	556-6115
<u>COUNSELING CENTER</u>	556-0648
<u>DIRECTORY ASSISTANCE</u>	556-6000
<u>DISABILITY SERVICES</u>	556-6823
TTY.....	556-3277
<u>ENGLISH AS A SECOND LANGUAGE</u> , Center for ESL, information.....	556-3590
EMERGENCY, Police & Fire Emergency Number.....	911
<u>EMPLOYMENT, STUDENT</u> on campus employment.....	556-1000
<u>ETHNIC PROGRAMS & SERVICES</u>	556-6008
<u>FIFTH THIRD ARENA</u> , Tickets.....	556-2287
Information.....	556-2170
<u>FINANCIAL AID</u> , contact One Stop Student Service Center.....	556-1000
<u>FITNESS CLASSES, Recreation Center</u>	556-0604
<u>GRADUATE STUDENT GOVERNANCE ASSN. (GSGA)</u>	556-6101
<u>GRADUATE SCHOOL OFFICE</u>	556-4335
<u>HEALTH INSURANCE, University Health Services</u>	556-6868
<u>HEALTH SERVICES University Health Services</u>	
East Campus.....	584-4457
West Campus.....	556-2564
<u>HOUSING, Graduate</u> Family, off-campus.....	556-0682
<u>ID BADGES</u> , (Bearcat Card), Public Safety, 3 Edwards Center.....	556-2000
<u>INFORMATION TECHNOLOGIES HELPDESK</u> , UCit.....	556-4357
<u>INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)</u>	556-4278
<u>INTRAMURAL SPORTS</u>	556-5706
<u>LIBRARIES, Langsam (Main Library)</u> Hours.....	556-1424

<u>LOST AND FOUND</u> , Public Safety, East and West Campus.....	556-1111
<u>MENTAL HEALTH SERVICES</u>	556-0648
<u>NEWSPAPERS, LOCAL, Cincinnati Enquirer</u>	721-2700
<u>NIGHTWALK</u> , escort back from class at night.....	558-9255
NOTARY, <u>UC Bookstore</u> (by appointment).....	556-1700
<u>OMBUDS OFFICE</u>	556-5956
<u>ONE STOP STUDENT SERVICE CENTER</u>	556-1000
<u>PARKING SERVICES</u>	556-2283
<u>PHARMACY</u>	
West Campus.....	556-2564
East Campus.....	584-4477
<u>POLICE</u> , Emergency.....	911
<u>Campus Police</u>	556-1111
<u>PUBLIC LIBRARY</u>	
<u>Cincinnati Main Downtown</u>	369-6900
<u>Clifton Branch</u>	369-4447
<u>Corryville Branch</u>	369-6034
<u>RECREATION CENTER</u>	556-0604
Court Reservations.....	556-0604
<u>REGISTRATION</u> , contact One Stop Student Service Center.....	556-1000
<u>SEXUAL ASSAULT INFORMATION</u>	556-4401
24 Hour Help-Line.....	218-9531
<u>SHUTTLEBUS INFORMATION</u> , Transportation Services.....	556-4424
<u>STUDENT ACCOUNTS</u> (Bills), contact One Stop Student Service Center.....	556-1000
<u>STUDENT ACTIVITIES BOARD</u> (SAB) (promotes student groups).....	556-6115
<u>STUDENT CODE OF CONDUCT</u> , Office of University Judicial Affairs.....	556-6814
<u>STUDENT GOVERNMENT – GSGA</u> (Graduate Student Governance Assn.).....	556-6101
<u>STUDENT LIFE</u> , UC Office of.....	556-4119
<u>STUDENT RECORDS</u> , Registrar.....	556-1000
<u>TESTING SERVICES</u>	556-7173
<u>TICKETS, ATHLETICS</u>	556-2287
<u>TICKETS, THEATER, CCM Box Office</u>	556-4183
<u>TRANSCRIPTS</u> , Student Records, Registrar.....	556-9900
<u>TUTORIAL SERVICES</u>	556-3244
<u>VETERAN'S EDUCATIONAL BENEFITS</u> , Registrar.....	556-6811
<u>WELLNESS CENTER</u> , smoking cessation, wellness/fitness evaluations.....	556-6124
<u>WOMEN'S CENTER</u>	556-4401
<u>LGBTQ Space</u>	556-4329

ADMISSION TO GRADUATE PROGRAMS

APPLICATION PROCESS

Where to Obtain an Application

Students apply to graduate school at the University of Cincinnati online via the Graduate School website. This site is maintained by the Graduate School. For program outlines go to <https://webapps.uc.edu/DegreePrograms/SearchPrograms.aspx>. These sites are maintained by graduate program faculty and staff using E-curriculum. An application fee is required, payable only by credit card or electronic check.

ADMISSIONS POLICY

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 in relevant undergraduate course work or otherwise give evidence of promise as judged satisfactory by the admitting program.

Decisions concerning admission to graduate programs rest with the programs, and criteria used for determining admission are established by the programs. In highly exceptional cases, program directors may petition the Associate Dean of the Graduate School to waive the baccalaureate requirement. Program admission decisions are final unless it can be demonstrated that the program violated a policy established by the university or the Graduate School or that the program failed to consistently apply the criteria established by the program or college. 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. The process for making graduate program admission decisions varies slightly from program to program; however, all programs have established written criteria for judging the admissibility of applicants. These criteria are published in each program's graduate handbook.

Faculty and Administrators' Eligibility for Graduate Degrees

No holder of an academic administrative title of assistant dean or equivalent or above at the University of Cincinnati who holds faculty rank above instructor (full-time or adjunct) may matriculate or be granted a graduate degree from the University of Cincinnati.

No graduate degree from the University of Cincinnati will be granted to any faculty member at the University of Cincinnati above rank of instructor (full-time

or adjunct) 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 level 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 include a statement about 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

Full graduate status may be granted to an applicant who meets the criteria discussed in the above "Admissions Policy" section.

Unclassified graduate status allows non-matriculated students to take courses for graduate credit when they have not been admitted into a graduate degree program. Should the student subsequently matriculate into a program, the number of credits a degree program accepts toward the degree requirements from the student under this classification ordinarily may not exceed 12.

DUAL DEGREE PROGRAMS

The university offers the opportunity for students to pursue two complementary graduate or professional degrees simultaneously through structured, official dual degree programs (see below for a complete listing). Admission to these programs requires the submission of two completed online application forms—one for each program—but only one application fee is required. 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 |
| • Law/Political Science | JD/MA |
| • Law/Political Science | JD/PhD |
| • Law/Social Work | JD/MSW |

Please see the *Graduate Credit from Other Institutions or Other Graduate Programs at UC* section of the *Grades and Graduate Credit* chapter for information on the maximum amount of cross credit that can be applied to the dual degree 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 3134, One Edwards Center (556-4278). Information about admission to University of Cincinnati for international students is available on their website. International students with F-1 visas can be granted admission with full graduate status only. Most international students with J-1 visas can be granted admission with full 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 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 see [here](#) for more information on the Graduate Assistant/Fellow Health Insurance Award.

English Proficiency Requirement

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
- 68 (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.

The English proficiency requirement is met for applicants with degrees (e.g., bachelor's or master's) earned in English from accredited universities and colleges in the US, Canada, England, Australia, New Zealand or other English-speaking countries. A copy of the degree or transcript is required.

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 UC's Center for English as a Second Language can be found [here](#).

Students from the following countries are exempt from the English proficiency requirement:

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

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.

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 you score less than 3.0, you are recommended to take ESL courses before retaking the test. For students who will have teaching responsibilities, the minimum required score is 3.0. Students who pass with at least a 3.0 are certified for oral English proficiency and may assume the full range of duties associated with a 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 semester of study. 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.

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 semester. 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 or 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 or 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 the small white card in the passport on which the visa classification and expiration date of the student's authorized stay is written when he or she enters the U.S. International students must be in possession of their I-94 card at all times. It should be turned in each time a student leaves the U.S. and a new one issued upon reentry to the U.S.

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 or 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.

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 or her thesis or dissertation, he or 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.
- 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 3134, 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 s/he 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 or 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. Any student subject to the U.S. Government's Special Registration Procedures must also report address changes within 10 days to the government, per the [government's instructions](#).

Changing Degree Programs

Any time an international student changes majors (such as chemistry to math) or degree levels (such as master's to doctoral) he or 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 or 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*](#).

TRANSFER OF GRADUATE CREDITS FROM ANOTHER INSTITUTION

Students who have completed graduate work at other schools may petition their graduate program director for transfer of credits earned elsewhere to be applied toward a master's or doctoral degree at the University of Cincinnati. This petition is evaluated by the program that has been petitioned. Normally, 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, 4.5 quarter credits equal 3 semester hours; 1.5 quarter credits equal 1 semester hour.)

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.

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 accepting the transferred credits.

Master's Degree, Allowable Transfer Credits

The number of transferable and acceptable credits is determined by the faculty in the program to which students have applied. Eligibility for graduation requires a minimum of 30 graduate credits, at least 50% of which must be completed while matriculated at the University of Cincinnati. Many programs require more credits for the degree, and students should confer with their individual programs to ascertain program requirements. In no case may the final 50% of a University of Cincinnati's program requirements be satisfied by transfer from another institution. Students who wish to transfer credits taken outside the university after

matriculating into a program must obtain approval from their program for those transfer credits in advance of taking the outside courses.

Doctoral Degree, Allowable Transfer Credits

Doctoral degrees are conferred on the basis of sustained study and high scholarly attainment in a special field of learning. In no case will the degree be granted for less than three years of full-time graduate study or its equivalent, of which the last year must be while matriculated at the University of Cincinnati. The number of transferable and acceptable credits is determined by the faculty in the program to which students have applied. Eligibility for graduation 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 must be completed under the direction of University of Cincinnati faculty.

CHANGING TO ANOTHER DEGREE PROGRAM AT UC

Students are responsible for fulfilling the requirements of the given degree program in which they are registered. In order to change from one degree program to another, 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 semester enrollments, the application fee is waived. If the new degree program is in a different administrative program, the student is responsible for paying the application fee. A student cannot graduate from a program different from the one to which they are officially accepted and in which university records show the student to be matriculated.

A program can accept up to 50% of the graduate credits required for the master's degree into the program to which the student is transferring from the graduate program at the University of Cincinnati from which the student is transferring. A PhD requires a minimum of 90 graduate credits beyond the bachelor's degree or 60 graduate credits beyond a master's degree. The last 30 must be completed in the program that grants the degree at the University of Cincinnati.

The maximum number of credits that a student can transfer from unclassified (or undeclared major) status at University of Cincinnati to a specific degree program is 12. If students must take undergraduate courses to satisfy prerequisites, the student may be accepted by the program on a provisional basis contingent on satisfying those prerequisites. In all of these cases, the program must indicate on the Transfer of University of Cincinnati Credit Form which transfer credits are accepted. These procedures ensure the student will be successfully transferred into the new program, and the integrity of student records will be maintained.

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. Applicants must [apply online](#) for admission.

General guidelines are as follows:

Students must hold a baccalaureate degree.

Degree seeking and non-degree seeking students may be enrolled in the same program.

Credit hours earned under a certificate program may count toward a degree in the same program, and if requirements for the certificate and degree are completed the student will be awarded both.

If a student wishes to enroll in a certificate program concurrent with his or her current degree program, the student must complete the [online Certificate Application](#) found at

<https://webapps.uc.edu/DegreePrograms/SearchPrograms.aspx>.

Application fees are only accepted online and payable by credit card or electronic check. A student who is not enrolled in a degree program but wishes to enroll in a graduate certificate program, must also complete the certificate application found at

<https://webapps.uc.edu/DegreePrograms/SearchPrograms.aspx> and prior to beginning the program, complete and submit the Graduate Supplemental Information Form.

Students enrolled in a graduate certificate program only are not eligible for any University General Funds support, even if they attend full-time. These students must complete a Graduate Supplemental Information Form, which is available through the department.

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 University Graduate Scholarships or UGS), 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 GRADUATE AWARDS

The University of Cincinnati offers several types of merit-based graduate awards. The three most common types—University Graduate Scholarships, graduate assistantships, and fellowships—are described below. Most university graduate awards are underwritten by university funds allocated by the Graduate School to individual colleges. Some awards are competitive and granted by the Graduate School upon recommendation of an individual graduate program. Students must maintain satisfactory progress to meet the minimum GPA of 3.0 to remain eligible to meet the requirements for University of Cincinnati UGA Funding.

UNIVERSITY GRADUATE SCHOLARSHIP

The University Graduate Scholarship is a university-funded scholarship that covers all or part of a full-time or part-time 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 receiving a UGS must be registered for at least the number of graduate credit hours covered by the UGS in each semester for which they are receiving support. The UGS is a scholarship only, and no service is required in return for the award. Students who receive a UGS but no graduate assistantship or fellowship will not be assigned duties that are not required of all students as part of academic program completion. 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.

If a student withdraws from a class funded by a UGS, the UGS is cancelled immediately and the student is responsible for the tuition balance, based on the date of withdrawal. Students may receive UGS support for audited courses only

after the first 10 graduate credit hours, 12 if supported by a graduate assistantship.

All rules that govern recipients of UGS support pertain to all students with UGS awards, including international students. Other rules and policies that apply specifically to international students are independent of UGS regulations. Neither negates or takes the place of the other. (See *Requirements for University of Cincinnati Graduate Awards*.)

Note: Financial awards that require no service may reduce eligibility for educational loans. Please notify the Student Financial Aid Office of your UGS if you apply for aid from that office.

GRADUATE ASSISTANTSHIPS

Graduate assistantships (GAs) are awarded to approximately 2000 full-time graduate students each year at the University of Cincinnati. A student awarded a graduate assistantship receives a financial stipend for services rendered in addition to a full tuition scholarship. Also, graduate assistants are entitled to a discount at the University Bookstore. In addition, graduate assistants may be eligible for one of the two Graduate Assistant/Fellow Health Insurance Awards (See *Graduate Assistant/Fellow Health Insurance Awards section*.)

Students receiving graduate assistantships from university general funds must be registered for 12 graduate credit hours or more each semester at UC, exclusive of audit credits. Assistantships are awarded for designated periods of time by the graduate programs with funds allocated and monitored by the Graduate School. Minimum stipends are set by the Dean of the Graduate School. Graduate students who have attempted 174 graduate semester credit hours at the University of Cincinnati are not eligible for a university award for enrollment beyond the 174. (See *Requirements for University of Cincinnati Graduate Awards* later in this section.) University assistantships will be cancelled if the awardee does not meet his or her enrollment obligation.

The appointing academic program, college, or area of responsibility determines workload requirements of students who hold assistantships, although the awards 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 or she cannot meet the requirements of the award, it is imperative that he or she notifies the program to initiate renegotiation or reassignment of the award with correspondingly less support. A student is not required to be available during break periods unless given additional compensation.

A student who receives a graduate assistantship devotes effort to a combined program of formal study and assigned duties of teaching, research, or administrative support. The stipend received by the graduate assistant is in recognition one of these assignments. 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.

Graduate assistants' duties are governed by their program. 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.

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. 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.

Each year the assistantship is in effect the appointing program, college, or area sends an award letter to the recipient of the assistantship. The letter must state the amount and duration of the award; any tuition and/or fee not paid by the program; the specific academic requirements for completion of the degree; the expected time per week or per quarter of required duties; a description of the duties assigned to the student; a 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); and graduate appointment procedures if any of the documents have been modified since the student's initial appointment. 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 is offering two Student Health Insurance Awards.

AWARD A

Timing:

- Application Period: 6/21/12 – 8/21/12
- Post Awards: 8/22/12 – 8/24/12
- First Day of Classes: 8/27/12
- 1st scrub: January, 2013 to check for Fall Health Insurance and Fall Pay
- 2nd scrub: May, 2013 to check for Spring Health Insurance and Spring Pay

Award Benefit: \$500 credit to both Fall and Spring Semester bills (total \$1000)

Award Criteria:

- Be a Graduate Assistant (teaching, research or administrative) or Fellow, with a UC payroll status of graduate assistant or fellow receiving stipend payments of a minimum **\$2,400 through UC Payroll** within the pay dates:

Fall Semester: 09/01/12-12/31/2012 (9 pay periods)

Spring Semester: 01/01/13-05/06/13 (9 pay periods)

- Payroll checks from UC for grad students with a payroll status of student worker, compensated hourly, do not count toward the \$2,400 requirement.
- Payment must be made from UC Payroll (refunds from the Bursar are not considered payments).
- Co-op students paid by a company other than UC during either of these semesters (fall or spring) will not have their pay from their co-op company counted toward the \$2,400 semester pay requirement.
- Graduate students who receive a **fellowship stipend** directly from an outside/third-party sponsor (must be a U.S. based foundation which requires matching funds or U.S. based federal or state institution who support research or teaching missions like Fulbright, Krell, etc.) are **required to send a copy of the award letter** and/or official documentation that clearly state the award period and financial terms of the fellowship (e.g., stipend amount, tuition scholarship amount, living allowance, etc.) to:

GSHI

University of Cincinnati

PO Box 210635

Cincinnati, OH 45221-0635 OR via UC Mail to ML 0635.

- **Maintain university student health insurance** coverage during the **entire academic year**.
 - Graduate students enrolled in **less than 6 credit hours** in any semester (fall or spring) are **required** to complete and submit a **Health Insurance Enrollment Form** for that semester by the deadline in order to maintain student health insurance.
 - For a link to the enrollment form and the submission deadlines, visit www.uc.edu/uhs/student_health_insurance.html.
- Enroll for **at least one credit hour** in each semester (fall and spring).

Failure to meet all eligibility requirements during the academic year (fall and spring semesters) **will result in the forfeiture of the Graduate Student Health Insurance Award A** for fall and spring semester. If a graduate student waives the university health insurance for either semester, he/she will **not** be eligible for the Award A.

AWARD B

Timing:

- Application Period: 11/15/12 – 12/15/12
- Post Awards: between 12/17/12 - 12/31/12
- Scrub: May, 2013 to check for Spring Health Insurance and Spring Pay

Award Benefit: \$500 credit to Spring Semester bill only

Award Criteria:

- Be a Graduate Assistant (teaching, research or administrative) or Fellow, with a UC payroll status of graduate assistant or fellow receiving stipend payments of a minimum **\$2,400 through UC Payroll** within the pay dates:

Spring Semester: 01/01/13-05/06/13 (9 pay periods)

- Payroll checks from UC for grad students with a payroll status of student worker, compensated hourly, do not count toward the \$2,400 requirement.
- Payment must be made from UC Payroll (refunds from the Bursar are not considered payments).
- Co-op students paid by a company other than UC during the spring semester will not have their pay from their co-op company counted toward the \$2,400 semester pay requirement.
- Graduate students who receive a **fellowship stipend** directly from an outside/third-party sponsor (must be a U.S. based foundation which requires matching funds or U.S. based federal or state institution who support research or teaching missions like Fulbright, Krell, etc.) **are required to send a copy of the award letter** and/or official documentation that clearly state the award period and financial terms of the fellowship (e.g., stipend amount, tuition scholarship amount, living allowance, etc.) to:

GSHI

University of Cincinnati

PO Box 210635

Cincinnati, OH 45221-0635 OR via UC Mail to ML 0635.

- **Maintain university student health insurance** coverage during the **spring semester**.
 - Graduate students enrolled in **less than 6 credit hours** in spring semester are required to complete and submit a **Health Insurance Enrollment Form** for that semester by the deadline in order to maintain student health insurance.
 - For a link to the enrollment form and the submission deadlines, visit www.uc.edu/uhs/student_health_insurance.html.
- Enroll for **at least one credit hour** in spring semester.

Failure to meet all eligibility requirements during the spring semester will result in the forfeiture of the Graduate Student Health Insurance Award B for spring semester. If a graduate student waives the university health insurance for spring semester, he/she will not be eligible for the Award B.

Please review all criteria for each award carefully prior to applying.

Multiple Appointments/Employment

If a student is employed by the University of Cincinnati over and beyond the .5 FTE (20 hrs/wk) maximum weekly workload allowed for his or her graduate assistantship, the following policies regarding multiple appointments must be followed:

One course per semester (or 16% of the full-time equivalent) is the maximum part-time workload allowable for additional duties.

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.

An international student on F-1 or J-1 immigration status contemplating employment should contact the International Services office at 556-4278.

Summer Employment without Full-time Enrollment

Students who are not registered for graduate credit hours during the summer (and therefore, do not receive a UGS award) may 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. The student can recover the withheld retirement funds by first notifying the program office and then applying to the University Benefits Office in September.

Graduate Assistants on Jury Duty

All graduate students are encouraged to participate when they are subpoenaed for jury duty. The student must seek his or 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 or she should seek a deferral or make arrangements to cover his or 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 or her assistantship commitment for the period in which he/she serves on jury duty, and 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.

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 or her studies; therefore, multiple appointments and/or employment by the University of Cincinnati are not permitted.

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 or 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 semester credit hours (or 140 if their master's degree is from another institution) are not eligible for fellowships. (See Requirements for University of Cincinnati Graduate Awards.)

For information on university-sponsored awards, please see the [Graduate School's](#) website.

REQUIREMENTS FOR UNIVERSITY OF CINCINNATI GRADUATE AWARDS

University of Cincinnati administered funding (e.g., graduate assistantships, fellowships, and university graduate scholarships) is awarded on academic merit. All students on academic probation or those admitted without regular graduate status are ineligible. Graduate students are not permitted to assume workloads in excess of 20 hours per week during academic semesters since the graduate appointee is first and foremost a student.

Students 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).

Graduate students who have attempted 174 graduate semester credit hours at the University of Cincinnati are not eligible for a university award for enrollment beyond 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, count toward the 174 total. Attempted hours do not include hours withdrawn.

If a student earned master's credits at the University of Cincinnati (for either a partial or full degree), these credits are deducted from the 174 credit hour total for which he or 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 master's and doctoral degrees 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 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 or 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 then chooses to pursue master's and PhD degrees in math at UC, the credits they earned toward the engineering degree are deducted from the 174 credit hours for which they can receive state financial support in the math program.

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 or 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) 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 (attempts) 12 credit hours for fall semester, he or she is ineligible for a university graduate scholarship or fellowship.

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. 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 or she may apply for an exemption from these fees in his or 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, PhD candidates who have completed other requirements and are 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](#) and local and university libraries are potential sources of information about these funding opportunities. Students may also visit the [Office of Research](#) and [Sponsored Research Services](#) for more information on upcoming grant opportunities, grant writing workshops, and searchable research opportunity databases.

FEDERAL FINANCIAL AID

See [here](#) for more information on federal financial aid (including summer aid).

GRADUATE CREDIT AND GRADES

GRADUATE CREDIT POLICIES

Credit 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.

Graduate Credit from Other Institutions or Other Graduate Programs at UC

Students who have completed graduate work at other schools may petition their graduate program director for transfer of credits earned elsewhere 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. Normally, 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 semester hours to quarter hours, 4.5 quarter credits equal 3 semester hours; 1.5 quarter credits equals 1 semester hour.)

At the discretion of the graduate program director, a student can transfer up to 12 graduate credits from unclassified, undeclared major, or non-matriculated status at UC to a specific degree program as part of the 50% allowable transfer credit.

A University of Cincinnati graduate program can accept or reject transfer credits, up to the permitted number (first 50% for masters degree; up to last 30 credits for doctoral degree) at its own discretion, regardless of the graduate degree program or discipline in which they were earned. (See *Transfer of Credits from Another Institution*.)

Normally, credits are not transferred if they were earned more than five years prior to the date of the student's application into the University of Cincinnati program accepting the transferred credits.

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* section of the *Admissions* chapter for a listing of official Dual Degree programs at UC.

Summer Credit Equivalencies

Eight summer terms of 3.5 weeks each at the University of Cincinnati, or at other qualified accredited universities, are regarded as the equivalent of one academic year. Not more than four semester credits are accepted for work in a single summer term of three weeks.

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. If the program permits such registration, it will 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 program. Upon approval by the program and the course instructor, graduate credit will be given for the courses. A maximum of 10 semester graduate credits may 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

A graduate student earning graduate credit in 6000-level courses that are available for both undergraduate and graduate credit may be required to complete academic work beyond that required of undergraduates in the course. Graduate students must register for the graduate level designation (G).

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 or 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 at onestop.uc.edu immediately following submission of final grades by the instructor. Grade reports include total graduate hours and hours for the current quarter. Credits carried and earned, and quality points, are computed quarterly. 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 “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.

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 research beyond the required 7 research credits, they should be registered in the appropriate research course (e.g., Individual Dissertation), and the course work should be graded as *SP* or *UP*, not *NG* or *I*, until the semester in which they submit the dissertation and are graded for it. This will reflect the reality that the dissertation is in progress. The appropriate course should be identified and routed through the college and university approval process for *SP/UP* grading by the program director. It is the program director’s responsibility to communicate this to all faculty advisers and doctoral students in his or her program so that it is used consistently.

If students are working on thesis research beyond the research credits required by their program, they should be registered in the appropriate research course (e.g., Individual Master’s Thesis), and the coursework should be graded as *SP* or *UP*, not *NG* or *I*, up until the semester in which they submit the document and are graded for it. This will reflect the reality that their thesis is in progress. The appropriate course should be identified and routed through the college and university approval process for *SP/UP* grading by the program director. It is the program director’s responsibility to communicate this to all faculty advisers and doctoral students in his or her program so that it is used consistently.

Students must receive a grade for the last semester they are registered in the research course. An *SP* or *UP* recorded for this same course in earlier semesters need not be changed on their transcripts in order for them to be certified for graduation as long as the research credits are not required for graduation; only the course in the final semester needs to be graded *A*, *B*, *C*, *F*, *P*, or *S*. However, for a student to retain on his or her transcript the unchanged *SPs* and *UPs* that were recorded for each semester prior to the final semester, it is essential that he or she be registered for the same research course (with the same number) each quarter. If the courses are different (even if they are all “research”), the *SPs* and *UPs* must all be changed before the student can be certified for graduation.

Note: In this context, the definition of a “research course” is a course outside of formal class work or instruction that allows registration as a graduate student

while working independently on a thesis or dissertation under the guidance of his or 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 or 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 or her adviser and instructor. An instructor is not required to accept a student on such a basis.

Grade Changes

Instructor 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*, *NG*, *SP* or *UP* grade online for one calendar year minus eight days. To request a change of grade after this period, the instructor must do an official change of grade form and forward to the Associate University Dean of Graduate Studies along with a reason for requesting the grade change. The Associate Dean will approve or deny the request as the consideration of the reason for the change. In no case is the student to have possession of an official change of grade form. Change of *SP/UP*, *NG*, or letter is subject to a five-year limit.

Previously recorded *NG* 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. Students cannot withdraw from a class retroactively.

If a student is assigned an *I* (incomplete) in a course, he or she has one year in which to complete the course requirements and earn a grade. If the student completes his or her course requirements to the instructor's satisfaction within the year, 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 cannot be removed and is governed by the same policies that govern the *F* grade.

I grades must be changed to a letter grade no later than the grading deadline for the 4th quarter following original assignment of the *I* grade. On that deadline the *I* automatically converts to an *I/F* and cannot be changed. Therefore, change-of-grade forms changing *I*'s to a letter grade must be submitted to the Office of the Registrar by the instructor at least eight (8) working days before the grading deadline to allow time for processing and posting. Otherwise, there is no guarantee that the change will be posted before the conversion.

Time Limits on Grade Changes

Non-Research Courses

Change of *SP/UP*, *NG*, or letter grades (in cases of institutional error) for non-

research graduate courses is subject to a five-year limit. Thereafter, the student may petition the Associate Dean of the Graduate School through his or her program director for the change. Change of *I* grades are subject to a one-year limit. If a student's candidacy lapses, consideration of his or her petition for reinstatement, extension, or both, includes consideration of *I*, *SP/UP*, and *NG* (or *N*) grades and the year in which they were earned. (See Reinstatements.)

Research Courses

Change of *SP/UP* for research courses are not subject to a time limit. Change of *I* grades are subject to a one-year limit. Change-of-grade forms for research courses are initiated by the instructor and submitted directly to the Registrar's Office. If the student's candidacy lapses, consideration of his or her petition for reinstatement, extension, or both includes consideration of *I* and *NG* (or *N*) grades and the year in which they were earned. (See Reinstatements.)

MAINTAINING GRADUATE STUDENT STATUS

Maintaining graduate student status signifies that the student is actively engaged in making progress towards his or 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 Graduate School's grievance process. A University of Cincinnati graduate student must hold a baccalaureate degree or its equivalent and must have been accepted for admission into graduate study by the appropriate graduate program. In highly exceptional cases, program directors may petition the Associate Dean of the Graduate School to waive the baccalaureate requirement (see Admission Policy). 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 for at least one graduate credit, he or 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* or *UW* do not count toward the minimum credit requirement). 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 must register for at least one graduate credit hour during each semester (excluding summer) if they are using university resources such as libraries, university housing, campus laboratories, office space, equipment, recreational or computer facilities.

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 graduate assistantship. Audit credits do not count toward full-time status and may not be supported by a University Graduate Scholarship.

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. Students should confer with their program to ascertain program policies pertaining to part-time student status.

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. An international student can obtain it 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 receive it. If the student decides not to get the university policy, she/he **MUST** have insurance while in United States. Information on policies that can be purchased can be obtained from UC International Services (3134 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). While registering for 1 credit hour (or not enrolling at all), it is assumed that the student is writing a 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 generally defined as half-time enrollment for the current term. That is 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. Such withholding can be refunded to the student after graduation or once she/he is again enrolled at least half time by completing the appropriate forms with the Benefits Office.

Graduate Assistants on Reduced Course Load will need to register for at least one credit hour for each semester they will be working as graduate 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 or dissertation. It is important to understand that if an international student leaves the United States for more than 5 months his/her current SEVIS record will be terminated. In order to return to the United States, UC International Services will need several items. 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 items 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 United States embassy and get a new F-1 visa stamp before he/she can reenter the United States. 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 who interrupt their graduate studies by officially withdrawing from the university or by losing their active student status are held responsible for their graduate program requirements in force at the time they are readmitted or are reinstated into the program.

MINIMUM ACADEMIC PERFORMANCE

A student must accumulate a grade point average (GPA) of at least 3.0 to obtain a master's degree at the University of Cincinnati. At least two-thirds of the minimum graduate credits for the degree must be at a level of *B* or higher. A doctoral student must maintain a grade point average (GPA) of at least 3.0 in all doctoral course work.

Note: See your adviser or director. Programs establish minimum academic standards that may exceed the overall university standards provided above.

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.
- The student whose undergraduate training has been insufficient should expect to spend more than one year fulfilling the requirements for the degree.
- All master's requirements must be completed no later than five 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 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 years of the date of matriculation into the program (up to five years pre-candidacy and four years post-candidacy unless otherwise approved by the program and Graduate School).
- A doctoral student must be enrolled for at least 10 graduate credits in his or her program in each of two semesters (including summer) during a span of five consecutive semesters or three consecutive summer semesters. (See *Doctoral Degrees Policies and Procedures, Course of Study*.)

Extensions of Time to Degree

Under extenuating circumstances, students may petition the Associate Dean of the Graduate School, through their program office, for extension of the time limit for attaining their degree prior to expiration. Please see [here](#) for details.

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 are considered inactive. To regain active student status, students may petition the Associate Dean of the Graduate School, through their program, for reinstatement. Reinstatements are available to students who have been inactive for **up to three years**. Students who have not

been enrolled for any credits in their graduate program for a period longer than three consecutive years are not eligible for reinstatement and must apply for readmission to the university. (See *Readmission*.)

Students who have not completed their requirements by their time-to-candidacy (doctoral students) or time-to-degree limit and have 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-candidacy and/or time-to-degree. (See *Extensions of Time to Degree*.) Please see [here](#) for details.

Readmission

Students who have been inactive (not enrolled in their program) for **more than three consecutive 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. Please see [here](#) for details.

Leaves of Absence

Under special circumstances, graduate students may apply for leave of absence from full-time study at the university for a specific period up to one 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. Registration is not required during the leave period. A leave may be renewed for up to one additional 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. In no case may any student be granted a leave for more than two years. Please see [here](#) for details.

Changing to Another Degree Program at UC

Students are responsible for fulfilling the requirements of the given degree program in which they are registered. In order to change from one degree program to another, 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 semester enrollments, the application fee is waived. If the

new degree program is in a different department, the student is responsible for paying the application fee. A student cannot graduate from a program that is different from the one into which they are officially accepted and in which university records show them to be matriculated.

A student can transfer up to 50% of the graduate credits required for the master's degree into the program to which the student is transferring from the graduate program at the University of Cincinnati from which the student is transferring. The program to which the student is transferring makes the final decision on what transfer credits will be accepted. A PhD requires a minimum of 90 graduate credits beyond the baccalaureate degree or 60 graduate credits beyond a master's degree, the last 30 of which must be completed in the program that grants the degree at the University of Cincinnati.

The maximum number of credits that a student can transfer from unclassified (or undeclared major) status at University of Cincinnati to a specific degree program is 1. If students must take undergraduate courses to satisfy prerequisites, the student may be accepted by the program on a provisional basis contingent on satisfying those prerequisites. In all of these cases, the program must indicate on the Transfer of University of Cincinnati Credit Form which transfer credits are accepted.

WITHDRAWAL FROM PROGRAM

Students must notify their departments in writing and copy 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 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 or her academic progress in the master's degree program.

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 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. At least 20 of the graduate semester credit hours applied toward a master's degree must be derived from formal course work, i.e., any course taken for graduate credit for which the graduate student receives a letter grade of *A*, *A-*, *B+*, *B*, *B-*, *C+*, or *C*.

Students enrolled in full-time graduate study must register for a minimum of 10 graduate credit hours per semester. Students receiving scholarships must register for the number of graduate credit hours for which they are funded (see Costs & Funding link on Graduate School's [website](#)). Students receiving assistantships or fellowships from the university must register for a minimum of 12 credit hours for each semester they are funded.

Repeated Research Courses

If students are working on thesis research beyond the research credits required by their program, they should be registered in the appropriate research course (e.g., Individual Master's Thesis), and the course work should be graded as *SP/UP* not *NG* (no grade) or *I* (incomplete) until the semester in which they submit the document and are graded for it. This course must have the same course number each semester. Students must receive a grade for the last semester they are registered in the research course. The appropriate course should be identified by the program director and communicated to all faculty advisers and master's students. Complete details of this policy are provided in

Grading, Grades Assigned to Research Courses That Are Repeated by Graduate Students.

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 or her adviser or program director to ascertain the requirements of his or her specific program. To maintain graduate status, students must take a minimum of one graduate credit that contributes to degree requirements (as determined by the graduate program) per academic year. 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.*)

Time Restrictions

A master's student must complete all requirements in his or her master's program no later than five 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 years from the date of matriculation for students beginning their programs prior to Autumn 2007. Under extenuating circumstances, an extension may be requested from the Associate Dean of the Graduate School.

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 [online](#). The student must obtain any special thesis requirements of his or her specific program from his or her program office.

Evaluation Process

Each master's degree student undergoes an individual evaluation process at the end of his or 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.

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 nor a faculty member from another

institution may serve as chair of the committee. If the student has written a thesis, he/she must submit the completed thesis to the thesis committee for critical evaluation.

In some programs the final evaluation 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. If questioned, the appropriateness of a final evaluation will be decided by the University Graduate Council. Students who are required to defend their thesis are expected to enter details of their defense, such as time, date, and location, online at www.grad.uc.edu/graduation.aspx.

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.

GRADUATION

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

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

Application to Graduate

Students must: 1) complete academic requirements, 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 graduation application fee. The fee will be assessed each semester a student applies for graduation. To obtain an exception to this rule a student must petition the Associate Dean of the Graduate School on the basis of an unforeseen circumstance that prevented graduation during the semester for which the student last applied (e.g., documented medical issue).

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 students' graduation from their programs, forwarding a Checklist-for-Completion Form and other requirements for certification.

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.

4+1 Degree Programs

For students who are already enrolled as undergraduates at the University of Cincinnati, some departments offer a coordinated Bachelor – Master's degree program that represents an accelerated path to a Master's degree. Although students who enter these programs will still complete all of the requirements of each respective degree, in turn, the knowledge that they will be pursuing the MA degree 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 considerations:

- Students who enroll in graduate-level coursework prior to formally reaching status as a graduate student are allowed to apply 15 quarter, or 12 semester, graduate-level credits toward the requirements of the MA degree. Because the MA degree programs require varying credit hours with formal coursework, students in the Bachelor – Master's program must complete the majority of their graduate coursework after completing the bachelor degree. Please see the section of this handbook containing the requirements of the MA degree and speak with your individual program.
- Prior to completing the bachelor degree, the student **must complete a formal graduate application online and pay the graduate application fee to transition to graduate status**. Following this transition, the policies of the graduate school stipulate that students must complete all requirements of the MA degree within five years of beginning. In other words, while the Bachelor – Master's program is designed to facilitate an accelerated path to an MA degree, students are permitted up to five years if needed, to finish the MA degree after graduating with the Bachelor degree and beginning the MA degree.

Eligibility

To be eligible for entry to the Bachelor – 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.

Graduation Requirements for Master’s 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 (fall through summer) in which they graduate from that program. Students must also complete degree requirements within a five-year period unless they have an approved extension (See *Maintaining Graduate Student Status, Extensions of Time to Degree*). They should contact their program office 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 or 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 or her online [Graduation Application](#) by the deadline;
- instructor’s submission of passing grades for his or her final semester credits;
- replacement or waiver of all *I* grades from his or 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 or waiver 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 or her graduate program in each academic year;
- confirmation that the student completed his or her degree requirements within the prescribed time-to-degree;
- satisfactory completion of at least 30 graduate semester credits completed to the satisfaction of the student's program including at least 20 derived from formal course work (many programs have higher requirements);
- completion of all program requirements for the degree;
- ensure that the admissions application fee has been paid by consulting with your program;
- 3.0 GPA has been earned;
- if a thesis is required, upload the electronic thesis (ETD) to Ohio Link through <http://grad.uc.edu/student-life/graduation.html>.

Note: The requirements clarified 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 *Master's Recognition and Doctoral Hooding Ceremony* section of the next chapter for details on the event.

DOCTORAL DEGREE POLICIES AND PROCEDURES

COURSE OF STUDY

The course of study for the doctoral degree is arranged with each student by his or 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 or 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 or 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 assistantships or fellowships from the university must register for a minimum of 12 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

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 four out of five consecutive semesters of study (including summer) or three consecutive summer semesters. Exceptions to this policy must be submitted for approval to the Graduate Council.

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 *SP/UP*—not *NG* (no grade) or *I* (incomplete)—until the semester in which they submit the document and are graded for it. This course must have the same course number each semester. This will reflect the reality that dissertation is in progress. Students must receive a grade for the last semester they are registered in the research course. The appropriate course should be identified by the program director, and 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 *Registration, Grades and Graduate Credit; Grading, Grades Assigned to Research Courses that Are Repeated by Graduate Students* for complete details of this policy.)

CANDIDACY

Exam

Doctoral students are required to pass a department certification process before advancing to candidacy. A 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.

Verification

The student's program must promptly submit candidacy verification to the Graduate School upon the student's completion of all requirements for candidacy. The Graduate School then sends a formal letter to the student notifying him or her of admission to candidacy. Once admitted, the student must register for at least one graduate credit hour in each academic year in the program to maintain graduate student and candidacy status. The student has up to four consecutive years in which to complete his or her degree requirements once he or she enters candidacy, unless otherwise proposed by the program and sanctioned by the Graduate School. If he or she does not complete degree requirements within four years after candidacy, he or she may petition the Associate Dean of the Graduate School for an extension of time to degree.

TIME RESTRICTIONS

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 years of the date of matriculation into the program. Students have five academic years (pre-candidacy) to reach candidacy and the four following years (post-candidacy) to complete their research, unless otherwise proposed by the program and sanctioned by the Graduate School. A doctoral student must be enrolled for at least 10 graduate credits (12 if funded by

a Graduate Assistantship) in his or her program in each of two semesters during a span of four consecutive semesters excluding summer. For details, please visit http://grad.uc.edu/academics/graduate_studenthandbook/policy_doctoral/time_restrictions.html.

Time to Candidacy

Students have five academic years (pre-candidacy) to reach candidacy and the four following years (post-candidacy) to complete their research. Candidacy for the doctorate automatically terminates after this time. A student whose candidacy is due to expire may petition the Associate Dean of the Graduate School for an extension of time to attain his or her degree. A student whose candidacy has already expired (and, therefore, moved the student to inactive status) may petition the Associate Dean for a reinstatement into his or her program and extension of time to degree. As a condition of reinstatement, programs may require students to retake and pass candidacy examinations. Each program should establish and publish policy concerning extension of degree, candidacy, and requirements for reinstatement, but the Graduate School makes the final decisions on extensions and reinstatements based on Graduate Council policy.

DISSERTATION

Each PhD and EdD student must produce and defend a dissertation showing high scholarly achievement based on his or 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.

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). Any subsequent changes in the dissertation committee will also be made 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 UniverSIS. 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 or her topic and adviser.

A dissertation committee must be composed of a minimum of three full-time faculty members at UC with professorial rank (tenure-track full, assistant, and associate professors-not adjunct or visiting). Research faculty may serve on the committee and chair. 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 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 or she is nominated by the candidate and approved by both the chairperson of the dissertation committee and the director of graduate studies for the academic unit involved, and the Associate Dean 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.

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 [website](#). Students can also browse scheduled dissertation defenses by visiting [here](#).

The candidate answers questions posed by members of the committee following an oral presentation of his or her dissertation. After the committee members have completed their questioning, others present may pose questions or comments. 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 three-quarters 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 or 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.

GRADUATION

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

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

Application to Graduate

After students: 1) complete academic requirements 2) download the Graduation Guidelines and Forms that apply to their student category; they must 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 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 graduation application fee. The fee will be assessed each semester a student applies for graduation. In order to obtain an exception to this rule a student must petition the Associate Dean of the Graduate School on the basis of an unforeseen circumstance that prevented graduation during the semester for which the student last applied (e.g., documented medical issue).

Dual Degree Programs

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, forwarding a Checklist-for-Completion Form and other requirements for certification.

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 (five to meet candidacy and four to complete research, unless otherwise proposed by the program and approved by the Graduate School) unless they have an approved extension (See *Maintaining Graduate Student Status, Extensions of 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 or 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 quarter.

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

- finalization and submission of his or her [online Application to Graduate](#) by the deadline;
- instructor's submission of passing grades for his or her final semester credits;
- removal or waiver of all I grades from his or her transcript;
- removal or waiver 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 / 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;
- confirmation that the student reached candidacy and completed the degree;
- requirements within his or her prescribed time-to-candidacy and time-to-degree;
- satisfactory completion of at least 60 graduate credits in the student's doctoral degree program, including at least 7 research credits (many programs have higher requirements), if the student has officially earned a master's degree that required at least 30 credits; if the student did not earn a master's degree, 90 graduate credits are required.
- completion of all program requirements for the degree;
- ensure that the admissions application fee has been paid by consulting with your program;
- 3.0 GPA has been earned;
- If a dissertation is required, upload the electronic dissertation (ETD) to Ohio Link through <https://gradapps.uc.edu/roadmapint/default.aspx>.

Note: The requirements clarified 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.

DOCTORAL HOODING AND MASTER'S RECOGNITION CEREMONY

At the end of every spring quarter, doctoral and master's students who are graduating or who have graduated during the [designated terms](#) 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 in June of each year. **Please visit the [Ceremony's website](#) in early March for up-to-date details.** This is a joyous occasion in which students celebrate their accomplishment with family and friends as they are recognized by faculty and administrators, and receive their hoods.

The letter of invitation from the Graduate School will be mailed around the first

week of February prior to the May ceremony of that year. Graduates must confirm their intent to participate (or not) by reserving a seat online for the celebratory event and providing current home and email addresses for notification purposes.

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 or her own degree program and college.

All graduate programs must publish 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 “Records Privacy” page of the [Registrar’s Office website](#).

DISCRIMINATION

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era or age shall not be practiced in any of its activities. Furthermore, where past or present discrimination continues to have an adverse impact upon protected class members such as minority groups, women, disabled, Vietnam era veterans, or disabled veterans, the university will take affirmative action in carrying out its policy of nondiscrimination and equal opportunity for all.

Complaints involving violations of the University of Cincinnati's nondiscrimination policy are addressed by the [Office of Equal Opportunity](#) (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, plagiarism, 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. (Law and medical students are subject to their respective honor codes. However, these students are covered by the appeal process of the university's *Student Code of Conduct*.) 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 may obtain copies of college honor codes from their college offices.

RESEARCH CONDUCT

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. The university is unequivocally committed to ethical 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.

RESEARCH MISCONDUCT

Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, or performing research, reviewing research proposals, or reporting research results (No. 10-17-05, Rules of the University).

Official university policy governing research misconduct is available in its entirety in Rules of the University, Conduct and Ethics. One can find the [Policy](#) for investigation of research misconduct online.

Misconduct that has been established may constitute grounds for administrative action including termination of the individual's appointment at the university. Accusations of falsifying or misrepresenting data or authorship are among the most serious charges that may be lodged against an investigator. A person contemplating such accusations must fully consider the gravity of the accusation and its consequences. He or she must make every effort to avoid lodging charges that prove to be baseless. Frivolous or false accusations may also constitute grounds for administrative action. Likewise, it is the policy of the University of Cincinnati that no individual who, in good faith, has reported apparent scientific misconduct of research shall be subject to retaliation by the university or any member of the university community. Impermissible retaliation is subject to university discipline.

When misconduct is alleged, it is imperative that due process be followed and protection be afforded to the rights and reputation of both accuser and accused, collaborators of the accused, those investigating the allegations, any sponsoring agency, any publisher, and the university. Thus, university legal counsel will provide advice and counsel throughout the proceedings. During the inquiry into and investigation of allegations, confidentiality shall be observed in the interests of all parties except that the appropriate college dean (herein after referred to as the dean) shall inform and keep apprised of the investigation the Vice President for Research, and Vice Provost and Dean of the Graduate School. The dean may delegate any authority described herein. Appropriate administrative action may be taken as necessary to protect sponsoring agency funds and assure that the purposes of the financial assistance are met. All reporting requirements of sponsoring agencies must be observed.

Proceedings to Investigate Alleged Research Misconduct

All proceedings must be in accordance with applicable rules and contractual obligations of the University of Cincinnati. A representative may accompany all individuals meeting with an investigating committee. Each committee may establish its own rules of conduct within these guidelines.

Allegations

Charges of misconduct shall be brought to the director or head of the program in which such conduct allegedly occurred. The director or head shall immediately inform the dean of the college and the dean shall inform the Vice President for Research, and Vice Provost and Dean of the Graduate School. If the person being accused is a department, program, or unit director or head, the charge will be brought directly to the dean.

Initial Inquiry

The dean advises the accused of the allegations and appoints an inquiry committee of no more than three individuals to conduct an inquiry into the allegations. Appointments will avoid any real or apparent conflict of interest. university legal counsel advises the inquiry committee. The object of the initial inquiry is to determine whether there is sufficient substance to the allegations to warrant an investigation.

1. Private, separate sessions are conducted to hear the accuser, the accused, and others as determined by the inquiry committee. All relevant evidence produced is reviewed and secured.
2. The inquiry makes a written report and recommendation to the dean within 15 working days after the dean has been informed of the charge. The dean may extend this time under exceptional circumstances. The written report includes what evidence was reviewed, the information from relevant interviews, the reason for any delays, and the recommendation of the inquiry committee.
3. As a result of this initial inquiry, a recommendation is either made that the allegations are without merit or that the allegations have sufficient evidence to warrant further investigation. In either case, subsequent action may be recommended.
4. The Dean reviews the recommendation of the inquiry committee and decides whether to request a complete investigation (see below) or to take any other appropriate action pursuant to university rules or contractual agreements. This decision is delivered in writing with the inquiry committee report and recommendations to the accused, accuser, the inquiry committee, the Vice President for Research, and Vice Provost and Dean of the Graduate School who in turn jointly notify the President of the University without delay. Any comments submitted by the accused may be added to the record. Records and reports of each inquiry not warranting investigation shall be maintained by the dean at least three years after the termination of the inquiry.

Investigation (if further investigation is warranted):

1. The dean of the college determines whether sponsored research is involved and informs the Vice President for Research, and Vice Provost and Dean of the Graduate School, who determine whether the sponsoring agency should be notified that an investigation is under way. Any necessary notification must clearly state that the investigation will determine the propriety of the conduct or reporting of the research and that the agency shall be apprised of the results.
2. The dean of the college appoints an investigating committee to conduct a complete investigation of the allegations to determine if misconduct has occurred. Appointments must avoid any real or apparent conflict of interest. The investigating committee, while not being excessive in size, must include individuals with sufficient expertise and dedication to conduct a thorough and equitable investigation. University legal counsel advises the investigating committee.
3. The thorough and timely investigation provides both notice of all allegations to the accused and an opportunity for the individual(s) to fully respond to all allegations and findings. The investigation must begin within 30 days of the completion of the initial inquiry and must be completed within 120 days of its initiation. Extensions are only approved by the Vice President for Research, and Vice Provost and Dean of the Graduate School.
4. Necessary support (e.g., clerical, information gathering, witnesses, organizational, security, record keeping and confidentiality) is arranged by the office of the dean. Private and separate sessions are conducted to hear the accuser, the accused, and others determined necessary by the investigating committee. All relevant evidence produced (including but not limited to research data, publications, correspondence and telephone memoranda) is reviewed and secured. Interviews with individuals are recorded by tape recorder or a court reporter unless the investigating committee is otherwise advised by legal counsel.
5. The investigating committee provides a written report of its findings, conclusions, and recommendations together with all pertinent documents and evidence to the dean. Each member of the investigating committee signs the report or submits a signed dissenting report.

External Review

The dean may appoint an external committee of faculty members and/or administrators from another institution or institutions to review and provide written comment on the findings, conclusions and recommendations of the investigating committee.

Administrative Action

1. The dean reviews the report of the investigating committee and the comments of the external committee, if any, and recommends further action to the Vice President for Research, and Vice Provost and Dean of the Graduate School .

This recommendation is delivered in writing together with the committee report and any comments from the external committee to the accused, the accuser, and the investigating committee. Any comments submitted by the accused are also part of the record. The Vice President of Research, and Vice Provost and Dean of the Graduate School then inform the President of the University without delay.

2. With the advice of University Legal Counsel, the Vice President for Research, and Vice Provost and Dean of the Graduate School decide how to proceed under applicable university rules and contractual agreements. They then deliver the decision in writing to the accused, the accuser, both committees, the dean, and the President without delay. Collaborators of the accused are advised of any substantiated misconduct or questions related to their research. The President advises the Board of Trustees as necessary.
3. At any time misconduct or significant errors are substantiated in any sponsored or reported research, the Vice President for Research, and Vice Provost and Dean of the Graduate School notify the sponsoring agency or publisher in writing without delay.

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 or 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.

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 process for graduate students to request review and redress of certain grievances 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 fact-finding and decision or appeal processes. In general, however, it is expected that grievances will be resolved by the parties within their programs.

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 of a graduate student by a faculty member or university agency except:
 1. allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, disability, national origin, or religion;*
 2. allegations of improper evaluation of the quality and quantity of academic work;
 3. allegations of unfair recommendation for employment or further graduate study.

Note*: Allegations of discrimination will be handled according to the university Discrimination Procedure administered by the [Equal Opportunity Office](#). Allegations of sexual harassment will be handled according to the University Institutional Policy on Sexual Harassment administered by the Equal Opportunity Office (556-5508).

STUDENT ORGANIZATIONS AND CAMPUS RESOURCES

GRADUATE STUDENT PROFESSIONAL DEVELOPMENT CENTER

The mission of the [Graduate Student Professional Development Center](#) is to support graduate students by providing education that develops the skills they need to meet their career goals such as effective communication of their work, networking, successful grant writing and wisdom in confronting the societal implications of their work. The Center houses the Graduate Student Workshop Series and Preparing Future Faculty Program and works closely with the Center for the Enhancement of Teaching and Learning to achieve this mission.

Graduate Student Workshop Series

The [Graduate School](#) sponsors workshops for graduate students throughout the academic year. Topics of particular interest to graduate students, such as the responsible conduct of research, proposal writing, and family issues, are presented by faculty and other experts in the field. The workshops are offered at no cost. For more information on the workshop series, please visit <http://grad.uc.edu/student-life/grow/workshops.html> or [email](#).

Preparing Future Faculty Program

UC's [Preparing Future Faculty Program](#) (PFF) helps graduate students who are considering an academic career by equipping them with an understanding of the opportunities and challenges of the faculty life. Many students emerge from their doctoral programs with no teaching experience, no familiarity with the scholarship on teaching and learning, and no inside understanding of curriculum development, syllabus development, innovative pedagogies, student learning styles, or instructional technologies. Part of a national initiative started in the early 1990s, the PFF Program adds those strengths to graduate students' portfolios, not only preparing them to work more effectively as faculty members but also increasing their marketability. The program includes courses, workshops, reading groups, and a mentoring experience at UC or another local college. It gives detailed guidance on developing a faculty career plan, preparing a *curriculum vitae* and job application letters, writing a statement of teaching philosophy, searching and applying for faculty positions, and being interviewed. Students who complete all requirements receive a PFF Certificate (also noted on transcripts). For more information about the program at UC, see the [website](#) or send an [e-mail](#).

CET&L's Graduate Teaching Assistant Teaching Seminar and Workshops

The [Graduate School](#) and the [Center for the Enhancement of Teaching & Learning](#) collaborate to provide seminars on teaching at UC for all Graduate Teaching Assistants. The GTA Teaching Seminars offer an overview of teaching and learning resources at UC, assistance in course planning, helpful tips on syllabus creation and course preparation, assessment of student learning, and

academic cultures. Advance registration through department or programs is required.

GTAs are also invited to participate in CET&L's faculty development opportunities. The CET&L offers faculty-led pedagogy and technology workshops and seminars, a collection of books on teaching and learning, and web resources on preparing syllabi, course evaluations, effective assignments, and assessment tools. Over 50 unique workshops are offered throughout the year, on topics ranging from "The Pedagogy of PowerPoint" to "Service Learning 101" to "Establishing Student Learning Outcomes." These workshops are offered free to all graduate students, but registration is required: graduate students receive email notification of workshops with a link to register. To view the full schedule of workshops and to register, please visit the registration [website](#). In addition to these faculty workshops, the CET&L offers several workshops each year specifically geared for GTAs. These GTA workshops are often led by experienced GTAs and focus on topics such as preparing a syllabus, writing a teaching philosophy, and classroom management.

INFORMATION AND TECHNOLOGY SERVICES

University Email Account

A university e-mail account is one of the most important resources one has as a UC student. All official university information is transmitted via university email, so students develop the habit of reading it every day. Once admitted and confirmed as a student, students will be notified by email when their university email accounts becomes available and will be given the necessary information to access it.

Blackboard Course Management

[Blackboard](#) is a Web portal on the Internet that offers students easy access to course materials, university resources, and means of communication with faculty and peer students. To use Blackboard one must be a current student, faculty, or staff member at the University of Cincinnati and have a computer with Internet access and a Web browser. Blackboard is on the Web and is accessible anywhere in the world provided the user has a computer with Internet access and a Web browser.

Blackboard may also be accessed via links on the University of Cincinnati website. For instance, go to Current Students; Blackboard Course Management is then found under Educational Resources. To use Blackboard one must first log in using Central Login username and password. To change the password via Blackboard, log in to the account and click the "Personal Information" link on the left side of the page. From this page, the student may select the "Change Password" link to access the Central Login Password Self Service.

The first page that is visible at log-on is called the “My UC” page. The student’s courses appear on this page in the “My Courses” module on the right side of the screen. If a student’s course appears as “unavailable” on Blackboard this means the instructor either does not plan to use Blackboard for the course, or has not yet made the course and its contents available to students.

Help

For help with using Blackboard, click the Help button located at the top of every page. This will link to frequently asked questions (FAQs) for students, references for students and instructors, and tutorials for using Blackboard. This site also includes course-building information for instructors, assessment and online grade book FAQs, and communication tools FAQs. For further assistance, email blackboard@uc.edu.

Computer Lab Information

[Computer labs](#) are provided for University of Cincinnati students, faculty, and staff. Some labs are for use by students from specific programs or housing complexes. Users must have valid central login access. Hours of operation usually vary each semester and should be verified with individual labs. Please check here for [hours and locations](#).

Computer Helpdesk and Telephone Technical Support

The [University of Cincinnati Office of Information Technologies](#) operates a walk-in helpdesk. This support area for students, faculty, and staff is located in the 24-hour lab in 630 Steger Student Life Center. Technical support can be reached at 556-4357.

LIBRARIES

The [University of Cincinnati Libraries](#) offer access to outstanding research collections of over four million volumes, over 69,000 periodical subscriptions, and thousands of full-text articles online, in addition to a wide range of services to help students with their research needs. Please see below for a complete library listing with contact information.

Students have access to the UC Libraries’ online library catalog and information about resources and services by visiting <http://www.uc.edu/libraries>. Here students can also link to the websites for each of UC’s 10 distributed libraries and several additional affiliated libraries. In addition to providing access to resources at UC, the Libraries’ websites also serve as local gateways to OhioLINK, which includes a statewide library catalog of over 48 million items from 88 other academic libraries across Ohio, as well as over 8,000 electronic journals in the Electronic Journal Center, more than 100 research databases, and over 3,000 educational films and documentaries from the Digital Media Center, as well as a growing collection of over 55,000 e-books.

Each UC library provides a knowledgeable staff eager to assist students with their research and service needs. Among the most important services provided

are instruction in library research and computer software, assistance with the appropriate use of electronic resources, and help using collections of books, periodicals, and multimedia resources. For more information about these instructional sessions, visit

<http://www.libraries.uc.edu/instruction/workshop/index.html>. UC's libraries also offer study rooms, study carrels, computer labs, centers for the use of multimedia resources, and specialized services for the physically challenged. Langsam Library's 5th floor is home to UCit@Langsam, a 24/7 computer and study space. Students are encouraged to visit or contact each of the libraries, or visit one of the Libraries' websites to familiarize themselves with the available resources and service. Hours of libraries vary. For the current semesters [library hours](#), consult the University Libraries' website.

TELEPHONE DIRECTORY

Online Directory: Faculty/Staff, Departments, Students

- Faculty/Staff, Programs, and Departments
The full Faculty and Staff Directory is available online at Directory Services' homepage. Users may quick-search for a name, program, or department.
- Students
The Directory Services' home page contains the Student Directory. Students who wish to update or exclude their information from the online Student Directory should contact the Registrar's Office. Users may quick-search for a student name or, to access the complete Student Directory, select it from the pull-down menu at the top of the page. Student Directory listings includes academic listings such as central administrative offices, program offices, and colleges of the university

DIRECTORY ASSISTANCE

When on East (Medical Center) or West (Main) campus, dial "0" for campus directory assistance. When off-campus and calling the university, dial 556-6000. Directory assistance numbers for outlying campuses are as follows:

- Clermont College, 732-5200
- Blue Ash College (formerly Raymond Walters College), 745-5600

BEARCAT CAMPUS CARD

The [Bearcat Campus Card](#) is a debit card feature of the University of Cincinnati identification card (UCID). University of Cincinnati students, faculty, and staff members can use their IDs to purchase goods and services (such as photocopies, vending products, books, and food) on campus as well as over 80 off-campus restaurants and stores.

1. To open a Bearcat Card account, obtain a university ID at the Public Safety offices located in Edwards IV, and sign up for the account [here](#) or at the Mainstreet Connection Center located in the main lobby of Tangeman University Center.
2. Make deposits online 24/7 through one's Blackboard account at <http://www.blackboard.uc.edu>, in person at the Mainstreet Connection Center during business hours (TUC 3rd floor--cash, check, or credit card), or around campus at one of three Value Transfer Stations (cash only).

STUDENT GOVERNMENT AND STUDENT ACTIVITIES

Graduate Student Governance Association (GSGA)

The [Graduate Student Governance Association](#) (GSGA) is a university-wide organization comprising graduate students from all areas of academia. The GSGA is the advocacy arm for graduate students at the University of Cincinnati. Graduate students from any program may form their own graduate student organization and may petition GSGA for membership. After acceptance, the individual graduate groups each elect representatives to the Graduate Student Assembly, which is the governing body of the GSGA. GSGA provides information for events and university decisions involving graduate students. The university provides financial support for graduate students' projects and travel through the GSGA, where it is distributed to members on a competitive basis. Several academic and social events sponsored by the GSGA provide an environment for interaction among graduate students from different programs throughout the year. GSGA also serves as a means for graduate students to voice ideas and concerns about graduate education at both program and university levels.

The GSGA consists of an Executive Board and a General Body. The General Body consists of representatives from each graduate program on campus by program, department, and/or college that meet monthly as the Graduate Student Assembly. The Executive Board is elected by members of the General Body. The GSGA office is located in 683 Steger Student Life Center (556-6101).

Those graduate programs with active organizations are listed below. Contact information on most graduate associations may be obtained by contacting the Graduate Student Governance Association at 556-6101 by visiting the GSGA website or by contacting the specific graduate program office.

Graduate Student Associations

The university offers many graduate student organizations. Those programs with active organizations are listed [here](#) along with officer contact information. Additional information may be obtained by contacting the Graduate Student Governance Association at 556-6101 or by visiting the graduate program office's [website](#).

Student Activities Board (SAB)

The [Student Activities Board](#) (SAB) works cooperatively with the GSGA to register, promote, and regulate University of Cincinnati student groups. All current student groups register with SAB each autumn semester. Registration is open for new groups at the beginning of each quarter. SAB promotes student groups through the Student Activities Carnival in the fall, Activities Fair in the spring, Presidential Luncheons, the Activus booklet, and Student Group of the Quarter Award. SAB also regulates student groups through university policies and assists new student groups to achieve efficient organization. The SAB is located in Steger Student Life Center.

ART GALLERIES

University of Cincinnati and its College of Design, Architecture, Art, and Planning (DAAP) hold many ongoing free art exhibitions and performances for the university community.

DAAP and other university-sponsored galleries include the following:

Dorothy W. and C. Lawson Reed, Jr. Gallery

The Dorothy W. and C. Lawson Reed, Jr. Gallery hosts exhibitions that focus on the fields of study associated with the College of DAAP, with emphasis on current work in those disciplines brought in from outside the college to enrich the exposure of students to work produced elsewhere.

Location: DAAP Complex, fifth floor

Hours: Weekdays 10 a.m. to 5 p.m.

840 Gallery

Location: DAAP Complex, fifth floor near freight elevator

Hours: Weekdays 10 a.m. to 6 p.m.

Phillip M. Meyers, Jr. Memorial Gallery

The Phillip M. Meyers Jr. Memorial Gallery is a venue for presenting the work of DAAP faculty and students to the university community, and hosts other exhibitions broadly reflecting the varied disciplines associated with the larger university community.

Location: Steger Student Life Center

Hours: Weekdays 10 a.m. to 5 p.m.

COLLEGE-CONSERVATORY OF MUSIC PERFORMANCES

University of Cincinnati's [College-Conservatory of Music](#) (CCM) is recognized as one of the country's leading conservatories. CCM presents nearly 900 events a year, most of which are free and open to the public. Ticketed events are offered at discounted rates to university students. Information about current CCM

offerings is available on the CCM [calendar](#) of events. Ticket sales for most performances are handled through the CCM Box Office in the CCM Atrium (556-4183).

BEARCAT SPORTS

Football, basketball, and baseball tickets are free with one's student ID [online](#) and at the [Athletic Ticket Office](#) (556-2287) on the first floor of the Richard E. Linder Center of Varsity Village. Students are encouraged to show up early to obtain tickets.

RECREATIONAL FACILITIES AND ACTIVITIES

UC's [Campus Recreation Center \(CRC\)](#) and Fitness Center at CARE/Crawley (FC) provide university students, employees, and friends of the university a wide range of exercise and fitness opportunities in two state-of-the-art-facilities. A University of Cincinnati ID is required for admittance. The CRC and FC also offer daily [guest passes](#) that can be purchased at the Member Services Desks. Campus Recreation's [website](#) offers further information about the facilities, programs, and services offered.

The CRC offers assistance to any member who would like to know more about the function, use, safety and care of all aerobic and exercise equipment within the fitness area of the CRC. Orientations are led by a fitness floor coordinator and can be scheduled by calling the coordinator of fitness and wellness at (513) 556-0510.

Group Fitness

Class schedules change on a semester basis and are offered to graduate students via the purchase of punch card or unlimited group fitness passes. Classes are held at the CRC and the FC throughout the day and include yoga, Pilates, strength training, Spinning, and choreographed-based cardio classes. Visit www.uc.edu/reccenter for a complete schedule.

Intramural Sports

Intramural sports are open to all University of Cincinnati students and employees who are members of the Campus Recreation Center. These sports involve league and tournament play. Men's, women's, and coed leagues and tournaments are offered for all sports. Rules and entry forms are available at the Campus Recreation Center. Sports offered vary by semester and include flag football, volleyball, basketball, soccer, and softball. Call (513) 556-5706 for more information.

DIVISION OF STUDENT AFFAIRS AND SERVICES

Student Services

Career Development Center

The [Career Development Center](#) (CDC) offers career planning assistance and employment referral services to University of Cincinnati students. Career fairs, job search skills development, walk-in advising, professional development classes, interviewing workshops, resume assistance, and access to career resources are among the ongoing services provided. CDC is located on the 1st floor of University Pavilion in the Student Success Center one floor below One-Stop. For more information, please call CDC at 556-3471.

Center for Community Engagement

The [Center for Community Engagement](#) provides community service (volunteer work) and leadership opportunities to students. It is located at 2639 Clifton Ave., Stratford Heights (556-1559).

Counseling Center

The [Counseling Center](#) is a professional counseling office within [Student Affairs and Services](#). It provides counseling, outreach programs, and related services for UC students and those concerned about their welfare. It helps students address and resolve personal issues so that they can make the most of their educational opportunities at the university. The Counseling Center is located at 316 Dyer Hall. For more information, please call 556-0648.

Disability Services

[Disability Services](#) is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support services while educating the UC community to see beyond disabilities to the richness of inclusion. The office provides assistance and accommodations for students with all types of disabilities. Students may be eligible for note takers, tutors, interpreters, extended testing time, scribes, readers, tape recorders, communication aids, and other services as needed. The Office of Disability Services is also an information and resource center for university students, faculty, and staff who have disability related concerns or questions. Disability Services is located in 210 University Pavilion. For more information, please call 556-6823, TTY 556-3277 or [email](#).

Testing Services

[Testing Services](#) offers a secure and comfortable environment that includes a computer testing lab with nine stations, a paper/pencil facility, and four computer stations dedicated to placement and internet-based exams. Testing Services strives to meet the needs of UC students, prospective students, alumni, and the greater Cincinnati community by providing an array of services, including the administration of exams such as the:

- ACT Residual (American College Testing)
- GRE (Graduate Record Exam)
- Praxis I (Reading, Writing, and Math placement exams for entrance into teaching programs)
- Praxis II (Teaching Licensing Certification Exams)
- NBPTS (National Board for Professional Teaching Standards)
- TOEFL (Test of English as a Foreign Language)
- LSAT (Law School Admission Test)
- MCAT (Medical College Admission Test)
- CLEP (College Level Examination Program)

Testing Services is located in 100 University Pavilion. For more information, please call the office at 556-7173 or [email](#).

Student Life

The [Office of Student Life](#) offers programs, activities, and services for students. Student Life maintains a liaison relationship with the [University of Cincinnati Wellness Center](#) and the Campus Ministry Association. Student Life has the following eight offices:

African American Cultural and Research Center

The [African American Cultural and Research Center](#) supports the mission of the university by recruiting, retaining, encouraging the successful matriculation and enhancing the growth and development of students at the University of Cincinnati. However, the Center's major focus is to address the academic, social, spiritual, and cultural needs of the African American student population. The African American Cultural and Research Center is located on the first floor of the Sanders Complex. For more information on the AACRC's programs and resources, please contact the AACRC at 556-1177 or email [Eric Abercrombie](#).

Bearcat Bands

[UC Bearcat Bands](#) is located in 2100 Rockwern Band Center at the intersection of West Corry and Dennis Streets. It offers a chance for non-music majors as well as music majors to play in a band at the university. The organization is expressed in the plural (Bands) because the band itself takes on several different forms depending on the semester of the school year. For more information, please contact this office by sending an email to information@ucband.uc.edu or by calling at 556-BAND.

Early Learning Center

The [UC Early Learning Center](#), Inc. serves the University of Cincinnati and the greater Cincinnati community as a primary leader of early childhood education. The talented and professional staff of the Center delivers an accredited, developmentally appropriate, and nurturing program designed to enrich the lives of young children and their families. All services are provided in a safe, diverse

and family centered environment. UC Early Learning Center offers affordable child care and education for children of UC students, faculty, staff and the at-large community as well as scholarships availability for low income student parents. The Early Learning Center is located at 3310 Ruther Ave. For more information, please call 961-2825.

Ethnic Programs and Services

The [Office of Ethnic Programs and Services](#) (EPS) supports the mission of the University of Cincinnati by enhancing the growth and development of students of color and addressing the academic, social, spiritual, and cultural needs of the campus community. Ethnic Programs and Services is located at 555 Steger Student Life Center. For more information on the office's programs and services, please contact EPS at 556-6008 or email [Eric Abercrombie](#).

Office of University Judicial Affairs

The mission of the [Office of University Judicial Affairs](#) is to support the mission of the University of Cincinnati through implementation of the [Student Code of Conduct](#) (the university code of behavior), educational programs/sanctions, interventional programs and a due process judicial system. The Office of Judicial Affairs is committed to promoting a safe, orderly, civil, and just community by utilizing the *Student Code of Conduct* in holding students accountable for decisions and behavior impacting the university community. The Office of University Judicial Affairs is located at 745 Steger Student Life Center. For more information on the office's services, please contact Judicial Affairs at 556-6814 or email [Daniel Cummins](#).

Resident Education and Development

[Resident Education and Development](#) provides a safe living environment that is conducive to learning and personal development. It collaborates with students, staff, and faculty to promote student success and enhance the university experience. It honors diversity and strives to build respectful communities where responsible citizenship is practiced. Resident Education and Development is located in 203 Scioto Hall. For more information about the office's services, please contact 556-6476 or email [Dawn Wilson](#).

Student Activities and Leadership Development

The mission of [Student Activities and Leadership Development](#) is to promote and guide purposeful student involvement in campus events and programming, club sports, diversity education, fraternity and sorority life, leadership development, student government and student organizations. This office enhances the university academic experience through co-curricular engagement opportunities that contribute to students' educational mission, personal growth, and global understanding. The office of Student Activities and Leadership Development is located at 455 Steger Student Life Center. For more information on this office's programs, please call at 556-6115 or email [Nicole Mayo](#).

UC Women's Center

The [UC Women's Center](#) is dedicated to meeting the diverse needs and interests of women and LGBTQ students at the University of Cincinnati. We strive to identify and respond to student-driven concerns and are committed to action that benefits women. The UC Women's Center is located at 571 Steger Student Life Center. For more information on this center's resources and programs, please contact at 556-4401 or email [Barb Rinto](#).

OTHER STUDENT SERVICES

Ombuds Office

The [Ombuds Office](#) responds to the concerns of University of Cincinnati students, faculty, and staff. The Ombuds investigates complaints, refers problems to other university offices, and offers mediation and conflict resolution services. The Ombuds Office strives to cut through bureaucratic red tape to solve problems confidentially and promptly. The office is located at 607 Swift Hall (556-5956).

Parking Services

[Parking Services](#) maintains the parking facilities and sells parking passes to students, faculty, and staff. Students are encouraged to purchase their parking passes as early as possible for best selection. Parking may be purchased via the Web or in person at:

Parking Services
Four Edwards Center
Cincinnati, OH 45221-0624
Phone: 556-2283

Police

The University of Cincinnati [University of Cincinnati Police Division](#) is a full-time, 24/7 law enforcement unit that provides campus safety services and crime prevention. They also work cooperatively with the Cincinnati police to help create a safe, secure environment in the surrounding community. Other services include lost and found reporting and crime statistic documentation. Police main headquarters are at Three Edwards Center, 51 West Corry Blvd, Cincinnati, Ohio 45221-0215. For non-emergencies, call 556-1111.

For emergencies dial 911.

UC International Services

The UC [International Services](#) office 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 U.S. and provides support services and cultural information to students. International Services is located in Suite 3130, One Edwards Center (556-4278), <http://www.uc.edu/international/services.html>.

University of Cincinnati Student Health Insurance Office

All students enrolled in six or more credit hours at the University of Cincinnati, with the exception of high school students and distance learners, are required to have health insurance. The university will automatically enroll students in the plan unless they complete and submit an insurance waiver form showing they have coverage equal to or greater than that offered. Waiver forms are available through the [Student Health Insurance Office](#) or they may waive online through [Onestop Student Services](#).

The fee is assessed each term students are registered for classes. Please visit [here](#) for information on the Graduate Student Health Insurance award for graduate assistants and fellows.

University Health Services

[University Health Services](#) (UHS) provides primary care to all registered University of Cincinnati students. Primary care is prepaid for students under the University of Cincinnati Student Health Insurance Program (SHI). UHS has no providership agreements with any other insurance company; therefore, students with private insurance will be responsible for any charges not paid by their specific health plan. In addition to primary care, on-site specialty care is available for women's health, dermatology, sports medicine, and mental health. Other services available include: laboratory, pharmacy, and x-ray services; allergy injections; international travel evaluations; dental and vision services; and physical therapy. A doctor is on call to advise students should an emergency arise after hours. All physicians are board certified.

University Health Services–West campus
Lindner Athletic Center, 3rd floor

Phone: 513-556-2564

Fax: 513-556-1337

Hours: 8:30 a.m.-4:30 p.m. on Monday, Tuesday, Thursday and Friday; 9:30 a.m.-4:30 p.m. on Wednesday

University Health Services–East campus
Holmes, 1st floor

Phone: 513-584-4457

Fax: 513-584-2222

Hours: 8:00 a.m.-4:30 p.m., Monday-Friday

Graduate students registered for fewer than six credit hours are eligible providing they meet the following criteria:

1. be registered for at least one graduate credit hour each term for which they desire coverage (the credit hour must be toward the student's degree and the student must be matriculated into a program)
2. submit an Insurance Enrollment Form to the Student Health Insurance Office to be received no later than the enrollment deadline
3. submit a graduate certification form stating they have matriculated into a program and actively working towards their degree
4. submit premium payment by the scheduled deadline

Students may obtain further information from the Student Health Insurance Office here:

Student Health Insurance Office
Lindner Athletic Center, 3rd floor
Phone: 513-556-6868
Fax: 513-556-6655
Hours: 8:30 a.m.-4:30 p.m., Monday-Friday
Website: http://www.uc.edu/uhs/student_health_insurance.html

RETAIL SERVICES

Automated Teller Machines

There are several [money stations](#) located across uptown campus sponsored by a variety of local and national banks.

University of Cincinnati Bookstores

The [UC Bookstores](#) have locations on all five university campuses, and include a second store on the Main Campus in the DAAP building that specializes in art supplies. Each store offers a variety of goods and services for academic and personal needs. The Bookstores offer the following types of merchandise and services:

- the entire requested selection of new and used textbooks in stores as well as online at www.onestop.uc.edu: click on "View my Schedule" and then on the "Get Books" button at the bottom of one's schedule;
- University of Cincinnati insignia clothing and gifts, also available online;
- computers and software at the main store at low, educational prices;

- trade and reference books, including bestsellers, classics, new releases, children's books, and magazines with local authors' works also offered online;
- next-day film developing in the Main, Medical, and Blue Ash (formerly Raymond Walters) campus stores;
- notary public services in the main store (by appointment);
- services such as ATM, FAX, and check cashing in the main store;
- gifts, greeting cards, stationary, picture frames, and a Clinique cosmetic department.

The Bookstores accept the Bearcat Campus Card and provide a discount to all graduate assistants, faculty, and university staff members. For more information contact the Main Campus Bookstore at 556-1700 or [email](#).

Communications Services, Printing Services

[Communications Services](#) main office is located in the Health Professions Building at 3233 Eden Avenue and can be contacted at 558-5682. It provides such services as:

- **Art and Design**: 558-0161
- **Duplicating**: 007 McMicken Hall (West Campus -Copy Center) (556-3325); 6351 Medical Sciences Building (East Campus) (558-2680); G-44 Health Professions Building (558-8767)
- **Photography**: 558-1008
- **Video**: 558-5681

Communications Services provides copy and finishing services to the University of Cincinnati community. Only checks and credit cards are accepted for payment.

[Printing Services](#) is a full service copy center with an office at 007 McMicken Hall. Services include duplicating in black and white and full color, cutting, laminating, photo quality printing from a digital camera, and fax services. Business cards, announcements, T-shirts, posters, banners, labels, and mailing supplies are just some of the items that are available. Students, faculty and staff can send files to print at Business on Main from home. Printing Services can also print color or black and white files created on a Macintosh or PC. Printing Services can be contacted at 556-3325.

HOUSING

Graduate students can use an interactive website that allows users to post and search for housing and/or roommate needs. UC's [Off-Campus Housing Needs](#) site is the place to find answers to these questions and more.

Affiliated Housing

Located on the perimeter of campus, affiliated housing puts the student just a short walk away from all campus facilities and events. Students are welcome to investigate the housing available at:

[University Park Apartments](#) (located on Calhoun Street, just south of campus)

[Bellevue Gardens](#) (located on Martin Luther King, just south of the medical campus)

Off-Campus Housing

Off-Campus housing listings, including rentals and roommates wanted, are available for the UC area from UC's [Off-Campus Housing Needs](#) site, [City Beat](#) and [Cincinnati.com](#) (linked to local newspaper [The Cincinnati Enquirer](#)).

International graduate students and students with families in need of further information should refer to Housing and Food Services website at <http://www.uc.edu/housing/>.

TRANSPORTATION

Campus Shuttle (BTS)

The [Campus Transit System and Bearcat Transportation System](#) (CTS & BTS) serves as a free transit and safety service for students, faculty and staff at the University of Cincinnati. The CTS provides on-campus shuttle service, and the BTS provides shuttle service to various surrounding off-campus locations. A valid UC ID is required to ride the BTS. For more information including shuttle schedule, please click on the link above.

CAMPUS DINING OPTIONS

On-campus dining options for students include [brand-name fast food facilities](#), [sit-down service](#), and award-winning marchè style [dining centers](#). Additionally, there are four cafés located throughout campus. Students in health-related fields often take their meals in the hospital cafeterias or at nearby [Kingsgate Conference Center](#) or [Campus View Café](#) (in University Hall). For more information, please visit [Food Services](#).

Variety abounds with on campus dining opportunities that include everything from award winning buffet-style dining centers, casual dining at Mick & Mack's, to grab & go options from popular MainStreet and college café eateries. Please visit our website for location and menu information at www.uc.edu/food.

CAMPUS MAPS

Maps of East and West Campuses as well as driving directions, bus/shuttle information, and visitor's information can be found [here](#).

West Campus:

http://www.uc.edu/content/dam/common/docs/maps/campus_map_west.pdf

East Campus:

http://www.uc.edu/content/dam/common/docs/maps/campus_map_medical.pdf