

COLLEGE OF ENGINEERING

GUIDELINES FOR GRADUATE STUDENTS

(GRADUATE STUDENT HANDBOOK)

2016-2017

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Important Notice about this Handbook:

This document is intended to provide engineering graduate students with an introduction to University and departmental policies; it is for informational purposes only. The original documents should be consulted for clarification and verification, when questions arise. The material on procedures and fees is provided in more detail within the University of Toledo catalog and the Department Handbooks. It is the responsibility of the student to meet and satisfy all University, college and program requirements. If the contents of the university URL and the College of Graduate Studies URL change, they will supersede any specific material in this handbook. New policies may be introduced and/or policies may change. In this case, new policies and/or policy changes will supersede any specific material in this handbook.

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ADMISSION

The College of Engineering (COE) offers graduate programs in bioengineering, chemical, civil, computer science and engineering, electrical, and industrial and mechanical engineering. Also, the COE offers two practice oriented and online degree programs: a Master of Science in Engineering with a concentration in Energy Engineering and a Master of Science in Engineering with a concentration in General Engineering. In addition, and jointly with the College of Medicine and Life Sciences, the College of Engineering also offers a graduate program in biomedical engineering. Requirements for the engineering graduate programs are identified below. In addition, students should be familiar with the general College of Graduate Studies requirements.

Application for admission

The graduate program is open to all qualified individuals with a bachelor of science (B.S.)/master of science (M.S.) in engineering. Applicants should have a grade point average (GPA) of at least 3.0 in previous undergraduate work and at least 3.3 in previous graduate work. Students with a degree in another field may be eligible for admission, provided they meet the minimum background requirement, which includes two years of calculus through differential equations and one year of engineering physics. In some cases, other prerequisite courses may be required. Course credits for meeting undergraduate prerequisites are not applied toward the graduate degree.

Application for admission to the graduate program is available on line at the following site <http://www.utoledo.edu/graduate/prospectivestudents/> Applicants need to create a login ID and a pin at the following site: https://apply.utoledo.edu/prod/bwskalogs_disploginnew . Except for the biomedical engineering program and the two practice-oriented and on-line degree programs, application for admission should be made to one of the engineering departments for study in specific focus areas. Applications to the biomedical engineering program and the practice-oriented and on-line degree programs should be made to these specific programs. Application materials should be submitted directly to the College of Graduate Studies.

An applicant for admission must do the following:

- a. Submit a completed application for admission to the College of Graduate Studies.
- b. Submit the application for graduate assistantship to the College of Graduate Studies.
- c. Submit a complete financial statement (for international students).
- d. Pay the relevant application fee.
- e. Submit three letters of recommendation.
- f. Submit a statement of purpose on the application and indicate those areas of engineering in which one is interested.
- g. Submit official transcripts of all previous college-level work.
- h. Submit scores of the Graduate Record Exam (GRE), if required; visit <http://www.ets.org/gre/> for information regarding test times and locations.
- i. All students from non-English speaking countries must submit scores for the Test of English as a Foreign Language (TOEFL). The minimum acceptable score for the TOEFL is 550 (for paper-based test) or 213 (for computer-based test) or 80 (for internet-based test); visit <http://www.ets.org/toefl/> for information regarding test times and locations.

The above documentation should be submitted to the College of Graduate Studies. Admission to the graduate program is contingent on the availability of openings for incoming students. To receive full consideration for financial support starting from the fall semester, the application should be received by March 15. Normally, however, all applications are considered as they are received. Because of the sequential nature of courses, full-time students are admitted for the fall semester of the academic year. Please be advised that only complete application files will be considered.

Evaluation of Applications

To be admitted to a graduate program in the College of Engineering, the applicant must have a bachelor's degree in engineering or a closely related field. Admission is made on an individual basis, taking into account the applicant's previous academic record, the intended area of study and professional experience. Individual departments may have additional requirements, which are listed in their departmental descriptions. Generally, a GPA of at least 3.0 is required for admission. Applicants having a GPA of less than 3.0 who demonstrate potential for graduate study may be admitted to the master's program on a provisional or other basis at the option of the department. All students from non-English speaking countries must submit scores for the TOEFL; some departments will require completion of the GRE, as well.

The graduate program director of the department that houses the student's proposed area of study will make the admission decision, subject to departmental policies and review by the COE Associate Dean of Graduate Studies and the College of Graduate Studies. Therefore, the applicant should clearly indicate an area of intended concentration and/or the department of intended study. The criteria for admission include the baccalaureate and previous graduate record (grades and curricular content), the student's potential for success as indicated by professional references and relevant post-baccalaureate experience, and, for international students, the scores on required standardized tests.

Most successful applicants for the Ph.D. program will have completed a master's degree in the intended area of study or a closely related field. For an applicant who has an outstanding undergraduate record and no master's degree, direct admission to the doctoral program is available. Applicants seeking direct admission must satisfy all prerequisites for graduate study in the intended field of study and must have achieved an undergraduate GPA of at least 3.0.

Student Classification

Upon admission, a student is placed in one of the following categories:

- **Regular:** students that are fully qualified to undertake a degree program, based on required documentation, as determined by the Graduate Director and the COE Associate Dean of Graduate Studies.
- **Provisional:** students that at the time of application have not completed all requirements for admission. The student must fulfill admission requirements by the end of the first semester of attendance at which the Graduate Director will change the student's status from provisional to regular. If the requirements are not fulfilled, the Graduate School may terminate the student's admission.
- **Conditional:** international students that fulfill all requirements for admission except for achieving the minimum TOEFL score. Students must be self-supporting and fulfill all other admission requirements. Such students cannot register for graduate level course and must enroll in English language training at the American Language Institute until they obtain the minimum TOEFL score. Such students will be responsible for the cost of English language training.

- **Non-Degree:** students that possess a Bachelor's degree and wish to take graduate courses for specific professional reasons but not pursue a graduate degree. If a student subsequently decides to pursue a degree, the student may apply up to 9 graduate credit hours earned as a non-degree student to the degree requirements.
- **Graduate Special Student:** applicants interested in exploring graduate studies before deciding on a degree program. A simplified application exists for admission with this status. Students may remain with this status for a maximum of one calendar year. If a student subsequently decides to pursue a degree, the student may apply up to 9 graduate credit hours earned as a graduate special student to the degree requirements.

Students wishing to change their status may petition the Graduate Director in writing. If approved, the student must file a Status Change Request form with the Graduate School.

Early Admission to M.S. in Engineering (BS-MS Degree Option)

The College of Engineering encourages students who wish to continue their education and earn graduate degrees in engineering to take the M.S. in engineering early admission option. By entering the M.S. program prior to completing their B.S. degree requirements, talented students may begin working on their graduate research while completing B.S. degree requirements. They may apply certain graduate courses toward selected B.S. course requirements (subject to departmental restrictions).

Students enrolled in a B.S. degree program in engineering at The University of Toledo who are within 18 hours of graduation, have a minimum 3.3 cumulative undergraduate GPA, and have completed their minimum co-op work requirements may be accepted for early admission into an M.S. engineering degree program. Applications will be accepted no earlier than one year (33 semester credit hours) prior to the expected completion of the B.S. program. An expedited application package contains 1) a completed regular application for graduate admission (special student application is not accepted); 2) three letters of recommendation; and 3) a biographical sketch (one page). Students accepted through this process will be granted provisional admission to allow them to enroll in graduate level courses and will be admitted to the M.S. program in the College of Engineering upon completion of their B.S. degrees.

A student must file an M.S. plan of study immediately after being granted early admission to the M.S. program. The plan must specify up to nine credit hours of graduate course work that will be applied in lieu of specific B.S. degree requirements. The student must meet all the requirements of the M.S. program as specified by the College of Graduate Studies, the college and the department.

Although honors students would normally be expected to be interested in the BS-MS option, it is NOT mandatory that the student participate in the honors program to participate. Prospective BS-MS students should develop contacts with departmental professors so that common interest areas in research can be explored. This should lead to the student choosing a research advisor during the senior year, so that they can begin their research upon admission to the program.

Transfer of Credits

Students may transfer credit for graduate work completed at other accredited institutions in partial fulfillment of degree requirements subject to approval by the Graduate Director and the Graduate School. A letter grade of "B" or higher is required in each class.

As a rule, Master's students cannot transfer more than 9 semester hours and credit cannot be given for thesis work. Doctoral students with a Master's degree can transfer no more than 30

semester hours and credit cannot be given for comprehensive exams, qualifying exams, or dissertation work.

Students should consult with the Graduate Director in their department about transfer of credit. Students enrolled at the University that wish to take courses elsewhere to transfer for credit must receive advance approval.

FINANCIAL ASSISTANCE

Teaching Assistants (TA)

Some students will receive a teaching assistant (TA), which includes a graduate stipend, plus the cost of tuition. A graduate teaching assistant will either participate directly in teaching a class or provide related support activities. Students receiving a TA should expect to devote 20 hours per week in their teaching efforts. TA appointments are usually for a nine (9) month period at a fixed rate determined by the College of Engineering.

Financial assistance will normally cover the cost of student tuition for those courses that are part of the plan of study only. Assistantships do not normally cover additional fees such as general fee or technology fee. In addition, students will generally be responsible for charges added to their accounts resulting from courses dropped after the refund deadline.

Any student with an assistantship that fails to maintain a 3.0 GPA will have one semester to raise it to the minimum level. Failure to do so will result in termination of the assistantship. If a student's GPA falls below the minimum for two consecutive semesters, the student is subject to suspension or termination.

English Language Test for Teaching Assistants

Ohio State law requires that all teaching assistants who provide direct instruction in a classroom or laboratory be tested for English proficiency before assuming their assistantship responsibilities. The University of Toledo and the American Language Institute (ALI) screen new international teaching assistants (ITA) to ensure minimum standards of spoken language proficiency are met before allowing ITAs to teach at the university. The screening process required for each student is dependent upon the English proficiency assessment tool that was taken to satisfy the requirement for regular admission. This assessment (SPEAK test) is administered prior to the start of the Fall Semester or by special arrangement with the Graduate School. Those international students that do not meet the standard will be required to take additional English language training provided by the ALI until proficiency is verified by the appropriate testing <http://www.utoledo.edu/cisp/ali/>

Appointments can be made by calling the Graduate School and/or the ALI. The test consists of a ten-minute presentation that includes:

- a short, personal introduction
- a short introduction to the course which you might teach, testing methods, grading, attendance and homework requirements, lecture vs discussion, etc.
- a short sample lesson from a course you might teach

There are three potential outcomes of the screening:

1. Qualified to assume classroom duties.

2. Marginally qualified and required to take English language instruction concurrently with classroom duties. Instruction is to be discontinued when improvement is documented by reassessment.
3. Unqualified to assume classroom duties without intensive English language instruction and reassessment to certify improvement prior to assumption of classroom duties.

It should be noted that financial support for new international students is not dependent on their placement under the screening exam. Students who are placed in category 3 will be assigned non-classroom duties until they earn a qualified rating. Students who are placed in category 2 or 3 are required to attend training course conducted by the ALI until they achieve a qualified rating. It is expected that such a student will earn a qualified rating after one or, at most, two terms in the ALI course. If they do not, that will jeopardize their reappointment. Graduate students required to take English training through ALI may be required to pay for their training.

TAs that provide only teaching support, such as grading and record keeping, and do not lecture may *not be required* to take this test.

Research Assistants (RA)

Some students will receive an RA, which includes a graduate stipend, plus the cost of tuition. A graduate research assistant participates in externally funded research guided by a faculty member. The faculty member will determine specific responsibilities. Students receiving a RA should expect to devote 20 hours per week in their research efforts; RA appointments are usually for a nine (9) month period at a fixed rate with the possibility of additional compensation during the summer.

All RA appointments will include support for tuition provided by the College of Engineering, based on the requirements of the College. Some RA appointments may also include payments for fees (general fee, technology fee, and medical insurance), depending on the available funding and the decision of the research advisor. Continuation of support is contingent on the availability of funds and the student's progress toward fulfilling degree requirements. The student's research advisor will determine the level of support and if sufficient progress has been made to continue the RA appointment. All RA's recipients are expected to maintain good academic standing,

Excessive Credit Hours

<https://www.utoledo.edu/graduate/files/COGS%20Clarifications%20re%20GAPA%20review-Nov%202013.pdf>

Once a student exceeds 174 hours in a combined Master's and Doctoral program and 140 hours in a Doctoral program, they are ineligible for state subsidy. This is the information that the College of Graduate Studies uses to evaluate students (and may result in a "hold" being placed on GAPA (Graduate Assistant Personnel Action) processing until further clarification is received).

External Sources of Financial Aid

Fellowships

Graduate fellowships may also be available and are awarded to outstanding students. When available, fellowships provide support for full-time study without work assignment. In general fellowships are competitive and available through the Graduate School. Deadlines for candidate applications are announced annually.

Fellowships awards vary depending on their source. However, full fellowships generally provide a stipend that is comparable to a full graduate assistantship as well as tuition. Fellowship students do not have specific work assignments; however, they must satisfy any stipulation set by the fellowship source as well as maintain an acceptable level of academic performance and make appropriate progress on their thesis/dissertation research.

Scholarships

University scholarships from various industries, private foundations, government and other funding sources are available. Notices are posted as these scholarships become available and are announced. However, the student must also seek their availability independently as the various stipends, tuition and fee waivers have different criteria for eligibility. A limited number of these scholarships are available each year.

Loans

Graduate students who attend the University of Toledo are eligible to make application for federal need-based financial aid. Check with the Student Financial Aid Office for more information about the availability and requirements associated with loans.

Payroll

Prior to receiving a paycheck, students receiving either a TA or a RA must:

- Complete payroll and PERS exemption forms (in the department)
- File appropriate local, state, and federal forms (in the department)
- Complete an I-9 form (International Students will complete this form in the Office of International Student Services).
- Complete an Employee Citizenship Identification form (in department)
- Obtain a Social Security Number (SSN) (International students should contact the Office of International Students Services), and report this social security number to the Graduate School.

Once students see the Employee Tab on the **MyUT** portal they are able to set up Direct Deposit, otherwise paychecks are mailed on the payroll date to the students local address as stated on their myUT account. All graduate assistants are paid one week in arrears.

Graduate Assistants selecting the direct deposit option can view and print their paystub on myUT under the Employee tab. It is important to ensure that all appropriate paperwork (GAPA, etc.) are submitted by the students home department by the appropriate deadline each term. Paychecks are available every other Friday. If pay day is a holiday, paychecks are available the last work day prior to the holiday.

Tax Status

Tax authorities consider stipends compensation for services rendered. Therefore, TAs and RAs are subject to federal, state, and local taxes. To determine tax status, students should obtain the appropriate tax forms from the Internal Revenue Service, Ohio state Tax Board and appropriate local taxation entities. These forms are generally available in post offices and public libraries. Students should file all tax forms not later than April 15 and preferably earlier in the year.

Outside Employment

Domestic graduate assistants may work up to 5-8 hours per week beyond their assistantship but must complete a "Request for On-Campus Employment Outside of Graduate Assistantship" form that can be found at <http://www.utoledo.edu/graduate/currentstudents/graduateassistants/> and submit it to the Graduate School. This form must have the signature of the student's advisor, certifying that the work will enhance the graduate experience and will not infringe upon the student's progress toward the degree.

Immigration rules require that international students not work more than 20 hours on campus. Employment for International students requires approval by International Services who issue the necessary work permits. Because the work requirement-of an RA or TA appointment is 20 hours per week, international graduate students may not work in excess of their RA or TA assignment.

All on-campus job openings are posted in room 1533 of the Student Union, the Career Services/Student Employment Office (419) 530-4341. Students generally have little difficulty finding a position.

DEGREE PROGRAMS

The College of Engineering offers the following degree programs:

1. **Master of Science degree with thesis option:** A minimum of 30 credit hours of approved graduate study, including nine credit hours of Master of Science thesis under the supervision of a faculty member, is required. Students are required to submit a written thesis and successfully complete the oral defense of the thesis work. Additional requirements may exist for individual departments.
2. **Master of Science degree with non-thesis option:** The Master of Science with non-thesis option is available with the approval of the department chair or the department graduate program director:
 - a. **Master of Science degree with project option:** Students are required to complete 30 credit hours of approved graduate study, including six hours of Master of Science project as specified by individual department guidelines and requirements. Students are required to submit a written project report to the department.
 - b. **Master of Science degree with course work-only option:** Students are required to complete 30 credit hours of approved graduate-level course work. Additional hours of course work to replace thesis or project are selected from departmental electives approved by the department chair or the graduate program director.
 - c. The Master of Science degree in chemical engineering has an additional non-thesis option, a Professional Science Masters, that requires 30 hours of approved graduate level course work and 6 hours on internship.
3. **Doctor of Philosophy program in the College of Engineering.** This program is intended for academically outstanding students with appropriate bachelor's degrees. The program requires the completion and defense of a significant, original research dissertation. Potential fields of study are designated as areas of research focus by individual departments. Potential concentrations are bioengineering, chemical engineering, civil engineering, computer science and engineering, electrical engineering, environmental engineering, industrial engineering, manufacturing engineering, and mechanical engineering.

4. **Doctor of Philosophy in Biomedical Engineering.** The Doctor of Philosophy in Biomedical Engineering at the University of Toledo is a joint program between The College of Engineering and The College of Medicine. The program is open to qualified students with either degrees in engineering or in science fields such as biology, chemistry, physics, mathematics, or computer science. Since prospective students have a variety of backgrounds, the requirements for admission vary.

Advising

The Graduate Director advises all graduate students until they select a permanent faculty advisor. A faculty advisor will normally be selected during the first academic semester. In cases where students elect to pursue a coursework Master's degree the Graduate Director may be assigned as the advisor. Please consult the department Student Handbook for further information.

Once students and faculty agree on the proposed selections, a student cannot switch advisors without written permission from all faculty members involved. The student must submit in writing a request for the proposed change and the reason for it to the graduate Director. The Graduate Director will generally approve of such a request in the absence of unethical behavior by either student or faculty.

The faculty advisor is responsible for guiding the student toward satisfactory completion of degree requirements. In particular, the advisor must:

- Approve the student's Plan of Study and all revisions. The Graduate Director, College of Engineering and the Graduate School must also approve the Plan of Study.
- Approve registration forms.
- Approve thesis or dissertation committee members. The Graduate Director and the Graduate School must also approve the committee.
- Guide the student during thesis or dissertation research.
- Oversee the preparation and dissemination of theses and dissertations.
- Submit Notice of Thesis/Dissertation, Compliances and Intellectual Protection forms.
- Coordinate preparation and administration of the Comprehensive Examination for Ph.D. students
- Oversee the presentation and defense of the doctoral dissertation proposal by Ph.D. students
- Notify the Graduate Program Director, Associate Dean for Research and Graduate Studies in the College of Engineering, and the Dean of the Graduate School that the student has completed degree milestones using appropriate forms.

Ultimate responsibility for completion of degree requirements, though, falls on the student.

Graduate Research Advisory (GRAD) Committee Approval & Assurances

(<http://www.utoledo.edu/graduate/files/Graduate%20Student%20Handbook%202015-2016.pdf>)

Students must complete this form and receive the required approvals **prior** to beginning any research for a project, thesis, or dissertation involving humans, animals, radiation, or biohazardous substances. Federal regulations do not allow retroactive approval. Completion of the GRAD form indicates that a

student's committee has approved both a topic and an approach for the research, and is aware of federal requirements for institutional review of research methods. Policy information and required applications referenced on the GRAD form are available on the Research & Sponsored Programs Website.

This form normally should be completed at the time the student determines the nature of the research project. However, in all cases the student must have submitted the form demonstrating compliance before engaging in related research. Failure to obtain the proper approvals could prevent or significantly delay the awarding of the degree. Compliance with federal and state regulations is essential to assure continued funding of the University research programs and, therefore, requires cooperation of all University researchers.

If a student works on a project that is supported by a research grant or contract between the University and an external entity or entities, the student must comply with all terms of the grant or contract. Contractual agreements in support of research or other sponsored activities are legally binding on the University, including the administration, faculty and students engaged in the sponsored projects.

All forms including the GRAD form is available on the College of Graduate Studies Website.
<https://www.utoledo.edu/graduate/currentstudents/academicprogramforms/>

Intellectual Protection and Patent Sign-off Form

All graduate students engaged in thesis or dissertation research are required to submit a completed "Intellectual Protection and Patent Sign-Off" form. This form is designed to protect both the student's and the University's legal rights in any invention resulting from the student's research efforts. If potential intellectual property is identified, this form allows for the publication delay of the dissertation or thesis to provide time to file the necessary legal papers, but it will not interfere with the student's graduation schedule.

Master of Science Program

Graduate students may elect to pursue a thesis, a project or coursework-only master's degree. Graduate assistants who have received stipend support for one or more terms at any time during their graduate study are required to complete the thesis degree. A thesis is awarded as 9 credit hours toward the minimum requirement of 30 credit hours. Projects involve work at a smaller scale and are normally awarded as 6 credit hours of registration toward the minimum requirement of 30 credit hours.

A student cannot change from thesis-option to non-thesis or project option if he/she received research assistantship stipend for at least one term, except with the permission of the research advisor and the graduate director. Students who have selected the course-work option will not be eligible for research assistantships at any time during their degree studies.

The information presented here is intended to assist you in meeting the degree requirements for the Master of Science degree in Engineering in your selected program. Additional details are given in the Graduate School Catalog. Your cooperation in following the procedures outlined here will help to ensure that all necessary requirements are met in a timely fashion.

Plan of Study

As soon as possible after admission to the Department's master's program, each Master's student in conjunction with the student's advisor must complete a Master's Plan of Study form. In the Plan of Study, students propose the technical electives they will use to fulfill degree requirements and a time frame for completion of all degree requirements. The plan of study maps the entire MS program. Students should consult their advisor and the department Graduate Director to make sure the plan will satisfy all departmental requirements.

The plan of study for the MS degree must be filed by the completion of 9 credit hours. For full-time students this will normally require that the plan of study be filed before registration for the second term.

It is understood that the first plan of study filed by a student may be subject to change as the student progresses. However, whenever a student's plan changes it is the student's responsibility to bring the Graduate School records up to date, especially at the time the student registers for the last time before completing the requirements for the degree. Changes to an approved Plan of Study should be submitted on the Graduate School form entitled "Graduate School: Plan of Study Course Substitution."

Master's Project

The Master of Science in Engineering Project would normally be undertaken in the final semester of study. It would be completed under the supervision of a faculty member and could be related to the student's job task. If the topic of the project is work-related the written permission to present the project material publicly is required from the student's company.

The MS project should make a contribution to the field of Engineering or Engineering Technology. When completed, other engineers or engineering technologists working in the same or related areas should find the project useful in solving problems they are working on. The project should demonstrate student's creativity. It should require a search of existing literature in the student's area of concentration and exhibit the use of skills and techniques acquired during the student's graduate education.

The actual organization of a project is flexible. A typical traditional organization includes an abstract, introduction, literature review, description of the work completed, and a statement of conclusions. An alternative organization of the project can be similar to an industrial technical report. The advisor, the department chair, and the College of Engineering must approve the Project report. The completed report should be archived in the student's department.

Master's Thesis

Thesis Committee

An MS Thesis Committee should be established shortly after selection of a research advisor. The committee should consist of at least the research advisor (committee chair) from within the department, and two additional graduate faculty members

As stated above, students must complete the GRAD form and receive the required approvals **prior** to beginning any research for a project, thesis, or dissertation involving humans, animals, radiation, or biohazardous substances. The Committee Member Section of the GRAD form establishes the faculty who will act as mentors to the graduate student. The Committee must include only faculty with the appropriate level of graduate faculty status. The GRAD form must be approved through the appropriate channels of the college of engineering before submission to the Graduate College. Any additions or removals of committee members must be made on an amended GRAD Form and submitted to the College of Graduate Studies

Some departments may require additional information; please consult your departmental handbook for details.

Thesis

The student prepares a final draft of the M.S. thesis when research is completed to the satisfaction of the faculty advisor. The student should obtain directions regarding thesis preparation from the UT Graduate School. The draft thesis should be submitted to the advisor for critical review and evaluation. This should be done in a timely manner, giving the advisor sufficient time to review the final draft. After the thesis advisor has reviewed the thesis draft, recommended changes, and approved the final text and form of the document, the student should submit copies to the thesis committee for evaluation. The thesis committee members should have at least two weeks for review of the document before the defense. All members of the thesis committee are expected to be present at the thesis defense.

Acceptance of Thesis or Dissertation for Defense

The student, in consultation with the thesis or dissertation advisor and committee, schedules the thesis/dissertation defense. Students must then obtain the signature of their Advisor for approval to present/defend their paper using the *Acceptance of Thesis or Dissertation for Defense form*. The form must contain the date, time, building and room number of the scheduled defense. Signature of the Associate Dean of Graduate Studies and Research Administration is required. Permission to publicize the defense on the Graduate College website is also requested on the form.

Thesis Defense

The defense is presented in an open, announced meeting; presided over by the thesis advisor. The student is allowed time for a formal oral presentation, followed by questions concerning the student's

thesis work. After the question and discussion period is concluded, all those present, other than the faculty members constituting the committee, will be excused.

The thesis committee holds a private discussion of the student's thesis and makes a final decision by a majority vote whether the student's defense has been successful. If the student does not pass the thesis defense, then the thesis committee, in consultation with the Graduate Program Director, will decide a course of action to correct deficiencies, weaknesses, or other problems.

Even if the student passes the thesis defense, there are usually changes or additions/deletions required as a result of the defense. The student, in consultation with the faculty advisor and any concerned committee members, makes these changes.

Approval of Project/Thesis/Dissertation Form

This form is required of all students completing a project, thesis, or dissertation requirement. It must be submitted in paper copy with all original signatures by the last day of the term in which the degree will be awarded. No exceptions, waivers, or extensions to this deadline will be granted. After the thesis has been satisfactorily completed, committee members and the Associate Dean of Graduate Studies and Research Administration will sign this form. Students must submit a copy of the abstract of their project/thesis/dissertation in a paper copy along with this form to the office of the College of Engineering Graduate Studies.

Ph.D. Program

The information presented here is intended to assist you in meeting the degree requirements for the Doctor of Philosophy in Engineering and the Degree of Philosophy in Biomedical Engineering degrees. Additional details are given in the College of Graduate Studies Graduate Student Handbook <http://www.utoledo.edu/graduate/files/Graduate%20Student%20Handbook%202015-2016.pdf> and the departmental graduate handbooks. Your cooperation in following the procedures outlined here will help to ensure that all necessary requirements are met in a timely fashion.

Ph.D. Qualifying Examinations

The qualifying examination provides an assessment of whether the student is prepared to carry his/her Ph.D. program to a conclusion and involves an evaluation of the student's preparation in core areas fundamental to his/her area of concentration. The qualifying examination was instituted as the main requirement for Ph.D. candidacy. Passing of this exam will consequentially entitle a student to a Ph.D. dissertation advising committee and prepare the student for candidacy.

The qualifying examination is an instrument designed to give the entire faculty of the department an opportunity to evaluate the students' academic abilities and promise. The exam seeks to assess the students' understanding of the requisite engineering fundamentals, their capacity to think clearly, and their ability to express their technical knowledge clearly.

Students who intend to work for the Ph.D. should take the qualifying examination during their first year of post-masters graduate study at the University of Toledo, or at another time arranged through the graduate committee in the department. Admission to the qualification examination is limited to departmental graduate students.

In all cases, two attempts to pass the exam may be allowed. If the exam is failed in the first

attempt, the student must petition the Graduate Program Director to re-take the exam. Granting permission to repeat the exam is not automatic. If the petition is not granted or the exam is failed both times, the student is dismissed from the program.

Ph.D. Candidacy Requirements

Students, in conjunction with their research advisor, must file the Application for *Admission to Candidacy for the Doctoral Degree* form after passing the qualifying examination. The Principal Dissertation Adviser and the Dissertation Co-Adviser (if any) sign the application, which is then forwarded through the College of Engineering to the Dean of the Graduate School. At the time a student applies for admission to candidacy, the following requirements must be fulfilled: (a) a GPA of 3.0 for all courses complete and for courses completed in the department of specialization, and (b) satisfactory completion of the examination requirements of the specific college of department. This form can be found at <https://www.utoledo.edu/graduate/forms/CandidacyDoctoral.pdf>. It is the student's responsibility to initiate the application to candidacy. Please consult your departmental handbook for additional details on applying for candidacy.

Dissertation Advisory Committee

When the student and adviser have agreed on a general area for the dissertation, an Advisory Committee should be appointed. As stated above, students must complete the GRAD form and receive the required approvals **prior** to beginning any research for dissertation involving humans, animals, radiation, or biohazardous substances. The Committee Member Section of the GRAD form establishes the faculty who will act as mentors to the graduate student. This advisory committee, in general, is composed of a minimum of five graduate faculty members, at least one of whom must be outside the focus area and another outside the department of the adviser. The GRAD form must be approved through the appropriate channels of the college of engineering before submission to the Graduate College. Any additions or removals of committee members must be made on an amended GRAD Form and submitted to the College of Graduate Studies

The duties of the Advisory Committee include developing a plan of study that will prepare the student in the chosen field and facilitate successful completion of the dissertation, reviewing and approving the dissertation proposal, advising and assisting in the completion of the dissertation research and preparation of the manuscript, and conducting the dissertation defense.

Students are referred to additional details and requirements provided in the Graduate Student Handbook of individual departments.

Plan of Study

As soon as possible after admission to the Department Ph.D. program, each doctoral student, in conjunction with the student's advisory committee, must complete a Doctoral Plan of Study form. The plan of study maps the entire Ph.D. program.

The College of Graduate Studies requires that this form be filed before completion of the second term of study. A minimum of 15 credit hours of advanced graduate coursework is required. In addition, certain departments may require specific core courses in the student's research focus area. A minimum registration of 90 hours is required for the Ph.D. degree. This total enrollment includes an allowance of 30 hours for the master's degree and registration for research and

dissertation. The student and his/her advisor should reach agreement on the entire program before filing the Plan of Study. The Plan of Study must be approved by the Graduate Program Director, the Associate Dean for Graduate Studies and Research Administration in the College of Engineering, and the Dean of the Graduate School.

Early selection of a permanent advisor and early filing of the plan of study is necessary to assure that the graduate program is planned from the outset. It should be noted that circumstances that require modification of the plan of study are not uncommon. Indeed there are cases where it may be appropriate to change courses and in some cases advisors or committee members. Procedurally either or both of these changes can be accomplished by filing a revised plan of study.

Doctoral Dissertation Proposal

After the student and the advisor have agreed on a dissertation topic, the student must write a short dissertation proposal. The proposal documents the study through a brief introduction to the subject stating the dissertation purpose. The dissertation proposal consists of the following items:

1. A title page giving the proposed title of the dissertation, the student's name, the names of the Ph.D. Dissertation Committee, and the date.
2. The proposal organized to present the study's purpose, scope, methodology, significance and expected results.
3. A list of literature references.

The proposal serves to:

1. Ensure that the student has the approval of the topic at an early date.
2. Provide an opportunity for the department faculty to offer suggestions and references on the proposed dissertation project.
3. Provide a safeguard against duplication of research effort.
4. Keep the faculty aware of departmental activity.

The dissertation proposal normally will be written early in the dissertation research, but after a substantial portion of the doctoral coursework is completed. The student will present and successfully defend his/her dissertation proposal to the advisory committee.

After approval by the Ph.D. Dissertation Committee, the advisor will notify the Department Graduate Director and the Associate Dean for Graduate Studies and Research Administration in the College of Engineering. A copy of the dissertation proposal should be filed in the student's permanent file in the department office.

Ph.D. Dissertation

The research must be completed and the dissertation must be written and successfully defended before the Ph.D. is conferred. The primary requirement of a dissertation is that it shows evidence of high scholarly attainment through original and independent research work and creation of new knowledge. The acceptability of a dissertation depends upon its quality rather than the time and credit hours spent on the research work.

When the dissertation research is completed to the satisfaction of the dissertation advisor; the student

will prepare a final draft of the Ph.D. dissertation. This draft is submitted to the dissertation advisor for critical review and evaluation before scheduling a final defense of the dissertation. After receiving advisor approval, the student prepares the dissertation in final form and submits a copy of the completed dissertation to each committee member for critical evaluation before the defense. Information concerning the required dissertation format, reproduction, and other regulations for preparing a dissertation is available from the UT Graduate School. ·

Final public defense of the dissertation is required of every doctoral candidate after he or she has fulfilled all other requirements of the doctoral program. The student, in consultation with the thesis or dissertation advisor and committee, schedules the thesis/dissertation defense. Students must then obtain the signature of their Advisor for approval to present/defend their paper using the *Acceptance of Thesis or Dissertation for Defense form*. The form must contain the date, time, building and room number of the scheduled defense. Signature of the Associate Dean of Graduate Studies and Research Administration is required. Permission to publicize the defense on the Graduate College website is also requested on the form.

Dissertation Defense

The dissertation defense is an oral examination that is normally open to the public and should not exceed three hours in length. A passing candidate in the oral examination is expected to:

1. Present a comprehensible account of the research and its potential consequences to scholars whose special areas of interest lie outside the candidates area of research;
2. Demonstrate his or her ability to explain and defend the dissertation and its contribution to knowledge before the Ph.D. Dissertation Committee and other experts in the field;
3. Demonstrate the capabilities for which a Ph.D. degree is awarded by answering satisfactorily any questions considered pertinent by the examining committee.

The dissertation defense should be scheduled at least two weeks prior to the examination to allow a notice to be advertised in the college and arrange the date and time and reserve a room. The student will provide the Dissertation Committee Chairperson with a folder that includes the exam schedule, Department and University dissertation approval forms for the exam, and an abstract. The student must:

- i. Provide draft copies of the dissertation to members of the examination committee at least two weeks before the exam.
- ii. Prepare a no longer than 60 minutes presentation utilizing appropriate visual aids.

The dissertation committee may recommend major or minor changes and additions or deletions to the dissertation. These must be made by the student and approved by the dissertation advisor before the student can be certified as having completed requirements for the dissertation. Should the student not pass the final dissertation defense, the committee, in consultation with the Graduate Program Director, will decide upon a future course of action.

After successful defense and corrections have been completed, the committee will complete and sign a dissertation approval form and forward it to College of Graduate Studies through the Associate Dean of Graduate Studies and Research Administration in the College of Engineering <https://www.utoledo.edu/graduate/forms/ApprovalofDissertation.pdf>. A copy of the abstract of the dissertation should be attached to this form. The student should also upload an electronic format of the dissertation to OhioLINK. Both the submission of the dissertation approval form to the College

of Graduate Studies and the uploading of the dissertation to OhioLink should be done no later than the last day of classes for the term the degree will be awarded.

Dissertation Publication

The Doctoral Dissertation Committee (with the Principal Dissertation Adviser as the chair) has the responsibility of supervising the candidate's research work and insuring that high standards of performance are maintained. To that end, it is the candidate's responsibility to keep the Committee members informed about his or her research progress. A satisfactory completion of the research work is usually implied by acceptance of technical papers in professional archival journals. The signatures on the candidate's dissertation represent the final certification of its adequacy.

Students are referred to additional details and requirements provided in the Graduate Student Handbook of individual departments regarding other requirements related to dissertation publication in professional archival journals.

Graduation

<http://www.utoledo.edu/graduate/files/Graduate%20Student%20Handbook%202015-2016.pdf>

- Students need to submit a formal “Application for Graduation” by the posted deadline for the term. Applications for Graduation can be completed through the MyUT portal (MyUT.utoledo.edu).
- Applications for graduation may be accepted after the deadline date provided the student obtains an adviser's signature. However, applying after the deadline often means the student's name may not appear in the commencement program.
- No applications will be accepted after the last day of classes for that term.
- Students who fail to graduate in the semester for which they have applied must submit a new application and be registered for a minimum of one graduate credit hour.
- There is a one-time (per graduate degree program) Graduation Services fee of \$100 assessed prior to degree conferral. This is assessed the first time you apply for graduation from a graduate degree program. Once your application has been processed, the fee will not be refunded. If you do find it necessary to withdraw your application and apply for a future term, you will not be assessed the fee again.
- Please note that attendance at the graduation ceremony does not mean that you have graduated, but simply that you have participated in the ceremony, with actual graduation contingent upon completion of all degree requirements.

Forms Required for Graduation

Master's Course work only:

- Plan of Study
- Application for Graduation
- Graduate Student Exit Survey.

Master's Project:

- Graduate Research Advisory (GRAD) Committee Approval & Assurances
- Plan of Study
- Application for Graduation
- Approval of Project Form and Abstract of Project

- Intellectual Protection and Patent Sign-Off Form
- Graduate Student Exit Survey.

Master's Thesis:

- Graduate Research Advisory (GRAD) Committee Approval & Assurances
- Plan of Study
- Application for Graduation
- Acceptance of Thesis or Dissertation for Defense form
- Approval of Thesis Form and Abstract of Thesis
- Intellectual Protection and Patent Sign-Off Form
- Graduate Student Exit Survey.

Doctoral:

- Graduate Research Advisory (GRAD) Committee Approval & Assurances
- Plan of Study
- Application for Candidacy
- Approval of proposal
- Application for Graduation
- Acceptance of Thesis or Dissertation for Defense form
- Approval of Dissertation Form and Abstract of Dissertation
- Intellectual Protection and Patent Sign-Off Form
- Survey of Earned Doctorates
- Graduate Student Exit Survey.

Student Status

To maintain regular student status, students must comply with all academic regulations of the University and specific requirements of the Department. The student is solely responsible for ensuring compliance and satisfying degree requirements. Students should consult their advisor or Graduate Director if questions arise regarding these requirements.

Students must:

- Maintain a 3.0 GPA for all courses completed
- Comply with University, College, and Departmental regulations
- Complete and submit all appropriate forms in a timely manner.
- Keep the department office updated regarding current address, phone number and e-mail address

Part-Time Status and Minimum Continuous Enrollment

To maintain part-time status, graduate students must register for at least one (1) graduate credit hour each semester. All students either working on their thesis or dissertation or using University facilities and services must register and at least maintain part-time status.

International Student Status and Visa Requirements

International students (F-1 or J-1 non-immigrant visa classifications) must maintain their full time enrollment requirement as mandated by Federal Regulations to remain in legal immigration status.

Graduate international students are required to register for and complete a minimum of (9) hours per semester during the academic year (fall and spring semesters). If students need to fall below the required number of credit hours, they need to contact the OISSS (Office of International Student & Scholar Services). The student must take a letter to the OISSS written by their academic advisor verifying that they are required to register for a lesser number of hours. Failing to provide this documentation may result in a violation of their immigration status. More information about maintain your F-1 status can be found at:

<https://www.utoledo.edu/cisp/international/InternationalStudents/pdfs/Maintain%20F1.pdf>

The summer academic term is considered an authorized vacation. International students may choose to go to school full-time, part-time or not at all during this term and will be maintaining their legal status. Students must enroll for the summer term if they are completing their degree requirements during the term.

Students who have maintained their legal immigration status may apply, through the Office of International Student Services, for one year of optional practical training based on the satisfactory completion date of their degree requirements. Students must apply for Optional Practical -Training before graduation in accordance with the new SEVIS regulations.

Probation, Dismissal and Dishonesty

Academic dishonesty may result in loss of regular student status and dismissal from the program. The University of Toledo policy statement on academic dishonesty defines dishonesty and gives its most common forms of manifestation <http://www.utoledo.edu/dl/students/dishonesty.html> . Students that engage in unprofessional or other activities detrimental to the Department may also be subject to dismissal. All dismissal decisions require approval of the department and the Associate Dean of Graduate Studies of the College of Engineering and the Graduate School.

Course Selection and Registration

Registration

Students are responsible for obtaining registration materials and registering for classes in a timely manner. New students will receive registration materials during the Department Orientation session. Continuing students may pick up registration materials from the Department Office. The registration materials needed include:

1. Schedule of classes (available on-line)
2. Course Request and Seminar Request form
<https://www.utoledo.edu/offices/registrar/pdfs/courserequest.pdf> .

Students should:

- Select classes, based on their Plan of Study
- Use on-line to register for the appropriate classes by accessing the **myUT portal**. Once registered, the student will be responsible for the charges associated with the registration. Students receiving an assistantship will have their tuition covered, but should pay all other fees that are their responsibility to avoid being charged a late payment fee or being dropped for Non-payment.

- If a course is not listed in the schedule of classes, the student must complete the Special Section Request on the Course Request and Seminar Request Form (see information below) to obtain a course request number (CRN). Only courses offered on an irregular basis can be requested in this fashion; the most commonly requested ones are the research classes. The two functions, processing Special Section Requests and registration, are handled in the Registrar's Office, Rocket Hall, Room 1100.

Special Section Request

To register for any class not listed in the time schedule, students need to complete the “*Seminar Requests and Independent Study Courses*” area on the Course Request and Seminar Request Form. Completely fill out the indicated area before submitting the form to the Registrar's Office. Registration for Special Section courses cannot be done through on-line registration.

Types of Registration

Students have three opportunities (Early, Open or Late) to formally register for classes. Specific dates for all three registration times are given in the schedule of classes.

Early (priority) registration for the upcoming semester occurs approximately five to six weeks prior to the end of the current semester, and lasts for one month.

Open registration occurs from the end of the early registration period to the day prior to the start of classes.

Late registration begins on the first day of classes; students that register late are responsible for the late registration fee. Students that register during late registration may have the Course request and Seminar Form signed by the instructors for each course, then by the Associate Dean of the College of Engineering, Nitschke Hall, Room 1014. A late registration fee will be assessed to any student who registers on or after the 1st day of the semester as follows:

- \$50.00 from the 1st through 3rd day of the semester
- \$100.00 from the 4th through 15th day of the semester
- \$1,000.00 after the 15th day of the semester

Drop for Non-payment

<http://www.utoledo.edu/offices/treasurer/pdfs/DropforNonPaymentFAQ.pdf>

11/28/2016 ***Drop for Non-Payment – Fall 2016 Semester***

3/27/2017 ***Drop for Non-Payment – Spring 2017 Semester***

Any student who has an unpaid balance greater than or equal to \$500 is subject to Drop for Non-Payment. Drop for Non-Payment (previously called Registration Cancellation) means that the student will be dropped from all registered classes for the indicated term. Students will not be allowed to attend class and a hold will be placed on the student account which will not allow them to register until their student account is paid in full.

Changes in Registration

Students may change their registration before the 1st day of classes on-line by accessing the **myUT portal**. Then, students may add and/or drop classes according to the following schedule:

Registration dates for Fall 2016 semester:

http://www.utoledo.edu/offices/registrar/registration_dates_fall.html

Last Day to Add		Instructor's & College Dean Signatures Required to Add	Last Day to Drop		Withdraw	
via Web	In-Person		via Web	In-Person	Begins	End
26-Aug	2-Sep	27-Aug	5-Sep	2-Sep	6-Sep	28-Oct

Registration dates for Spring 2017 semester:

http://www.utoledo.edu/offices/registrar/registration_dates_spring.html

Last Day to Add		Instructor's & College Dean Signatures Required to Add	Last Day to Drop		Withdraw	
via Web	In-Person		via Web	In-Person	Begins	End
13-Jan	23-Jan	14-Jan	23-Jan	23-Jan	24-Jan	24-Mar

Course registrations after the end of the on-line add period will require signatures of the instructor and the Associate Dean of the College of Engineering. Course registrations after the add/drop period must be requested on the Request for Non-Funded Late Registration form and have the additional signature of the Provost; Main Campus, UH 3340.

An instructor's signature is also necessary to enter a class that is listed as closed.

Students who add a class and are receiving an assistantship are responsible for the tuition charges, and ensuring that their financial support will cover the added tuition.

Students may drop classes up to the last day to drop (the drop period). Classes that a student drops during the drop period do not appear on the student's transcript. Students not attending classes should drop courses before the first day of the term.

Drop adjustment fees are assessed on courses dropped on or after the first day of the term. Students will incur fees for dropped courses that will not be covered by the College of Engineering. Drop fees are as follows:

Fall 2016 semester:

Tuition Due Dates & Refund Periods				
Due	100% Ends	80% Ends	60% Ends	40% Ends
12-Aug	29-Aug	4-Sep	11-Sep	18-Sep

Spring 2017 semester:

Tuition Due Dates & Refund Periods				
Due	100% Ends	80% Ends	60% Ends	40% Ends
30-Dec	15-Jan	22-Jan	29-Jan	5-Feb

To avoid charges, students should discuss any planned changes in registration before taking action.

After the drop period is over, students may withdraw from a class by the end of the withdrawal date (see registration dates above) on line by accessing the **myUT Portal**. Students having difficulties are strongly encouraged to seek the help and advice of their instructor well in advance of the withdrawal deadline. Students that withdraw receive a "W" grade for the class. Students who withdraw from a class maybe responsible for the full tuition charges associated with that course, regardless of any financial aid provided to the student.

The College of Engineering will not cover the tuition fees for any Graduate Student who is receiving a Teaching Assistantship or Research Assistantship for classes from which the student has withdrawn. The fees will be the responsibility of the student.

You may get partial refund or no refund during the withdrawal period. A withdrawal may affect your academic progress standing. A grade of "W" may result in the loss of part or all of a student's financial aid. Withdrawn courses reduce your enrolled hours, but do not reduce your financial obligation. Withdrawing from courses may have an adverse effect on financial aid benefits, scholarship, loan deferments, athletic eligibility, veteran's benefits, degree requirements, or other areas.

Departure from the Department

Students who have completed all steps toward graduation are requested to complete the following items before leaving the University of Toledo.

- i. All keys obtained from the Physical Plant must be returned to them as they are in your name.
- ii. Return all keys to desks and filing cabinets to the department office.
- iii. Remove all personal belongings from your desk; leave the desk and filing cabinets unlocked when you leave.
- iv. Leave a forwarding address for forwarding mail.

Payment of Fees and Account Charges

http://www.utoledo.edu/offices/treasurer/payment_options.html

<http://www.utoledo.edu/offices/treasurer/financebrochure/FINANCEBROCHURE1617.pdf>

The University accepts certified checks, personal checks, money orders and electronic payment of fees. Electronic check payment can be made via the **MyUT portal**. The portal does require the student to log in using their password. Walk-in cashier service is no longer available. It is recommended to convert cash to a bank check or money order when using the depository in Rocket Hall. The University accepts credit card payments via a third-party processor. The processor accepts MasterCard, Visa, Discover and American Express. **Prepaid debit cards are not accepted.** Payments are made via the **MyUT portal**. The processor for credit cards assesses a convenience fee for these types of transactions. International students can elect to have payments made through Per Transfer which gives students the freedom to pay in their home currency.

Payments will be applied to the oldest balance first. Payments received on a student's behalf from a third party will be treated as a scholarship unless the University has already established a contract with the third party. Scholarships, waivers and third party contract payments will apply to designated fees per academic term.

Instructional Fee

Once a student registers for courses he/she is responsible for all fees. Payment of fees is due by the specified due date. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official University documents and services. Instructional fees are assessed based on the number of credit hours for which the student enrolls, and are listed on the UT web site at

<http://www.utoledo.edu/offices/treasurer/financebrochure/FINANCEBROCHURE1617.pdf>. Non-resident students (as defined by the Ohio Board of Regents) are assessed a tuition surcharge.

	Part-time			Full-time	
	(Less than 9 credit hours)			(9 credit hours)*	
	Ohio Resident	Non-Resident		Ohio Resident	Non-Resident
Tuition**	\$548.58	\$979.26		\$4,937.22	\$8,813.34
General Fee**	\$49.60	\$49.60		\$446.40	\$446.40
Eng. Technology Fee	\$17.50	\$17.50		\$157.50	\$157.50
Facility Fee**	\$5.20	\$5.20		\$46.80	\$46.80
Eng. Infrastructure Fee**	\$25.00	\$25.00		\$225.00	\$225.00
Library Information Resource Fee	\$8.00	\$8.00		\$72.00	\$72.00
Total per credit hr.	\$653.88	\$1,084.56	TOTAL for 9 hrs.	\$5,884.92	\$9,761.04

* Add \$total per credit hr. for each credit hour over 9 hours up to 12 hours.

**Maximum at 12 credit hours.

General Fee

The general fee is required of all students registered for credit, Workplace Credit courses, audited and online learning courses. The general fee can vary by program.

Students paying the full time rate may be entitled to attend at a reduced admission fee, most activities sponsored by the Student Government, campus activities and all athletic events (student section), subject to seating limitations. Students paying less than the maximum may have limited access to UT functions and/or facilities.

These fees also support the Student Union Building, the Counseling Center, Student Medical Center, Student Recreation Center, athletics, cheerleading, marching band, student transit services and student activities. For questions regarding access to the recreation center or membership information, contact the Student Recreation Center <http://www.utoledo.edu/studentaffairs/rec/> at 419.530.3700 or refer to their web page at the Student Affairs Website <http://www.utoledo.edu/studentaffairs/>

Engineering Technology Fee

\$17.50 is charged per credit hour or any student matriculated into the College of Engineering. This charge cover costs associated with purchase and maintenance .of technology equipment available to students in the College of Engineering.

Engineering Infrastructure Fee

\$25.00 is charged per credit hour or any student matriculated into the College of Engineering. This charge is applied to address costs of engineering programming and equipment, including classroom technology.

Facility Fee

\$5.20 is charged per credit hour or any student matriculated into the University. This fee covers the cost of the renovation of the Field House and Carlson Library.

Library Information Resource Fee

\$8.00 is charged per credit hour for graduate students

Special Services Fee

\$6.50 per semester is assessed to each student at the time of registration. This fee replaces individual fees previously charged for transcripts and graduation. All students are assessed this fee regardless of the number of hours enrolled.

Legal Services Fee (Waivable)

A fee of \$10.00 per semester is assessed to each student at the time of registration. Beginning Spring 2015, a fee of \$20.00 for the spring semester (covering spring and summer) is assessed to each student at the time of registration. Students must “opt out” at the time of registration each semester if they do not wish to receive this service for the term via the **MyUT portal**. For additional information, please visit **Student Legal Services** at: <http://www.utoledo.edu/studentaffairs/studentlegalservices/>

UT Student Green Fund (Waivable)

A fee of \$5.00 per semester is assessed to each student at the time of registration. The Student Green Fund will serve to finance student proposed and executed projects that promote sustainability, renewable energy, efficiency, waste reduction and educational initiatives such as conferences, workshops, public classes and internships. Students must opt-out each semester they choose not to participate.

International Student Fee

\$10.00 is assessed to each international student per semester at the time of registration.

Additional Fees for New Students

New Student Registration Fee (Matriculation)

A matriculating (recording) fee of \$30.00 is assessed to each new student at the time of the student’s first registration at the University. This is a non-refundable fee.

Graduate Orientation Fee

A graduate orientation fee of \$100.00 is charged by the College of Graduate Studies to each new graduate student at the time of the student’s first registration at the University. This is a non-refundable fee.

Rocket ID Card (per request) –

\$35.00 for each request – (That is \$35.00 initial cost and \$35.00 for each replacement)

The Rocket Card is the official University of Toledo Identification Card and provides safe, quick access to many campus services including door access to residence halls and academic buildings, meal plans and library privileges. The Rocket Card also has debit card features including the multipurpose Rocket Account, which can be used for books, food, and other goods and services, and is fast, simple, and convenient.

Health Insurance

http://www.utoledo.edu/healthservices/student/health_insurance/

<http://www.utoledo.edu/healthservices/student/pdfs/2016-2017%20University%20Of%20Toledo%20Benefit%20Summary.pdf>

Health insurance will assist students in safeguarding their health and finances in the event of illness or injury.

To be in compliance with the Affordable Care Act (ACA), all individuals are required by law to have health insurance coverage. To assist with this goal, The University of Toledo is offering the Student Health Coverage Plan, run by Student Educational Benefit Trust (SEBT)-Medical Health Services (MHS), a wholly owned subsidiary of Medical Mutual of Ohio. Pharmacy coverage is included; students may also select optional vision and dental coverage plans.

All students attending the University of Toledo and enrolled for one (1) credit hour or more are eligible to enroll in one of the student health coverage plans. **International students holding J-1 visas and student athletes** will have the cost of the graduate Bronze level plan assessed to their student accounts. The Bronze plan meets the individual mandate for healthcare coverage, the minimum essential coverage requirements as set forth by the Health Care Reform, and the J1 visa requirements as set forth by the U.S. Department of State. Students may waive this coverage with proof of comparable health insurance coverage online via their **MYUTPORTAL**. If you do have other insurance, it is important to contact your insurance company's Human Resource Manager or Agent to understand how these optional benefit plans could impact your high deductible health plan or out-of-state HMO. International J-1 visa students and student athletes who do not complete an online waiver, with the necessary proof of current insurance prior to the waiver deadline, will be enrolled in the Bronze plan and the cost of the plan will be billed as part of their tuition.

All other University of Toledo students may enroll voluntarily in the SEBT health coverage Plan by going to the SEBT website and providing your information and payment. Alternately, you may choose to purchase health care coverage through the [ACA federal exchanges](#) or enroll on parent, spouse or family health care plans.

The following three plans are available for graduate students::

- Bronze Plan \$832.00 for the fall semester for the student only
- Silver Plan \$1,021.00 for the fall semester for the student only
- Gold Plan \$1,224.00 for the fall semester for the student only

The benefit summary of the 2016-2017 Student Health Benefit Plan can be found at:

<http://www.utoledo.edu/healthservices/student/pdfs/2016-2017%20University%20Of%20Toledo%20Benefit%20Summary.pdf>

For questions regarding health insurance, contact Tonya Tressler, Student Benefits Campus Liaison at 419-530-3474.

Parking Permits

You can only secure a parking permit for the upcoming academic semester 24 hours after you have registered for classes. The Current Cost for All Student Parking Permits is \$125 per Semester. All student permits are charged directly to the student's E- statement.

There are parking lot restrictions designated for various types of permits. For details on where particular permits allow someone to park, please visit the Parking Services webpage. The University Parking Rules and Regulations govern all vehicles on campus. Additional information is available at the **Parking Rules** web page at <http://www.utoledo.edu/parkingservices/rules.html>.

Graduate assistants may be eligible for parking permit type A. For more information about parking, please visit parking services at <http://www.utoledo.edu/parkingservices/> and at <http://www.utoledo.edu/parkingservices/studentparking.html>

Frequently asked questions about parking are available at <http://www.utoledo.edu/parkingservices/FAQ.html>

Installment Payment Plan (IPP)

There are four installments for the Fall & Spring terms and three installments for the Summer term. There is a nonrefundable plan fee of \$60.00 for each term (\$50.00 for the summer term) which is not included in the plan (must be paid separately within 24 hours of plan enrollment). An application is required each term. Applications are available on-line via **MyUT portal**. Please visit www.utoledo.edu/offices/treasurer/pdfs/ippfaq.pdf to find information concerning the university's Installment Payment Plan (IPP).

Late Payment

A \$50.00 monthly late payment fee will be assessed on all past due balances. Past due balances are sent to collections. Past due balances may be referred to the Ohio Attorney General's Office pursuant to Ohio Revised Code 131.02 and may be collected in the manner set forth pursuant to section 113.08 of the Revised Code. In addition, past due balances may be assessed collection costs and may be reported to national credit agencies, which may adversely affect a student's credit rating.

Late Registration Fees

A late registration fee may be assessed to any student who registers on or after the 1st day of the semester as follows:

- \$50.00 from the 1st through 3rd day of the semester
- \$100.00 from the 4th through 15th day of the semester
- \$1,000.00 after the 15th day of the semester

Resources

College of Engineering Graduate Student Association

The Engineering Graduate Student Association (EGSA) was established in Academic Year 2002. The mission of the EGSA is to provide wholesome activities in a wholesome effort to promote social, cultural, academic, and professional health; and serve as a voice of graduate students to the administration of the college and university. All engineering graduate students are members of EGSA; each department is represented on the EGSA executive committee. Please contact the committee at egsa@eng.utoledo.edu for more information.

Library and Computer Facilities

The University has an excellent collection in the Carlson Library. The McMaster Engineering library is located in Room 2600 of Palmer Hall. If you need assistance with your research or just want some advice please contact the Engineering Librarian at extension 3948.

A computer account is automatically generated by which students may access the University computers at several locations on the campus. In addition, PC computers are available in several College of Engineering PC lab locations to which students have access by rocket card.

Campus Resources

Every full time student at The University of Toledo is required to pay a general fee. This money is used for extra services like the student recreation center, football games, and basketball games http://www.utoledo.edu/offices/treasurer/Fee_Description.html. Some of these services along with those that are provided independent of the general fee are described below. Other offices/services listed below are important ones you will likely need to visit such as Registrar's Office and Bursar's Office. These are listed alphabetically.

Center for Experiential Learning and Career Services

<http://www.utoledo.edu/success/career/employers/>

[Telephone: 530 – 4341] Student Union: Room 1533

The UT's Center for Experiential Learning and Career Development offers comprehensive career development and employment services to UT students and alumni. Student Employment Services, a division of Career Services, provides on-campus part-time employment opportunities. Jobs are posted daily on Rocket Jobs (<http://www.utoledo.edu/success/celcs/rocketjobs/>) and range from on-campus and off-campus jobs to entry-level and specialized positions, which provide financial support as well as valuable work experience

Commuter Student Services: Off Campus Living

<http://www.utoledo.edu/studentaffairs/osi/commuter/offcampusliving.html>

[Student Union Room 3504 — Telephone: 530-8521]

This office provides off-campus housing options, safety and other tips on being a good resident and neighbor. It is set up to benefit students who live off campus. Current listing of Toledo area apartments is provided. Information on setting up your new apartment is also provided <https://www.cort.com/student>

Counseling Center

<http://www.utoledo.edu/studentaffairs/counseling/>

[Rocket Hall Room 1810 — Telephone: 530-2426]

The Counseling Center is designed to help you deal with any emotional or personal problems you may encounter. The center is staffed by licensed professionals who can help you through homesickness, failing a class, family problems, roommate conflicts, abuse, and many other problems.

Medical Center on main Campus

<http://www.utoledo.edu/healthservices/student/>

[Main Campus Medical Center Building -Telephone: 530-3451]

The Main Campus Medical Center (MCMC) is conveniently located on the southwest side of Campus between the Law School and Rocket Hall, and across from Academic House and International House. This medical center is top notch! This is an excellent service that should be utilized if you are not feeling well.

Night Watch (Escort Service)

http://www.utoledo.edu/depts/police/Night_Watch.html [Telephone: 530-3024]

Although UT is considered a very safe campus, it is nevertheless wise to use the escort service when walking alone in the dark to your car or dorm. The purpose of the Night Watch (Escort Service) is to provide for the safety of anyone walking alone on campus during the evening hours. Just call 3024 from campus.

Office of Student Financial Aid

<http://www.utoledo.edu/financialaid/>

[Rocket Hall Room 1200 — Telephone: 530-8700]

The Financial Aid Office -is the one office that deals with loans and scholarships.

Office of the Registrar: Student records

http://www.utoledo.edu/offices/registrar/student_records/

[Rocket Hall – Suite 1100 Telephone: 530-4844]

The Registrar's Office is responsible for the timely and accurate maintenance of permanent student records while maintaining the privacy and security of those records. They manage your academic record from registration to graduation. You can access information related to your records by visiting their site at http://www.utoledo.edu/offices/registrar/student_records/

Office of the Registrar: Transcripts

<http://www.utoledo.edu/offices/registrar/transcripts.html>

[Rocket Hall – Suite 1100 Telephone: 530-4844]

Official transcripts can be requested through the **MyUT portal** or online using TranscriptsPlus[®] service or by calling Credentials Inc. at 847.716.3005 <http://www.utoledo.edu/offices/registrar/transcripts.html>

Office of the Treasurer (Loans and Special Accounts)

<http://www.utoledo.edu/offices/treasurer/collections.html>

[Rocket Hall - Room 1850 – Telephone: 530-5789]

The Loans and Special Accounts area of the Treasurer’s Office is responsible for but not limited to Installment Payment plans, Federal Perkins, and University Loan programs.

Parking Services

<http://www.utoledo.edu/parkingservices/>

Transportation Center – Room 1400 Telephone: 530-4100

You can register or update your student parking permit by visiting the parking services site at: <http://www.utoledo.edu/parkingservices/studentparking.html>. Frequently asked questions can be found at: <http://www.utoledo.edu/parkingservices/FAQ.html>

Residence Life (On Campus Housing)

<http://www.utoledo.edu/studentaffairs/reslife/index/>

[1014 Ottawa House West – Telephone:: 530-2941]

The Office of Residence Life deals mainly with UT's residence halls. They can give you information about your residence contract, your meal plan, and any leadership or employment opportunities.

Rocket Solution Central

<http://www.utoledo.edu/rsc/>

[Rocket Hall – Room 1200 Telephone: 530-8700]

Students can register in-person at [Rocket Solution Central](#) (RSC) RH 1200, during normal office hours by completing and submitting the appropriate [request form](#):

<http://www.utoledo.edu/offices/registrar/forms.html>

University Police

<http://www.utoledo.edu/depts/police/>

[Transportation Center 1302 - Telephone (Emergency): 530-2600 - Telephone (Non-Emergency): 530-2601]

There are many safety precautions taken around this campus. There are new, brighter lights, emergency telephones, patrolling police offices, and the campus escort service just to name a few. Also, UT Police are full time police officers; it is not uncommon to see university officers enforcing laws both on and off campus.

Useful Telephone Numbers

Students commonly need the following numbers. Your campus E-directory has a complete listing: <https://www.utoledo.edu/edirectory/>. Also, a list of university commonly used numbers can be found at: https://www.utoledo.edu/askrocky/pdfs/directory_of_numbers.pdf

Bookstore	2516
Campus Police (Emergency)	2600
Campus Police (Non-Emergency)	5600
Career Services and Student Employment	4341
Carlson Library	2324
Escort Service/Night Watch	3024
Financial Aid – Rocket Solution Central	8700
Health Insurance	3474
International Student Services	4229
McMaster Engineering Library	3948
Medical Center Main Campus	3451
Parking Services	4100
Rocket Solution Central	8700

Important Dates to Know

The following dates and times during the semester may prove useful. For summer sessions, deadlines will be different so check the summer term registration dates on the Office of Registrar site at:

http://www.utoledo.edu/offices/registrar/registration_dates_summer.html

First five days of the semester

You can add a class without requiring the Instructor's & College Dean signatures providing there is space available in the class. If you have the pre-requisite, you may do this via the Web.

Friday of the first week of classes

This is the last day to drop a course for 100% refund.

Friday of the second week of classes

This is the last day to drop a class and it will not show up on your transcript. This is also the last day to drop a course for 80% refund. Also, it is the last day to add a class without using the Request for Non-Funded Late Registration form which requires the additional signature of the Provost.

For graduating students in their second to last term of classes

Students must apply for graduation on a formal "Application for Degree" form

<https://www.utoledo.edu/offices/registrar/pdfs/GraduationApplication.pdf>, which is filed with the College of Graduate Studies by the following deadlines:

Term of Graduation	Deadline Date
Fall 2016	September. 16, 2016
Spring 2017	Feb. 3, 2017
Summer 2017	May. 24, 2017

Last day to Withdraw from a class

Friday, October 28, 2016 is the last day to withdraw from a course during the Fall 2016 semester (Friday, March 24, 2017 is the last day to withdraw from a course during the Spring 2017 semester). This is done in person at the Rocket Solution Central (Rocket Hall, Room 1200). You do not have to tell the instructor; however, to be courteous, you might want to do that. You will get a "W" on your transcripts, but this does not affect your grade point average if you do not have too many. Please check with the College of Graduate Studies on how many "W" grade you can have before it turns to "F".

Ninth week (approximately)

Advanced registration for next semester begins.

Fall Semester 2016

August 22 – December 16, 2016

Exam Week: December 12-16, 2016

Payment due	<i>Same day as registration</i>
First day of classes	Monday, August 22, 2016
Late registration fee begins	Monday, August 22, 2016
\$50.00 late registration fees	register from the 1 st through 3 rd day of the term
\$100.00 late registration fees	register from the 4 th through the 15 th day of the term
\$1,000.00 late registration fees	register after the 15 th day of the term
End of the on-line add period	Friday, August 26, 2016
Instructor's & College Dean Signatures Required to Add	Friday, August 26, 2016
Last day to add In-Person	Friday, September 2, 2016
Last day to drop	Friday, September 2, 2016
Labor Day Holiday	Monday, September 5, 2016
Withdraw period begins	Tuesday, September 6, 2016
Last day to drop for 100% refund	August 26, 2016
Last day to drop for 80% refund	September 2, 2016
Last day to drop for 60% refund	September 9, 2016
Last day to drop for 40% refund	September 16, 2016
Fall break	October 3-4, 2016
Last day to Withdraw	Friday, October 28, 2016
Veteran's Day Holiday	Friday, November 11, 2016
Thanksgiving Recess	November 23-27, 2016
Last day of classes	December 9, 2016
Final Exam Week	December 12-16, 2016
Graduation	December 17, 2016
Winter Break - offices closed	December 23 & 26, 2016
New Year's Day - offices closed	Monday, January 2, 2016

Course registrations after Friday, September 2, 2016 must be requested on the Request for Non-Funded Late Registration form and have the additional signature of the Provost, Main Campus, UH 3340.

Spring Semester 2017

January 9 – May 5, 2017
Exam Week: May 1-5, 2017

Payment due for registration before December 30, 2016	<i>Friday, December 30, 2016</i>
Payment due for registration on and after December 30, 2016	<i>Same day as registration</i>
First day of classes	Monday, January 9, 2017
Late registration fee begins	Monday, January 9, 2017
\$50.00 late registration fees	register from the 1 st through 3 rd day of the term
\$100.00 late registration fees	register from the 4 th through the 15 th day of the term
\$1,000.00 late registration fees	register after the 15 th day of the term
End of the on-line add period	Friday, January 13, 2017
Instructor's & College Dean Signatures Required to Add	Friday, January 13, 2017
Last day to add In-Person	Friday, January 20, 2017
Last day to drop	Friday, January 20, 2017
Martin Luther King Day Holiday	Monday, January 16, 2017
Withdraw period begins	Tuesday, January 24, 2017
Last day to drop for 100% refund	January 13, 2017
Last day to drop for 80% refund	January 20, 2017
Last day to drop for 60% refund	January 27, 2017
Last day to drop for 40% refund	February 3, 2017
Spring Break	March 6-10, 2017
Last day to Withdraw	Friday, March 24, 2017
Last day of classes	April 28, 2017
Final Exam Week	May 1-5, 2017
Graduation	May 7, 2017

Course registrations after Friday, January 20, 2017 must be requested on the Request for Non-Funded Late Registration form and have the additional signature of the Provost, Main Campus, UH 3340.

The University of Toledo Graduate Student Academic Dishonesty Policy

(Policy Number: 3364-77-01)

https://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_01.pdf

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. Submitting the same written work to fulfill the requirements for more than one course.

In cases where the charge is research misconduct the University policy and procedure 3364-70-21 scientific misconduct shall apply.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

- The student may be assigned an F for the work in question.
- The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
- The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the College of Graduate Studies Graduate Student Handbook.

College of Engineering Academic Grievance Procedure for Graduate Students

If a graduate student has an academic grievance against a faculty member, the student should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved and try to arrive at a mutually agreeable resolution.
2. If, after a verbal attempt to resolve the problem fails, he/she may direct a written request for consideration to the instructor involved. (a,e,f)*
3. If the student is dissatisfied with the instructor's response, he/she may direct a written request for reconsideration to the Chair of the department in which the instructor resides. A meeting of the Chair with the student and/or instructor may be requested by any of the parties. (b,e)*
4. If the student is dissatisfied with the Chair's response, he/she may direct a written request for reconsideration to the College of Engineering (COE) Graduate Committee which is chaired by the Associate Dean of Graduate Studies and Research Administration. A meeting of the COE Graduate Committee with the student and/or instructor may be requested by any of the parties. (b,e)*
5. If the student is dissatisfied with the College Graduate Committee's response, he/she may direct a written request for reconsideration to the Dean of the College of Engineering. (b,e)*
6. If the student is dissatisfied with the College Dean's response, he/she may present the grievance to the College of Graduate Studies. (b)*
7. A final appeal may be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance. This step completes the grievance process.

Notes:

- a. Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident.
- b. If students desire to proceed to the next level of appeal, they must file within ten working days of the last rendered decision until final resolution of the grievance. It is the responsibility of the student to initiate each successive step of his/her own individual grievance. All parties involved are expected to handle these matters expeditiously and to render decisions in a timely fashion.
- c. If at any step of the procedure, the student decides to drop the grievance, it will be considered denied. If at any step of the procedure, the instructor decides to grant the grievance, it will be considered granted. If at any step of the procedure, the student agrees to a settlement that is satisfactory to the instructor, it will be considered settled.
- d. All matters concerning a student grievance will be kept confidential between the parties directly involved to assure, as much as is possible, the privacy rights of the parties.
- e. Steps 1 through 5 starting with a verbal attempt with the instructor ending with the recommendation from the Dean of the College must be completed before the conclusion of the next semester in order to enable the student to timely initiate his/her appeal to the University level.
- f. If the instructor involved in the grievance is not available at the beginning of the next semester due to University approved leave of absence or for any reason, the student will initiate the procedure at step 2, and at the same time proceed to step 3 by submitting a written request to the Department Chair. The Chair will promptly make every effort to locate the instructor and obtain the instructor's response to the grievance which will be included in the grievance material. These efforts will include all available electronic means or any other means available to the Chair.

* References to notes where applicable.

The University of Toledo Graduate Student Academic Grievance Policy

(Policy Number: 3364-77-02)

The student academic grievance policy and process are outlined at:

<https://www.utoledo.edu/offices/provost/academicgrievance/index.html>

Graduate students with an academic grievance should follow the procedures established by their respective academic college and review the Graduate Student Academic Grievance Policy (Policy number: 3364-77-02).

The University of Toledo's Title IX Policy

(University of Toledo Sexual Harassment and Other Forms of Harassment Policy)

Policy Number: 3364-50-01

https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf

The University of Toledo is committed to educational and working environments that are free from sex discrimination (including sexual harassment and sexual violence) or retaliation. Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex discrimination. This University of Toledo's Title IX policy is consistent with the requirements of Title IX, Title VII, as well as relevant state laws.

Sexual misconduct includes sex discrimination, sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure.

The University encourages the reporting of sexual misconduct or retaliation that may occur in its programs or activities, whether on or off campus, to ensure that the University has an opportunity to address prohibited conduct. Reports may be made online on the University's website, https://publicdocs.maxient.com/reportingform.php?UnivofToledo&lavout_id=7 or by contacting one of the designated individuals listed at https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf

The University Counseling Center provides free and confidential counseling services to enrolled students. Counselors are available Monday through Friday during regular office hours, as well as after-hours for emergency situations. Counseling Center, Rocket Hall 1810, 419.530.2426; http://www.utoledo.edu/studentaffairs/counseling/about_us.html

Anti-Bullying Policy

<https://www.utoledo.edu/tlc/bully/pdf/2015-faculty-anti-bullying-policy.pdf>

Every University of Toledo student deserves to enjoy our school equally, and feel safe, secure and accepted regardless of race, sex, religious beliefs, sexual orientation, size, academic ability, athletic ability, cultural beliefs, physical appearance, disability, or any other characteristic. We are dedicated to making the University of Toledo campus a safer environment for all. Consequently, any form of bullying will not be tolerated. Bullying is defined as intentionally persistent, hostile behavior that is aimed at harming another individual. Bullying can take many forms including verbal (e.g., name-calling, insults), physical (e.g., pushing, shoving), and relational (e.g., eye rolling, mimicking, ostracizing). Bullying can also be cyber in nature; specifically, repetitively rude text or e-mail messages or comments in chat rooms, via e-mail, on Facebook, Twitter, or any other social media site. Please note, you can report bullying incidents to The University of Toledo's Anti-Bullying Task Force link is available at www.utoledo.edu/tlc/bully with The Anonymous Reporting Tool.