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PREFACE

A. Roles of the Office of the Vice President for Research and University Dean of Advanced Studies.

The Office of the Graduate School at the University of Cincinnati exists to serve the needs of faculty and graduate students, and to enhance these efforts through academic leadership, administrative service, and financial support. It is headed by the Vice Provost & Dean of the Graduate School, who serves as coordinator of all graduate programs throughout the University. It is the function of the Graduate School to afford its members (students and faculty) opportunities for advanced work in their chosen fields. The All-University Graduate Faculty has the responsibility for determining educational policies and regulating the awarding of degrees. The Graduate Faculty formulates common rules of instruction throughout the various departments of study, precise manners of instruction, and individual methods for evaluating the results of examinations.

B. Roles of Department’s Graduate Studies Committee

The role of the Department’s Graduate Studies Committee is to serve the needs of the graduate students and faculty in the Department. The Graduate Studies Committee is led by a Chair who serves as coordinator of all graduate programs within the Department and liaison to all graduate activities outside of the Department at the College and University levels.

C. Roles of Academic Advisor, Director of Graduate Studies, and Advisory and Examining Committee

An Academic Advisor is assigned, by the Director of Graduate Studies for Mechanical Engineering (ME) in consultation with the program faculty in the student’s major area of interest, to each student at the time of initial registration in the Graduate program. The Academic Advisor will be a full-time faculty member of the Mechanical Engineering Program. Appointment of an academic advisor from another program within the College of Engineering (COE) will be considered on an exception basis by petition to the ME Graduate Studies Committee. The primary responsibilities of the Academic Advisor are to assist the student in developing an acceptable Program of Study, and to select and/or act as Chairperson of the student’s Advisory and Examining Committee. The authority for final approval of a student’s Program of Study is vested in his/her Academic Advisor. The Academic Advisor is not necessarily the Thesis or Dissertation Director. If the Thesis or Dissertation Director is not the Academic Advisor, the Academic Advisor must approve the Thesis or Dissertation Director.
The Director of Graduate Studies for Mechanical Engineering serves the ME Program, the graduate student body and the Department Head. The responsibilities of the Director of Graduate Studies for ME include the following:

- Maintaining the graduate advising system and revising the Graduate Student Guide.
- Coordinating the Doctoral Fundamentals Exam with the assistance of ME program faculty
- Coordinating the Faculty’s evaluation of applications for admission to graduate study
- Coordinating the faculty’s evaluation of applications for financial aid and assisting in the award of University Graduate Scholarships (UGS) and University Graduate Assistantships (UGA)
- Serving on the Department’s Graduate Studies Committee and working with the Chair and Department Head on issues concerning ME graduate students and the ME graduate program

Members of the Advisory and Examining Committee are selected and appointed by the student’s Academic Advisor (in consultation with the student) at the appropriate stage of the program. The Advisory and Examining Committee consists of a minimum of three faculty members including the Academic Advisor, who acts as its Chairperson, and the Thesis or Dissertation Director (if applicable). At least 50% of the Committee must be Full-Time ME Program Faculty. One member of the Committee must be from the Graduate Faculty of the University. University rules also require that a doctoral committee include a minimum of three full-time UC faculty. The remaining member(s) may be selected from the faculties of other departments in the University, and appropriate persons (who must have an earned PhD) outside the University. The student’s Thesis or Dissertation Director must be a member of the committee.

This committee’s responsibilities include the following:

- Assisting the student and Academic Advisor, if requested, in developing the student’s Program of Study.
- Administering and evaluating the PhD student’s Candidacy Examination
- Assisting in the evaluation of thesis/dissertation proposals and advising of thesis/dissertation work
- Administering and evaluating the student’s Final Oral Examination
- Approval of Thesis or Dissertation, when applicable.

D. Purpose of Graduate Program in Mechanical Engineering

The major objective of graduate study in engineering is to better prepare for a professional career by strengthening the individual’s ability to assume creative leadership in the solution of important, complex, technological problems. To accomplish this objective, the Mechanical Engineering graduate program is designed to increase the student’s breadth of knowledge, to permit depth of specialization, and to provide the opportunity for theoretical and experimental research.

The field of Mechanical Engineering includes widely diverse areas and is reflected by the broad responsibilities of former graduates in industry, government, and education. Therefore, graduate work in Mechanical Engineering at the University of Cincinnati is characterized by breadth of study and flexibility in programs. This flexibility is structured in the graduate program with certain formal requirements at the program and departmental levels.

This document has been prepared by the Graduate Studies Committee in conjunction with the Mechanical Engineering faculty for distribution to ME graduate students in the MS and PhD Degree Programs. It is applicable to both full-time and part-time students. The objective of this document is to describe the sequence of events leading to the MS and/or PhD Degree in accordance with the policies and regulations of the Mechanical Engineering Program, the Department, the College of Engineering (COE), and the University of Cincinnati.

In order to be as thorough and complete as possible, every attempt has been made to include all necessary information in this guide. However, students should also consult the Graduate School handbook, which gives a more general, but limited discussion of every graduate program in the University. The Graduate School handbook is available at the College of Engineering Graduate Studies Office, 701 ERC or on-line at www.grad.uc.edu/file_pdf/handbook2007.pdf.

For additional questions, please address to:

Mechanical Engineering Program
College of Engineering, Graduate Studies Office
P.O. Box 210077
E. Areas of Specialization

The selection of a student’s area of specialization within the Mechanical Engineering Program usually depends on his/her previous training and choice of specialization related to career objectives. An area of specialization must be declared at the time of admission.

While flexibility is allowed to fit the goals and needs of the individual student, most students specialize in a specific area or combination of areas within the ME Program to enhance their career opportunities. Typical areas of specialization are vibrations, modal analysis, acoustics and noise control, dynamics and controls, numerical analysis including FEM and BEM, mechanical design, applied mechanics, biomechanics, nanotechnology, smart materials and intelligent structures, computational fluid mechanics, flow through turbo-machinery, micro-scale heat transfer, enhanced heat transfer, non-Newtonian flow in heat exchangers, convection in porous media, thermal energy storage, bio-fluid mechanics, CAD/CAM, concurrent design and manufacturing, statistical data analysis, intelligent systems, machinery diagnostics and prognostics, and robotics. Most of this research is sponsored and supported by federal agencies, national laboratories and industry. For up-to-date information on the research activities, see www.min.uc.edu/.

F. Program of Study

Each student is required to develop an individual Program of Study with his/her Academic Advisor. Advisor assignment is usually based on the student’s plan of study and the advisor’s area of specialization. Listings of "Graduate Courses for Mechanical Engineering" scheduled by quarter for each year are available on-line at the following URL: www.min.uc.edu/courses/. Additional courses can be found on-line at the following URL: www.onestop.uc.edu.

A copy of the student’s Program of Study, signed by the Academic Advisor, must be placed on file in the College of Engineering (COE) Graduate Studies Office (701 ERC) by the student during the first quarter registered at the University. A revised copy must also be submitted at the following times:

- At the time when applying for financial aid (UGS) continuation in Spring Quarter of each academic year.
- At the time of the final oral exam.

G. Compliance of Guide with University Rules and Policies
All information contained in this Student Guide is in compliance with the Rules and Policies of the Handbook of the Graduate School. For more explicit interpretations of any sections of this Guide, the student is advised to consult with the Graduate School (110 Van Wormer) or the Department Graduate Studies Committee.

H. Appeal Procedure

Any student who wishes to petition for relief from any of the regulations and policies contained in this Student Guide may do so by submitting a written statement to the Mechanical Engineering Graduate Studies Director (701 ERC). The petition will be reviewed by the Department’s Graduate Studies Committee and a decision will be rendered as soon as possible.
I. APPLICATION AND ADMISSION TO GRADUATE DEGREE PROGRAMS

A. Application Process

A student applying for admission to the ME Graduate Program must submit an application form and relevant supporting documentation to the COE Graduate Studies Office (701 ERC) to be considered for (1) admission and (2) teaching assistantships, research assistantships and other forms of University and Departmental support. (Students seeking governmental loans, work-study, and other forms of financial aid may make application to the Student Financial Aid Office, 220 University Pavilion). On-line submission of the application is now mandatory. See www.eng.uc.edu/graduatestudies/onlineapplication/. Questions and correspondence relating to applications for admission may be directed to the COE Graduate Studies Office. Applications to any UC graduate engineering program must be accompanied by a non-refundable $50.00 application fee (see instructions below for submission of payment). This fee is subject to change without prior notice.

It is the applicant’s responsibility to see that all parts of an application have arrived at UC. A letter of inquiry or a telephone call to the Graduate Studies Coordinator at (513) 556-5157 can provide confirmation. Application status may also be checked via the on-line application URL given above. It is the applicant’s responsibility to make certain that letters of reference and transcripts are mailed (by postal mail or private carrier) to the COE Graduate Studies Office at the address given in the following section.

B. Requirements for Admission

Admission to the ME Graduate Program is competitive. A baccalaureate degree (usually four or more years) from a recognized engineering institution is required for admission to the ME program. A Master's Degree is a requirement for admission to the PhD program. Because of the sequential nature of courses in the ME Graduate Program, it is strongly recommended that students begin their program in the Autumn Quarter. In addition to the general university rules (physical examination, heath insurance, special requirements for international students, etc.) the ME Graduate Program requires that a student follow the procedures below:

All materials should be turned into the COE Graduate Studies Office (701 ERC) unless otherwise indicated.

- Submit a completed "Application for Admission to Graduate Study" form, via the URL: www.eng.uc.edu/graduatestudies/onlineapplication/. This
also serves as an application for financial aid for the first year.

- Submit official transcripts of all previous undergraduate and graduate study.

- Submit two letters of recommendation, preferably on standard forms available from the University (failure to use the standard forms will not be considered a negative factor in the evaluation of the applicant).

- Submit the application fee. The fee may be paid on-line using a credit card. Payment by check drawn on a bank located in the United States, or an international money order, must be sent to the address below.

  Graduate School  
  (Attn: Mechanical Engineering)  
  P.O. Box 210627  
  University of Cincinnati  
  Cincinnati, OH 45221-0627

- Complete the COE portion of the on-line application, indicating area(s) of specialization within Mechanical Engineering.

SEND ALL INFORMATION AND SUPPORTING DOCUMENTS TO:

  College of Engineering  
  Graduate Studies Office  
  University of Cincinnati  
  PO Box 210077  
  Cincinnati, OH 45221-0077

In addition to the above items, an application is not complete until a student supplies scores for the Graduate Record Exam (GRE) and Test of English as a Foreign Language (TOEFL) as required. Requirements are as follows:

- In order for the General Test of the Graduate Record Exam to be waived, students must graduate with a four-year bachelor’s degree from an ABET accredited undergraduate engineering program (Mechanical Engineering or equivalent), from an institution located in the United States, with a minimum of a 3.0/4.0 GPA, or equivalent.

- All students not graduating from an ABET (Accreditation Board for Engineering and Technology) accredited undergraduate engineering program located in the United States are required to take the General Test of the Graduate Record Exam (GRE). Guidelines regarding
acceptable scores for admission can be obtained by inquiry to the Graduate Studies Director.

- All students, originating from countries where English is not one of the official national languages, are required to take the Test of English as a Foreign Language (TOEFL). Minimum acceptable score guidelines can be obtained by consulting the graduate director.

The application must demonstrate the student’s ability to satisfactorily pursue graduate work. A Master’s Degree in engineering is required prior to acceptance for PhD work. Students who have performed at an average level or below in their Master’s program will not be admitted for further graduate work. However, other accomplishments, letters of recommendation, reputation of the undergraduate university, and test scores (such as GRE) are all considered. All applications will be reviewed by the Director of Graduate Studies in consultation with the ME program faculty in the student’s indicated area of interest.

C. Types of Admission

1. Full Graduate Standing

For admission to full graduate standing in the Mechanical Engineering Program at the University of Cincinnati, a student must have a bachelor’s degree from a college or university regarded as standard by a regional or general accrediting agency (except students enrolled in the University of Cincinnati Mechanical Engineering BSME/MSME ACCEND program as noted below). In the United States, this is the Accreditation Board for Engineering and Technology (ABET). The applicant should have at least a "B" grade point average (3.0/4.0 or better) in undergraduate coursework or otherwise give evidence of academic potential (such as outstanding GRE scores). Applicants from outside the United States should report aggregate marks or grades in the marking system within which the grades were given (i.e., no conversion).

Students who are enrolled and in good academic standing in the BSME/MSME ACCELERATED ENGINEERING DEGREE PROGRAM (ACCEND) at the University of Cincinnati will be admitted to full graduate standing in the Mechanical Program during their Senior year as part of the ACCEND program requirement.

Judgments concerning admission or denial to particular degree programs and the criteria used for determining admission are initiated in the Graduate School and the Department. These criteria and judgments vary
according to programs, departments and schools, and reflect not only estimates of the ability of students to do graduate work but also the ability of the department to support (financially, academic advising, etc.) additional graduate students. Achievement of specified minimum scores on standardized tests is not sufficient to ensure admission. The ME program faculty may change these criteria in order to improve the quality of the ME Graduate Program.

2. Provisional Admission

Provisional admission may be granted to MS applicants who are deficient in undergraduate course work considered essential for graduate study. Coursework, without graduate credit, will be required of provisionally admitted students to make up such deficiencies before admission to full graduate standing can be granted. Applicants admitted under the provisional admission status are not eligible for a University Graduate Scholarship (UGS) or a University Graduate Assistantship (UGA) until completion of the provisional requirements. International students are not eligible for provisional admission. Also, PhD applicants are not eligible for provisional admission.

Graduates of non-accredited institutions or those with a BS degree in a discipline other than ME may be granted provisional admission when their academic records warrant this status. Additional coursework will be required of such students when deficiencies in their previous training are apparent.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when extenuating circumstances can be shown to have affected their undergraduate grade point averages or when progressive improvement in their undergraduate programs warrants provisional admission.

Graduate students may attain full graduate standing when the deficiencies responsible for their provisional status are corrected. They must also maintain a satisfactory (3.0/4.0 or better) academic record in all coursework taken as part of their graduate programs. Change from provisional to full graduate standing is affected, generally, by the Director of Graduate Studies in concert with the student’s Academic Advisor.
Graduate students, admitted on a provisional basis, must meet with their Academic Advisor to determine the specific deficiencies in their academic program that must be corrected. The Academic Advisor must submit a Provisional Admission Program of Study Form summarizing the coursework required to correct the deficiencies to the COE Graduate Studies Office (701 ERC) for placement in the student’s academic file. This Provisional Admission Program of Study must also be approved by the ME Graduate Studies Director.

As a minimum guideline, a graduate student admitted on provisional basis, must complete courses in the following areas, and pass each course with a grade of B or better.

First, students admitted on a provisional basis must have previously completed the following (or equivalent):

- Calculus (four quarters) (15-MATH-251, 252, 253, 264 or equivalent)
- Differential Equations (one quarter) (15-MATH-273 or equivalent)
- Mechanics I and II (one quarter Statics, one quarter Particle Dynamics) (20-EGFD-101, 102 or equivalent)
- General Physics (three quarters) (15-PHYS-201, 202, 203 or equivalent)

Secondly, students admitted on a provisional basis who do not have the equivalent to the following will be required to take the following courses as part of their program, without graduate credit, and must pass each course with a grade of B or better.

- Mechanics III (rigid body dynamics) (20-ENFD-103 or equivalent), or Kinematics of Machines (20-MECH-219 or equivalent) and Machinery Dynamics (20-MECH-320 or equivalent)
- Mechanics of Solids (20-MECH-275 or equivalent)
- Manufacturing Processes I (20-MECH-354 or equivalent)
- Thermodynamics (20-MECH-210 or equivalent)
- Fluid Mechanics (20-MECH-311 or equivalent)
- Engineering Statistical Methods (20-MECH-240 or equivalent)
- Basic Electric Circuit Analysis (20-ENFD-371 or equivalent)
- Machine Analysis and Design (20-MECH-321 or equivalent)
- Heat Transfer (20-MECH-413 or equivalent)
■ Control Theory (20-MECH-481 or equivalent)

Once a student has chosen a specific specialization the student may be required to take additional prerequisites in that area. This is done on an individual basis, so no standard exists. However, some examples are:

■ Thermal-Fluid Sciences
  - Thermodynamics II (20-MECH-312 or equivalent)
  - Momentum and Energy Transport (20-MECH-414 or equivalent)

■ Design and Design
  - Manufacturing Processes II (20-MECH-355 or equivalent)
  - Design of Mechanical Components (20-MECH-422 or equivalent)

■ Structures and Motion
  - Mechanical Vibrations I (20-MECH-480 or equivalent)
  - Measurement and Instrumentation Lab (20-MECH-370 or equivalent)

Students provisionally admitted to graduate study are not eligible for UGA or UGS awards administered through the Department and Graduate School until such time that the student achieves full graduate standing. Promotion to full standing is authorized by petition to the ME Graduate Studies Committee.

3. International Student Admissions

No international student will be granted admission on any basis other than full graduate standing. Before their admission to the University is complete, all international students must fulfill U.S. Immigration Service requirements and register with the International Services Office.

All international students are required to carry the specified health and accident insurance. An annual fee (reflecting the number of accompanying dependents) will be assessed at the first registration period of each year to meet the cost of this insurance for the subsequent twelve months.

For matters concerning visa, International students must contact:

International Student Services Office
PO Box 210640
University of Cincinnati
Cincinnati, OH 45221-0640
International students must be full-time graduate students (defined as registered for 12 graduate credits each quarter) except during Summer. Students who have completed all credit hour requirements for their degree and who are finishing a thesis or dissertation may be eligible to register with a reduced credit hour load (currently one credit hour per quarter, except Summer). Consult the International Student Services Office at 3134 Edwards One or on-line at www.isso.uc.edu for applicable forms and further details.

4. Visiting Scholars

Visiting Scholars are permitted in the Department for the purpose of specialized study not pursuant to a graduate degree. International visiting scholars must contact the International Services Office for visa information. Visa and other requirements may be different than those for other students. In any case, a visiting scholar can not work within the Mechanical Engineering Program without written permission from the Department Head and a sponsoring faculty member. Visiting scholars are not considered degree students and are not admitted to the graduate program. Because changing status from a visiting scholar to a graduate student is very difficult, a potential student should give careful consideration before becoming a visiting scholar. Student status is usually preferable.

D. Admission Decisions

Admission to the ME Graduate Program at UC is competitive. The ME Graduate Program has higher admission standards than the minimum admission requirements of the Graduate School.

It is the responsibility of the ME Director of Graduate Studies to notify all applicants of acceptance or rejection through the College of Engineering (COE) Graduate Admission office.

Admission Decisions are made on or about April 15 of each year.

E. Financial Aid Decisions

A limited number of University Graduate Scholarships (UGS) (tuition less general fee) and University Graduate Assistantships (UGA) (tuition plus a competitive monthly stipend, currently approximately $1833 per month) are allotted to the Mechanical Engineering Graduate Program each year. UGA
awardees are normally assigned as Teaching Assistants to support undergraduate and/or graduate classroom instruction. Applicants should be aware that only a small percentage of full-time graduate students will receive a UGA.

University Graduate Scholarships and Assistantships are normally awarded for up to one academic year at a time. Applications for renewal of such financial aid are required each year. Notification of the requirement to apply for financial aid will be sent by the COE Graduate Studies Office to the student’s e-mail on file during the Winter Quarter. On-line submission of the COE financial aid application is now mandatory. The applicable URL which must be used to complete the on-line COE financial aid application will be included in the notification e-mail. Applications must be received by the COE Graduate Studies Office (701 ERC) by April 15 or the currently announced date if aid is desired for the following academic year. A revised Program of Study, signed by the student’s academic advisor, must also be submitted at this time. Initial offers of financial aid will be released to students on or about June 1. Note that this date is subject to change from year to year.

The COE financial aid application and its associated timetable pertain to the University Graduate Scholarship (UGS) awards. University Graduate Assistantship (UGA) awards are granted at the departmental level, based upon a review conducted by the Department’s Graduate Studies Committee. The timetable for UGA awards may differ from that of the COE UGS awards. It is the policy of the Graduate Studies Committee that all continuing full-time graduate students in Mechanical Engineering who apply for continuation of UGS support will simultaneously be considered for a UGA award.

**Recipients of University Graduate Scholarships and Assistantships must register as full-time students and carry a minimum of 12 graduate credit hours each quarter.**

Financial aid can also be received by a student working as a Research Assistant under a research grant or contract held by a faculty member. The Graduate Studies Committee is not involved with these research efforts directed by individual faculty members, and students should contact appropriate faculty members in their areas of interest in this regard.

Financial aid awards regarding University Graduate Scholarships (UGS) and University Graduate Assistantships (UGA), are decided by the Graduate Studies Committee and Department Head. Research Assistantships are awarded by individual faculty in the department based upon active contracts or grants.
Partial guidelines for the awarding of UGS and UGA are as follows:

- Only those students applying for a UGS/UGA within the posted deadlines will be considered for a UGS/UGA.

- Students graduating from an ABET accredited ME undergraduate program (BSME) and students graduating from graduate ME programs at ABET accredited institutions, along with all students who are in the ME program in the Department, will be considered for a UGS/UGA on a priority basis. Within this group, residents of the State of Ohio, will be considered first.

- All other students will be considered for a UGS/UGA on a secondary basis.

Financial Aid Limitations

- Students in the Master of Science program in ME will be considered for a maximum of four (4) quarters of UGS from the ME Graduate Program allotment. If a student wishes to pursue a PhD degree and attempts the ME PhD Fundamentals Exam, this may be extended (see Section V. Doctoral Degree Programs, Subsection F. Doctoral Examination).

- Students in the Doctor of Philosophy program in ME will be considered for a maximum of six (6) additional quarters of UGS from the ME Graduate Program allotment. Additional quarters of UGS award will be considered on a need basis if necessary to complete credit hour requirements for the degree.

- Students exceeding 260 quarter hours of graduate work (including both MS and PhD program) will not be considered for further financial aid per University policy.

- Students who receive financial aid for one or more quarters are not guaranteed financial aid in future quarters.

- Financial aid is limited. Students entering the thesis or dissertation stage of their graduate program are encouraged to pursue financial support from grants and contracts managed by their Thesis or Dissertation Director.

Financial Aid Requirements

- Students receiving UGA support from the Program must be registered for
12 graduate credit hours each quarter.

F. Other Procedures and Requirements Prior to Admission

1. Supplementary Information Form

The Supplementary Information Form must be completed prior to registration by the following individuals:

- New students entering the University
- Students not enrolled the previous academic year
- Students who have earned their BS Degree at UC and are admitted to the MS Program
- Students who have earned their Master's Degree at UC and are admitted to the PhD program

2. Physical Examination

A physical examination is required of each applicant. A Tuberculin Tine Test or chest x-ray is required within three months of registration.

3. Evidence of Health Insurance

The University requires health insurance of all full-time graduate students and offers a health insurance option at the time of registration. If a student elects to find alternative health insurance, or is covered by another policy, this should be indicated on the appropriate registration form. Evidence of alternative health insurance must be provided by the student.

4. Financial Statement

International students are required to submit a financial statement to show evidence of financial support in order to obtain a student visa. (Equivalent of one year of support is required for MS applicants, two years for PhD applicants.) For more information, see ISSO web site: www. isso.uc.edu.
II. REGISTRATION

Students pursuing a full-time program of graduate study should register for a minimum of 12 graduate credit hours each quarter (12 minimum, 18 maximum). General registration information is given in the Graduate School handbook, and details and forms can be obtained at the University Registration Office (220 University Pavilion or online at www.onestop.uc.edu).

The URL www.onestop.uc.edu should be consulted regarding announcements of specific registration dates and procedures. Prior to first registration at www.onestop.uc.edu, a newly matriculated student should check in and consult with the COE Graduate Studies Office in 701 ERC in order to receive further instructions. Subsequently, the student should meet with his/her academic advisor to discuss course selection and to develop the Program of Study. The course schedule for the initial quarter, as well as all subsequent quarters, must be approved by the student’s Academic Advisor prior to registration. The student should also provide the Graduate Studies Coordinator (701 ERC) with a local address the first quarter and any changes thereafter, so that the department can contact the student if needed. The student must also report his/her e-mail address to the COE graduate studies e-mail distribution list server at listserv.uc.edu (select the ENGN-ME-MS or ENGN-ME-PHD group), as well as to the University Registrar at www.onestop.uc.edu. It is essential that the student maintain current contact information and check his/her e-mail on a regular basis, as all essential correspondence related to graduate studies is now handled electronically.

Pre-Registration Procedures and Requirements

The Supplementary Information Form must be completed by all graduate students prior to their first graduate registration. Students who have previously completed this form for a previous degree (undergraduate or Master’s) must complete a new Supplementary Information Form. All students should place the departmental code number on the "Program Major" line of this form (ME-008 along with the name of their major). If a student has previously been registered in another department at UC he/she should write "DEPARTMENT CHANGE" across the top of this form. Problems with registration, financial aid, and grade reports are often traced to program major errors in the university computer data base.

Full-time graduate student status requires at least 12 graduate credits, exclusive of audit. Students receiving University Graduate Scholarships (UGS) and University Graduate Assistantships (UGA) require at least 12 graduate credits. International students must be in a full-time status, although they may register for fewer than 12 credit hours once they have completed all credit hour
requirements for the degree and are completing a thesis or dissertation. The Reduced Credit Hour Load form must be submitted. Contact the International Services staff at www.isso.uc.edu for further details and associated forms.

Normally 600 level courses (eg. 20-MECH-6xx) are considered dual-level in the College of Engineering. Graduate credit is granted for dual level and graduate (700 level and above) coursework. Graduate credit is not given for 500 or below level engineering courses. However, some 500 level courses taken in other departments at the University (e.g., Math) may qualify for graduate credit subject to the approvals by the Academic Advisor and Graduate Studies Director. The ME graduate student must specify graduate credit when registering or graduate credit will not be given. Dual level (undergraduate/graduate) courses may require additional work for graduate credit.

A. Registration Change Procedure (Add/Drop)

Web registration via www.onestop.uc.edu is open for electronic Add/Drop through the first week of every quarter (check posted schedules for exact dates). Courses may be dropped on-line through the last day to withdraw, as designated by the Registrar. Courses may be dropped without entry to the academic record until the date designated as such, normally within the first three weeks of the quarter; after this date, the course will be graded W or F, at the discretion of the instructor. (See also Section D, Withdrawals, below.) Refer to www.uc.edu/registrar for specific dates in the current quarter. No class can be dropped after the eighth Friday of the quarter. A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student must finish at least 12 graduate credits in a quarter to be considered full time. A student receiving a UGS or UGA must finish at least 12 graduate credits in a quarter.

B. Audit Regulations

Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Audit hours do not count toward the 260-graduate credit limit for university-funded financial aid, and they do not count toward full-time status. However, audit credits do count for tuition purposes. Hence, a student on a UGS or UGA appointment must be registered for at least 12 credits of graduate courses exclusive of audit, but will be assessed for any total credits which run over 18. A course instructor has the right to assign an "F" (failure) or "W" (withdrawal) grade to an audit student if the student fails to meet the requirements set forth by the instructor for auditing the course.
C. Pass/Fail Registration

Only Topics, Thesis, or Dissertation courses may be taken and/or graded on a pass/fail basis.

D. Withdrawals

A student may drop a course by Saturday of the third week of classes with no academic penalty. From the fourth through the eighth week, a student may drop with a grade of either "W" or "F" to be assigned at the discretion of the instructor. After Saturday of the eighth week, no withdrawal will be approved, except for reasons beyond the control of the student, such as sickness or accident. The Graduate School along with the student’s ad hoc committee judges the advisability of such exceptions. All withdrawals must be made through the COE Graduate Studies Office (701 ERC) either in person or by letter. A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund, of fees, or reinstatement as an auditor in that course.

Official dropping from individual courses or completely withdrawing from the University must be initiated by the student in writing through the Graduate Studies Office. The withdrawal date to be used in determining refund eligibility shall be the date the official request is submitted for approval to the Graduate Studies Office. Please consult Learning Opportunities for current Add/Drop and Refund Procedures. Questions concerning interpretation of the regulations governing refund of student fees should be referred to the Registrar.

E. Registration Requirements for Maintaining Active Student Status

Maintaining active student status for US citizens and permanent residents requires registering for at least 1-credit hour during Autumn Quarter of each year. If your active status has lapsed (12 consecutive months of non-registration), you will be required to submit a petition for reinstatement and will have to pay a substantial penalty. After 36 months, you will have to re-apply and pay an even higher penalty.

All international students must remain full-time to maintain their visa status. Full-time status requires 12 credit hours (except summer). However, after completion of all credit hour requirements for the degree, international
students can currently register for one credit hour each quarter (except summer) and be considered full-time, provided they submit a Course Reduction form. Certain exceptions may also apply. Consult regularly with ISSO (3134 1 Edwards Center or on-line at www.isso.uc.edu) for applicable forms as well as policy changes.
III. GRADUATE CREDITS AND GRADING PRACTICES

A. Full/Part-Time Course Load

Students enrolled in a full-time program of graduate study must be registered for 12 or more graduate credits each quarter. Students with outside work, or those who for other reasons devote less than full time to graduate study, may be allowed to register on a part-time basis. Part-time graduate students are not eligible for UGS or UGA awards. International students, under the terms of their visas, must be enrolled as full-time students.

B. University Graduate Assistantship (UGA) and University Graduate Scholarship (UGS) Recipients

Students receiving financial aid from the ME Graduate Program, either a UGS or UGA, must be registered for 12 graduate hours each quarter.

C. Graduate Credit in 500, 600 and 700-Level Courses

A graduate student who is registered in 500, 600 or 700-level courses carrying both undergraduate and graduate credit may be required to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the instructor in charge of the course deems advisable. Students may not receive graduate credit for a 500 level or below engineering course (20-xxxx-5xx).

D. Grading Practices

At the end of each quarter the Office of Student Records mails to each student an official report of academic achievement. Reports are rendered in the form of grades which should be interpreted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Quality Points</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00*</td>
</tr>
<tr>
<td>I/F*</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (official)</td>
<td>N/A</td>
</tr>
<tr>
<td>SP**</td>
<td>In Progress</td>
<td>N/A</td>
</tr>
<tr>
<td>blank***</td>
<td>No Grade Reported</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* If the “I” remains on student’s record at the end of one (1) year after the quarter has ended, the “I” will change to the “I/F” (Failure).

** The “SP” is used only for those courses approved by College committees to have an extended grading period beyond the normal quarter ending, due to the nature of the material covered in the courses.

*** Rather than leaving a grade blank, an administrative “NG” mark will be recorded on grade reports and transcripts.

**E. Notes on I, F, SP, and NG Grades**

Students are not allowed to graduate with I or F grades on their transcript unless the grade is remedied. An I grade automatically changes to an F, if not changed within a year and cannot subsequently be changed. Any course in which an F is received must be repeated. Grade replacement is not offered at the graduate level, and a minimum GPA of 3.0 is required for graduation.

All research courses (MECH-800 Thesis, 20-MECH-870 MS Research, and 20-MECH-971 PhD Dissertation) are normally graded SP until the research work is completed. In order to graduate, the following SP grades must be changed: The grade in the last quarter the research course was taken. Excess hours will remain on the transcript with the grade SP. Any course graded NG must also have a satisfactory grade prior to graduation.
IV. MASTER’S DEGREE PROGRAM

A. Program of Study

The general policy of the Department is to permit flexibility in the Program of Study according to the individual objectives and career planning of the student. However, final authority for a student’s program of study is vested in the student’s Academic Advisor. The Academic Advisor must be a member of the ME Program Faculty (exceptions to allow other engineering faculty to serve in this capacity will be considered by petition to the Department’s Graduate Studies Committee).

It is the responsibility of the student to consult his/her Academic Advisor and to formulate a Program of Study as soon as he/she enters the MS Degree program. A Program of Study form should be completed in triplicate in order to record the study plan. The Advisor will keep one copy, and the student should retain a signed copy as his/her assurance of an approved Program of Study. The third copy should be given or sent to the Graduate Studies Coordinator (701 ERC). The Program of Study forms are available on-line at the following URL: www.eng.uc.edu/dept_min/grad/forms/. The Program of Study should be completed by the end of the second week of the first quarter of study. Revisions of a student’s program of study are to be expected; however, revisions should be recorded by preparing revised Program of Study forms.

In the case of Provisional Admission, for example if a student does not have an undergraduate degree in the field of Mechanical Engineering, the ME Graduate Studies Committee will require prerequisite or collateral undergraduate coursework in addition to the minimum graduate credits required for the MS Degree. (Such requirements are normally stipulated at the time provisional admission is granted.) The student should consult with his/her academic advisor to ensure that such requirements are completed. The required courses should be included in the students Provisional Admission Program of Study form (see Section I.C.2 for further details).

A student may select courses outside of the Program, the Department and/or the College of Engineering with the approval of his/her Academic Advisor. Individual study or projects can be accommodated by registration for Topics in Mechanical Engineering (20-MECH-871). However, it is the student’s responsibility to arrange for faculty supervision and to obtain the consent of the Academic Advisor prior to registering for Topics.

A Program of Study can be interdepartmental and interdisciplinary. However, in such cases the Academic Advisor may wish to select and consult with the
student's Advisory and Examining Committee during the development of the student's Program of Study. The Department does not provide financial aid for students not enrolled in the Department.

B. Credit Hour Requirements

The Mechanical Engineering Graduate Program offers both a thesis and non-thesis program of study for the MS Degree. The MS Degree program includes the following specific requirements:

(Thesis Option)

- A minimum of 45 graduate credit hours are required. This may include up to 18 credit hours for research courses (which must include a minimum of nine (9) credit hours 20-MECH-800 Thesis and may include a maximum of nine (9) credit hours of 20-MECH-870 Research). Prior to electing 20-MECH-800 Thesis, the student must register for a prerequisite of nine (9) credit hours of 20-MECH-870 Research and complete three quarters of full-time graduate study, or equivalent.

- A minimum of 27 graduate quarter credit hours must be classroom work, i.e., academic work other than Thesis (20-MECH-800), Research (20-MECH-870), Topics in Mechanical Engineering (20-MECH-871), or Seminar (20-MECH-697). The 27 hour classroom total must include:
  - A minimum of 18 credit hours of mechanical engineering graduate courses (20-MECH-xxx or 20-EGFD-xxx).
  - A minimum of six (6) graduate quarter credit hours of study in advanced mathematics beyond an introductory course in ordinary differential equations. Courses not taken from the Mathematics Department must be approved by the Academic Advisor to apply to this category. This can be done as part of the Program of Study approval.

- An oral thesis defense during the final quarter of the study is required.

(Non-Thesis Option)

- A minimum 45 graduate credit hours that may include up to 3 credit hours for Research (20-MECH-870) or Topics in Mechanical Engineering (20-MECH-871) are required; therefore a minimum of 42 graduate quarter credit hours must be classroom work, i.e., academic work other than Thesis (20-MECH-800), Research (20-MECH-870), Topics in Mechanical Engineering (20-MECH-871), or Seminar (20-MECH-697), or equivalent.
Engineering (20-MECH-871), or Seminar (20-MECH-697). Students selecting the non-thesis option should not register for Thesis (20-MECH-800) at any time.

- Of the minimum 42 hours of classroom work, a minimum of 30 credit hours of ME graduate courses (20-MECH-xxx or 20-EGFD-xxx) are required.

- Of the minimum 42 hours of classroom work, in addition to the above requirement, a minimum of 9 graduate quarter credit hours of study in advanced mathematics are required. Courses not taken from the Mathematics Department must be approved by the Academic Advisor to apply to this category. This can be done as part of the Program of Study approval.

- A Final Oral Examination during the final quarter of study is required.

For both options, the following specific requirements have to be satisfied:

- Exclusive of seminar, topics, Research, and Thesis grades, the quality point average (QPA) for grades received in all other courses must not be less than 3.0 (B average). In addition, a student’s QPA for all credits in his/her Program of Study must not be less than 3.0. If a student’s QPA falls below 3.0, dismissal from the program may result.

- Seminar (20-MECH-697) does not count toward the 45 graduate credit hours required.

- Any unsatisfactory, "I" (incomplete), or "F" (failure) grade must be replaced by repeating the course. However, grade replacement is not offered at the graduate level; the unsatisfactory grade will be included in computation of the student’s QPA.

- The required courses will be selected by the student in consultation with the Academic Advisor. Final approval of the Program of Study is the decision of the student’s Academic Advisor.

C. Registration for Research Courses

Research courses for MS students are 20-MECH-800 Thesis and 20-MECH-870 Research. New MS students electing a research course should register for Research until a decision on the thesis option is made. Permission from the faculty member is required prior to registration in a research course. The student must understand and meet the requirements set forth by the
professor in order to receive a grade for the course. All such courses will normally be graded SP (in progress) until graduation. Upon satisfactory completion of the final oral exam for the degree, the faculty member will submit changes to applicable SP grades.

D. Transfer of Credits

As a means of assuring that the character and standards embodied in graduate degrees awarded by the University of Cincinnati are preserved, limits are set on the amount of work completed at other institutions which can be used to fulfill graduate degree requirements. The limits complement residency requirements, and are stated as follows:

- A maximum of 12 graduate quarter credit hours can be transferred (one time only) from another university and/or academic program, upon approval of the Academic Advisor, with subsequent approval from appropriate department and university authorities. Specific policies regarding such transfer of credits are:

  - Transfer of graduate credit hours is not allowed for coursework taken to satisfy the requirements of a previous or concurrent undergraduate or graduate degree program.
  
  - Credit hours allowed for a course will not exceed the quarter credit hours of any University of Cincinnati course(s) which covers equivalent material.
  
  - The student's Academic Advisor must send a written request for transfer of credits to the Director of Graduate Studies (ME). Upon approval, the Director of Graduate Studies (ME) will submit the request to the University Graduate Faculty for approval.
  
  - Thesis work cannot be transferred.
  
  - Credits taken at the University of Cincinnati, prior to formal admission to the ME Graduate Program, are likewise limited to 12 graduate credit hours. This includes both non-degree coursework as well as coursework taken while enrolled in another degree program at UC which did not count toward another degree.

E. Minimum Academic Performance

In order to obtain a Master's Degree in ME, a student must (1) maintain a B average (3.0/4.0 or better), (2) obtain grades of A, A-, B+, B or B- in at
least 2/3 of the minimum graduate credits necessary for the degree and (3) satisfy all final project/thesis requirements.

F. Candidacy

Students are not required to submit formal application for Master's candidacy. However, to maintain status as a graduate student and thus be eligible for a graduate degree, students must maintain minimum academic performance and must register for at least one (1) credit each academic year during the Autumn quarter. A student becomes a candidate for the Master’s Degree upon matriculation into the ME Master’s program.

G. Time Limitations

The minimum requirement for the Master’s Degree is the equivalent of one academic year of full-time graduate study, consisting of at least 45 graduate credits completed to the satisfaction of the candidate’s Advisory and Examining Committee. The average length of time involved in completing the MS Degree is two years. The student whose undergraduate training has been insufficient should expect to spend more than two years fulfilling the requirements for the degree. A student pursuing a program leading to a Master’s Degree must complete all requirements no later than seven (7) years from the date of first registration in that degree program. Under extenuating circumstances students may petition the Graduate School for extension of the time limit.

In general, full-time students who continue their academic programs without interruption (not including Summer Quarter) are held responsible for the graduate program requirements that are in force and published at the time of first matriculation into that program. Generally, changes in graduate program requirements will affect only the students who enroll after adoption and publication of the modifications.

Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for at least one graduate quarter credit for an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they reenter that program. A written request for reinstatement must be made to the Graduate Studies Director (701 ERC). For current forms an instructions, please refer to the following URL: www.grad.uc.edu.

H. Theses, Research Projects and Examinations
Students are encouraged to select a thesis/project topic in their area of specialization/interest within the field of Mechanical Engineering. Thesis work is a valuable learning experience in which students have an opportunity to develop their abilities to search the literature, plan, analyze, experiment, evaluate, present and defend their work in addition to achieving a degree of specialization.

The primary requirements of a thesis are that it demonstrate ability of expression and critical power to evaluate. The acceptability of a thesis depends upon its quality and merit rather than the time and effort required for its completion or the tuition fees and credits hours spent on the investigation.

The thesis/project investigation can be either research or design oriented depending upon the mutual interests of the student and the Thesis/Project Director. Although rare, it is possible, under proper circumstances, to pursue and complete the thesis in absentia and/or with a Thesis Director from outside the university.

The thesis/project and Thesis/Project Director should be selected as soon as feasible in the student’s overall program. It is the policy of the Department that the selection of a thesis topic and Thesis Director be a voluntary process which is initiated by the student.

**Thesis/Project Director.** Since the student is normally assigned an Academic Advisor in his/her field of interest and since the Academic Advisor has guided the student in preparation for the thesis, the Academic Advisor and the Thesis/Project Director will normally be the same person. If a student wishes to change Advisors (Academic, Thesis/Project or to a Thesis/Project Director different from the Academic Advisor), he/she must submit a written petition to the Director of Graduate Studies including the written approval of both the new and old Advisors (Academic Advisor and Thesis/Project Director if the petition is that they be different people) and the reasons for the change. Generally speaking, this change should be initiated towards the end of the first quarter after a student has entered the MS program. The Thesis Director must be approved by the Academic Advisor. Since the assignment of Academic Advisor is based on the area of interest of the student and the area of expertise of the advisor, changes in advisors generally reflects a change in student’s area of interest. Since the MS ME program is designed to take approximately eighteen months, students should choose their areas of interest very carefully.

It is the student’s responsibility to initiate thesis/project topic discussion with his/her Academic Advisor.
The Thesis/Project Director will become a member of the student's Advisory and Examining Committee, if not already a member, and assumes the primary responsibility for guiding the student to completion of the thesis/project as long as the student continues to make reasonable progress.

**Advisory and Examining Committee.** Members of the Advisory and Examining Committee are selected and appointed by the student's Academic Advisor (in consultation with the student) at the appropriate stage of the program. The Advisory and Examining Committee consists of a minimum of three faculty members including the Academic Advisor, who acts as its Chairperson, and the Thesis Director (if applicable). At least 50% of the Committee must be ME Program faculty. One member of the Committee must be from the Graduate Faculty. The remaining member(s) may be selected from the faculty of the Department, the faculties of other departments in the University, and appropriate persons outside the University (who must have a PhD). The student’s Thesis Director must be a member of the committee, if not already a member.

**Thesis/Project Proposal.** Communication between the student and the Advisory and Examining Committee is an important factor in the successful completion of a thesis. Since the student is the central figure in a thesis/project investigation, he/she should strive to maintain communication. Preparation of a written thesis/project proposal (at the early stages of the research) with an oral presentation to the Advisory and Examining Committee is an excellent way of establishing communication and is recommended of each student. The thesis/project proposal should include a plan for subsequent meetings or other forms of communication. To be effective, however, the thesis/project proposal should be prepared early in the investigation.

**Thesis/Project Submittal.** When the thesis/project work is essentially complete, a final draft is prepared. In general, the thesis will have gone through several preliminary drafts, and the Advisory and Examining Committee will have set forth specific requirements concerning the final draft.

The final draft is submitted to the Advisory and Examining Committee for critical review before scheduling of the Final Oral Examination. The student should allow the Advisory and Examining Committee ample time to review the work. Action on a draft submitted less than one month before the date on which the completed thesis/project is due may be deferred until the next quarter.
After the Advisory and Examining Committee is satisfied, the student will, together with the Chairperson of this Committee (usually the Academic Advisor), schedule the Final Oral Examination. The Thesis/Project Director will instruct the student regarding specific material which must be prepared for the examination.

Information concerning the required thesis format, reproduction, and fees, is available from the Graduate School (110 Van Wormer). Additional stipulations regarding thesis reproduction may exist if the student is working under a grant or research contract. Any thesis submitted to the Department to satisfy requirements for the MS Degree becomes the property of the University.

**Final Oral Examination.** The MS Degree is not granted solely on the basis of the accumulation of the required number of graduate credits. A Final Oral Examination is required of candidates for the MS Degree. The purpose is to examine the student’s understanding of engineering principles, his/her abilities of expression and power of critical evaluation. A thesis student will present and defend the thesis as part of the Final Oral Examination. A non-thesis student will be subjected to an oral examination on Mechanical Engineering principles, covered in his/her Program of Study, or present and defend an independent project completed in connection with Research (20-MECH-870) or Topics in Mechanical Engineering (20-MECH-871).

The Final Oral Examination is administered by each student’s Advisory and Examining Committee. The student’s Academic Advisor selects and is chairperson of the Committee. A student should contact his/her Advisor at the beginning of his/her last quarter in order to discuss and make preliminary arrangements for the Final Oral Examination.

**Thesis Option.** The student’s Academic Advisor will moderate the Final Oral Examination and will assist the student in arranging for the time, place and date. The Academic Advisor and the Thesis Director will specify what is required of the student prior to the Final Oral Examination and thesis defense. The student and the Academic Advisor will prepare a resume of the student’s Program of Study including grades received, credits earned and QPA. The resume will be submitted along with the final draft of the thesis to members of the Advisory and Examining Committee at least one month before the examination date.

The specific format of each student’s examination is left to the Academic Advisor; however, a typical procedure is as follows: The examination includes an uninterrupted summary (approximately 30 minutes) of the thesis by the student, an oral defense of the thesis, and a question period generally
covering the student's comprehension of engineering principles. The thesis presentation is important and should be well prepared. Visual aids are recommended for this presentation. The examination lasts approximately one hour. Visitors may be invited to attend the thesis presentation, but they will not be permitted to remain during the committee questioning session.

The decision of the Advisory and Examining Committee is rendered immediately after the examination. If the student does not pass the examination, then the Committee will decide upon a future course of action. If the student passes, then the Committee will complete the Thesis Approval Page and the Record of Final Oral Examination form. The Committee will also recommend a grade for the thesis, and make a recommendation to the Graduate Studies Director (ME) and the Graduate Studies Committee concerning acceptability of the student for the doctoral program.

The Academic Advisor will forward the Record of Final Oral Examination form and a completed Program of Study for the student showing grades received, credits earned, and QPA to the Director of Graduate Studies (ME).

There may be changes or additions required to the thesis. These must be made by the student and approved by the Thesis Director. The final corrected copies must be submitted to the Graduate School (110 Van Wormer) before the date on which the completed thesis is due. Electronic submission of the thesis is now required. For additional information, refer to www.etd.uc.edu.

**Non-Thesis Option.** The student’s Academic Advisor will moderate the Final Oral Examination and assist the student in arranging for the time, place and date. The Advisor will specify what is required of the student prior to the examination. The student and the Academic Advisor will prepare a completed Program of Study for the student including grades received, credits earned and QPA. The resume will be submitted to members of the Advisory and Examining Committee at least one week before the examination date.

The specific format of each student’s examination is left to the Advisory and Examining Committee. The Examination is given in a meeting of the student and his/her Advisory and Examining Committee. The entire Committee should be present at this Examination. The student’s coursework in his/her Program of Study, comprehension of engineering principles, and project work are generally covered in an examination lasting approximately one hour.

If the student does not pass the Final Oral Examination, then the Committee will decide upon a future course of action. If the student passes, the
Committee will complete the record of Final Oral Examination form and make a recommendation concerning acceptability of the student for the doctoral program, regardless of whether the student is planning further graduate study.

The Academic Advisor will forward the Record of Final Oral Examination form and a completed (updated) Program of Study for the student showing grades received, credits earned, and QPA to the COE Graduate Studies Office (701 ERC).

I. Graduation

The graduate student has the responsibility to notify the Director of Graduate Studies one quarter prior to expected graduation. Based upon this notification, the Graduate School (110 Van Wormer) will issue a packet of information and forms required for graduation. Application for graduation is now submitted electronically; refer to the URL www.grad.uc.edu for further information.

Any student intending to receive a graduate degree is responsible for insuring that the aforementioned procedures, as well as those listed below, are carried out and the indicated forms submitted to the appropriate graduate office.

Graduation Requirements for Master's Degrees are:

1. Formal Application for Degree--online at www.grad.uc.edu
2. Alumni Office Record.
3. Cap and Gown - Cap and gown may be purchased or rented at the University Bookstore (for June Graduation).
4. Final Date for Defense of Thesis (as applicable to the degree awarded by the unit). Students should check with the Graduate Studies Office for specific dates. The Graduate School must have ten days' notice in order to make notification of the defense.
5. Degree in Absentia - A degree is conferred in absentia upon written request from the student, submitted on the appropriate form to the Graduate Studies office. The request must be made at least ten days prior to Commencement.
6. SP, NG, I, and F Grades - Notification of removal of all SP, NG, I, and F grades must be submitted prior to a student’s graduation.
7. Credit Hours - Completion of the required quarter hours for the degree.

8. Certification of Program Requirements - Completion of all program requirements for the degree. Certification will be based upon a valid Program of Study form in the student's academic file.

**Job Placement Form.** It is very helpful to the Department to know the kinds of employment obtained by graduates. The Job Placement Form should be completed by the student and returned to the Academic Advisor for submission with the Final Oral Examination form. If the student has not confirmed employment at the time of the Oral Examination he/she should submit this form to the Graduate Studies Coordinator (701 ERC) as soon as possible. Part-time students should list their present jobs on this form.
V. DOCTORAL DEGREE PROGRAMS

A. Program of Study

The general policy of the Department is to permit flexibility in a Program of Study according to the individual objectives of the student. However, final authority for a student’s program of study is vested in the student’s Academic Advisor. The Academic Advisor must be a member of the ME Program Faculty. (Exception cases are considered by petition to the ME Graduate Studies Committee.)

It is the responsibility of both the student and his/her Academic Advisor to formulate a Program of Study as soon as he/she enters the PhD degree program. A Program of Study form should be completed in triplicate in order to record the study plan. The Advisor will keep one copy, and the student should retain a signed copy as his/her assurance of an approved Program of Study. The third copy should be given or sent to the Coordinator of Graduate Studies (701 ERC). The Program of Study forms are available on-line at www.eng.uc.edu/dept_min/grad/forms/. This should be completed by the end of the second week of the first quarter of study. Revisions of a student's program of study are to be expected; however, revisions should be recorded by preparing revised Program of Study forms.

The major objective of the doctoral program is to strengthen the student’s ability to assume creative leadership in the solution of important, complex technological problems. Such ability is enhanced by both breadth of knowledge and depth of specialization. Therefore, the student’s Program of Study should be a compromise between breadth and depth. It should be an integrated program of formal coursework and independent study culminating in an original dissertation which demonstrates the student’s ability to define, analyze, and solve complex problems.

A student may select courses outside of the Program, Department and/or College of Engineering with the approval of his/her Academic Advisor. Individual study or projects can be accommodated by registration for Topics in Mechanical Engineering (20-MECH-871). However, it is the student’s responsibility to arrange for faculty supervision and to obtain the consent of the Academic Advisor prior to registering for Topics.

A Program of Study can be interdepartmental and interdisciplinary. However, in such cases the Academic Advisor may wish to select and consult with the student’s Advisory and Examining Committee during the development of the student’s Program of Study.
B. Credit Hour Requirements

The doctoral program includes the following specific requirements:

- A minimum of 135 graduate quarter credits beyond the BS degree is required. All students who have the MS Degree (whether thesis or non-thesis) will receive 45 credits toward the required 135 for a PhD. Therefore a minimum of 90 graduate quarter credits beyond the MS degree is required.

- The required 90 credit hours beyond the MS degree may include up to 63 credit hours for research courses (which must include a minimum of 33 credit hours 20-MECH-971 Dissertation and may include a maximum of 30 credit hours of 20-MECH-870 Research). Prior to electing 20-MECH-971 Dissertation, the student must pass the ME PhD Fundamentals Exam. In addition, a minimum of 27 graduate quarter credit hours must be classroom work, i.e., academic work other than PhD Dissertation (20-MECH-971), Topics in Mechanical Engineering (20-MECH-871), or Seminar (20-MECH-697).

- Of the 27 credit hour classroom course requirement, a minimum of six (6) graduate credit hours of study in advanced mathematics beyond the MS degree are required, which must be taken from the published list of core math courses. This list is provided at the following URL: www.eng.uc.edu/dept_min/grad/mechanical/math/. Any substitution must be approved by petition to the ME Graduate Studies Committee.

- Of the 27 credit hour classroom course requirement, a minimum of eighteen (18) graduate quarter credits of Mechanical Engineering courses (20-MECH-xxx or 20-EGFD-xxx) beyond the Master’s Degree are required. Topics in Mechanical Engineering (20-MECH-871), Thesis (20-MECH-800), Dissertation (20-MECH-971) and Seminar (20-MECH-697) credits do not count toward the eighteen graduate credit hour requirement.

- Exclusive of seminar and dissertation grades, the quality point average (QPA) in his/her Program of Study must not be less than 3.0 (B average). In addition, a student’s QPA for all credits in his/her Program of Study must not be less than 3.0. If a student’s QPA falls below 3.0 in any two quarters, dismissal from the program may result.

Any unsatisfactory, I (Incomplete), or F (failure) grade must be replaced by
repeating the course or by substituting another course acceptable to the student's Academic Advisor. However, the unsatisfactory grade will be included in computation of the student's QPA. An I grade will automatically be converted to an F one year after the initial grade was given.

C. Transfer of Credits

As a means of assuring that the character and standards embodied in graduate degrees awarded by the University of Cincinnati are preserved, limits are set on the amount of work completed at other institutions which can be included as fulfilling graduate degree requirements. The limits complement residency requirements, and are:

- A maximum of 12 graduate quarter credit hours (exclusive of 45 credits for an MS Degree at another university) can be transferred (one time) from another university and/or academic program, upon approval of the Academic Advisor, with subsequent approval from appropriate department and university authorities. Specific policies regarding such transfer of credits are:
  - Approval of these courses must be obtained before taking them unless the student is transferring to this program from another university.
  - Transfer of graduate credits is not allowed for coursework taken to satisfy the requirements of a previous or concurrent undergraduate or graduate degree program.
  - Credit hours allowed for a course will not exceed the quarter credit hours of any University of Cincinnati course(s) which covers equivalent material.
  - The student's Academic Advisor must send a written request for transfer of credits to the Director of Graduate Studies (ME). Upon approval, the Director of Graduate Studies (ME) will submit the request to the University Graduate Faculty for approval.
  - Thesis or Dissertation work cannot be transferred.
  - Credits taken at the University of Cincinnati, prior to formal admission to the ME Graduate Program, are likewise limited to 12 graduate credit hours.
D. Minimum Academic Performance

In order to obtain a Doctor of Philosophy Degree in the ME Program, a student must (1) maintain a B average (3.0/4.0 or better), (2) obtain grades of A or B in at least 2/3 of the minimum graduate credit hours necessary for the degree, (3) take and pass the PhD Fundamentals Exam within the specified time limits, (4) take and pass the PhD Candidacy Exam within 5 years of first registration in the PhD program, and (5) satisfy all final dissertation examination requirements within 4 years after achieving candidacy.

E. Residency

All doctoral students must remain enrolled for at least twelve graduate credit hours during each of three quarters within a span of five consecutive quarters, including the summer quarter, so long as they register for each autumn quarter involved. (Note: This would permit a residence pattern of in-out-in-out-in during five consecutive quarters.

F. Doctoral Examination

The Doctoral Examination process consists of two exams, in addition to the final oral exam (dissertation defense) and is required of all doctoral students. The purposes of the Doctoral Examination are: (a) to evaluate the student’s knowledge of engineering fundamentals and comprehensive problem solving ability, and (b) to ascertain that the student is qualified to perform independent research. Hence, the examination is divided into two parts, the PhD Fundamentals Exam and the PhD Candidacy Exam, which are discussed in the paragraphs to follow. A student is required to pass the PhD Fundamentals Exam before taking the PhD Candidacy Exam. The PhD Fundamentals Examination is scheduled during the Autumn and Spring Quarters. Graduate students must take the PhD Fundamentals Examination within certain specified time limits of the date when they are first admitted into the ME PhD program.

The time limit depends upon which quarter (Autumn, Winter or Spring) the student is first admitted to the ME PhD program. (International students are first admitted only in Autumn quarter, domestic students are first admitted in Winter or Spring quarters only in exceptional circumstances.)

Note: In all cases the student’s first academic year begins with the Autumn quarter and ends with the Summer quarter. For instance if a student begins Spring quarter, the next Autumn quarter will begin his/her second academic
year.

1. Students who are first admitted into the ME PhD program in the Autumn quarter:
   a. Must attempt the PhD Fundamentals Exam for the first time by the Spring quarter of their first academic year.
   b. Students who do not take the PhD Fundamentals Exam for the first time by the end of the Spring quarter of their first year will be dismissed from the PhD program.
   c. Students must pass the PhD Fundamentals Exam by the end of the Autumn quarter of their second academic year.

2. Students who are first admitted into the ME PhD program in either the Winter or Spring quarters:
   a. Must attempt the PhD Fundamentals Exam for the first time by the Autumn quarter of their second (the next) academic year.
   b. Students who do not take the PhD Fundamentals Exam for the first time by the end of the Autumn quarter of their second academic year will be dismissed from the PhD program.
   c. Students must pass the PhD Fundamentals Exam by the end of the Spring quarter of their second academic year.

In certain cases, students in the MS program in Mechanical Engineering at UC who petition the ME Graduate Studies Committee for continuation of UGS support beyond the prescribed maximum four (4) quarters may be required to take the PhD Fundamentals Exam as a condition of further support. Any such support will be granted at the discretion of the ME Graduate Studies Committee.

In no case will a student be offered more than two (2) attempts to pass the PhD Fundamentals exam. This includes any attempts while enrolled in the ME MS program. The second attempt (if necessary) must occur six months (two academic quarters) following the first attempt. Students who fail or who do not appear within the specified time limits are dismissed from the program. (MS students would be ineligible for PhD admission.)

A student with an MS degree from another institution, or from another
program within UC, who is matriculated into the PhD program in Mechanical Engineering and who subsequently petitions for and is granted demotion to the MS program in Mechanical Engineering within the first two quarters of study must nevertheless attempt the PhD Fundamentals Exam on the original schedule dictated by their original date of admission. Otherwise, such student will be ineligible for admission to the PhD program upon completion of the MS at UC. Any such student who takes and passes the PhD Fundamentals exam must nevertheless complete the MS in ME at UC prior to being eligible for re-admission to the PhD program.

**PhD FUNDAMENTALS EXAM**

The PhD Fundamentals Examination is prepared by the ME PhD Examining Committee and administered by the Mechanical Engineering Director of Graduate Studies. The examination requires that the student demonstrate competency in mechanical engineering fundamentals. The Mechanical Engineering PhD Fundamentals Exam takes place over two days for a total of six hours. The student is tested for 90 minutes (1.5 hours) in each of six (6) areas. Two areas are tested on one day. A ten (10) minute break between each area test is given. Each area test consists of three or four problems in a specific area. The student must work all problems in each area and is graded on a pass/fail basis in each area. All exams will be without reference or notes - appropriate reference material will be provided, if necessary. A student must choose a primary exam area out of the six areas. In order to pass the Mechanical Engineering portion of the PhD Fundamentals Exam, a student must pass three (3) of the six (6) areas including his/her declared primary area.

**NO CONDITIONAL OR PROVISIONAL PASSES WILL BE ISSUED.**

The following are the six areas included in the Mechanical Engineering PhD Fundamentals Exam.

1. Fundamental Dynamics and Mechanical Vibrations
2. Strength of Materials, including static and dynamic failure theories
3. Fluid Mechanics
4. Heat Transfer
5. Manufacturing Processes
6. Engineering Statistics

**Registering for the PhD Fundamentals Exam**
At the beginning of the quarter in which he or she takes the PhD Fundamentals Exam, the student must register for the course 20-MECH-950. This ME PhD Fundamentals Exam course is a no fee, zero credit hour course.

In the event the student does not pass the Mechanical Engineering PhD Fundamental Exam, he/she must petition the ME PhD Examining Committee for retake permission. No more than one repetition of the PhD Fundamentals Exam will be permitted. No Conditional or Provisional passes will be issued. Students must pass three of six areas of the Mechanical Engineering PhD Fundamental Exam including his/her declared primary subject area. Students who fail to pass the PhD Fundamentals Exam in two attempts are automatically dismissed from the ME PhD program.

A list of typical references, course outlines of basic courses in each area and at least one previous examination will be made available on the Graduate Studies Bulletin Board(s) or in the Engineering Library (see www.engrlib.uc.edu). Since the examinations are usually prepared by different faculty members each time they are given, the student should consider these materials only as general guidelines.

The PhD Fundamentals Examinations are usually given during the sixth and seventh weeks of the Autumn and Spring Quarters. After the student’s examinations have been evaluated, the Graduate Studies Committee will then notify the student and his/her Academic Advisor whether or not the student has passed the PhD Fundamentals Examination.

Within two months of successful completion of the PhD Fundamentals Examination, the student must officially notify the Graduate Studies Committee (in writing) of the members of his/her Advisory and Examining Committee. This Committee, which is chaired by the student’s academic advisor is responsible for administering the PhD Candidacy Examination and will serve as the students’ doctoral dissertation committee.

Retaking the PhD Fundamentals Exam

In the event the student does not pass the PhD Fundamentals Exam, he/she must petition the ME PhD Examining Committee for retake permission. When a student retakes the PhD Fundamental Exam, only the areas that were not passed in the first attempt need to be repeated. The student must pass at least three(3) of the six (6) areas of the Mechanical Engineering PhD Fundamentals Exam, including his/her declared primary
area, in a maximum of two (2) attempts. The second attempt must occur within six months (two academic quarters) of the first attempt. No more than one repetition of the PhD Fundamentals Exam will be permitted under any circumstances. No exceptions to applicable timetables are made for students whose registration status is other than full-time (e.g., part-time, GE, or inactive). MS students who fail in two attempts will be ineligible for PhD admission. PhD students who fail to pass the PhD Fundamentals Exam in the two attempts are automatically dismissed from the ME PhD program. The ME PhD Examining Committee will not accept petitions for readmission to the ME PhD Program within ten years of dismissal from the ME Graduate Program.

**PhD CANDIDACY EXAM**

The PhD Candidacy Examination is concerned with the specialized knowledge and research ability of the student. The objectives are to evaluate the student’s progress toward high scholarly attainment and to ascertain that the student is qualified to begin independent research. This examination may be written and/or oral, and it is prepared and administered by each student’s Advisory and Examining Committee. The student’s Academic Advisor selects and is Chairperson of the Committee. Since the PhD Candidacy Exam is designed for individual students, the subject matter, manner of conducting the examination(s), and scheduling are at the discretion of the student’s Advisory and Examining Committee. **However, at a minimum the PhD Candidacy Exam must include a formal dissertation proposal (written) and its defense (oral).** It is recommended that the PhD Candidacy Exam be given as soon as practical after the PhD Fundamentals Exam.

As soon as possible after a student has completed the PhD Candidacy Exam, his/her Advisory and Examining Committee will meet to discuss the student’s overall performance and make a decision on passing or failing the PhD Candidacy Examination. If the student does not pass, the Committee will decide upon a future course of action. If the student passes, the Committee will send written notification to the student and the Director of Graduate Studies (701 ERC). The student will be admitted to Doctoral Candidacy on that date. The student has a maximum of five (5) years to attain Candidacy.

**Candidacy**

Candidacy occurs when the student successfully passes both the PhD Fundamentals Examination and the PhD Candidacy Examination as described previously.
Time Limitations for Candidacy/Graduation

The minimum requirement for the PhD Degree is the equivalent of two academic years of full-time graduate study beyond the MS Degree. The average length of time involved in completing the PhD Degree is more than three years. A student has a maximum of five (5) years to become a candidate. Once a student becomes a candidate, the student must complete his/her program within four (4) years. In no case may the PhD program of any student exceed nine (9) years from the date of acceptance into the PhD program.

In general, full-time students who continue their academic programs without interruption (not including Summer Quarter) are held responsible for the graduate program requirements that are in force and published at the time of first matriculation into that program. For PhD students, this means the date they first matriculated into the ME PhD program, not the date they were first admitted into the ME MS program. Changes in graduate program requirements will generally affect only the students who enroll after adoption and publication of the modifications.

Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for an entire academic year, will be held responsible for the graduate program requirements in force and published at the time they reenter that program. A written request for reinstatement must be made to the Graduate Studies Director.

The student must be a candidate for at least seven months before the PhD degree is granted. Also, candidacy must be maintained by registering for at least one graduate credit hour each Autumn Quarter. Doctoral candidacy starts when the student passes the Candidacy Examinations (both parts) and terminates after seven years.

G. Doctoral Dissertation

1. Dissertation Director and Committee

Dissertation work is a valuable learning experience in which a student has an opportunity to develop his/her abilities to search the literature, plan, analyze, experiment, evaluate, present and defend his/her work in addition to achieving a significant depth of specialization. The primary requirement of a dissertation is that it show evidence of high scholarly attainment through original and independent work. The acceptability of a
dissertation depends upon its quality and merit rather than the time and
effort required for its completion or the tuition fees and credit hours
spent on the investigation (although the student will normally register for
at least 45 dissertation credits).

The dissertation topic is expected to be in the student’s area of
specialization. The investigation can be either research or design oriented
depending upon the mutual interest of the student and the Dissertation
Director. It is the student’s responsibility to initiate dissertation topic
discussion with his/her Academic Advisor/Dissertation Director.

Obtaining financial support is usually important to a doctoral student,
especially during completion of the dissertation which typically involves a
minimum of one year of full-time work. Since the dissertation is expected
to be of value and interest to some segment of our society, students and
their Dissertation Directors are strongly urged to write and submit
research proposals to government agencies and industry. In addition to
the possibility of financial support, this could provide valuable experience
for the student. However, agencies typically require at least six months
for action on a research proposal and funding usually starts at the
beginning of their next fiscal year. Therefore, research proposals should
be planned and submitted well in advance of the intended period of work.

**Dissertation Director.** Since the student is normally assigned an
Academic Advisor in his/her field of interest and since the Academic
Advisor has guided the student in preparation for the dissertation, the
Academic Advisor and the Dissertation Director will normally be the same
person. If a student wishes to change Advisors (Academic, Dissertation
to a Dissertation Director different from the Academic Advisor), he/she
must submit a written petition to the Director of Graduate Studies (ME)
including the written approval of the intended Dissertation Director and
the reasons for the change. **The Dissertation Director must be approved
by the Academic Advisor.** **Appointment of a Dissertation Director from
outside the ME Program faculty must be approved by petition to the ME
Graduate Studies Committee.**

The Dissertation Director will become a member of the student’s
Advisory and Examining Committee, if not already a member, and
assumes the primary responsibility for guiding the student to completion
of the dissertation as long as the student continues to make reasonable
progress.

**Dissertation Proposal.** Communications between the student and his/her
Advisory and Examining Committee is an important factor in the successful completion of a dissertation. Since the student is the central figure in a dissertation investigation, he/she should strive to maintain communication. Preparation of a written dissertation proposal with an oral presentation to the Advisory and Examining Committee is an excellent way of establishing communication and is required of each student. The dissertation proposal should include a plan for subsequent meetings or other forms of communication. To be effective, however, the dissertation proposal should be prepared early in the investigation.

A written proposal must be submitted to the Department Head for all dissertation investigations or projects requiring departmental facilities, technician support, funds for computer usage, or funds for materials and equipment. If the proposal is approved, then a departmental project number will be assigned to the investigation and the instructions will be given to the student regarding preparation of purchase orders, work orders and other required paper work.

Advisory and Examining Committee. Members of the Advisory and Examining Committee are selected and appointed by the student’s Academic Advisor (in consultation with the student) at the appropriate stage of the program. The Committee consists of a minimum of three faculty members including the Academic Advisor, who acts as its Chairperson, and the Dissertation Director (if applicable). At least 50% of the Committee must be ME Program faculty. One member of the Committee must be from the Graduate Faculty. The remaining member(s) may be selected from the faculty of the Department, the faculties of other departments in the University, and appropriate persons outside the University (who must have a PhD.). A minimum of three full-time UC faculty members is required. The student’s Dissertation Director must be a member of the committee.

Dissertation Submittal. When the dissertation work is essentially complete, a final draft is prepared. In general, the dissertation will have gone through several preliminary drafts, and the Advisory and Examining Committee will have set forth specific requirements concerning the final draft.

The final draft is submitted to the Advisory and Examining Committee for critical review before scheduling of the Final Oral Examination. The student should allow the Advisory and Examining Committee ample time to review the work. Action on a draft submitted less than one month before the date on which the completed dissertation is due may be deferred until the next quarter.
After the Advisory and Examining Committee is satisfied, the student will, together with the Chairperson of this committee, schedule the Final Oral Examination. The Dissertation Director will instruct the student regarding specific material which must be prepared for the examination. Information concerning the required dissertation format, reproduction, and fees is available from the Graduate School (110 Van Wormer) or online at www.grad.uc.edu. Additional stipulations regarding dissertation reproduction may exist if the student is working under a grant or research contract. Any dissertation submitted to the Department to satisfy requirements for the PhD degree becomes the property of the University of Cincinnati.

2. Final Defense of Dissertation

A Final Oral Examination or dissertation defense is required of every doctoral candidate after he/she has fulfilled all other requirements. In general, the examination will be restricted to the content of the dissertation and closely related material.

The examination is administered by each student's Advisory and Examining Committee. A student should contact his/her Dissertation Director at the beginning of the last quarter in order to discuss and make preliminary arrangements for the Final Oral Examination. The examination should be held not later than two weeks before the anticipated graduation date.

The student’s Dissertation Director will moderate the Final Oral Examination and will assist the student in arranging for the time, place and date. The student and his/her Dissertation Director will prepare a resume of the student’s Program of Study including grades received, credits earned, details of foreign language fulfillment, and candidacy date. The resume will be submitted along with the final draft of the dissertation to members of the Advisory and Examining Committee at least one month before the examination date.

The dissertation defense is open to the public, with invitations extended to the University and local community. The COE Graduate Studies Office (701 ERC) will assist the Academic Advisor in publicizing the dissertation defense and sending invitations at least two weeks before the examination date. As such, official notification of the date, time, location, dissertation title, and abstract must be provided to the COE Graduate Studies Coordinator (701 ERC) at least two weeks in advance of the dissertation defense. Official notification of the Graduate School
is no longer required.

The examination includes an uninterrupted summary (approximately 45 minutes) of the dissertation by the student, followed by pertinent questions from anyone in attendance. After the public has completed its questioning, members of the Advisory and Examining Committee will have an opportunity to submit further questions or comments, in private.

The candidate is judged by the quality of the dissertation, the manner of presentation, and his/her comprehension and response to questions on subjects related to the dissertation. The dissertation presentation is important and should be well prepared. Visual aids are recommended for this presentation.

At the conclusion of the examination, the Advisory and Examining Committee will withdraw, make a decision forthwith regarding the acceptability of the dissertation and its defense, and report to the candidate. If the student does not pass the examination, then the Committee will decide upon a future course of action. If the student passes, then the Committee will complete the Dissertation Approval Page and the Record of Final Oral Examination form. The Committee will also recommend a grade for the dissertation.

The Dissertation Director will forward the Record of Final Oral Examination form and a copy of the student’s resume to the Director of Graduate Studies (ME). The Academic Advisor will forward the Record of Final Oral Examination form and a completed Program of Study for the student showing grades received, credits earned, and QPA to the Graduate Studies Coordinator (701 ERC).

There may be minor changes or additions required in the dissertation. These must be made by the student and approved by the Dissertation Director. The final corrected copies must be submitted to the Graduate School (110 Van Wormer) before the date on which the completed dissertation is due. Electronic submission is now required. For further information, refer to www.etd.uc.edu.

3. Publication of Dissertation

All dissertations approved for the doctorate will be published in the form of a master microfilm negative that will remain on deposit with University Microfilms at Ann Arbor, Michigan. Microfilm copies will be available from University Microfilms at a nominal charge. In addition, a 350-word abstract of the dissertation will be published in Dissertation Abstracts
and listed in its cumulative and annual indexes. One microfilm copy of the complete dissertation will also be deposited with the Library of Congress and listed in its subject and author catalogs. After a dissertation has been approved, a candidate for the doctorate will be required to complete the steps for electronic submission of the dissertation, as set forth by the Graduate School, Electronic Thesis and Dissertation (ETD) program. For further information, style guides, and detailed submission instructions, please refer to the following URL: www.etd.uc.edu. Also consult the Graduate School URL at www.grad.uc.edu for applicable forms and deadlines.

Detailed information regarding dissertation format and related issues may also be obtained from the ETD site at www.etd.uc.edu. A doctoral candidate may request (by signing the appropriate space on the University Microfilms Agreement form and attaching a check) that the dissertation be copyrighted by University microfilms.

H. Graduation

The graduate student has the responsibility to notify the Graduate Studies Coordinator in the COE Graduate Studies Office (701 ERC) a minimum of one quarter prior to expected graduation (no later than January 1 for June graduation). Application for graduation is now handled on-line. The student planning to graduate must apply for graduation by the posted deadline at the URL www.grad.uc.edu. Failure to apply for graduation by the posted deadline in a given quarter will make the candidate ineligible for graduation in that quarter. Since the student’s graduation must be deferred to a later quarter, additional fees may be incurred.

Any student intending to receive a graduate degree is responsible for insuring that the aforementioned procedures, as well as those listed below, are carried out and the indicated forms submitted to the appropriate Department and University Offices.

Graduation Requirements for Doctoral Degrees are:

1. Formal Application for Degree--on-line at www.grad.uc.edu

2. Alumni Office Record.

3. Cap and Gown - Cap and gown may be purchased or rented at the University Bookstore (for June Graduation).

4. Final Date for Defense of Dissertation (as applicable to the degree
awarded by the unit). The COE Graduate Studies Office must have ten working days' notice in order to make notification of the defense.

5. Degree in Absentia - A degree is conferred in absentia upon written request from the student, submitted on the appropriate form to the Graduate Studies office. The request must be made at least ten days prior to Commencement.

6. SP, NG, N, I, and F Grades - Notification of removal of all SP, NG, N, I, and F grades must be submitted prior to a student’s graduation.

7. Credit Hours - Completion of the required quarter credit hours for the degree.

8. Certification of Program Requirements - Completion of all program requirements for the degree. Certification will be based upon a valid Program of Study Form.

9. Survey of Earned Doctorate - NSF Form 558 (Doctoral Degrees only). Each Doctoral candidate is requested to complete this form and return it to the Graduate School (110 Van Wormer). The basic purpose of this survey is to improve graduate education by gathering objective data about doctoral graduates.

**Job Placement Form.** It is very helpful to the Department to know the kinds of employment obtained by graduates. The Job Placement Form should be completed by the student and returned to the Academic Advisor for submission with the Final Oral Examination form. If the student has not confirmed employment at the time of the Oral Examination he/she should submit this form to the Graduate Studies Coordinator (701 ERC) as soon as possible. Part-time students should list their present jobs on this form.

**Doctoral Exit Surveys** Each doctoral candidate is required to complete the Doctoral Exit Survey on their doctoral experience and return it to the Graduate School. The results will be shared with the doctoral programs.
VI. SPECIAL RULES AND PROVISIONS

A. Non-Discrimination Policy

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability or age will not be practiced in any of its activities. Complaints involving the abridgement of this policy should be addressed to the Affirmative Action Coordinator.

B. Right to Review Records

Students, once enrolled, have the right to review their educational records, except for those excluded by law, such as records maintained by a physician or psychiatrist, or parents’ financial statement. Educational records are maintained in such offices as Student Records, the different College Deans' Offices, Department offices, Student Financial Aid, Career Development and Placement, and Educational Advising.

In order to gain a review of such records, along with any appropriate explanation or interpretation, the student should first address the proper university, collegiate, or departmental office. Should the student encounter any difficulty in obtaining the kind of review requested, the question should be referred to the office of the Registrar. An individual may challenge the content or the right to review a student record by appealing to the Family Educational Rights and Privacy Act Committee. It is the policy of the University of Cincinnati that the kinds of student records referred to in this statement will be reviewable by any qualified student at any reasonable time. Copies of any portion of the record will be provided at cost, except transcripts of students' permanent academic records for which the University’s transcript policy will apply.

It is the policy of the University of Cincinnati that all student records, other than "Directory Information," are to be treated with confidentiality so that the only access afforded University faculty or staff is on a "need-to-know" basis. The office responsible for the maintenance of any particular student record will be responsible for seeing to it that such confidentiality is maintained.

Directory information includes the student’s name, address, telephone number, college, class, major field of study, dates of attendance, registration status, and degrees and awards received.

C. Grievance Procedures
Any student who wishes to petition for relief from any of the regulations and policies contained in this guide may do so by submitting a written statement to the Director of Graduate Studies. The petition will be reviewed by the Department’s Graduate Studies Committee and a decision will be rendered as soon as possible.

D. Academic Honesty

Academic dishonesty, in any form, is a serious offense and cannot be tolerated in an academic community. Dishonesty, in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate School (University Statement). Please refer to the University Student Code of Conduct for specific details.

E. Provisions for Dismissal

Students are expected to maintain a cumulative quality point average (QPA) of at least 3.0 while completing their Program of Study. A minimum cumulative QPA of 3.0 in graduate credit classroom work is required for graduation. A student with a cumulative QPA of less than 3.0 is considered to be in a state of deficient standing and is subject to withdrawal of departmental financial aid, including UGS and/or UGA awards, if applicable. Students whose QPA falls below 3.0 in two academic quarters will not be allowed to continue graduate study. It shall be the responsibility of any student whose QPA falls below 3.0 in any quarter to consult with his/her Academic Advisor. Students will be advised, in writing, once each year concerning their academic standing relative to grades. Except for provisional students, at least one warning letter will precede dismissal for academic reasons.

F. Student Responsibility

The general responsibilities of the student include the following:

1. **The final responsibility for meeting all degree requirements lies with the student.** The Handbook of the Graduate School and this Student Guide for the ME Graduate Program should be read carefully and the Graduate Student Bulletin Board outside the Department Office should be checked often.

2. In general, students will be held responsible for the latest requirements outlined in the Handbook of the Graduate School. All students, and part-time students, particularly, are cautioned to study the latest
Handbook and Guide carefully. University rule changes may be exceptions.

3. Each student should strive to maintain communication with his/her Academic Advisor. Occasionally, an Advisor is off campus for an extended period of time. In this case, the student can obtain assistance from the Director of Graduate Studies.

4. Each student should have an up-to-date Program of Study which has been approved by the Academic Advisor. The student should keep a record of progress, e.g., courses taken, grades received. Failure to provide a Program of Study to the Secretary of Graduate Studies may be cause for denial of financial aid and/or dismissal from the graduate program.

5. The Department conducts a Seminar Program each year in order to keep faculty and students informed of current technological problems and areas of interesting research. Graduate students are strongly encouraged to attend these seminars.

(End of ME Graduate Student Guide)