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

- UGS recipients must be registered for **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. Tuition and fees for the additional 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 you will be responsible to re-pay, plus all fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Calendar Day of the semester to the 8th Calendar Day of the semester</td>
<td>0%</td>
</tr>
<tr>
<td>9th Calendar Day of the semester to the 14th Calendar Day of the semester</td>
<td>50%</td>
</tr>
<tr>
<td>15th Calendar Day of the semester and after</td>
<td>100%</td>
</tr>
</tbody>
</table>

- International students on reduced course load must be registered for one semester hour in their program EVERY semester until they graduate 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.

- Students receiving GA, TA and/or RA funding are required to register full time. Failure to register full time can result in repaying all stipend funds and UGS funds received.

- PhD students who receive more than 4 semesters of UGS funding cannot change to the MS program.

- Students receiving UGS funds as a MS or PhD student cannot change to the MEng program.

- Students must be registered each academic semester if they are on campus. The only time a student is exempt from registration 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, you must 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 on line. Do not go above 18 hours or below 12 semester hours.

- If a UGS has not been applied to your bill and you feel that you qualify, you must notify our office and we will add a UGS, if you qualify. Students always are responsible for ensuring the correctness of their bill.

- Registration for any course outside of CEAS or your program must have prior written permission (if it is not a written requirement for your degree.). UGS will not cover any course that will not count towards your degree requirements.

I understand all the above rules for UGS. I understand that failure to comply with any of the rules and/or regulations listed above will result in the cancellation of my UGS and that I will be responsible to re-pay tuition and fees due to non-compliance. I understand that this policy applies to any and all terms while I am a graduate student at UC. If there are changes in UGS policy I will be notified through my UC email account and understand that I must comply with any new changes.

____________________________________________        _________________________       ________
Signature                     M#            Date

_____________________________     _______________________
Name                        Program Name

___________________________________________         __________________________
Email Address            Advisor Name

Rev. 5.2.2013