Master of Engineering (MEng)
Graduate Student Handbook

College of Engineering & Applied Science
Graduate Studies Office 665 Baldwin Hall

Updated August 2021

Notice of Non-Discrimination

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, veteran status, military status (past, present, or future), or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

The University of Cincinnati provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, other formats). The University of Cincinnati also provides free language services to people whose primary language is not English, such as qualified interpreters (call 513-556-5503) and information written in other languages. If you need these services, please tell any employee of a University of Cincinnati health program or activity.

If you believe that the University of Cincinnati has failed to provide these services or discriminated in another way, you can file a grievance with the Office of Equal Opportunity and Access and/or Office of Gender Equity & Inclusion. You can file a grievance in person, by mail or by email. If you need help filing a grievance, the Office of Equal Opportunity & Access and Office of Gender Equity & Inclusion staff are available to help you.

Table of Contents

Master 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
Aerospace Engineering
Architectural Engineering
Artificial Intelligence
Biomedical Engineering

Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science
Electrical Engineering
Environmental Engineering

Materials Science
Mechanical Engineering
Robotics & Intelligent
Autonomous Systems
Software 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 without 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 with a BS degree from an ABET accredited program and a 3.0 or better undergraduate GPA)
- Two letters of recommendation
- Statement of purpose
- International students are required to submit English proficiency scores. Students must meet minimum requirements established by the University. The English proficiency 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 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 <u>some</u> programs) provides instruction on the format and requirements of the MEng program and on helping students maximize success in the program. If students take 3 credits of MEng Seminar, they can only count 3 credits of capstone towards their program of study.

MEng Curriculum Requirements	Courses	Credits
Program Core	2	4-8
Track Required	4-5	10-15
Elective Courses	1-3	2-9
Capstone	1	0-6
MEng Seminar (**some programs**)	1	3
Total	varies	30+

- 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.

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 (Appendix B).

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 (only offered in some programs)
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.

The options are summarized below with additional details provided later in the handbook.
1) **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.
2) **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. This option is only available in certain programs.
3) **Internship** – Students can choose to perform an internship (or job) if this furthers their learning and career goals. The internship (or job) must be related to the student's degree area.
   o **Domestic students** must submit a Capstone Proposal form (available from the CEAS student portal at https://www.ceas3.uc.edu/CeasStudentPortal/login.html)
   o **International students** must receive Curricular Practical Training (CPT) work authorization prior to the start of the internship or job by submitting a CPT Application. The CPT Application also serves as the capstone proposal.
4) **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 Capstone Proposal 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:

6

- 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 Graduate Office. 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 (generated from Capstone Final Report form found in CEAS student portal), and the following in the report:
- 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.

The MEng Capstone Final Report is submitted to the student's capstone advisor prior to the deadline established.
- 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.

A copy of the final, approved report must be sent to Julie Steimle

*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 manger 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 an Internship as the Capstone (top)
- **Domestic students** must submit a Capstone Proposal form.
- **International students** must receive Curricular Practical Training (CPT) work authorization prior to the start of the internship or job by submitting a CPT Application; this application also serves as the capstone proposal.

International students can be approved for Curricular Practical Training (CPT) work authorization to participate in an internship (or job); detailed information regarding CPT work authorization and the approval process for an MEng Capstone Internship for international students can be found later in this document. CPT can be approved to begin once two full-time semesters (30 weeks) of study are completed. CPT work authorization can only be approved for a timeline that ends before the graduation/Form I-20 expiration date. Once the internship/job as started, a student may not change to a different employer. A student's total time on CPT cannot exceed 25 weeks. CPT will be terminated upon graduation/expiration of Form I-20. Once the curricular requirement is met, an additional CPT will not be approved, as there is no curricular reason for the additional work.

For both domestic and international students, the minimum time for the experience to count as a capstone internship is 400 hours (for example 10 weeks full-time employment). This to ensure that students get an extensive experience that serves as a capstone.

At the completion of the internship, students submit a final report per the instructions in the CEAS Student Portal 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 (p. 14), students must first complete two full-time semesters of study). For domestic students, 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. For example, students who start the program in the fall semester typically perform an internship during summer semester (third semester of residency) or the following fall semester (fourth semester of residency).

For international students, 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. 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. In most cases, students will graduate in the third or 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 international students to remain in the program and continue to search for an internship for an extended period of time beyond their Form I-20 expiration date. 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 for Capstone

Students electing to perform a capstone paper must submit a proposal for their paper using the MEng Capstone Proposal. 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 paper should be sent to the Capstone Advisor and Julie Steimle using the template in the CEAS Student Portal, Length of the paper will be guided by the capstone advisor but in general should not exceed 25 pages.

Verification of Capstone Completion

A verification of capstone completion is required; students cannot be certified for graduation until the Record of Master of Engineering Capstone (also available in CEAS Student Portal) is completed and approved. This form 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 MS

Students may be allowed to transfer from MEng status to MS or PhD status. Students **must first complete two academic semesters of residency as a MEng student with the MEng scholarship a**nd with the proper written approval as follows:
- Submit a Status, Program, or Requirement Change form 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. PhD 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 an MEng student until the two academic semesters 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 MS 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:

- Submit a Status, Program, or Requirement Change form indicating the proposed objectives of the transfer.
- 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. Domestic students must enroll in at least one credit each academic year (fall, spring, summer).

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 Appendix A 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 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.

	Graduate in semester 2	Graduate in semester 3	Graduate in semester 4	Graduate in semester 5
Fall year 1	Academic Term	Academic Term	Academic Term	Academic Term
Spring year 1	Academic Term including capstone project	Academic Term	Academic Term	Academic Term
Summer year 1		Internship or project/paper	(search for internship)	(search for internship)
Fall year 2			Internship or project/paper	(search for internship)
Spring year 2				Internship or project/paper

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). Students also need to provide an electronic copy of their final, approved capstone report and complete the CEAS exit survey found in the CEAS student portal.
- 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 after they 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

- [Program of Study Form](#)
- [MEng Code of Conduct Form](#)
- [Capstone Proposal Form](#)
- [CPT Application](#)
- [Capstone Final Report Form](#)
- [Record of Master of Engineering Capstone Form](#)
- [Status, Program, or Requirement Change form](#)

Work Authorization for International Students

Definitions:

Curricular Practical Training (CPT) – Work authorization available to F-1 students which allows them to apply their course content to fulfill a requirement of their degree program. CPT work authorization approval is necessary from CEAS and UC International for a student to be employed in an internship or job under CPT. Step-by-step instructions are listed below.

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 – According to USCIS policy, working 21 or more hours per week (Typical US work week is 40 hours). There is no limit to the number of hours a student may work on CPT.

Part-time Employment – According to USCIS policy, working 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 long-term 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 application).

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 long-term basis.

Optional Practical Training (OPT) – Work authorization that allows F-1 students to gain work experience to complement their academic program. Typically, CEAS graduate students participate in post-OPT after they have completed required coursework or, in many cases, post-graduation.

Job/long-term employment – (Sometimes called a "full-time job") a job is a paid employment with no designated end-date. Employees are hired by an employer and will typically get benefits (insurance, time off, etc.) as well as a salary. As long as the offer letter states that the employment is "at will," the employer and the employee both have the legal right to end the employment for non-discriminatory reasons without recourse.

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 be registered with UC.

CPT Rules

- Students must complete two full-time semesters (30 weeks) of in-person coursework at UC before they are eligible for CPT work authorization; therefore:
- Students can use an internship or job (long-term employment) to fulfill the Capstone Internship option.
- If the internship is unpaid, an offer letter and CPT work authorization is still required.
- The internship or job must be related to the student's major.
- Once a student accepts an internship/job offer letter, they can apply for CPT work authorization.
- CPT work authorization will be authorized for a maximum of 25 weeks consecutively; there is no exception to this limit.
    - These 25 weeks of CPT are within the maximum of 50 weeks that USCIS and UC International allow; you may find information on the USCIS.gov, ICE.gov, and studyinthestates.dhs.gov websites and the UC International page that says a student may use 50 weeks of CPT, but CEAS has identified 25 weeks as the amount of time necessary to effectively apply their coursework.
    - Depending on the internship/job timeline, some students may not utilize all 25 weeks; for example, if the student's internship ends after 16 weeks of employment, they are not "owed" the remaining 9 weeks of CPT. Another example is if the internship or job starts 15 weeks before the student's I-20 expires, that student will *not* receive an extension of their I-20 in order to utilize the full 25 weeks.
- The requested CPT work authorization end-date must be before the student's Form I-20 expiration date. A Form I-20 extension will only be approved if there is a valid curricular reason.
- The Capstone internship requirement will be met with a minimum of 400 hours of employment (10 weeks full-time employment, and 20 weeks part-time employment)
- CPT work authorization must be approved by CEAS (Amanda McLaughlin) and UC International.
- It takes no more than 10 business days (from the date the student submits a complete CPT application) for CEAS to approve their CPT and for UC International to reissue their Form I-20.
- Once a student begins working in their Capstone internship (or job), it is not possible to change employers.

Timeline for an Internship (or Job) on CPT

The MEng Program was designed for completion in one or two years.
- Students have five semesters to complete the MEng degree; this includes the time to complete the Capstone internship.
- There is a deadline by which you must receive an offer letter for an internship or job; otherwise, you must pursue the Capstone project option:
    - Students who begin in-person course work fall 2021 must submit their CPT application by November 30, 2022.
    - Students who begin in-person course work spring 2021 must submit their CPT application by April 28, 2023.

Instructions to Apply for CPT Work Authorization

1. During your two semesters of coursework, you can apply for CPT once you receive an offer letter for an internship/job that is scheduled to begin after your coursework is completed. An offer letter from the employer on their letterhead is required in order to apply for CPT work authorization.
    - The offer letter should contain the following information (if lacking some of the information, it can be supplemented by other supporting documentation from the employer such as a screen shot of an email from the employer or the employer's career page):
        i. Internship/Job title
        ii. Detailed internship/job description
        iii. Start date
        iv. Terms of employment
        v. Hiring Manager or supervisor's name
        vi. Hiring Manager or supervisor's email address

2. If your offer letter doesn't contain a specific end-date, then you must calculate it yourself or choose it depending on your desired timeline. If you want to utilize the max 25 weeks (not "6 months") that CEAS allows for MEng students, use this handy date calculator to get the specific date: https://www.timeanddate.com/date/dateadd.html.
   - If your I-20 expires before you can utilize all 25 weeks, you should choose the day before your Form I-20 expires as your CPT end-date.
3. Review UC International's CPT information
4. Complete the online fill-in form in the CEAS Student Portal. The fill-in form will create a PDF that contains the CPT Application form and the CPT Policy Form to which you will attach the supporting documentation from your employer.
   - It is preferred that you sign this PDF electronically; there's no need to print it out and sign it by hand.
5. Submit your CPT application in iEngineering first and then iBearcatsGlobal, making sure to submit the same PDF in both platforms (upload the full PDF in iBearcatsGlobal when it prompts you to upload your offer letter).
   A. iEngineering
      i. Go to CEAS's iEngineering. 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.
   B. iBearcatsGlobal
      i. Go to UC International's iBearcatsGlobal and click on the blue "login" button.
      ii. When asked for your advisor – indicate it is Amanda McLaughlin email: mclaugae@ucmail.uc.edu
         ▪ Note: If you submit an incorrect email address, Amanda will not be notified that your application has been submitted.
      iii. If you do not have a Social Security Number (SSN), once you apply for CPT in iBearcatsGlobal, UC International will give you instructions on how to get an SSN.
         ▪ When you apply for an SSN, you will need the Employer's Identification Number (EIN), which is comparable to a person's SSN. This number is typically not published on the employer's website, but it's very easy to contact the employer and ask them for it. Pro-tip: If the employer refuses to give you their EIN, they are probably scamming you because they know it's federal tax fraud to use an EIN that is not actually theirs for business purposes.
6. Once your CPT application is submitted in both iEngineering and iBearcatsGlobal, it takesno more than 10 business days for approval and reissuing of Form I-20.
   A. Amanda will receive email notification from iEngineering and iBearcatsGlobal that you have submitted CPT applications in both platforms. She will review the submissions in both portals and, assuming everything is in order, she will approve the submissions. Amanda reserves the right to decline a CPT application if the position does not meet the curricular standards of the MEng program.
   B. 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.
      i. If you need to correct or add information to the PDF that was created by the CEAS Student Portal fill-in form, please do not just revise the PDF that you originally submitted; instead, you need to restart the CPT application fill-in form with the required role responsibility description that matches the documentation that you receive from the employer because this fill-in form is how CEAS collects your most up-to-date CPT information.
      ii. If there's a problem in iEngineering, Amanda will cancel the application. Then you can resubmit your revised PDF.
      iii. If there's a problem in iBearcatsGlobal, you are responsible for canceling your application in iBearcatsGlobal; to do this, go to your current submission and scroll down to the bottom where you will see the option to cancel your original submission. Then resubmit your CPT application in iBearcatsGlobal with the revised PDF.
   C. You will receive notification of the approval of your application via the personal email address that you provided to CEAS when you applied to study in the MEng program.
   D. Your submission will show as "pending" in iBearcatsGlobal until UC International reissues your Form I-20.

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

      ii.   You will receive an email from UC International once they have reissued your Form I-20.

7. To receive your reissued Form I-20 you have three options:
   A. You can pick up your reissued Form I-20
   B. UC International can mail the I-20 to you if you make a reservation using their eShipGlobal service. To request express mail service, go to EUMS by eShipGlobal. Do not go through the DHL or FedEx websites directly.
   C. 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.
8. Once you receive your Form I-20 is reissued, you are eligible to begin working on or after the start-date listed in your offer letter.

Staying Registered with UC

- During the second term of your first year, 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 second term.
- During any fall or spring semester a student is employed on CPT work authorization, they must be registered for a minimum of one credit of the MEng Capstone course. If the employment on CPT work authorization falls *only* in summer semester (that's starting the day after spring semester ends and before the first day of fall semester), registering for one credit of the MEng Capstone course is not necessary. If the internship lasts beyond the graduation date for the semester during which the internship began, they must register for one credit hour of MEng Capstone course during that following 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.
  - 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.

Optional Practical Training (OPT): Working beyond the Capstone Internship

- Employment beyond 25 weeks of CPT must be on Optional Practical Training (OPT) work authorization.
- It takes up to 100 days to get OPT work authorization.
  - 5 business days for CEAS to process the OPT application
  - + 5 business days for UC International to process the application
  - + 90 for USCIS to process and deliver the EAD card
  - = 100 days
- 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 here: https://www.uc.edu/about/international/life/employment/opt.html
- Julie Steimle (julie.steimle@uc.edu) should be the advisor listed on iBearcatsGlobal OPT request. Please see her for any questions regarding OPT.