

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

- UGS (appears on account as Grad Incentive Scholarship - GIA) recipients must be registered for at least **15 graduate semester hours** in the College of Engineering and Applied Science (CEAS). You must maintain a minimum of 3.0 GPA. Students can register for up to **a maximum of 18 semester** hours as part of their UGS. Costs for more than 18 semester hours will be the responsibility of the student. You are responsible for checking your bill and ensure that your UGS/GIA scholarship is applied.
- Day 15 of the semester is the last day to drop to get a 100% refund (Calendar days from the 1st day of classes). If you drop classes or withdraw after day 15 of the semester all scholarships will be removed and you will be responsible to pay 100% tuition and fees. If you withdraw or leave the University for any reason and do not drop your classes by day 15 of the semester, then you will be responsible to pay all tuition and fees due.

Withdrawal or Drop Dates for UGS/GIA Responsibility	% of tuition/fees you will be responsible to repay
Day 1 to Day 15 of the semester refund (calendar days from the 1 st day of the semester)	0%
Day 16 or after of the semester refund (calendar days from the 1 st day of the semester)	100%

- Day 15 is the last day to drop a class and the class will be removed from your academic record.
- **Additional information is available at http://www.uc.edu/registrar/policies_and_procedures/add_drop_withdrawal.html.**
Date and deadline Calendars can be found at:
http://www.uc.edu/content/dam/uc/registrar/docs/calendars/fall_2017_dates_deadlines.pdf
- International students on reduced course load **must** be registered for 1 semester hour in their program **EVERY** Fall/Spring semester until graduation or have OPT card. Failure to comply may result in applying for reinstatement and a delay in graduation. Students on CPT must be registered every academic semester or their CPT will be cancelled. UGS/GIA will not be provided for students on reduced course load.
- **Students receiving GA or TA funding from a University Graduate Assistantship (UGA) or RA assistantships from grant resources are required to register full time.** Failure to register full time can result in repaying all stipend and UGS/GIA funds received. RA positions funded from external grants must also be registered full time unless given an exception by the Graduate Studies Office (GSO) in CEAS. PhD students funded with an assistantship cannot change to the MS program.
- Students that exceed the 173 semester graduate credit limit, are ineligible for UGS/GIA and GA support.
- Students **must** be registered each academic semester they are on campus. The only time a student does not have to be registered is if they will not be on campus at all during the semester. Verification must be submitted to the GSO.
- If a clerical error is made in applying your UGS/GIA, our office will notify you of the error and you will be responsible for charges due (if any).
- If you register for any course outside of the CEAS or your program, you **must** have prior written permission (unless it is a written requirement for your degree.)

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

Signature

M#

Date

Name

Department