College of Engineering and Applied Science
University Graduate Scholarship (UGS) Guidelines

- UGS recipients must be registered for at least **15 graduate semester hours** in the College of Engineering and Applied Science (CEAS). You must maintain a minimum of 3.0 GPA.
- Students can register for up to a maximum of 18 semester hours as part of their UGS. Costs for more than 18 semester hours will be the responsibility of the student.
- **If you drop/withdraw from classes, and fall below 15 semester hours after the 100% refund schedule, the UGS will be removed and you will be required to pay all tuition due.** Amount due will be based on the withdrawal date. Additional information is at [http://www.uc.edu/registrar/registration.html](http://www.uc.edu/registrar/registration.html). Below are examples.
  - **If you drop below 15 semester hours on the 9th calendar day of the semester, you will be responsible and required to pay 50% of the total tuition plus fees.** See the table below for tuition due information.
  - **If you drop below 15 semester hours on the 15th calendar day of the semester, you will be responsible and required to pay 100% of the total tuition plus fees.** See the table below for tuition due information.
  - **See table below for all percentage amounts.**

<table>
<thead>
<tr>
<th>Withdrawal or Drop Dates for UGS Responsibility</th>
<th>% of tuition/fees you will be responsible to repay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Day of the semester to the 8th Day of the semester</td>
<td>0%</td>
</tr>
<tr>
<td>9th Day of the semester to the 14th Day of the semester</td>
<td>50%</td>
</tr>
<tr>
<td>15th Day of the semester and after</td>
<td>100%</td>
</tr>
</tbody>
</table>

- International students on reduced course load **must** be registered for 1 semester hour in their program EVERY Fall/Spring semester until graduation or are on OPT. Failure to comply may result in applying for reinstatement and a delay in graduation. Students on CPT must be registered or their CPT will be cancelled. No UGS will be provided for reduced load.
- Students receiving GA or TA funding from the University Graduate Assistantship (UGA) or RA assistantships from grant resources are **required** to register full time. Failure to register full time can result in repaying all stipend and UGS funds received. RA positions funded from external grants must also be registered full time unless given an exception by the Graduate Studies Office (GSO) in CEAS. PhD student funded with an assistantship cannot change to the MS program.
- PhD students who have received more than 4 semesters of UGS funding cannot change to the MS program.
- Students that exceed the 174/140 semester graduate credit limit, are ineligible for UGS and GA support.
- Students **must** be registered each academic semester they are on campus. The only time a student does not have to be registered is if they will not be on campus at all during the semester. Verification must be submitted to the GSO.
- If you are going to drop and add classes, be sure to **add** the class **BEFORE** you **drop** a class. The best way of adding and dropping is to do it on an add/drop slip and not online. Do not go above 18 or below 12 semester hours. Refer to the above Withdrawal or Drop Dates for tuition you will be responsible for if you drop or withdraw from classes. If a clerical error is made in applying your UGS, our office will notify you of the error and you will be responsible for charges due (if any).
- **If you register for any course outside of the CEAS or your program, you must** have prior written permission (unless it is a written requirement for your degree.)

Your signature below indicates that you completely understand all the above rules. You also understand that failure to comply with any of the rules and/or regulations listed above may result in the cancellation of your UGS and that you will be responsible to re-pay tuition & fees as the result of non-compliance. You understand that this policy applies to any and all terms while you are a graduate student at UC. If there are changes in UGS policy, you will be notified through your UC email and understand that you must comply with any new changes.

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Signature: _______________________________  M#: _______________________________  Date: _______________________________

Name: _______________________________  Program: _______________________________  Rev. 4/22/12