The UGS requires full-time registration of 12 graduate credit hours. Normal policy is to award up to four (4) quarters of UGS support for the MS degree and up to six (6) quarters of support for the PhD.

A continuing student is considered to be in good standing if he or she has a GPA of at least 3.0 with no grades of F, I, or U. The (Refer also to the section on AEEM courses for MECH credit) will be considered by petition to the ME graduate studies committee; study within the graduate program. Double-counting of courses is not allowed. Consult your academic advisor for more information;

For the MS degree, certain MECH or EGFD courses may be acceptable for mathematics credit; this varies by your thrust area of

Allowed Course Substitutions
For the MS degree, certain MECH or EGFD courses may be acceptable for mathematics credit; this varies by your thrust area of study within the graduate program. Double-counting of courses is not allowed. Consult your academic advisor for more information; the advisor’s signature on the Program of Study form constitutes approval for the MS degree. Any other course substitution (e.g., AEEM courses for MECH credit) will be considered by petition to the ME graduate studies committee; approval should be sought prior to election of the course. Any doctoral-level course substitution will require a petition.

Research Courses and the IP and NG Grades
Research courses include 20-MECH-800 Thesis, 20-MECH-870 MS Research, and 20-MECH-971 PhD Dissertation. New MS students electing a research course should register for MS Research until they complete 9 credits of 20-MECH-870 and 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 IP (in progress) until graduation. Upon satisfactory completion of the final oral exam for the degree, the faculty member will submit changes to applicable IP grades. In order to graduate, only the IP grade for the last quarter the research course was taken must be changed for each course title. Any course graded NG must also have a satisfactory grade prior to graduation.

**Grades of I and F**

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.

**PhD Degree Requirements**

The PhD Degree requires a minimum of 90 graduate credit hours beyond the MS, of which a minimum of 27 graduate credit hours must be classroom work and a maximum of 63 credit hours can be PhD dissertation research. The 27 hours of classroom work must consist of a minimum of 18 hours of courses in MECH, MINE, or EGFD and a minimum of six (6) graduate credit hours of classroom work must be taken in approved mathematics courses. Additionally, all PhD students must pass a PhD qualifying exam (the PhD Fundamentals Exam), candidacy exam, and a public dissertation defense.

**MS and PhD Degree Time Limits**

The MS Degree must be completed in seven years. For the PhD program, students must take the PhD Fundamentals Exam by Spring Quarter of their first academic year and pass by Autumn Quarter of their second academic year. The PhD Candidacy exam must be passed within five years of joining the PhD program. The PhD must then be completed within four years of candidacy. **All time limits apply regardless of registration status (i.e., full-time, part-time, GE, or inactive).**

**Registration Requirements and Maintaining Active Student Status**

All full-time students must be registered for at least 12 credit hours. Maintaining active student status for US students 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. International students – see note below.

**Final Oral Exam and Graduation Requirements**

A final oral exam is required of candidates for all graduate degrees. An MS thesis student must 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 he/she must present and defend an independent research project. All PhD students must complete a public defense of their dissertation. A notice of doctoral defense must be submitted to the COE office at least two weeks in advance. The student must also apply for graduation by the posted deadline. A student planning to graduate should consult well in advance with his/her advisor as well as with Carol Gundrum in 701 ERC in order to receive detailed instructions. Please refer to [http://www.eng.uc.edu/graduatestudies/currentstudents/forms](http://www.eng.uc.edu/graduatestudies/currentstudents/forms) for forms and deadlines.

**Notes for International Students**

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 for applicable forms as well as policy changes.

**Notes for GE Students**

For the 45 hour MS degree requirement, GE-ACE students receive 12 transfer credits (six MECH credits and six Math credits) for ACE courses taken at GE. Of the remaining 33 credit hours to be taken at UC, 30 must be classroom courses (minimum three Math and minimum 24 MECH/EGFD/MINE credits) and a three-credit project registered as MS Research (20-MECH-870). Policies on **Allowed Course Substitutions** (see above) also apply. Most GE students opt to conduct research on projects related to their work at GE. (The “mini-thesis” is actually a three-credit-hour non-thesis project.) GE students should consult with their supervisor and with the GE-ACE Program Coordinator regarding the mini-thesis topic approval process. An abstract providing a proposed outline for the project must be approved by your UC advisor before the end of the first academic year; the project should be completed before the end of the second year. A final oral exam is required. Your UC advisor must be consulted on a regular basis as the project is completed. All students must register for at least one credit hour each year to maintain active status (see **Registration Requirements** above). GE-ACE students with a prior MS degree who enter the PhD program will receive 12 credits toward the PhD for ACE courses completed at GE if those credits were not applied to a prior degree. **Applicable deadlines (e.g., for taking and passing the PhD Fundamentals Exam and for graduation at both the MS and PhD levels)** for GE students are the same as those for all other students (see **Time Limits** above). No exceptions are allowed.

**Notes for Students Planning to Complete a Project, Thesis or Dissertation in Absentia**

If you leave UC to accept full-time employment prior to graduation, remain in regular contact with your advisor. Keep your advisor apprised of any new developments as you complete your thesis or dissertation. Keep your student status current by registering for at least one (1) credit hour in the Autumn Quarter of each year. Report any changes in your e-mail address or other personal data to onestop.uc.edu and listserv.uc.edu so that you continue to receive correspondence from the graduate studies office.