



**GRADUATE HANDBOOK**  
**ENVIRONMENTAL ENGINEERING PROGRAM**

By Environmental Engineering Faculty

Department of Chemical and Environmental Engineering

College of Engineering and Applied Science

UNIVERSITY OF CINCINNATI

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Form for Annual Review of MS/PhD Students

## LIST OF ACRONYMS

CEAS	College of Engineering and Applied Science
CEE	Civil and Environmental Engineering
ENVE	Environmental Engineering
GA	Graduate Assistantship
OEPT	Oral English Proficiency Test
TOEFL	Test of English as a Foreign Language
TSE	Test of Spoken English
UC	University of Cincinnati
UGA	University Graduate Assistantship

## **PREFACE**

All information in this *Graduate Handbook* for the Environmental Engineering Program is intended to comply with the rules and policies described in the most recent edition of the UC Graduate School Handbook.

In the event that anything in this handbook conflicts with the Department, or the College or the University of Cincinnati policies, guidelines, rules or regulations, the policies, guidelines, rules or regulations of the Department, College and/or the University of Cincinnati shall be held as supreme.

The Environmental Engineering Program reserves the right to correct any errors in this handbook. Correction of errors shall not invalidate those sections corrected, nor relieve students of their duties under those sections. Should any part of this handbook become invalid, the remainder of the handbook shall remain in force.

In general, full-time students who continue their academic programs without interruptions (not including Summer Semester hiatuses) are held responsible for the graduate program requirements that are in force and published at the time of their first matriculation into the program. Thus, changes in graduate program requirements will affect only those students who matriculate after adoption and publication of the changes.

From time to time, minor changes in procedures may be adopted by the graduate program and, since these will have minimum effect on the required effort and time to completion for the graduate degree, the students will be required to conform to the modified requirements regardless of when the students began their studies.

Students who interrupt their graduate studies by withdrawing, officially or unofficially, from the program, fail to maintain graduate student status or change programs will be held responsible for the graduate program requirements in force at the time they re-enter, are reinstated or change programs.

## **1. GRADUATE DEGREE PROGRAMS**

The Environmental Engineering Program awards M.S. and Ph.D. degrees

Environmental Engineering, M.S. and Ph.D.

In addition, the Environmental Engineering Program offers a Master of Engineering degree (MEng). The MEng degree is a non-thesis option and can be completed in one year of full-time study. It is generally viewed as a terminal degree; that is, a student who earns the MEng degree would not continue on for a PhD degree.

For all degree tracks, the student may concentrate on:

Air Quality  
Water Quality  
Hydrosystems  
Sustainable Biotechnology

## 2. APPLICATION AND ADMISSION

### 2.1 Application for Graduate Studies

The documents and the application process outlined in this section are required for admission to full graduate standing or provisional standing in a degree program. The procedure and requirements for admission as a non-degree student are outlined in Section 2.6.3.

Application materials and information are readily available online at the following address:  
<https://grad.uc.edu/admissions.html>

### 2.2 Application Process

A complete application consists of the following materials:

(a) **The University of Cincinnati Application** is an application to the university for admission to a graduate program and for financial assistance. This form must be accompanied by a non-refundable fee submitted by check or money order only.

(b) **The College of Engineering and Applied Science (CEAS) Application for Admission to Graduate Study** must also be submitted.

(c) **Official Transcripts** from all universities and colleges attended by the applicant must be submitted. Admission to the ENVE program cannot be offered until original certified copies are received.

(d) **Two Letters of Recommendation** are required from academic advisors or others able to assess the academic potential of the applicant. The form entitled "Letter of Reference, Graduate Studies, Engineering" provided as part of the application packet is the preferred format.

(e) **Graduate Record Examination (GRE) Scores** except for any student that received their BS degree from an ABET accredited University in the United States with a GPA of 3.0+ must be sent directly from the testing agency upon request from the applicant.

(f) **The Standardized Tests of English Proficiency** such as TOEFL, IELTS, Duolingo, and PTE is required. A waiver is possible if the applicant has completed at least two years of study in an English-speaking country. See Section 2.6.4. The TOEFL is recommended for anyone whose native language is not English.

It is the applicant's responsibility to submit all portions of the application in a timely manner. Contacting the CEAS Graduate Program Office will help to assure the completion of the application. Email is preferred, but a telephone call or a letter of inquiry is also welcomed. The applicant should contact referees to ensure that they have sent their letters of reference.



Autumn semester (with classes typically beginning the last week in August) is the strongly preferred semester for admission for all programs since this optimizes the sequencing of required courses and the potential for financial aid. This also facilitates the orientation of the student and the pre-registration activities. To ensure full consideration for admission and financial assistance for admission in the Autumn semester, completed applications should be received by February 1. Applications received as late as September 1st may be considered, depending on whether the requested program has been filled. The probability of financial assistance typically decreases with time for applications received after February 1<sup>st</sup>.

### **2.3 Admission Process**

After the complete application is received, the application will be reviewed by faculty in the area of study requested by the applicant. The faculty first determines if the applicant is acceptable. The faculty must also determine whether an advisor is available and whether other resources needed to support the graduate student are available. On this basis, the faculty recommend approving or disapproving the application. Occasionally, the faculty may recommend "Provisional Acceptance" which is described in Section 2.6.2. The faculty then makes recommendations on financial assistance for acceptable applicants.

The decisions of the faculty are reviewed and confirmed by the Graduate Program Director, the Director of Graduate Studies, and the Department Head. A letter from the Graduate Director announcing the decision and detailing the subsequent actions required is mailed to the applicant. The accepted applicant is required to sign and return a form letter to indicate acceptance of the offered admission and to indicate that the conditions of the acceptance are understood. Offers of admission or of admission with financial assistance which are not accepted by the applicant in a timely manner will be withdrawn.

### **2.4 Admission and Financial Aid Decisions**

Admission to the Environmental Engineering graduate program is competitive; not all applicants who satisfy the minimum requirements for admission can be accepted. Decisions on admission are based on credentials furnished in the application package.

Financial aid decisions are based on those credentials and on the request for assistance indicated on the application forms. Decisions on admission and financial aid must also consider the availability of advisors, other departmental resources and funding to support the student.

## 2.5 Admission Requirements

The Environmental Engineering Program awards the M.S., MEng, and Ph.D. degrees. Each program has different admission requirements and degree requirements. The programs and the particular requirements for admission with full graduate standing are as follows:

**Environmental Engineering, M.S. and Ph.D. (Major code 522) -**  
requires a B.S. in any discipline.

**Masters of Engineering, MEng (Major code XYZ) -**  
requires a B.S. in any Engineering discipline.

Applicants who do not satisfy the requirements for admission with full graduate standing may, at the discretion of the faculty, be offered admission as provisional students or as non-degree students as described in Section 2.6.

## 2.6 Types of Admissions

In accordance with University rules, there are three types of admissions: Full Graduate Standing  
Provisional Admission  
Unclassified Graduate/Non-Degree Students

A graduate degree may be granted only to a student with full graduate standing. A student must have full graduate standing to be eligible for a Graduate Assistantship (GA) or a University Graduate Scholarship (UGS).

### 2.6.1 Full Graduate Standing

For admission to full graduate standing at the University of Cincinnati, a student must have a bachelor's degree from a college or university regarded as standard by a regional or general accrediting agency. The applicant should have an average of at least a "B" grade in relevant undergraduate courses, or otherwise give evidence of promise satisfactory to the admitting department.

### 2.6.2 Provisional Admission

Provisional admission may be granted to applicants who lack undergraduate work considered essential for graduate studies in the intended major field. Course work, without graduate credit, will be required of provisionally admitted students to make up such deficiencies before admission to full graduate standing can be granted.

Graduates of non-accredited institutions may be granted provisional admission when their

academic records warrant admission. Additional course work will be required of such students when deficiencies in their previous training are apparent.

Graduates of accredited institutions whose scholastic records are below the standards for admission to full graduate standing may be admitted provisionally when it can be shown that extenuating circumstances affected their undergraduate grade point averages or when progressive improvement in the undergraduate programs warrants provisional admission.

Provisional admission may be granted to applicants who lack some document required for the admissions process, such as the official copy of the GRE score.

Provisionally admitted students will be informed in writing of the terms of their acceptance, of the requirements for them to be granted full graduate standing and of the expected time table for complying with the requirements. At periods not to exceed twelve months and at the end of the specified time to complete the requirements, the progress of the student will be reviewed by the faculty in the area of study and by the Graduate Program Director. Subsequent to each review, the Graduate Program Director will inform the student in writing whether a change in status to full graduate standing is warranted.

Provisionally admitted students are subject to the same upper limits on total time to complete their degrees as students with full graduate standing.

Provisionally admitted students may earn graduate credits concurrently with taking courses to remove deficiencies, provided that courses are taken in rational sequence with respect to prerequisites and that the primary effort is to make up deficiencies and attain full graduate standing.

In accordance with University rules, international students on F-1 or J-1 visas are not granted provisional admission.

### 2.6.3 Unclassified Graduate or Non-Degree Student

Unclassified graduate students are not admitted to degree programs but, rather, are admitted to take graduate courses, for graduate credit, through the Transfer and Lifelong Learning Center. The only requirements for admission to a course as an unclassified student are possession of a Baccalaureate degree and successful completion of all prerequisites to the course to be taken. It is the student's responsibility to verify the completion of prerequisite work when requested. To register through the Transfer and Lifelong Learning Center for graduate courses in the ENVE program, permission of the School or the Instructor must be documented.

Unclassified Graduate status is encouraged for those who do not anticipate seeking admission to a graduate program in the ENVE program in the future. Graduate credit hours earned while enrolled as an unclassified graduate student or a non-degree student are applicable to the

requirements of graduate programs only as transfer credits, transferred in the same way that courses from other universities are transferred and subject to the same limitations. (See Section 4 for rules on transferring credits).

Non-degree students are unclassified students who are admitted to the Environmental Engineering program but who are not admitted to graduate degree programs. Non-degree students may take courses for graduate credit, but the number of credits taken under this classification that may be applied toward a graduate degree is limited and accepted at the discretion of the faculty. Generally only twelve graduate credits earned while a non-degree student may be applied to a graduate program.

For admission as a non-degree student, the applicant must give evidence of a bachelor's degree in an area providing appropriate background for graduate study in the ENVE program and must document successful completion of course prerequisites. The "College of Engineering, Application for Admission to Graduate Study" form must be completed and submitted. On this form, the applicant must indicate "Non Degree" as the degree objective.

Admission to courses as a non-degree student through the ENVE Program may be preferable to admission as an unclassified student for those who anticipate applying for a degree program in ENVE program in the near future.

Unclassified students and non-degree students cannot receive Graduate Assistantships or University Graduate Scholarships.

Unclassified students and non-degree students may apply for full graduate standing at any time provided that they meet the standard admission requirements described in Section 2.6.1. These students will be considered for acceptance and financial assistance in the same manner as all other applicants and therefore must provide complete applications and associated documentation.

#### 2.6.4 International Student Admissions

In accord with University rules, international students on F-1 or J-1 visas are not granted admission on any basis other than full graduate standing.

Before their admission process is completed, all international students must fulfill U.S. Immigration Services requirements and register with the International Services and Foreign Student Counseling Office.

The Standardized Tests of English Proficiency such as TOEFL, IELTS, Duolingo, and PTE is required. The following exams and minimum scores are accepted as proof of English proficiency: <https://grad.uc.edu/admissions/criteria/english.html>

International students are required to take the Oral English Proficiency Test (OEPT) at the

beginning of the first semester of study. Students whose oral English proficiency is not officially certified may not assume instructional responsibilities. This means that a student who is offered a Teaching Assistantship must be certified before that assistantship can begin. Therefore, entering students should be prepared to take the OEPT in August before the Autumn semester begins. The OEPT is offered for a few days each August, September, November and February. Students who do not pass the OEPT are recommended for English as a Second Language courses which are best suited to their needs. The OEPT will be repeated and remedial work continued until the OEPT is passed. Each student is permitted to take the OEPT twice each year without charge.

Students that score a 26 or higher on the Speaking section of the TOEFL iBT are exempt from taking the OEPT.

Upon arrival, all international students are required to carry University of Cincinnati student health insurance. Semester fees will automatically be assessed at each registration period for the student. Insurance for accompanying dependents is optional and must be arranged through the Health Insurance office. The ENVE Program strongly recommends carrying health insurance for all dependents since health care costs in the U.S. are the responsibility of the individual if insurance is not obtained.

### **3. MATRICULATION AND REGISTRATION**

A student will normally matriculate (initially enroll) in a degree program only once, but must register for each semester in which courses will be taken. Generally, the new student should expect to arrive a minimum of two weeks prior to the start of classes. There are several activities, such as orientation programs, which are necessarily scheduled before the start of classes. International students are encouraged to arrive even earlier to provide ample time to take the Oral English Proficiency Test (OEPT), schedule a physical exam, arrange living accommodations, establish financial accounts, become familiar with the region and adjust to the new cultural environment.

#### **3.1 Matriculation Process**

Upon arrival on the UC campus, the entering new student should:

- a) arrange to meet with his/her advisor,
- b) visit the CEAS Graduate Studies Office to obtain necessary forms, verify dates and locations of orientation and other required activities, and receive supplemental information on the matriculation and registration processes.

##### **3.1.1 Orientation Programs**

The University and the Department each schedule mandatory orientation programs for students entering in September. Failure to attend these programs may jeopardize the student's financial assistance or make registration more cumbersome. Students first entering a graduate program in other semesters must make arrangements to receive pertinent information and orientation on an individual basis. They may be required to attend some or all of the orientation programs belatedly, in the first August following their matriculation.

##### **3.1.2 Supplementary Information Form**

The Supplementary Information Form must be obtained from the CEAS Graduate Studies Office and completed before registration by the following individuals:

- a) new students entering the university for the first time
- b) students not enrolled in the preceding academic year
- c) students who transfer from another college, department or major
- d) students who have completed the Master's degree and are beginning a PhD program.

On the Supplementary Information Form, the line "program (major)" should have entered on it both the code and name appropriate to the student's admission:

522 Environmental Engineering

The line "Degree Sought" should have entered on it one of the following, according to the

student's type of admission:

Master of Science Engineering Doctoral  
Non-Degree

The Supplemental Information Form is submitted with the registration form to the College Office (if during the priority registration period) or to the University Registrar's Office (if during the final or late registration periods).

### 3.1.3 Physical Examination

A physical examination is required of each admitted student. A tuberculin Tine Test or chest X-ray is required within three months of initial registration. A Medical History Physical Examination Form will be mailed to all U.S. citizens and permanent residents upon admission. International students are required to undergo a physical at the University of Cincinnati upon arrival.

### 3.1.4 Meet with Advisor

Each student should schedule a meeting with his/her advisor as soon as possible after arrival on campus. At this meeting, the following points should be discussed:

- a) The courses to be taken in the first semester of the program.
- b) The duties associated with a Graduate Assistantship, for those students with a GA.
- c) The general plan for completing the program (overall duration, course load, thesis requirements, etc.).
- d) Whether and what credits the student may seek to transfer from other programs.
- e) How often the student should meet with the advisor.

## **3.2 Registration**

### 3.2.1 Registration Process

All new graduate students and those not registered in the preceding Autumn semester should obtain registration forms and advice from the CEAS Graduate Studies Office.

Registration at the University of Cincinnati takes place in three stages: Priority Registration; Final Registration; and Late Registration.

Whenever possible, Priority Registration is strongly preferred. Priority Registration is for continuing students and typically not available to new students.

For continuing students, Priority Registration and Final Registration may be completed through the University website. Nevertheless, **the graduate student is required to consult with the advisor and obtain approval of the schedule each semester before registering.**

Priority Registration takes place just before mid-term of the preceding semester. For Autumn semester, priority registration periods are scheduled around mid-term in both the Spring and Summer semesters

A complete listing of all courses to be offered along with their meeting time and location is available on-line:

[https://webapps2.uc.edu/ecurriculum/degreeprograms/tile/programs/Environmental\\_Engineering](https://webapps2.uc.edu/ecurriculum/degreeprograms/tile/programs/Environmental_Engineering)

An invoice with attached schedule is mailed to the student approximately four weeks in advance of start of the semester, to the address indicated by the student on the registration form. Payment or confirmation is due by the date indicated on the invoice. If the student has a zero balance, he/she owes no amount but must still return a portion of the invoice form to confirm an intent to be registered for courses. Failure to pay or confirm by the payment due date will result in the cancellation of the student's entire schedule and the student will not be registered for that semester.

Canceled students who want to be re-instated must re-register during the Final Registration period on a course-available basis. If re-registration occurs after the first official day of the semester, the appropriate late fee will be assessed.

Final Registration begins two to three weeks preceding the beginning of each semester and ends on the last working day before the first day of classes. Registration forms are obtained from the College Registration Office. The forms are completed in consultation with the student's advisor and signed by the advisor. The forms are then taken, by the student, to the College Registration Office to obtain the College Representative's signature.

Late Registration begins on the first official class day of the semester and ends on Friday of the second week of the semester. A late fee is assessed for all late registrations or re-registrations completed on or after the first official day of classes. The procedure for Late Registration is the same as the procedure for Final Registration, except that Late Registration by telephone is not possible.

### 3.2.2 Registration Change Procedure

Students should not change their registration without consulting with their advisors. Once a student has completed registration, the official record can be changed with a Drop/Add form obtained from the College Graduate Studies Office. The form must be completed by the student and then signed by the advisor and the College Representative. The appropriately



completed form should be taken to the One Stop Student Services Office. Drop/Add transactions must be processed through the One Stop Office by the 21<sup>st</sup> calendar day of a semester. There is no charge to process a drop/add transaction.

#### 3.2.2.1 Adding a Course

Adding a course after the 7<sup>th</sup> day of the semester requires using a Drop/Add form and the signature of the advisor or instructor.

#### 3.2.2.2 Withdrawing from a Course.

After the 21<sup>st</sup> calendar day of a semester, only withdrawals (i.e. Drops) from courses will be accepted. Courses dropped on or before the 21<sup>st</sup> calendar day of a semester will not appear on the student's transcript. For courses dropped after that, the Drop/Add form will need to be signed by the instructor, the advisor and the College Representative and the course will be recorded on the transcript with a grade. If the student is passing the course at the time it is dropped, the instructor should indicate a grade of "W", for withdrawal. If the student is failing the course at the time it is dropped, a grade of "F" should be assigned. It is the student's responsibility to discuss with the instructor what grade will be assigned for a course which is dropped.

An instructor may withdraw a student from a course due to excessive absences, but is under no obligation to do so.

Students must be aware of possible consequences of withdrawing from courses. Full-time graduate students must carry at least twelve graduate credits, exclusive of audit credits. A withdrawal which brings the students below that level can make the student liable for tuition if supported by a University Graduate Scholarship or other financial aid requiring full-time status. International students must generally maintain full-time status under guidelines of their visas.

The University prohibits dropping a course after the 58<sup>th</sup> calendar day of the semester. The student should refer to the University Graduate Handbook for additional information regarding financial considerations and other information in regard to withdrawing from a course

#### 3.2.2.3 Changing Number of Credits for a Course

If, after initial registration, it is necessary to change the number of credit hours for a course with variable credit hours, such as for thesis research credits, this must be done using a Drop/Add form. The only appropriate way to accomplish the change is to drop all of the credits initially registered for that one course and to add the course with the corrected number of credits. The drop and the add should be completed on just one Drop/Add form. Increasing the number of credits is accomplished in similar fashion.

#### 3.2.2.4 Changing Grading Options

Drop /Add forms may be used to change from standard grading to optional grading schemes, or the reverse, for a course. (See Section 3.2.3 concerning Optional Grading Schemes). In this case, the course must be dropped on one line of the Drop/Add form, showing the course as indicated during initial registration, and added on a second line of the Drop/Add form, showing

the course as it is to be taken. Grading options should not be changed without consultation with the advisor.

### 3.2.3 Optional Grading Schemes

The standard grading scheme, described in Section 5.1, is used for all courses unless it is designated a Pass/Fail course or the student elects, with approval of the advisor, to register under an optional grading scheme.

#### 3.2.3.1 Audit

Admission and conditions for participation in a course to be taken for audit are at the discretion of the instructor, who is under no obligation to accept a student for an audit credit. The Audit option should not be elected without consulting the advisor. The Audit option is normally elected for one of two reasons:

- a) to obtain remedial/deficiency instruction in major or minor areas of study, in which case they must be indicated on the plan of study;
- b) to take courses for personal fulfillment outside the plan of study.

The credit hours associated with an audited course do not count towards the twelve credits required of a full-time student. Audited courses do not serve to fulfill requirements for required or elective courses in the plan of study. Audited course credits do not count towards the number of credits required for a degree.

A student who wishes to take a course as an audit must:

- a) meet with the instructor at the beginning of the semester to determine the level of participation which the instructor requires for the audited course;
- b) meet the requirements arranged with the instructor;
- c) withdraw officially if he/she intends to cease attending the class.

Instructors may require auditing students to complete assignments and sit for exams. Auditing students are identified with a pre-printed "T" on class and grade lists provided to the instructor. This grade may be over-ridden by an "P" if the student does not meet the instructor's minimum requirements for audit credit, or by a "W" if the student or instructor properly initiates a withdrawal.

#### 3.2.3.2 Pass/Fail Option

The purpose of the Pass/Fail option is to encourage students to take courses that appeal to them when only the course credit is desired and a detailed measure of course mastery is not essential. This option is not appropriate for all courses and carries specific consequences. No instructor is required to accept a student on a Pass/Fail basis. The advisor must approve each course the student elects to take as Pass/Fail and it should be noted on the plan of study.

Courses which are identified by name or number as required for a program of study may not

be taken as Pass/Fail unless the identified course is only offered as a Pass/Fail course.

The student enrolled in a course under the Pass/Fail option is expected to complete all work performed by students graded under the standard grading scheme. The grade will be reported as an "P" for passing or as "F" for Failing. Generally, achievement which would have earned a "C or better by the standard grading scheme will be interpreted as "Satisfactory" or passing. However, as this may vary with instructors or courses, it is the responsibility of the student to discuss with the instructor, at the beginning of the course, what constitutes satisfactory achievement.

Not more than thirty percent of the total elective credits used to fulfill the degree requirements may be taken under the Pass/Fail option.

## **4. TRANSFER OF CREDITS**

### **4.1 General Requirements**

Credit for graduate work of acceptable quality completed at other universities, or at the University of Cincinnati as a graduate student in another department or college, or as an unclassified or non-degree graduate student, may be applied to the student's graduate record in the ENVE program, subject to the following limitations.

- a) A maximum of twelve graduate credits may be transferred.
- b) The graduate credits must have been taken for graduate credits at the time they were completed.
- c) The graduate credits must be in excess of those needed for any program that resulted in the award of a Bachelor's degree to the students seeking transfer of credits.
- d) Credit can only be transferred for courses in which the student earned a grade of **B** or better. Credit cannot be transferred for courses in which the student earned a grade of **B(-)** or lower, nor for courses taken as an audit, nor for courses graded on the Pass/Fail Basis.
- e) The credits transferred must be for a course which would ordinarily form an integral part of the student's program.
- f) Normally, credit hours allowed for a transfer course will not exceed the credit hours associated with the University of Cincinnati course(s) that cover equivalent material.
- g) Transfer credits must have been earned not prior to five years before application for advanced standing.

### **4.2 Process for Transfer of Credits**

Credits are officially transferred by posting Advanced Standing credits to the student's transcript. This requires that an Advanced Standing form be prepared by the student and his/her advisor. Generally, the student must provide official transcripts and additional information to document the content of the transferred course. This form requires approval by the Graduate Program Director and the Associate Dean for Academic Affairs of the College of Engineering and Applied Science. The form is sent to the University Registrar, where the credits are officially posted on the transcript as Advanced Standing (AS).

For transfer of credits earned prior to matriculation in the graduate program in the ENVE Program, the credit transfer process should be initiated early in the first semester of the student's program. If courses are to be taken at another institution while the student is

pursuing a degree in the ENVE Program, prior permission should be obtained in writing from the advisor, with approval noted from the Graduate Program Director. After earning the credits, the process described above is used to transfer the credits.

### **4.3 Masters Degree Program**

The general requirements for transfer of credits, described in Section 4.1 apply to all students in Master of Science track in the ENVE Program. Additionally, in accordance with university rules, credits from other universities or institutions cannot be used to satisfy thesis research credit requirements.

### **4.4 Doctoral Degree Program**

The general requirements for transfer of credits, described in Section 4.1 apply to all students in the Doctoral track in the ENVE Program, with exceptions as noted here.

#### **4.4.1 Students with an M.S. Degree from Another University**

If a student enters a Doctoral track in the ENVE Program with a Master of Science Degree earned at another university or institution, and if the M.S. degree is acceptable to the ENVE Program as appropriate background for the Ph.D. degree, the former M.S. will be posted for the equivalence of 30 graduate credit hours. These 30 credits are applicable to the 90 credit minimum required for the Doctoral degree (see Section 8). Only 30 credits will be posted, and counted toward the 90 credits, regardless of how many credits the student may have earned in pursuit of the M.S. Degree at the other university or institution.

#### **4.4.2 Students with an M.S. Degree from the University of Cincinnati**

If a student enters a Doctoral track ENVE Program with a Master of Science Degree earned at UC, whether or not from the ENVE Program, and if the M.S. degree is acceptable to the ENVE Program as appropriate background for the Ph.D. degree, all graduate course credits plus up to 10 credits of thesis research credits may be applied to the minimum requirement of 90 credits for the doctoral degree.

#### **4.4.3 Students with No M.S. Degree**

If a student enters a Doctoral track in the ENVE Program but has not previously earned an M.S. degree acceptable to the ENVE Program as appropriate background for the Ph.D. degree, a maximum of ten credits may be transferred, provided the credits satisfy admissibility as described in Section 4.1.

## 5. GRADING PRACTICES AND POLICIES

At the end of each semester, the Office of Student Records mails to each student an official report of academic achievement. These reports indicate a letter grade for each course taken during the semester. The student should reference the University Graduate Handbook for a detailed interpretation of the letter grades and their interpretation. Only a summary is presented here.

### 5.1 Standard Grading Scheme

Courses taken for graduate credit by the standard grading scheme will ordinarily be assigned a letter grade as follows, indicating the level of mastery which the student has demonstrated:

**A   A-   B+   B   B-   C+   C   F**

These courses may also result in the following letter grades:

**I            W**    or a blank field

The "I" is administrative grades, see Section 5.3. The "W" indicates withdrawal, whether initiated by the student or by the instructor. A blank field means no grade was reported by the instructor: the student should contact the instructor to ascertain why no grade was reported.

Graduation with an "F" on the transcript will be permitted only if:

- a) the student meets published departmental or college standards for the degree program; and
- b) a grade of "T" in a required course is superceded by a grade of "C" or better in the same course taken by the student. (Transfer credits may not be used to supercede an "F").

### 5.2 Optional Grading Schemes

#### 5.2.1 Pass/Fail

For a course taken under the Pass/Fail grading scheme, a "P" will be recorded for passing the course and an "F" will be recorded for unsatisfactory mastery of the course material. No credit towards completion of the degree program is earned if the grade is "F". The course taken on the Pass/Fail basis may also be issued a "W", "T" or "SP", with the same meaning and consequences as indicated in the preceding sections. Also see Section 3.2.3.2.

### 5.2.2 Audit

Courses taken on the Audit basis generally should result in a grade of "T", but it is also possible for the instructor to assign an "F", a "W" or an "SP" See Section 3.2.3.1.

## **5.3 Administrative Grades**

The administrative "I" grade is appropriately issued when the student has failed to complete all requirements for a course and the instructor may consider late submission or completion before issuing a standard letter grade. The "I" grade automatically converts to an "I/F" grade one calendar year after the initial grade was assigned. Graduation will not be permitted if the student has an "I/F" grade on the transcript.

The administrative "SP" grade is only appropriately assigned to thesis/dissertation credits, research, projects and multi-semester seminars which may require two or more semesters before a grade may be determined. Normally, an "SP" grade should be converted prior to graduation. However, at the discretion of the ENVE Program, the student may be permitted to graduate with an "SP" still posted on the transcript for research credits. This is typically done when the student has registered for thesis or dissertation credits in excess of those required by the student's program.

## 6. COURSE LOAD AND ACADEMIC PERFORMANCE

### 6.1 Maintaining Graduate Student Status

Whether pursuing the advanced degree full-time or part-time, each graduate student must maintain his/her graduate student status by registering for graduate credits in at least one semester during the year. (See the special requirements for international students, below). For the ENVE Program, the University rules for maintaining graduate student status may be summarized as follows:

- a) if limits on degree candidacy have not been exceeded, the student must be registered for graduate course work in his/her program during **any** semester of a regular academic year, including summer semester; **or**
- b) if degree candidacy has not been attained and the student has met minimum degree course requirements, the student must register for at least 1 graduate credit in his/her program during **any** semester of a regular academic year, including summer semester; **however**
- c) for doctoral students admitted into candidacy, registration and fee payment for at least 15 credit hours in both **autumn** and **spring** semesters of each year is required if the candidacy is not to lapse; and
- d) should limits on degree candidacy lapse, the individual who has been reinstated into candidacy status shall follow the requirements of paragraph c) above.

University rules also require that any student who does not register during any period of four (4) consecutive semesters submit a form to be reinstated into their graduate program, as described in Section 6.7.

International Students must be registered for graduate course work during each semester of a regular academic year, excluding summer semester. The terms of the student visa generally requires that the international student be enrolled as a full-time student each semester (except summer).

### 6.2 Full-Time Course Load

Students are required to register for a minimum of fifteen graduate credits (total of courses, research and thesis/dissertation) each semester to be considered as full-time graduate students. Audit credits are not included in this total. Undergraduate credits are not included in this total.

Courses to be graded using the Pass/Fail scheme and carrying graduate credit do count towards the required credits.



## **6.3 Requirements for Graduate Assistants and UGA Recipients**

### **6.3.1 Requirement of Full Time Status**

Students receiving Graduate Assistantships (either Research or Teaching) and Students receiving full or partial University Graduate Assistantship (UGA) must register for 15 or more graduate credits, exclusive of audit credits, for each semester they receive the award. Only students with full graduate status can receive these awards. The student must also be satisfying minimum academic performance standards for his/her degree program at the time of, and for the full duration of, the award. Awards will be terminated if minimum academic performance standards are not met.

### **6.3.2 Upper Limit on Accumulated Graduate Credits**

Fellowships, assistantships and tuition scholarships from University General Funds may not be awarded to students who have accumulated 174 semester credit hrs. Although special arrangements may be made for doctoral program students who are approaching the limit, this is not always possible. Therefore, the student must strive to progress in the programs in a timely fashion. This is especially true for students in a Master's Program who may wish to continue into the Doctoral Program.

### **6.3.3 Graduate Assistant Employment**

Normally, Graduate Assistants are expected to provide approximately 20 hours of service per week in departmental activity. In addition, they must register for a minimum of 15 graduate credit hours each semester the assistantship is granted. Thus, when these students are employed over and above their assistantships, a number of legitimate academic concerns can be raised. Collateral employment will generally have negative impact on course or research quality and may impact the service they provide for the assistantship. Collateral employment will generally lead to taking excessive time to complete the degree. Therefore, Graduate Assistants in the ENVE Program are prohibited from collateral employment, whether within or outside of the University, except when expressly permitted by the student's advisor and approved by the Graduate Program Director. When such permission is granted, the academic progress of the student will be closely monitored. Permission may be withdrawn if academic progress or effective GA service appears to be negatively affected.

## **6.4 Graduate Credit in Dual-Level Courses**

A graduate Student who is registered in dual-level courses that carry both undergraduate and graduate credit, may be required to complete academic work in addition to that required of undergraduate students in the same course. The extra work may consist of reading and reviewing additional books or articles, presenting reports or doing such supplementary work as the instructor in charge of the course deems appropriate.

## 6.5 Minimum Academic Performance

### 6.5.1 General

Graduate students in the ENVE Program are expected to make reasonable progress towards completing the requirements of the degree. In general, this means that the student successfully completes required and elective courses at an appropriate rate, maintains a grade point average of **at least 3.0** and demonstrates reasonable progress towards completing thesis or dissertational research, depending upon the student's program. A grade point average of 3.0 or better is required for graduation from the ENVE Program.

The student's academic advisor will prepare an annual progress report for each of his/her graduate students. This will ordinarily be completed early in the summer semester. The review will contain an assessment by the advisor as to the reasonable progress being made by the student towards the completion of the degree requirements. This review is especially important in evaluating reasonable progress in research. A copy of this report will be provided to the student. This report will be reviewed by the Graduate Program Director and then placed in the student's permanent record file.

A letter of warning will be issued to the student by the major advisor or the Graduate Program Director whenever it is found that the student is not making reasonable progress towards the degree. Once a letter of warning has been issued, further inability to demonstrate reasonable progress may be cause for dismissal.

### 6.5.2 Academic Probation and Dismissal

The Graduate Studies Committee will serve as the reviewing body for academic performance of graduate students in the ENVE Program.

The following rules apply to all graduate students in the ENVE Program.

6.5.2.1 A student with cumulative quality point average (CQPA) of less than 3.0 will be immediately placed on probation. This includes students who have completed only their first semester of their program.

A student earning a semester quality point average (QQPA) of less than 3.0 but maintaining a cumulative quality point average of 3.0 or better will receive a letter of warning. Students having two successive semesters with a QQPA below 3.3 will be placed on probation. (Only semesters for which QQPA can be calculated will be considered in establishing what constitutes "two successive semesters"). Administrative grades (such as those indicating incomplete course work) will not be included in determining the student's current semester QQPA. As administrative grades are converted to standard grades, revised QQPA and CQPA will be calculated to determine the student's status.

6.5.2.2 A student on academic probation will be dismissed if his/her QQPA is below 3.0 for the semester following that semester which caused the student to be placed on probation. (Here

the "semester following" is the first subsequent semester for which a QQPA can be calculated).

6.5.2.3 A student must remove himself/herself from academic probation by raising the CQPA to a 3.0 or better within two semesters following the semester which first caused the student to be placed on probation or be subject to suspension. (Here the "two semesters following" are the next two semesters for which the student is registered, regardless of type of course or of full-time or part-time. The student is not permitted to prolong the period of probation by registering only for research credits or for courses which are graded in ways that preclude calculating quality point averages.)

6.5.2.4 Students who are dismissed or suspended may seek re-admission after three semesters of no registration in or through the ENVE Program. Students seeking re-admission must provide reasonable documentation to justify re-admission. Re-admission requests will be reviewed by the admissions committee, the Graduate Program Director and the Program Chair.

6.5.2.5 Any student dismissed or suspended for a second time is considered to be permanently dismissed and therefore may not be re-admitted.

6.5.2.6 Any full-time or part-time graduate student who earn "C" grade or lower in three (3) courses (other than courses used to fulfill prerequisites to graduate courses or to correct deficiencies and which would not normally be used for graduate credit) is subject to dismissal from the program.

## **6.6 Administrative Grades**

Administrative grades (such as those used to indicate incomplete work) will not be considered in determining the academic status of students until these grades have been converted to standard grades. However, students receiving administrative grades must initiate appropriate action to have the grade converted as soon as possible. This action should include, but not be limited to:

- a) Contact the professor involved early in the subsequent semester to establish a timetable for actions which will remove the administrative grade as soon as possible;
- b) Be certain that all parties involved understand what is required to remove the administrative grade and what constitutes acceptable quality and/or quantity;
- c) Understand that all administrative grades must be removed before the degree requirements can be certified as completed.

## **6.7 Reinstatement and Time Extensions**

If a student does not maintain his/her graduate student status as discussed in Section 6.1, that student forfeits graduate student status and cannot earn credits towards the degree until the graduate student status is restored through the process of "reinstatement". To be reinstated, the student is required to complete and submit the Reinstatement/Extension form, available at the CEAS Graduate Studies Office. That form will need to include a time-line for program completion, a reason for absence from the program, and it must be signed by the student, the Graduate Program Director and the Department Head. The university Graduate Council ultimately approves or disapproves the request. After the appropriate signatures are collected, it is sent to the Division of Research and Advanced Studies which forwards it to the Graduate Council.

A student who exceeds the time limitation for the degree being pursued must complete the Reinstatement/Extension form, described in the above paragraph, to request an extension of time to complete the degree requirements. For time extensions, the form will need to include a time- line for program completion, a reason for the delay of completion, and it must be signed by the student, the Graduate Program Director and the Department Head. The university Graduate Council ultimately approves or disapproves the request. After the appropriate signatures are collected, it is sent to the Division of Research and Advanced Studies which forwards it to the Graduate Council.

## **6.8 Academic Dishonesty**

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort or unauthorized assistance will result in a failing grade in the course, if the dishonesty is related to a course. Dishonesty may result in suspension or dismissal from the University. See Chapter 10 of this handbook and the University Graduate Handbook.

## **7. MASTERS DEGREE PROGRAMS**

The purpose of offering the Master of Science degree in Environmental Engineering is to offer advanced study in such areas as Air Pollution Control, Water Quality Control, Hydrosystems, and Sustainable Biotechnology. The objectives of the programs are to prepare individuals for further engineering and scientific studies and for careers in environmental engineering in academic, governmental, consulting and industrial settings.

### **7.1 Course of Study**

The course of study for the master's degree will be planned in consultation with the student's academic advisor. The student's program is subject to general approval of the departmental graduate committee and must show a reasonable degree of concentration on interrelated subjects.

#### **7.1.1 Study Plan**

A schedule of course study, or study plan, should be completed in the first semester of the student's program and a copy will be maintained in the student's file in the CEAS Graduate Studies Office. This initial schedule should identify the courses to be taken in at least the first four semesters. The schedule will be reviewed and updated annually, preferably in conjunction with the annual progress review described in Section 6.5.1. Changes in the course schedule must be approved by the student's advisor and entered in the student's file.

#### **7.1.2 Core Courses**

The ENVE graduate program has "core" course requirements. The current list of core courses for each area will be provided to the student during the matriculation process. The core courses account for fifty to seventy-five percent of the total minimum number of credits required for graduation, depending upon the area of study. Transferred credits should not be applied to any of the courses identified as core courses. Exceptions to this should be rarely approved and only when it is completely obvious that the student has previously mastered all topics presented in the core course. All full-time graduate students in the ENVE Program are required to take ENVE 7005, a seminar course for two semesters. Part-time students are not required to take ENVE 7005, but may take it at their option.

#### **7.1.3 Transferred Credits**

Credits can be transferred for work completed at other institutions and applied towards the requirements for completion of the M.S. degree. See Section 4 of this Handbook for regulations, limitations and process pertaining to transfer of credits. Note especially that transfer of credits must be initiated in the first semester of study. Also see Section 7.1.2.

## 7.2 Thesis and Non-Thesis Programs

The ENVE Program offers a thesis-based Master of Science degree and a non-thesis (course only) Master of Engineering degree. A student is initially admitted to graduate study into one of these degree tracks. The student may not freely move from one option to the other. Changes, with approval from the advisor and the Graduate Program Director, are permitted within the limitations set forth here:

a) A student who accepts financial aid in the form of a Graduate Assistantship (GA), whether a teaching assistantship or research assistantship and whether full or partial, must follow the thesis option,

b) A student may change from the thesis option to the non-thesis option only under either of the following two circumstances:

i) It is the student's first semester of study, the student has no GA, and the advisor and the Graduate Program Director approve the change.

ii) Circumstances beyond the student's control create a hardship condition which precludes completion of the thesis. This change requires approval by the Graduate Program Director, the Program Chair and the Department Head. Cancellation of funding is not in itself grounds for claiming a hardship case.

c) A student may change from the non-thesis option to the thesis option if a faculty member agrees to serve as thesis advisor and a willing thesis committee can be identified. The faculty member who agrees to serve as thesis advisor will inform the Graduate Program Director of the change from non-thesis to thesis option and a record of the change will be placed in the student's file in the Graduate Studies Office.

The non-thesis option requires additional course credits as described in subsequent sections. In some areas of study there is an expectation that the student will include research and/or design-oriented credits. These research or design-oriented credits may require that a project report be completed. Unlike the thesis, this report does not need to be bound and placed in the library and it will usually not be as highly refined with respect to literary style as a thesis.

Whether the thesis or non-thesis option is followed, all M.S. programs will make significant efforts to include an opportunity for the student to learn to present information in written and oral form.

## 7.3 Required Credit Hours

The requirements indicated in the following sections are minimum requirements. The academic advisor may require additional work if it is deemed necessary to make up deficiencies.

### 7.3.1 Thesis-Based M.S. Programs

For thesis-based M.S. programs, the minimum requirement is **34 credits** of course work,

including **10-15 credits** of thesis research. At least one-half of the total credits to be used in fulfilling the minimum requirements for an M.S. degree must be acquired from courses offered in the ENVE Program. Thus, a minimum of 10 credits of formal course work must be from instructional courses (not research courses) in the ENVE Program.

#### 7.3.2 Non-Thesis Master of Engineering Programs

For non-thesis MENG programs, the minimum requirement is **30 credits** of course work. This may include at least 3 credits of a capstone project (or internship in industry) which would typically culminate in a written report. At least one-half of the total credits to be used in fulfilling the minimum requirements for an MENG degree must be acquired from instructional courses (not research courses) offered in the ENVE Program.

### **7.4 Reasonable Progress towards the M.S. Degree**

Graduate students are expected to proceed towards completing the degree requirements at a "reasonable rate of progress." At least once each academic year, the advisor will review the student's progress, prepare an annual progress report and forward copies of this report to the student and to the Graduate Program Director. This annual progress report will refer to the student's plan of study and be utilized to judge the student's rate of progress. A copy of this annual review form is included in the Appendix. The following paragraphs indicate that which would normally constitute "reasonable rate of progress."

Full-time students with no more than six credit hours of deficiencies or prerequisite courses should complete all didactic requirements within three semesters. Since few formal graduate level courses are offered in the summer semester, the referenced third semester would be the second Autumn semester of the student's program. In some areas, required courses may be offered in alternate years: this must be considered in establishing the student's plan of study and judging rate of progress. Students who begin programs in semesters other than Autumn semester should also expect to require additional time to complete all required course work since many courses are sequenced under the assumption of an Autumn semester start. Reasonable progress in research and other requirements will be based on the student's registration for M.S. Thesis Research credits. It will be considered reasonable progress that the student in a thesis-based program has defined a thesis research topic by mid-point of the second semester of study.

Part-time students should complete a minimum of 9 credit hours each academic year. Thus they may require up to five years to complete all requirements. If a part-time student is following the thesis option, a thesis research proposal should be approved by the end of the second academic year of study. After two academic years of study, the part-time student will be required to have developed a plan of study, in consultation with his/her advisor. For part-time students, the first required annual progress report will be prepared at the end of the second academic year. Part-time students must maintain graduate status by registering for at least one credit each academic year. See Section 6.1. Part-time students are subject to the same requirements on minimum academic performance as full-time students (See Section 6.5).

## 7.5 Candidacy

A student becomes a candidate for the M.S. degree upon matriculation in the M.S. Degree Program. Therefore, students are not required to submit formal application for admission to M.S. degree candidacy. However, students must maintain graduate student status as described in Section 6.1.

## 7.6 Time Limitations

Regardless of number of credits completed, the minimum time for the M.S. degree is one academic year of study. That is, each student must register for no less than two semesters of study as a full-time student, or its equivalent over a longer time span. A student pursuing a program leading to a Master's degree must complete all requirements no later than seven years from the date of first registration as a matriculated student. Extension of this time limit, granted under extenuating circumstances, requires petitioning the University Graduate Council using a form available from the CEAS Graduate Studies Office.

## 7.7 Thesis, Research Projects and Examinations

A thesis should be defined as soon as feasible in the student's overall program. Full-time students initially matriculating into a thesis-based program are expected to have formed a thesis committee and have the thesis proposal approved by the end of the second semester of study. If a student is admitted to an M.S. program without a thesis advisor being indicated, it is the student's responsibility to initiate thesis discussions with a faculty member knowledgeable in the anticipated area of research. Once a topic has been selected and a faculty member has agreed to serve as the thesis advisor, or if the thesis advisor is indicated in the letter offering admission, the student may not select another thesis advisor without written approval of both faculty members involved, the Graduate Program Director and the Program Chair.

### 7.7.1 Thesis Advisor

The thesis is completed under the guidance of a thesis advisor who also acts as the academic advisor. The thesis advisor has the final authority to guide the thesis research as he/she believes appropriate. The thesis advisor must be a full-time primary faculty member of the ENVE program (**not** adjunct, visiting, retired or emeriti).

### 7.7.2 Thesis Committee

The thesis committee is selected by the advisor, in consultation with the student. The Thesis committee must have at least three members and be constituted such that:

- ...at least two members must be primary faculty in the ENVE program
- ...at least one member must be a member of the all university graduate faculty
- ...at least one-half of the committee members must be from the ENVE Program



It is strongly encouraged that at least one member from outside the ENVE Program be included in the thesis committee.

### 7.7.3 Thesis Acceptance Process

The thesis research should begin as early as feasible: two semesters of full-time commitment to the thesis research is typical. A thesis based on experimental efforts may take even longer, especially when biological processes are involved. The time and effort required for the completion of an acceptable thesis is not necessarily related to the number of thesis research credits for which the student is registered.

The student is encouraged to meet with and consult regularly with the advisor and the thesis committee. The committee should meet as a group as often as necessary, but a minimum of once a year. After the thesis research is essentially complete, a draft of the thesis will be prepared by the student. In general, several preliminary drafts will be submitted to the advisor for review and comment before a final draft is approved for critical review by the advisor and the committee. The student must allow the advisor ample time to review each draft of the thesis. A first draft submitted less than one month before the date that the thesis must be turned into the UC Graduate School is certainly too late to permit the usual sequence of reviews and rewrites and therefore it may be ignored. This, of course, precludes graduation in the intended semester.

The advisor will set his/her specific requirements for the final draft of the thesis to be reviewed by the committee. The final draft should be in the form in which the student proposes it to be permanently bound and placed in the university library system. Copies of the final draft must be submitted to the advisor and to the thesis committee members no less than one week prior to the oral examination. When the advisor is satisfied with the content and form of the thesis, the advisor will instruct the student with regard to what material must be prepared for the oral examination. This decision is left to the discretion of the advisor.

### 7.7.4 Oral Examinations for the M.S. Program

The final oral examination for the M.S. degree is scheduled, at the request of the student, by the advisor and student. The date, time and location of the examination should be arranged by the student, with the approval of the advisor and in consideration of the availability of the committee members. The oral examination must be passed prior to the final certification date specified each semester by the University of Cincinnati Office of the Vice President for Research and University Dean of Advanced Studies. This date is generally in the last week of the semester and is given in the graduation instruction package which the student should request from the CEAS Graduate Studies Office in the first week of the semester in which the student expects to present his/her thesis.

The Master's Thesis Presentation is open to the public. An announcement must be made to advertise the presentation at least one week in advance of the presentation, listing the date, time and title of the thesis. For this announcement, a standard form is obtained from the CEAS

Graduate Studies Office, completed by the candidate, and returned to the CEAS Graduate Studies Office which will distribute it to the appropriate college office and distribute an email announcement of the presentation to the faculty and students in the college. The student will ascertain that the thesis committee members are aware of the time and place of the presentation.

For students who have prepared a thesis, the examination includes an oral presentation of the thesis material (lasting approximately 30 minutes), an oral defense of the thesis under questioning and a question period covering the student's general course work. The thesis presentation is important and should be well prepared. Use of visual aids is recommended for this presentation. The oral presentation and the defense of the thesis under questioning is open to the public. The question period covering the student's general course work and the final deliberations by the thesis committee is not open to the public: those who are not committee members must leave before final deliberations commence.

The thesis is approved if at least three-quarters of the thesis committee members approve the thesis. This requires, for example, that three out of three, three out of four or four out of five committee members vote to approve the thesis. Upon satisfactory completion of the oral examination, the Record of Oral Examination Form shall be completed by the advisor and turned in to the CEAS Graduate Studies Office.

The committee may vote to approve the oral presentation, but still require that the written thesis be modified, corrected or otherwise altered before it is accepted. Final acceptance is indicated by the required number of committee signatures on the approval form. When this signed form is submitted with the required copies of the written thesis, the recommendation for the degree will be made by the Graduate Program Director to the University of Cincinnati Graduate School.

If the student fails the oral examination, a second examination may be scheduled. The second defense should ordinarily not be scheduled in the same semester as the initial defense. A failure due to an inadequate thesis will require that the thesis be corrected before the second examination may take place. If failure occurs relative to the question period pertaining to the student's general course of study, the examining group or thesis committee will establish an appropriate course of action for the student to prepare for the second examination. The format and requirements of the second examination are the same as for the first. A second failure must result in dismissal from the program.

Students who follow a non-thesis option may present the results of a project, directed study or research at the discretion of the academic advisor. Whether or not such a presentation is made, the principal portion of the oral examination for non-thesis students is the question period pertaining to the student's general course of study. Since there will be no thesis committee formed, the faculty in attendance at the oral examination will determine whether the student passes the oral examination. No fewer than three ENVE primary faculty members in which the student is enrolled shall be present to administer the oral examination. At least one member of the examining group must be a member of the all university graduate faculty. The public may be admitted only to the presentation portion of the examination. No public

announcement is required but all ENVE primary faculty must be informed no later than one week beforehand that the oral examination will be administered. Only ENVE primary faculty members may participate in the questioning and deliberations. Upon completion of the oral examination, the Record of Oral Examination Form shall be completed by the advisor, signed by the examining group and delivered to the CEAS Graduate Studies Office.

### **7.8 Requirements for Graduation**

Please see Chapter 9 of this manual for requirements for graduation. Questions may be addressed to the CEAS Graduate Studies Office which maintains the most current information on university requirements, procedures and due dates.

## **8. DOCTORAL DEGREE PROGRAMS**

Ph.D. degree programs are offered in Environmental Engineering in the areas of Air Pollution Control, Water Quality Control, Hydrosystems, and Sustainable Biotechnology. The degree of Doctor of Philosophy is the highest degree conferred by the University of Cincinnati and it is restricted to those scholars who have demonstrated superior ability in one of the areas of the ENVE Program. The Ph.D. degree is not awarded on the basis of time spent in residence, nor for the completion of any specific number of academic courses, nor is it offered on the basis of research effort. The Ph.D. program consists of several rationally related educational components, and is highly research oriented and culminates with a dissertation of scholarly merit which indicates the individual's ability to conduct original research.

### **8.1 Course of Study**

Study at the doctoral level is interpreted to mean the study of a particular field in great depth; however, in every field, a student must have sufficient knowledge of related subjects in order to better understand his or her field of concentration. Therefore, it is the responsibility of the advisor to guide the student in designing a program of study which will develop reasonable depth in the student's specialty area as well as reasonable breadth. The objective is to develop competence in research, scholarship, teaching and general professional practice.

#### **8.1.1 Study Plan**

A schedule of course study should be completed in the first semester of the student's program and a copy will be maintained in the student's file in the CEAS Graduate Studies Office. The initial schedule should identify the courses to be taken in at least the first three semesters. This schedule is to be reviewed and updated annually, preferably in conjunction with the annual progress review described in Section 6.5.1. Changes in the schedule must be approved by the student's advisor and entered in the student's file in the CEAS Graduate Studies Office.

#### **8.1.2 Transferred Credits**

In many cases, credits can be transferred for work completed at other institutions and applied towards the requirements for completion of the Ph.D. degree. Section 4 of this Handbook describes the detailed regulations, limitations and process pertaining to the transfer of credits. It is necessary to begin the process for transfer of credits as early as possible in the student's program, preferably in the first semester of study.

## 8.2 Required Credit Hours

For the Ph.D. degree, the University of Cincinnati Division of Graduate Studies requires a minimum of **94 graduate credits past an acceptable Bachelor's degree**, or **60 graduate credits past an acceptable Master's degree**. Of these, 30 graduate credits (including course credits and research credits) must be under the direction of the ENVE Program faculty. The student's advisor may require more than the minimum number of credits. The number of credits which will be required of the student should be determined during the first semester of study towards the Ph.D. degree and clearly indicated in the student's study plan which is described in Section 8.1.1. However, in no case will the Ph.D. degree be granted solely on the basis of the accumulation of a required number of credit hours. The department will recommend students for degrees only after they have developed and demonstrated intellectual maturity.

In accordance with university rules, at least 20 graduate credits must be earned in dissertation research but no more than 48 graduate credits of dissertation research may count towards the Ph.D. degree. Therefore, students entering the Ph.D. program with an acceptable Master's degree must complete a minimum of 12 graduate credits of course work and students without an acceptable Master's degree must complete a minimum of 32 graduate credits of course work.

At least 15 graduate credits, exclusive of dissertation research credits, must be acquired from courses offered by the Environmental Engineering Program. This requirement may be modified for those students who have completed an M.S. degree in the Environmental Engineering Program: in this case at least 8 credits earned after the completion of the M.S. must be from courses offered by the Environmental Engineering Program.

## 8.3 Tool/Minor Requirements

A minor is not required to earn the PhD degree in the ENVE Program.

## 8.4 Reasonable Progress towards the PhD. Degree

Graduate students are expected to proceed towards completing the degree requirements at a "reasonable rate of progress." At least once each academic year, the advisor will review the student's progress, prepare an annual progress report and forward copies of this report to the student and to the Graduate Program Director. This annual progress report will refer to the student's plan of study and be utilized to judge the student's rate of progress. A copy of this annual review form is included in the Appendix. The following paragraphs indicate that which would normally constitute "reasonable rate of progress."

Full-time students with no more than six credit hours of deficiencies or prerequisite courses should complete all didactic requirements within three semesters. Since few formal graduate level courses are offered in the summer semester, the referenced third semester would be the

second Autumn semester of the student's program. In some areas, required courses may be offered in alternate years: this must be considered in establishing the student's plan of study and judging rate of progress. Students who begin programs in semesters other than Autumn semester should also expect to require additional time to complete all required course work since many courses are sequenced under the assumption of an Autumn semester start. Reasonable progress in research and other requirements will be based on the student's registration for M.S. Thesis Research credits. It will be considered reasonable progress that the student in a thesis-based program has defined a thesis research topic by mid-point of the second semester of study.

Part-time students should complete a minimum of 6 credit hours each academic year. Thus they may require up to five years to complete all requirements. If a part-time student is following the thesis option, a thesis research proposal should be approved by the end of the second academic year of study. After two academic years of study, the part-time student will be required to have developed a plan of study, in consultation with his/her advisor. For part-time students, the first required annual progress report will be prepared at the end of the second academic year. Part-time students must maintain graduate status by registering for at least one credit each academic year. See Section 6.1. Part-time students are subject to the same requirements on minimum academic performance as full-time students. See Section 6.5.

## **8.5 Residency Requirement and Candidacy**

### **8.5.1 Residency**

All doctoral students must enroll for at least 15 graduate credits during each semester except summer semester.

### **8.5.2 Candidacy**

Admission to candidacy identifies those doctoral students who have successfully completed the majority of their course work and are ready to commence independent, significant and original research. Admission to candidacy is therefore a significant formal step towards the doctoral degree. A doctoral student will be admitted to candidacy when he or she has:

- a) achieved and maintained a cumulative grade point average of at least **3.3 in core courses** and 3.0 for overall course work, excluding seminar credits;
- b) satisfactorily completed all course work identified as pre-candidacy course work;
- c) completed the residency requirements indicated in Section 8.4;
- d) passed the candidacy/qualifying exam; and

The students will be required to submit their Ph.D. dissertation proposal to **the PhD Qualifying Examination Committee** by the end of the fifth semester of graduate study upon approval by the advisor. The Ph.D. dissertation proposal should strictly adhere to format described in the National Science Foundation Proposal & Award Policies & Procedures Guide (PAPPG): 10-page limit (12pt Times New Roman, single space) for Introduction, Literature Review, Research Objectives and Hypotheses, Research Plan and

Timeline, and References. The choice of topic for the dissertation should ideally be a collaborative decision between the student and advisor. If the students are admitted to fall semester, they should submit their proposals by the end of spring semester of the second academic year. If the student does not meet the timeline, a grace period will be given by the end of the seventh semester of their third year (e.g. Fall semester of the third year for the above example).

The PhD Qualifying Examination will be assessed by the PhD Qualifying Examination Committee (Chair: ENVE Program Director; Committee members: one faculty representative from each focus area in the ENVE program, excluding the focus area of the Program Director). The PhD Qualifying Examination is scheduled to take place biannually, specifically in spring and fall semesters. If a student is admitted during the summer semester, they will adhere to the timeline established for those admitted in the Fall semester. When the student has completed all the above requirements, the committee will complete, sign, and submit a candidacy admission form for inclusion in the student's official record. If the student fails the dissertation proposal, his/her tuition support can be discontinued. The student should submit a petition to the Graduate Program Director to be reinstated. The PhD Qualifying Committee will meet to discuss the petition.

e) presented and had passed a dissertation proposal defense.

Students must present their dissertation proposal to the PhD Dissertation Committee within three years of commencing their graduate studies, with presentations typically lasting approximately 1 to 2 hours. It is obligatory for students to furnish their presentation materials, such as Microsoft PowerPoint slides, to **the PhD Proposal Defense Committee** at least two weeks before the scheduled presentation date.

The PhD Proposal Defense will be assessed by the PhD Dissertation Committee (Chair: Academic advisor; the composition of the Committee consisting of at least four persons, of whom at least three shall be members of the University of Cincinnati faculty holding full-time appointment in the ENVE program including the advisor, and at least one of whom should be outside the ENVE program, will be recommended by the dissertation advisor to the Graduate Program Director after consultation with student). When the student has completed all the above requirements, the student's dissertation committee will complete, sign and submit a candidacy admission form for inclusion in the student's official record.

### 8.5.3 Maintaining Candidacy

After admission into candidacy for the doctoral degree, registration and fee payment for at least 15 semester credit hours in Autumn and Spring Semesters of each academic year is required if the candidacy is not to lapse.

### 8.5.4 Time Limitations

A period of seven months must elapse between admission to doctoral candidacy and receipt of the degree. The period of time from first enrollment in the Ph.D. program until admission to candidacy is granted is not to exceed five (5) years. Candidacy for the doctoral degree

automatically terminates four (4) years from the date that the candidacy form was or should have been filed.

Students may petition the Graduate Council of the University through their Program, the College and the University Dean for extension of candidacy prior to its expiration or for reinstatement to candidacy if candidacy has expired. The student's dissertation committee and the Graduate Program Director must be petitioned for approval of the extension or reinstatement.

The dissertation advisor and the dissertation committee are not obligated to continue advising a student who has permitted the doctoral candidacy to lapse. Approval at the program level will depend upon the student showing evidence that the requirements for the degree will be completed in a timely manner and may, at the dissertation committee's discretion, require modifying and/or resubmitting the dissertation research proposal.

## **8.6 Advisor and Dissertation Committee**

### **8.6.1 Advisor**

Each accepted doctoral student will be assigned an advisor who is identified in the acceptance letter sent to the student. This does not preclude the rights of the faculty advisor to select his or her students. The named faculty member is most often the dissertation advisor as well as the academic advisor. A student may be admitted to the Ph.D. program without having a dissertation advisor, but a dissertation advisor should be decided as early as possible and certainly before the student begins the second year of study because the choice of appropriate courses generally depends upon the dissertation research.

The advisor must be a full-time primary faculty member in the ENVE Program (**not** adjunct, visiting, retired or emeriti).

The advisor will guide the student in establishing a program of study, including defining the dissertation research, and will assist the student in selecting the members of the dissertation committee. It is the right and the responsibility of the advisor to determine the courses and studies which the student must complete, giving due regard to the student's background, the need for both breadth and depth of studies, the nature of the dissertation research and the requirement imposed by the ENVE program and by the University. The advisor shall notify the student, in writing, of all significant items relative to the student's program and progress.

Situations may arise which require re-assigning the dissertation advisor. For example, the original advisor may retire, relocate or become incapable of continuing as advisor. In such cases, the change in advisor must be approved by the Director of Graduate Studies, the appropriate Department Head, and the Program Chair. When possible, a member of the original dissertation committee will become the new advisor.



### 8.6.2 Doctoral Dissertation Committee

Each doctoral student will be assigned a doctoral committee. The student's advisor will serve as the committee chair and will assist the student to select the other members. The selection will be subject to approval of the Graduate Program Director. In general, the committee is to be composed of members who can assist in guiding the student in his or her research or provide appropriate oversight to the student's research and course work. In particular, the committee must be selected to satisfy all of the following requirements:

- a) The committee must have at least four members, including the advisor;
- b) At least three members must be full-time primary faculty at the University of Cincinnati (**not** adjunct, visiting, retired or emeriti);
- c) Two members of the committee must be members of the all university graduate faculty, except that, if the advisor is a member of the all university graduate faculty, no other committee member must be;
- d) At least half of the committee members must be from the ENVE Program;
- e) At least one member of the committee must be from outside the ENVE Program.

There is no listed upper limit on the number of committee members, however, very large committees pose logistical difficulties. When possible and consistent with the student's research, faculty from other departments at the University of Cincinnati and practitioners should be encouraged to be included on the doctoral committee.

The doctoral committee will help to guide the student in his or her program of study, will evaluate the student's progress, and administer the Dissertation Defense.

### **8.7 Final Defense of Dissertation**

When the student has completed the doctoral research and written a final draft of his or her dissertation, a copy of the dissertation is to be provided to each committee member for critical evaluation. An oral presentation of the dissertation to the committee may also be required at the discretion of the advisor. If the dissertation is considered to be satisfactory with respect to form and content, a final defense will be scheduled by the student and advisor, with consideration given to the availability of the committee members, through the CEAS Graduate Studies office.

The final defense of the dissertation will be open to the public and an announcement of the date, time and location must be posted at least two weeks in advance of the defense in an email sent to College faculty and graduate students. The university Division of Graduate Studies requires notice be sent to them using a form provided in the graduation information packet. The CEAS Graduate Studies Office will help the student to request this packet.

An abstract of the dissertation, outlining the contributions of the candidate's research, should be made available for those who attend the final defense. Additionally, the candidate should furnish each committee member with a copy of his or her curriculum vitae.

In the defense, the candidate will make an oral presentation of the dissertation and will then answer pertinent questions put forth by the committee members and other persons present will be given the opportunity to submit questions or comments. At the conclusion of the defense, the committee will withdraw, make a decision forthwith with regard to the acceptability of the dissertation and the defense and report its decision to the candidate. At least 3/4 of the voting members of the committee must approve the dissertation for it to be accepted. (This requires 3 out of 4, 4 out of 5, 5 out of 6, and so forth). If the decision is favorable, the approval forms will be signed by the committee and forwarded to the university graduate division by way of the CEAS Graduate Studies Office.

The student is responsible for making changes, corrections, etc. required by the committee before final acceptance of the document. After final acceptance, the committee will recommend the degree by awarded by signing forms provided for this purpose by the CEAS Graduate Studies Office.

If a student fails the oral defense, a second defense may be scheduled after the deficiencies noted by the committee are addressed and corrected as necessary. The second defense should ordinarily not be scheduled in the same semester as the initial defense.

An outside moderator or referee is not required by the Program, Department, College or University. However, such an individual may be assigned at the request of the candidate, the chairperson of the dissertation committee, or the Graduate Program Director. The individual assigned will be a member of the all university graduate faculty and from outside the academic unit involved. The duties of such an individual will be limited to observing the oral defense of the dissertation and reporting in writing to the CEAS Dean on the academic propriety of the proceedings.

## **8.8 Dissertation Publication, Binding and Distribution**

### **8.8.1 Dissertation Publication**

All dissertations approved for the doctorate will be published in the pdf form. In addition, a 350-word abstract of the dissertation, written by the student, will be published in Dissertation Abstracts and listed in its cumulative and annual indexes. Therefore, after a dissertation has been approved, a candidate for the doctorate will be required to:

- a) Submit to the UC Graduate School a pdf version of the dissertation in final form along with the abstract of the dissertation. This abstract shall be approved by the advisory department and be no more than 350 words long. The copies of the dissertation and abstract shall be submitted no less than ten days before commencement.
- b) Pay the University Cashier a publication fee and bring the receipt to the Office of Research

and Advanced Studies.

c) Complete and sign a publication agreement. Blank agreements are available from the Office of Research and Advanced Studies.

Detailed information regarding the form of the dissertation, type of paper to be used and so forth may be obtained from the Office of the CEAS Dean. A doctoral candidate may request, by signing the appropriate space on the University Agreement Form and attaching a check for the required amount, that the dissertation be copyrighted by University.

#### **8.8.2 Binding and Distribution of Dissertation (Optional)**

A fee is charged for binding the doctoral dissertation. As noted above, two copies are to be submitted to the Office of Research and Advanced studies. These will be placed in the university libraries. Two additional bound copies are required: one for the advisor and one for the ENVE Program bookshelves. Check with the CEAS Graduate Studies Office to determine the bindery to which you should take these copies and submit to that office a receipt for binding and return mailing. (Although it is not a requirement, it is customary that additional copies of the dissertation are bound for the dissertation committee members. The student may also wish to have a bound copy.)

### **8.9 Publication of Research**

All doctoral candidates in the ENVE Program are required to prepare at least one technical report on their research and submit it to a refereed journal for possible publication. This paper must be approved by the student's advisor before it is submitted to the journal editors for review. An advisor may require more than one paper to be prepared for publication. The advisor's requirements for preparing papers for publication should be clarified by the advisor at the time the initial study plan is developed.

### **8.10 Requirements for Graduation**

Please see Chapter 9 of this manual for requirements for graduation. Questions may be addressed to the CEAS Graduate Studies Office which attempts to keep the most current information on university requirements, procedures and due dates.

## 9. GRADUATION PROCESS

Any student intending to receive a graduate degree is responsible for ensuring that all required procedures, described in preceding sections of this Handbook, as well as those which follow, are completed and that the appropriate forms are submitted. The CEAS Graduate Studies Office will assist in this process and should be consulted whenever questions arise.

All of the following items must be completed by the student during the semester the student plans to graduate:

1. In the first week of the semester, you plan to graduate, inform the CEAS Graduate Studies Office of your intent to graduate. A package of information, including several required forms, will be requested by the Graduate Studies Office to be mailed to you by the Office of the Vice President for Research and University Dean of Advanced Studies. (Make certain your correct mailing address is known to the office.)

2. Complete and file the Formal Application for Degree and the Alumni Office Record with the Office of the Vice President for Research and CEAS Dean of Advanced Studies.

NOTE: If graduation does not occur in the semester the above forms are filed, the above items must be repeated for the semester in which graduation is subsequently expected and the forms must be filed again.

3. Announce the thesis or dissertation presentation at least one week before the presentation.

4. With the advisor, check the academic record to ascertain that all degree requirements are completed, or will be by the end of the semester. This includes removal of all "N", "I", "IP", and "F" grades. Verify that all appropriate papers and forms - such as Change of Grade forms, Waiver of N Grade, memos to files, petitions for irregular registrations, and Checklist for Completion of College and Program Requirements for Graduation – are completed, filed and available for review. The Graduate Program Director will review the entire file to certify that you have completed requirements by the deadline specified by the Graduate Studies Office. The review by the Graduate Program Director is generally completed immediately before the deadline, as a final check, and therefore this is too late to inform the student that there are missing or inadequately completed forms.

5. Prepare copies of your final thesis or dissertation per instructions in Section 8.8.2.

6. Prepare two copies of your final thesis or dissertation for the University Libraries. First pay the binding fee to the University Cashier and then submit the receipt along with the two copies to the CEAS Dean's Office by the deadline indicated in the graduation package. Note: Items 5 and 6 here refer to two separate binding fees.

7. Submit the Information of Graduating Student form and the Teacher Evaluation form to the CEE Graduate Studies Office. Each Doctoral Student is also required to complete the NSF Form 558, Survey of Earned Doctorate, and to submit this to the UC Graduate School.

8. Return all keys, IDs, books and other types of university property to the appropriate area, individual or office. Pay any outstanding fines or other financial obligations to the university. Unpaid fines, financial obligations or unreturned items should cause delinquent obligations notice to be attached to your file, preventing release of your transcript and withholding the diploma until the charges are cleared.

To participate in the Spring Semester Commencement, there are additional requirements:

9. Cap and gown may be purchased or rented at the university bookstore. Information on this is provided in the graduation packet or available at the bookstore.

10. Degree in Absentia: a degree is conferred in absentia upon written request from the student, submitted on the appropriate form to the Office of the Graduate Studies. The request must be submitted at least ten days prior to commencement.

Students graduating in semesters other than the Spring semester can participate in the Spring Semester commencement ceremonies following their graduation.

## **10. SPECIAL PROVISIONS AND RULES**

### **10.1 Academic Honesty**

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic community. Academic dishonesty is defined in the University of Cincinnati Student Code of Conduct and includes cheating, plagiarism, deception of effort, unauthorized assistance, forgery and falsification. Academic dishonesty in any form by a student may result in actions ranging from a failing grade in the course in which the dishonesty was found to dismissal of the student from the Graduate Division and cancellation of any or all forms of financial aid associated with performance as a graduate student.

The University Graduate Handbook, provides procedures for reporting alleged academic dishonesty, for resolving the conflicts associated with such allegations and for appealing decisions at various levels. The ENVE Program adheres to the University rules and procedures in such matters and emphasizes that the first step in procedure relating to alleged academic dishonesty or misconduct shall be for the faculty member to notify the student without delay and to provide the student with an opportunity to respond. The ENVE Program also believes that it would be preferable to resolve conflicts at the lowest level possible and therefore recommends that the student be advised by that the student may elect to discuss the issues with the ENVE Program Chair and/or Graduate Program Director if the student wishes to do so. If resolution is achieved at this level, the matter is not taken to a higher level. However, if the matter is not resolved expediently at the department level, or if the student does wish to attempt resolution by this path, the incident is to be reported forthwith to the College Dean, Graduate Studies Director or University Student Conduct Officer and the procedure will follow the university prescribed timetable and procedures.

### **10.2 Non-Discrimination Policy**

The University of Cincinnati affirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap or age will not be practiced in any of its activities. Complaints related to possible abridgement of this policy should be addressed to the University's Affirmative Action Coordinator.

### **10.3 Right to Review Records**

Students, once enrolled, have the right to review their educational records, except for those excluded by law (such as records maintained by a physician or psychiatrist or the parents' financial statement). In order to review such educational records, the student is referred to information contained in Section 9.3 of the University Graduate Handbook.

It is the policy of the University of Cincinnati that all student records, other than "Directory Information," are to be treated with confidentiality so that the only access afforded to university staff or faculty is on a "need-to-know" basis.

#### **10.4 Policy on Unauthorized Equipment Usage**

For the safety of students and to protect research projects, no student shall use any equipment in any laboratory, or allow others to use laboratory equipment, without the permission of the faculty member supervising that laboratory area. The term "equipment" shall include but not be limited to: testing machines, computers and computer peripheral devices, electronic devices and optical devices. The first offense will result in a verbal warning while a second offense will result in a written warning which will be placed in the student's permanent file in the CEAS Graduate Studies Office. Any subsequent violation may result in probation, suspension or expulsion from the graduate program. Students who damage equipment during unauthorized usage, including erasing or damaging computer files, or who intentionally damage equipment (even if authorized to use it), may be placed on probation, suspended or expelled, depending upon the severity of the damage.

# APPENDIX



Department of Chemical and Environmental Engineering  
College of Engineering and Applied Science  
University of Cincinnati

## ENVE Graduate Student Annual Progress Review

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Graduate Program:  MS  PhD

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Student Name: \_\_\_\_\_

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Faculty Advisor: \_\_\_\_\_

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Date of first enrollment in graduate program: \_\_\_\_\_

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Date(s) of previous annual progress reviews: \_\_\_\_\_

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Date of PhD qualifying exam: \_\_\_\_\_

---

Date of PhD proposal defense: \_\_\_\_\_

---

Date of admission to PhD candidacy: \_\_\_\_\_

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Date of PhD dissertation defense (anticipated): \_\_\_\_\_

---

Date of graduation (anticipated): \_\_\_\_\_

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Number of course credits completed: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

---

Course deficiencies (F, N, I, U or Y....list course title, semester and grade)

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Student is making satisfactory progress toward degree:    Yes        No

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Faculty comments (if any)

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Student comments (if any)

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---

Student Signature: \_\_\_\_\_

---

Faculty Signature: \_\_\_\_\_

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Date: \_\_\_\_\_

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