Special Rules and Provisions

MECHANICAL ENGINEERING
Graduate Studies Committee
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COLLEGE OF ENGINEERING
UNIVERSITY OF CINCINNATI
CINCINNATI, OHIO 45221-0072

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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)