MASTER’S of ENGINEERING (MEng) Handbook

The Master of Engineering program provides a graduate degree that focuses on the practice of engineering in order to better serve working professionals. Rather than culminate in a research experience and a thesis, the Master of Engineering curriculum provides skills and expertise that enhance the individual's ability to contribute to the technical workforce.

The program provides advanced training to students interested in expanding their knowledge and expertise. Depending on a student's interest, the degree could add significant depth to an individual's understanding of the practice of engineering, or the program could be constructed to focus on greater inter-disciplinary breadth if that is the educational objective of the student.

MEng Program Options

Additive Manufacturing  Computer Engineering  Mechanical Engineering
Aerospace Engineering  Computer Science  Robotics & Intelligent
Artificial Intelligence  Electrical Engineering  Autonomous Systems
Biomedical Engineering  Environmental Engineering
Chemical Engineering  Materials Science
Civil Engineering

Admission Requirements

Admissions are controlled by the program in which the prospective student wishes to focus their program of study. The following are nominal criteria for admission into the MEng program:

- Must hold a BS degree from an ABET accredited program (or equivalent if from an international university) in a corresponding engineering discipline and must provide official transcripts from the institution where the degree was obtained
- Individuals with an ABET accredited engineering technology degree may be admissible and will be evaluated on a case-by-case basis. Pre-requisite work may be prescribed
- Minimum undergraduate grade point average (GPA) of 3.0 / 4.0 or equivalent
- Submit GRE scores (waived for domestic students meeting above criteria)
- Two letters of recommendation
- Statement of purpose
- International students are required to submit TOEFL scores. Students must meet minimum requirements established by the University. The TOEFL requirement is waived for international students that have earned a degree from a US institution, and for international students who earned a degree from certain countries where the medium of instruction is English.

Individuals may request a waiver of some of the above requirements (e.g., undergraduate GPA less than 3.0) if they provide evidence to the graduate program director that they have sufficient basis to warrant a waiver. It is up to the program to accept or decline this request.

Advising

The College Director of the Master of Engineering programs and the MEng Program Coordinator are available to meet with students for academic planning and to recommend courses. Each program also has a MEng
Program Advisor (may be the same as the Graduate Program Director) to work with MEng students who is most familiar with the curriculum in that program. The advisor will provide guidance on appropriate courses to meet the student’s educational objectives and the sequence of these courses. Since the structure of the MEng program is more flexible than most graduate programs, it is very important that the advisor meet with the student and work with the student to establish the program of study.

Students in the MEng program do not complete a thesis. Instead, a capstone course is completed. The student should meet with the advisor or capstone course instructor to seek guidance commensurate with the academic requirements. It is not the responsibility of the advisor to identify a project or capstone experience for each student.

Changes or exceptions to program requirements including course substitution, special topics, and credit hour distribution between core and track areas must be approved by the Program MEng advisor or Graduate Program Director, and the College Director of MEng programs.

The Department’s Graduate Program Director or the College Director of MEng Programs is required to sign off on graduation certifications for MEng students certifying that they have met the MEng requirements for graduation.

Obtaining the Degree

The degree is based on the successful completion of a minimum of 30 credits of graduate level course work and does not require a thesis. The curriculum is structured to provide a foundation of advanced engineering topics while allowing students flexibility to meet their specific educational objectives. The curriculum includes:

- **Program core courses** taken by all Master of Engineering students regardless of which track they pursue (two courses providing 4-8 credit hours). The core provides skills in the effective practice of engineering recognizing that for experienced practitioners, effectiveness includes technical skills, project and task management skills, and interpersonal skills.

- **Track required courses** from the discipline of interest (4-5 courses providing 10-15 credit hours depending upon the track)

- **Elective courses** which permit breadth, depth, or interdisciplinary focus depending on student educational objectives (number of course credit hours required depends upon the track)

- **Capstone** demonstrates applications of skills and synthesis of knowledge (0-6 credit hours depending on the options described below). If additional credit hours are taken they do not count towards a course requirement. Additional details regarding capstone completion are provided in another section of the handbook.

- **MEng Seminar** (required of some programs) provides instruction on the format and requirements of the MEng program and on helping students maximize success in the program.

<table>
<thead>
<tr>
<th>MEng Curriculum Requirements</th>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Program Core</td>
<td>2</td>
<td>4-8</td>
</tr>
<tr>
<td>Track Required</td>
<td>4-5</td>
<td>10-15</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>1-3</td>
<td>2-9</td>
</tr>
<tr>
<td>Capstone</td>
<td>1</td>
<td>0-6</td>
</tr>
<tr>
<td>MEng Seminar (some programs)</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Total</td>
<td>varies</td>
<td>30+</td>
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</table>
• MS/PhD Seminar, research/thesis hours, or self-study cannot count towards course requirements. If you take any of these courses, they will be in addition to the 30 course credit hours required for the degree. However, MEng Seminar (ENGR 7001) does count towards the degree.

• **Special Topics / Independent Study** can only count for a maximum of 3 course credit hours toward the degree. Additional course credit hours of Special Topics will be in addition to the 30 course credit hours required for the degree. Students wishing to apply 3 credit hours of Special Topics toward the degree must get prior approval before taking the course. The faculty sponsoring the Special Topics must indicate the topics to be covered and verify the credit hours covered by the course.

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**Capstone**

A capstone experience is required for all graduate students at the University of Cincinnati. For the Master of Engineering program, this experience is expected to be around the general topic of application of engineering principles since the MEng is focused on the practice of engineering rather than research or the generation of new knowledge. The capstone experience provides a mechanism to demonstrate a synthesis of knowledge and the application of advanced concepts learned in the program.

**Some programs have very specific capstone requirements. Students must consult the MEng Program advisor for specific capstone credit hour requirements for each individual program and for any specific requirements for satisfactorily completing the capstone.**

Students should register for their Capstone Project in the spring term and can complete the project in spring or the summer or second fall term if needed. If the capstone project is not completed in the spring term, the student may receive an “I” (incomplete), “NG” (no grade) or a “P” (pass) grade for the spring course. Note that a “P” grade does not signify successful completion of the capstone until the capstone completion form is also signed.

With the Program advisor’s approval, students can choose:
1) to complete a project,
2) an MEng capstone evaluation – a comprehensive written or oral exam
3) to perform an internship
4) to prepare a written paper under the supervision of the advisor

If student chooses the capstone evaluation (#2), this is a zero credit-hour option and students will need an additional graduate course in order to meet the credit hour requirements for the degree. This MEng capstone evaluation can be written or oral, as deemed appropriate by each Program.

Faculty and in many cases professionals in the workforce will oversee and guide the capstone experience. Students who are working professionals will likely apply the skills developed through the MEng program to a specific issue faced within the work setting. In all cases, one of the individuals overseeing the capstone experience must be a member of the graduate faculty.

Several options are available to students, as approved by each program. These are summarized below with additional details provided later in the handbook.

• **Project** - The capstone project is focused on the application of principles and the practice of engineering and is not meant to be a mini-thesis. The capstone projects provide a mechanism to demonstrate a synthesis of knowledge and the application of advanced concepts learned in class to a specific problem. Students can apply the skills and knowledge acquired in the program to a known problem in order to develop an appropriate solution. These students could also work with faculty to develop a solution to an issue faced in a lab or research group.
• **Capstone Evaluation** – With permission of the Program’s Graduate Studies Director, students can elect to take a comprehensive evaluation that covers the coursework completed as part of the MEng program, including both the core and track courses.

• **Internship** - Students can choose to perform an internship if this furthers their learning and career goals. The internship must be related to the student’s degree area. The internship requires approval prior to beginning work, as documented by the MEng Capstone Proposal: Internship form, and a final report is required. MEng Capstone Final Report Internship. International students generally require Curricular Practical Training (CPT) to perform an internship.

• **Paper** – A written paper can be completed under the supervision of the Program advisor. The paper will address a topic related to the discipline (track) and require the integration of multiple topics within that discipline.

**Students Electing a Project for the Capstone**

Students electing to perform a capstone project must submit a proposal for their project using the MEng Capstone Proposal: Project or Paper form. The form can be submitted at any time but full time students should submit the proposal no later than the last day of classes in the spring semester of their first year of study. Part-time students should submit the form by the end of the first week of the term in which they register for the capstone. Students can proceed with the capstone once they have approval from the faculty member overseeing the capstone project.

The following guidelines apply to the project:

- The project should be commensurate with a three credit hour graduate course. Projects that include significant data collection, extended collaborations, travel, and / or extensive analysis can be more than three credit hours (this is the exception).
- The project is not a thesis addressing a research issue. It is an application of knowledge and skills gained as part of the Master of Engineering program.
- The project should demonstrate a synthesis of knowledge and an application to a practical engineering or science problem.
- The capstone project includes a written report and an optional presentation. The report will be read by the faculty advisor and a representative from the Office of the Associate Dean for Research and Graduate Studies. If the project is performed in conjunction with work duties, the report and presentation should also be given to the student’s employer.
- The topic and scope of the project shall be agreed upon by the student and the capstone advisor. If the project is performed in conjunction with work duties, the scope shall also be agreed upon by the student’s employer.
- Students should provide capstone advisors periodic updates on work performed and progress on project completion. The format and schedule should be determined between the advisor and the student.

**Guidelines for the Project Report:**

The final report for a capstone project must contain the following:

- Cover page (contact julie.steimle@uc.edu for a sample)
- Abstract that succinctly describes the problem addressed, the methods used, and the results
- Introduction that provides sufficient background to allow the reader to understand the problem, the constraints and the relevant characteristics of the project
- Methods (approach or analysis, as appropriate) that describe how the problem was addressed; this section should provide some details on how the skills and knowledge gained through the MEng program contributed to the solution
- Results obtained through the project
- Discussion of the efficacy of the approach, lessons learned through the project, areas for improvement, additional work that could be performed
• Bibliography of references cited

Project reports should not exceed 10 pages, double-spaced, 11 point font, and one inch margins. Appendices with code or graphs, for example, can be included and cited in the body of the report.

On the other hand, paper reports can be up to 25 pages in length, not counting appendices.

The MEng Capstone Final Report: Project or Paper form is submitted along with the report as described.

• The report is not graded on length but the report is a significant part of the grade for the Capstone and as such should be of sufficient detail to demonstrate a student's application of knowledge and skills to a problem of significance.
• Inclusion of tables and figures is encouraged. These should be numbered, labeled and referenced in the text.
• Students must submit original material. The work of others must be properly cited.
• The report will be graded on completeness, clarity, and grammar.

Guidelines for the Project Presentation (If Required by Capstone Advisor)
Professionals in the workforce are often called upon to present their work or recommendations regarding technical issues. In many instances, the amount of time a manager can allow is limited and it is necessary for the technical professional to present a clear and compelling description in a condensed time frame. The project presentation provides an opportunity to give such a presentation. It is important that the students carefully plan the presentation and rehearse it in order to do a professional job.

• The presentation should be prepared for a general technical audience unfamiliar with the particular topic addressed.
• Presentation materials are to be prepared and copies made available during the presentation.
• The presentation should be approximately 20 minutes in length and address the same points as the report.
• The student will be expected to answer questions after the presentation.
• The presentation will be graded on clarity, completeness, timeliness and proper preparation.

Capstone Project Grading
The faculty advisor will assign a grade for the project. The following is a recommended grading scale but final grading is determined by the faculty advisor:
• 50% for successful completion of the project
• 30% for the report
• 20% for the presentation (if applicable)
Projects will be eligible for Pass (P)/Fail (F) grading based on the above criteria. A grade of 70 and above will be considered passing. Faculty cannot assign a letter grade (A, B, or C) to a capstone course.

Students Electing Internship as the Capstone
Students electing to perform an internship to satisfy capstone requirements must submit the MEng Capstone Proposal: Internship form. The form must be sent to the capstone faculty advisor and to Amanda McLaughlin.

International students can be approved for CPT work authorization to participate in an internship; the Appendix provides the information regarding CPT Work Authorization and the approval process for an MENG Capstone Internship for international students. CPT cannot be approved until two full-time semesters of study are completed. CPT work authorization can only be approved prior to or up until a graduation date. A student’s total time on CPT cannot extend past 25 weeks. CPT will be terminated upon graduation. Once the curricular
requirement is met, an extension or an additional internship may not be approved, as there is no curricular reason for the additional work.

The minimum time for the experience to count as a capstone internship is 400 hours (10 weeks full-time or about 20 weeks part-time). This to ensure that students get an extensive experience that serves as a capstone. For international students, the maximum amount of time that the College will approve CPT is 25 weeks.

At the completion of the internship, students submit a final report per the instructions in MEng Capstone Final Report Internship form. In addition to completing the form, the report is expected to be 3-4 pages in length and should contain the following information detailed in paragraph form, not sentence fragments or bullet points.

- Description of duties performed, including technical aspects
- Technologies or techniques utilized in accomplishing duties (list with brief description of how used)
- Learning/experiences in MEng courses that were applied during internship (cite course names and describe what aspect and how it was relevant to your duties)

Note, some programs may require a more substantial written report. In all cases students should confirm the requirements with the faculty advisor for the capstone. Students can perform the internship any time after completion of 15 credits of coursework (note that for international students who require CPT work authorization, students must first complete two full-time semesters of study). It is generally not possible to complete an internship while also completing a full-time academic term; it may be possible to participate in a part-time internship while completing a full-time academic term. Students who start the program in the fall semester typically perform an internship the summer semester (third semester of residency) or the following fall semester (fourth semester of residency).

Full-time students are limited in the number of terms they can seek an internship. If a student seeking to do an internship to satisfy the capstone has not identified an internship by the start of the fourth semester (typically the second fall of residency) the student must start a paper or project during the fall semester. The student can continue to look for an internship but they must simultaneously work on a paper or project in order to make progress toward the degree. A student may be allowed to start an internship during the fourth or fifth semester depending on the timing of the performance of the work (see Appendix for more details). In most cases, students will graduate in summer (third semester) or fall (fourth semester). If an exception is made and an extension granted to allow a student to continue to the fifth semester, the student must be finished with the capstone requirements at the completion of the fifth semester of residency. No further extensions will be given.

The MEng program provides students the opportunity to earn a graduate degree. The program does not guarantee a student the opportunity to do an internship. The program also does not allow students to remain in the program and continue to search for an internship for an extended period of time. Students must be making progress toward their degree each academic semester (see further explanation in section on Academic Progress Standards).

Students Electing a Capstone Evaluation
The capstone evaluation can take several forms as deemed appropriate by the Program. The evaluation can be in the form of a written exam, an exit interview, or a summary essay. The Program will determine what is appropriate. The evaluation itself is not a course with any credit hours (0 credit capstone) so students taking this option must ensure that they meet the minimum program requirements for credit hours completed.
Students Electing a Paper to Fulfill Capstone Requirements

Students electing to perform a capstone paper must submit a proposal for their paper using the MEng Capstone Proposal: Project or Paper form. Once the capstone advisor has approved this proposal, work on the paper can begin. The paper should provide an indication of the student’s mastery of content and the ability to synthesize information. Students must submit original material with the work of others properly cited. The paper will be graded based on thoroughness, accuracy, formatting and grammar. The paper does not need to be published to be acceptable.

The final report for a capstone paper must follow the guidelines outlined in MEng Final Report: Project or Paper form. The form shown is submitted along with the report as described.

Verification of Capstone Completion

A verification of capstone completion is required; students cannot be certified for graduation until this form is completed and approved. This form can be found on iEngineering and shall be signed by the College Manager of the Master of Engineering Programs (or designee) and one or more faculty members from the program. For students who perform a work-based project, an individual (typically a manager) familiar with the work may also sign the form indicating the student was the individual completing the work. Faculty advisors reviewing capstone internship reports may also choose to contact managers prior to approving final capstone reports.

Transfer from MEng to M.S.

Students may be allowed to transfer from MEng status to M.S. or Ph.D. status. Students must first complete two academic semesters of residency as a MEng student (scholarship amount will not change in first two semesters) and with the proper written approval as follows:

- A written application indicating the proposed objectives of the transfer.
- Signature from a faculty member who will serve as graduate thesis advisor.
- Signature of the Program’s Graduate Program Director.
- Some departments have additional requirements for students who wish to transfer to MS, such as a certain GPA threshold or a thesis advisor’s commitment to fund student

Transfer petitions may be considered only within certain time frames. Consult the Program Advisor or Graduate Program Director for additional information.

MEng to MS transfer applicants must be in academic good standing and meet all MS admission criteria, as established by the program. Individuals admitted to the MEng program with certain deficiencies (e.g., undergraduate GPA below 3.0 or undergraduate degree in non-qualified discipline) may not be eligible for transfer. Consult the Graduate Program Director for additional details.

The MEng program is not generally intended as a pathway for doctoral study. A student interested in a doctoral program needs to consult the Graduate Program Director in that program early in their course of study so as to be properly advised. Ph.D. admission in some programs requires specific coursework at the Master’s level.

Once the approvals are obtained, a student can follow an MS program of study but they will still be a MEng students until the two academic semester are complete.

Very rarely will a student who started as a MEng student and transitioned to MS be permitted to switch back to MEng. If this switch is permitted, at minimum, the student must enroll in three capstone credits and pay tuition and fees for those credits without scholarship support, even if all capstone credit requirements were previously completed. A student may be required to enroll in more coursework if the MEng requirements are not met.
Transfer from M.S. to MEng

Students who are in academic good standing may be allowed to transfer from an MS program to MEng with the proper written approval as follows:

- A written application indicating the proposed objectives of the transfer and provide justification.
- Signature from the student’s graduate thesis advisor. Faculty invest significant time in advising a thesis student and are not obligated to approve the transfer.
- Signature of the Program’s Graduate Program Director.

Except in exceptional cases, students who have been funded as a research or teaching assistant will not be permitted to transfer to a MEng program.

Thesis and research hours do not count toward the MEng degree.

Students who are either full-time or who initially matriculated as full-time students who transfer from an MS program to an MEng program are required to complete at least one full-time academic term after the transfer is approved and pay for the tuition and fees for the full-time semester without any scholarship support from the College. All remaining MEng academic requirements are expected to be fulfilled during this one additional semester.

Academic Progress Standards

Academic Good Standing

In order to be in academic good standing students must be making progress toward degree completion and demonstrate mastery of course content and program learning objectives. A student must accumulate a grade point average (GPA) of at least 3.0 to obtain a master’s degree at the University of Cincinnati. At the graduate level, the lowest passing grade is a C.

To remain in good academic standing, full-time students must maintain a minimum 3.0 cumulative grade point average each semester in all graduate-level work in the Master of Engineering program. Part-time students must have a cumulative GPA of 3.0 or higher after the completion of four courses in the MEng program.

Failure to maintain a minimum 3.0 GPA will result in academic probation and/or dismissal, regardless of the number of credit hours already completed with a passing grade. A student who receives an F grade in a course will also be on academic probation.

Continuous Enrollment

The Graduate School requires all students to be enrolled (and earn a successful completion grade) in at least one (1) graduate-level credit hour in the student’s degree program during each academic year from the first term of enrollment to the last term of enrollment (degree completion/graduation). Students who fail to enroll in each academic year from start to finish lose “active” student status. International students must register in Fall and Spring semester for 1 credit hour minimum until they graduate or are on OPT and students on CPT must register for 1 credit each academic semester.

Students who become inactive while on academic probation may not be permitted to re-enroll in later terms and complete the degree.

Specific policies and procedures regarding reinstatement can be found in the Student Handbook of the University of Cincinnati Graduate School.
Progress toward Degree

Students are expected to make progress toward their degree during each academic semester they are registered (summer is an academic semester if a student is registered for any coursework). Students typically enroll full-time during the first and second academic semesters (typically fall and spring). Students may complete a capstone (project, paper or internship) during the third semester (typically summer).

If a student seeking to do an internship to satisfy the capstone has not identified an internship by the start of the fourth semester (typically the second fall of residency), the student must start a paper or project during the fall semester. The student can continue to look for an internship but they must work on a paper or project in order to make progress toward the degree. Looking for an internship is not making progress toward the degree.

International students should refer to the Appendix for more complete details on the requirements for an internship and CPT approval.

Course Completion

Students are expected to complete all courses in which they enroll. Official withdrawals (W or WX) do not calculate into the cumulative GPA and are acceptable to an extent. Multiple withdrawals over successive terms suggest that a student may not be completing coursework at a sufficient pace for satisfactory progress toward the degree.

Failing and non-participation grades (F, UW, and X) indicate a student is not successfully completing courses, and therefore not making satisfactory progress toward the degree. Students who earn more than one failing grade in any single term, or more than two failing grades over any number of terms, may be dismissed without further opportunity for redemption.

Students in academic jeopardy may be denied enrollment until these grades are resolved. Enrollment may be denied to any student with more than one unresolved grade on record until all grades are resolved.

Note: Grades are not replaced at the Graduate Level at UC. If a course is taken more than once, all grades earned are calculated into the cumulative GPA.

Academic Probation

Academic Probation is defined as the period during which a student’s ability to meet minimum academic standards is tested. The goals of academic probation are to ensure students are aware they are not meeting minimum requirements for their degree and to give students a reasonable opportunity for academic redemption. Enrollment, participation, and grades are closely monitored while on academic probation. Students are expected to earn their highest grades while on academic probation; these grades will be used as an indicator of future student progress, and to determine whether a student can reach a minimum cumulative GPA of 3.0 without the need for coursework beyond that which is required for the degree.

Causes for probation include:
1. Any student who does not meet the GPA requirement
2. A student fails to adhere to the University's Student Code of Conduct
3. Multiple course withdrawals and / or incomplete (I or NG grades assigned) courses
4. Receiving an F grade
Part-time students on academic probation have up to two terms of part-time (maximum six hours per semester) enrollment to achieve a 3.0 GPA. If after this period a student’s cumulative GPA in program coursework is not above 3.0, the student will be dismissed from the program.

Full-time students on academic probation are required to meet with their academic advisor and present a plan for returning to good academic standing. Students should consider reducing the number of credit hours taken in a term so that they achieve grades that help return them to good academic standing. If a student achieves a GPA of lower than 3.0 for two consecutive semesters, the student will be restricted to part-time (maximum six semester hours) of enrollment while on academic probation. Students on academic probation for a second term will be blocked from future enrollment pending the outcome of their grades for the second term of probation.

**Repeating Courses**
If a student does not successfully complete a program course (C or better), the student may repeat the course once. If a student is unsuccessful in the course the second time, the student may be eligible for dismissal.

**Academic Dishonesty**
Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarism, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the university.

**Time to Degree**
Students are required to complete the degree after no more than five semesters of residency; most will complete the degree sooner. Students seeking to do an internship to satisfy the capstone are referred to the section above on “Progress toward Degree”. Capstone requirements will typically be completed by the fall of year two, but with exception may be completed by the spring of year two.

<table>
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<tr>
<th><strong>Typical timeline</strong></th>
<th><strong>Graduate in semester 2</strong></th>
<th><strong>Graduate in semester 3</strong></th>
<th><strong>Graduate in semester 4</strong></th>
<th><strong>Graduate in semester 5</strong></th>
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<tbody>
<tr>
<td>Fall year 1</td>
<td>Academic Term</td>
<td>Academic Term</td>
<td>Academic Term</td>
<td>Academic Term</td>
</tr>
<tr>
<td>Spring year 1</td>
<td>Academic Term including capstone project</td>
<td>Academic Term</td>
<td>Academic Term</td>
<td>Academic Term</td>
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<tr>
<td>Summer year 1</td>
<td>Internship or project/paper</td>
<td>(search for internship)</td>
<td>(search for internship)</td>
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<tr>
<td>Fall year 2</td>
<td>Internship or project/paper</td>
<td>(search for internship)</td>
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<tr>
<td>Spring year 2</td>
<td>Internship or project/paper</td>
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**Appeal of Decisions**
Students will be informed of all decisions affecting their status in the program and each has a right to appeal under the [grievance procedures](#) drawn up by the Graduate School of the University. The process and procedures for appeal are described at the Graduate School’s website.

**Notification**
The Manager of the Master of Engineering Program, a Graduate Program Director or a representative of the College Graduate Studies Office will notify students via email of their probationary status and any specific progress requirements. Notices are sent at the conclusion of each academic term, and only to UC student email addresses.
Graduation Requirements
Students must complete all the academic requirements of the program to graduate including:

- Minimum of 30 credit hours
- Capstone requirement
- Minimum of 3.0 GPA with no grades below a C
- Program of study approved by Graduate Program Director or CEAS Graduate Studies Office

In addition, students must complete the following forms, have them signed and return to the CEAS Graduate Studies Office (665 Baldwin):

- Final program of study form
- Capstone Completion form
- Student Code of Conduct Verification Form

Students must apply online for graduation and pay the non-refundable graduation application fee of $50 even if a student does not intend to attend graduation ceremonies. If the student fails to graduate in that semester, the student will need to apply to graduate in a subsequent semester again and pay the $50 application fee again.

Graduation deadlines are set by the Graduate School. Failure to meet the deadlines will result in delaying graduation until the following semester, requiring submission of a new application for graduation.

In addition, students are asked to complete a graduation survey; this survey will be sent to students who have applied to graduate. The College uses information from the survey to identify strengths and weaknesses in the programs and to identify opportunities to improve the programs.

Forms

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<tr>
<th>Form</th>
<th>URL or where to access</th>
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<tr>
<td><strong>Capstone Proposal: Project or Paper</strong></td>
<td>Microsoft Forms: email <a href="mailto:julie.steimle@uc.edu">julie.steimle@uc.edu</a> for link</td>
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<td><strong>Record of Master of Engineering Capstone</strong></td>
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Appendix: CPT Fact Sheet
Completing a Capstone Internship and using CPT Work Authorization

Definitions:

**CPT – Curricular Practical Training** – Training available to F-1 scholars as part of a degree program. The MENG capstone internship is an approved CPT program.

**CPT Work Authorization** – Approval from CEAS and UC for a student to work under CPT.

**Registration** – for the purpose of this document, registration means being registered for one or more credits through the University of Cincinnati. After completion of the first full year of full-time studies, graduate students are required to be registered with UC for a minimum of one credit every fall or spring term that they continue until the semester of graduation. This maintains student status for F-1 visa purposes and student status for UC purposes.

**Full-time Employment** – for the purpose of this document, full-time means working 21 or more hours per week (Typical US work week is 40 hours)

**Part-time Employment** - employment that is less than full-time, therefore, it is 20 hours or less per week.

**Capstone Internship** – a capstone internship is a work experience used by MENG students to meet the capstone requirement. Either an internship or permanent employment experience can be used for the capstone internship. Capstone internships will have a defined end date (will be defined based on the terms of employment or the CPT MENG requirements when a student submits the CPT registration).

**Internship** – An internship is a full-time or part-time work experience, the work must be related to the degree, should be paid, and is typically for a set time (between 10-25 weeks). Internship students typically do not get benefits. The experience is considered a chance for students to get experience and for employers to “try out” the student before deciding to hire them on a permanent basis.

**Permanent job/permanent employment** – sometimes called a full-time job, a permanent job is a paid, career-related, work experience with no set duration. Employees are hired by an employer and will typically get benefits (insurance, time off, etc.) as well as a salary.

**Semester** – Fall, spring, or summer terms though UC. During fall and spring terms, you must be registered with UC in order to maintain your student status. In summer terms, you do not have to registered with UC.

**CPT/Internship Process**

The MEng Program was designed for completion in one or two years.

- Students will have not more than five semesters (fall, spring, summer, fall, spring) to complete the MENG degree; this includes the time to complete the internship.
  - Therefore, students who start in fall 2019 can graduate as late as spring 2021 (April 2021), but no later, and must complete an internship or project before the end of spring 2021. Most should complete all requirements by December 2020.

- Students who start fall of 2019 and are able to identify an internship for summer 2020 may complete the internship and graduate at the end of summer.

- Students who start fall of 2019 and are unable to secure a job by the end of the 3rd semester (summer of 2020) must initiate a project in the fourth semester (fall 2020).
  - Therefore, if you started in fall 2019 and you do not secure an internship by August 2020, then you need to initiate a project and plan to graduate in fall 2020 or (if approved) spring 2021.
  - You can continue to look for an internship during the fall while working on the paper or project. Here are a couple of scenarios:
1. A student identifies an internship during the spring, summer or fall semester 2020. The student starts the internship before September 28, 2020. The student completes the internship during the fall of 2020 and graduates at the end of the fall term 2020.
   - Submit a Capstone proposal form before the start of internship
   - Submit a request for CPT a minimum of 10 business days before the start of internship.
   - Submit the Capstone Completion Form and Report – Nov. 20
   - CPT end – Dec 4 (latest date for Dec. grad) or 25 weeks, whichever is earlier.
   - Apply for graduation prior to the deadline
   - If desired apply for OPT (90 days before you want OPT to start)

2. A student identifies an internship during the summer or fall semester 2020. The student starts the internship after Sept. 28, 2020 but before Nov. 1, 2020. The students must get approval to complete the internship in the spring semester. If approved, the student will complete the internship in the spring semester and graduate in spring 2021.
   - The student must get approval from the Graduate Program Director to complete the internship in the spring semester. Once approved:
     - Submit a Capstone Proposal form before the start of internship
     - Submit a request for CPT a minimum of 10 days before the start of internship.
     - Submit the Capstone Completion Form and Report – Apr. 16
     - CPT end – April 23 (latest date for spring grad) or 25 weeks, whichever is earlier.
     - Apply for graduation prior to the deadline.
     - If desired, apply for OPT (90 days before you want OPT to start)

Very important rules about CPT
- Students must complete two full-time semesters of classes at UC before they are eligible for CPT Work Authorization.
- Therefore, students who start at UC in fall 2019 are not eligible to start work until classes end in spring 2020.
- CPT Work will only be authorized for a maximum of 25 weeks consecutively or in total if needed to meet the capstone requirement. The capstone requirement may be met with 400 hours of work--less than 25 weeks total being approved.
- CPT Work authorization must be approved by CEAS (Amanda McLaughlin) and UC International.
- CPT work authorization approval takes 10 business days for approval. Please make sure you apply early or set a start date to allow time to for the authorization to be approved.
- Regardless of the circumstances, CPT will not be extended beyond 25 weeks.
- Your I-20 end date cannot be earlier than a requested CPT Work authorization end date. You may have to extend your I-20 end date to cover the length of your internship. This will only be approved if there is a valid curricular reason to extend your I-20 and your internship into a new semester.

Capstone Internship / CPT Work Authorization
- Work experience must be related to the student’s major.
- Work can be full-time (20+ hours per week) or part-time (less than 20 hours per week).
- Students can use an internship or permanent employment towards their Capstone Internship.

Capstone Internship / CPT Work Authorization Duration
- Whether full-time or part-time, the maximum time that CEAS will approve for CPT is 25 weeks.
- The CPT 25 weeks does not have to be consecutive, but it must be completed by the end of the fifth semester.
- The minimum time for the experience to count as a capstone internship is 400 hours (10 weeks full-time or about 20 weeks part-time). This to ensure that students get an extensive experience that serves as a capstone.

CPT Work Authorization
- Once a student accepts a job, they should apply for CPT Work Authorization.
- It will take up to 10 business days for CPT to be approved through CEAS and UC.
- Any semester (summer, fall, or spring) that you are working, you must have the proper CPT work authorization.

Instruction to apply for CPT Work Authorization

Staying registered with UC
- During the spring term of your first year (second semester), you will register for your capstone course per your degree plan/syllabus. However, you will not do your actual capstone internship until after the end of the spring semester.
- If you do your capstone internship during the summer semester, you do not have to be registered with UC.
- If you do your capstone internship during any part of the following fall or spring semester, you must be registered for a minimum of one credit of the MEng Capstone course during the semester.

Completing your Capstone Internship and obtaining a passing grade
- In order to get a passing grade for your capstone internship, you must
  - Successfully complete your internship experience (minimum 400 hours)
  - Complete an internship report
  - Complete an internship evaluation in Blackboard MENG Internship Community.
  - Deadline for completion of this evaluation/report is the last day of your CPT Capstone internship, or the "MENG Final Submission" date for the semester in which you graduate (if your CPT/Capstone Internship ends at the end of the semester in which you graduate).

The Capstone Internship Grade
- Capstone internships will be graded on a pass/fail basis. You will receive a P or F grade. A grade of P is required for graduation. The P grade does not affect a student’s GPA.

Working beyond the Capstone Internship or working more than six months
- Work beyond 25 weeks of CPT will be under OPT work authorization.
- Students can work for longer than 25 weeks, or continue working on a permanent basis beyond their capstone internship, however, once CPT is complete, students must have OPT work authorization to continue employment.
- It takes up to 90 days to get OPT authorization. Students wishing to work beyond the end of their CPT work authorization must apply for OPT three months in advance with a scheduled OPT start date the day after completion of their CPT.
- If students neglect to register for OPT on time, CPT WILL NOT be extended to fill the gap in time between the original end of CPT and the beginning of OPT.
- More information about OPT can be found on UC International’s website.

Instructions to Apply for MEng CPT Work Authorization
1) Once you have accepted a job, you can apply for CPT at any time.
2) Before you apply for CPT, make sure your I-20 dates extend beyond the end date of your planned internship. If they do not, then you request an I-20 extension at the same time you apply for CPT
- Julie Steimle approves I-20 extensions (Julie.steimle@uc.edu).
3) Before you apply for CPT, Review [CPT information at the UC International website](#).

4) Before you apply for CPT, prepare the following THREE documents (CPT will not be approved without these documents):
   a. A copy of an offer letter from the company on company letterhead that includes
      1. Job title,
      2. Job description,
      3. The start date and end date, if applicable (For example, a full-time job will not have an end date).
      4. Supervisor/Hiring Manager’s name
      5. Supervisor/Hiring Manager’s email address
      6. Terms of employment,
      7. Company location/contact information.
   b. A completed “MEng CPT Approval” form (available in the iEngineering CPT eForm)
      - Only Civil, Environmental, and Biomedical students MUST get additional signatures from their Academic Advisor OR a copy of an email from their advisor noting that they’re CPT is approved before Amanda can approve it.
      - iBearcatsGlobal will ask you for your “Advisor.” For the CPT approval process, Amanda McLaughlin is the advisor (Amanda.mclaughlin@uc.edu).
   c. A signed “CPT Policy” form (available in the iEngineering CPT eForm)

5) Submit your CPT approval information in two systems (iBearcatsGlobal AND iEngineering) - Make sure the start and end dates and information match in both systems.

   1. iBearcatsGlobal
      i. Go to [iBearcatsGlobal](#) and click on the blue "login" button. Note: This is the UC International portal.
      ii. When asked for your advisor – indicate it is Amanda McLaughlin email: amanda.mclaughlin@uc.edu
         - Note: If you submit an incorrect email address, Amanda will not be notified that your application has been submitted.
      iii. Complete and submit your request through the UC International portal.

   2. iEngineering
      i. Go to “[iEngineering eForms](#)”. Note: This is the CEAS portal.
      ii. Your advisor might show up as Eugene Rutz or there may be no advisor listed. This is fine; Amanda can still view and approve it.
      iii. Merge the three documents (Offer Letter, MEng CPT Approval, CPT Policy) into one PDF to submit in the CPT eForm.
      iv. Complete and submit your request through the CEAS portal.

6) Once everything is submitted, **it could take up to 10 business days for approval.**

   1. Amanda will receive an email notifying her that you have submitted a request. She will review the submission and, assuming everything is in order, she will approve the submission in “iEngineering eForms”.
      - If there is a problem with your submission, Amanda will let you know and you may have to resubmit information in one or both systems.
      - Amanda reserves the right to decline a CPT application if the position does not meet the curricular standards of the MEng program.
   2. You will receive an email from iEngineering when Amanda has approved both of your the submissions.
• Note: Your submission will show as “pending” in iBearcatsGlobal until UC International approves it.

3. A representative from UC International will review the submission and, assuming everything is in order, will approve the submission in iBearcatsGlobal and revise your Form I-20 to specifically list your employer.

4. You will receive an email when everything is complete.

5. To get your revised Form I-20 you have three options:
   i. You can pick up your revised Form I-20
   ii. UC International can mail the I-20 to you if you make a reservation using their eShipGlobal service. To request express mail service you need to go to the following website: https://study.eshipglobal.com. Do not go through the DHL or FedEx websites directly.
   iii. You can have a friend come pick up the document(s). To authorize someone else to pick up your document(s) please complete the “Authorization to Release Documents” eForm in the iBearcatsGlobal system at https://ibearcatsglobal.uc.edu. The eForm is under the Biographical Information tab.

6. Once your Form I-20 is revised, you are eligible to start work.