Graduate Student Handbook
School of Information Technology
College of Education, Criminal Justice, and Human Services
University of Cincinnati

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The School of Information Technology (SoIT) aims to empower individuals to become passionate, solution-minded Information Technology professionals by fostering: continuous innovation, research, leadership development, interdisciplinary problem solving, and real-word experience.

**All graduate students are subject to the standards and rules of the Graduate School. Specific details and changes in information can be found in the Graduate Handbook on the Graduate School Website: [http://grad.uc.edu/student-life/graduate_studenthandbook.html](http://grad.uc.edu/student-life/graduate_studenthandbook.html)**

Introduction

The Graduate Dean heads the Graduate School of the University of Cincinnati. The Graduate Dean reports to the Provost and is responsible for coordinating, implementing, and administering all policies, rules, and regulations pertaining to graduate degree programs. The Graduate Faculty has the responsibility for determining educational policies and regulation requirements for the admission of students, candidacy, and the awarding of graduate degrees. The rules and regulations of the Graduate School are delineated in the Graduate Handbook of the Graduate School.

The Graduate Faculty exercise sole power in establishing requirements pertaining to all graduate degree programs. However, individual divisions/schools are free to determine specific courses of study precise manners of instruction, and individual methods for evaluating the results of examinations. The Graduate Student Handbook of the School of Information Technology contains the policies, procedures, and curriculum of the Information Technology graduate degree programs and complies with the rules and policies of the Graduate School.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. View UC’s complete Notice of Non-Discrimination at [http://www.uc.edu/about/policies/non-discrimination.html](http://www.uc.edu/about/policies/non-discrimination.html).

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION TECHNOLOGY GRADUATE PROGRAMS</td>
<td>4</td>
</tr>
<tr>
<td>THE UNIVERSITY OF CINCINNATI</td>
<td>4</td>
</tr>
<tr>
<td>THE CITY OF CINCINNATI</td>
<td>4</td>
</tr>
<tr>
<td>MARKET VALUE OF INFORMATION TECHNOLOGY DEGREES</td>
<td>5</td>
</tr>
<tr>
<td>APPLICATION AND ADMISSION TO THE GRADUATE PROGRAM</td>
<td>5</td>
</tr>
<tr>
<td>GRADING</td>
<td>7</td>
</tr>
<tr>
<td>ADVANCED STANDING</td>
<td>7</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>7</td>
</tr>
<tr>
<td>THE MASTER OF SCIENCE CURRICULUM</td>
<td>8</td>
</tr>
<tr>
<td>MAINTAINING GRADUATE STUDENT STATUS</td>
<td>10</td>
</tr>
<tr>
<td>MASTER DEGREE TIME LIMITATIONS</td>
<td>11</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>11</td>
</tr>
<tr>
<td>POLICY ON STUDENT REVIEW AND DISMISSAL</td>
<td>11</td>
</tr>
<tr>
<td>GRADUATE STUDENT GRIEVANCE PROCEDURES</td>
<td>13</td>
</tr>
<tr>
<td>LEAVE OF ABSENCE</td>
<td>14</td>
</tr>
<tr>
<td>APPENDIX A REQUEST FOR LEAVE OF ABSENCE</td>
<td>15</td>
</tr>
<tr>
<td>APPENDIX B THESIS INSTRUCTIONS</td>
<td>15</td>
</tr>
</tbody>
</table>
INFORMATION TECHNOLOGY GRADUATE PROGRAMS

Graduate study in Information Technology leads to the Graduate Certificate in Information Technology and the Master of Science degree. As a general master level program, the Master Degree is appropriate for both working professionals who will apply the master’s level degree in a professional setting and for students who are interested in research or eventually want to pursue doctoral level work in information technology.

The Graduate Certificate is comprised of 12 credit hours and is designed to be completed in one semester. The program is designed for those who don’t have a computing background. It focuses on information technology fundamentals, programming, networking, databases, and security.

The Master of Science degree is comprised of 30 credit hours and can be completed in one calendar year. The program is typically completed in one to two years. The program is offered both online and on campus. The program is designed for those who either have a computing background or have received the graduate certificate in information technology or equivalent bridge courses.

THE UNIVERSITY OF CINCINNATI

Originating in 1819, the University of Cincinnati has grown tremendously from the initial merge of two institutions to fourteen colleges with numerous departments, schools and centers. With its many programs from undergraduate to professional, the University provides education for over 43,000 students from all 50 states and 100 counties internationally.

With the many pioneering achievements like the Co-op Program and the Heart Failure Gene Identification, UC is has been an established leading center for research. The University houses 18 libraries with traditional books, digital collections, numerous databases, equipment and much more. Additional specialized centers like the Center for Mobile and Distributed Computing, Center for Micro/Nano Fabrication, and the Vontz Center for Molecular studies are a few of the specialized facilities on campus to help with quality research.

Being in the Top 3% of US Universities, the University of Cincinnati is both nationally and globally ranked. There are several individually recognized programs and studies that have rankings of their own: some of which include the Masters of Business Administration Program, Undergraduate Interior Design Program, and Awards for Higher Education Excellence in Diversity.

THE CITY OF CINCINNATI

Known as the “Queen City” of the West, Cincinnati is a long established and admired city. The University of Cincinnati is mainly located in the historic neighborhood of Clifton. The scenic Gaslight Clifton area offers a relaxed locality with parks, and a main street full of shops, a theater,
and ongoing events. The Northside and University Heights areas offer an even livelier scene. No matter where you go, restaurants of all kinds, plus proud displays for the professional Reds baseball and Bengals football teams are easy to find. Cincinnati is also convenient for going places. Recently named the Best Walking City in Ohio, and conveniently located near bus routes and interstates, it is easy to visit the many attractions such as one of the many theaters for music and dance, or one of the hundreds of art galleries, to the entertainment central of fountain square in downtown.

**MARKET VALUE OF INFORMATION TECHNOLOGY DEGREES**

Information Technology has an essential role in all industries. This is one of the most distinguishing characteristics that sets technology-based majors apart from others and continuously gives IT professionals a multitude of options when it comes to choosing a career path. The Master of Science in Information Technology is a step to further IT professional careers and knowledge, whether they are starting out, or well established in the field. A higher-level degree such as the MSIT provides a refined networking base of IT professionals, in-depth studies and research for specific IT areas, and improved access to choice entry-level and management positions. IT employers typically expect a degree, as the standard of professionalism in the field is directly linked to work experience and higher education. For many career advancements, development and success in the M.S. in Information Technology is a decisive factor.

Technology makes significant breakthroughs at least every 18 months. The advances it has provided in education, business, finance, national defense, medicine, and other key fields are highly valued. However, the number of professionals needed to fill the positions and support these industries is quite large. Your skills as a professional with an advanced degree in IT are highly valued and sought out.

According to the Bureau of Labor Statistics, the expected Bachelor’s to Master’s salary difference is near $10,000. While it would be too much to assert that receipt of the M.S degree guarantees employment, we are confident that our program offers students enhanced potential for advancement and superior opportunities.

**APPLICATION AND ADMISSION TO THE GRADUATE PROGRAM**

The Information Technology Graduate Committee considers admission applications into the Master of Information Technology for Fall and Spring Semesters. The Information Technology Graduate Committee considers admission applications into the Graduate Certificate in Information Technology for Summer Semester only.

Applicants offered admission, who cannot attend that academic year, may be deferred to the next semester if it is within the same calendar year. Applicants who need to start in the following calendar year need to reapply.
Process: Due to the number of applicants, updates are sent out within a few weeks of the deadline, with a specific date they can expect to receive their status notification. The status notification can be accepted, conditionally accepted, or not accepted. Any delay or omission of necessary documents will delay entrance decisions.

**Graduate Certificate Program:**

The Information Technology Graduate Committee will offer admission into the graduate certificate program if the applicant completes the application and provides all required documents on the application, and meets the following criteria.

- Holds a baccalaureate degree from a college or university regarded as standard by a regional or general accrediting agency and
- Has at least a B average (3.0/4.0) in relevant undergraduate course work or otherwise gives evidence of promise that is judged satisfactory by the graduate director and the UC Graduate School.

**M.S. Program:**

The Information Technology Graduate Committee will offer admission into the Master of Science in Information Technology program if the applicant completes the application and provides all required documents on the application, and meets the following criteria.

- Holds a baccalaureate degree from a college or university regarded as standard by a regional or general accrediting agency and
- Has at least a B average (3.0/4.0 system) in relevant undergraduate course work or otherwise gives evidence of promise that is judged satisfactory by the graduate director and the UC Graduate School.

**International Student Admission:**

International Students who are admitted into the MSIT program must prove proficiency with the English language through one of the following tests.

- The Test of English as a Foreign Language (TOEFL) and the minimums are as followed.
  - 520 (paper-based test) or
  - 190 (computer-based test) or
  - 80 (internet based test)
- The International English Testing System (IELTS)
  - Overall band score of 6.5
- The Pearson Test of English
  - A score of 47
- Those students who are awarded teaching assistantships must take the Oral English Proficiency Test (OEPT) before beginning their instructional duties. The minimum overall score is 3.0.
- Must get a compulsory health screening. Consulting the letter in the pre-arrival packet will help with this.
- Must have the proper and valid visa, I-94 Arrival/Departure Record, and passport.
- Must maintain immigration status as outlined in the Graduate School Handbook and International Student Handbook, the latter can be found at: [http://www.uc.edu/content/dam/uc/international/docs/International-Student-Handbook.pdf](http://www.uc.edu/content/dam/uc/international/docs/International-Student-Handbook.pdf)
- Report changes of Address within 10 days
- When changing degree programs, students must obtain an I-20 no later than the 15th day after starting a degree program.
- Have all the proper documentation after traveling outside of the US.

It is strongly encouraged that students refer to the Graduate School’s handbook for in-depth descriptions and explanations and/or the International Student Handbook.

**GRADING**

UC Graduate student performance is graded A, A-, B+, B, B-, C+, C, F, P, U, T, I, I/F, NG, W, UP, N, SP, UW, and IP. The following grades are not graduate grades and prohibited from assignment: C-, D+, D, or D-.

**ADVANCED STANDING**

Any student transferring from an accredited graduate program has the opportunity to have advanced standing granted towards their program completion. A total of six semester hours can be applied to the Master Program. Advanced Standing will not be accepted for the graduate certificate. Students seeking advanced standing must petition the SoIT Graduate Director for acceptance of their credits.

The following policies guide the Graduate Director in determining whether to grant advanced standing.
- Credit is granted for graduate courses with B or better grades.
- If there are excess credits when course equivalence is granted, the excess can be applied toward elective requirements.
- The credits must have been earned within the past 3 years.

**FINANCIAL AID**

Each Fall Semester, the SoIT offers partial and full scholarships. The merit-based graduate awards are in the form of tuition scholarships (known as Graduate Incentive Awards (GIA) and Graduate Assistant Scholarships (GAS)) and graduate assistantships (including teaching and research assistantships). The application deadline to be considered for all awards, scholarships, and assistantships is January 31st. Students may apply to positions later if opportunities become available throughout the year. There are also many sources of financial aid from external sponsors.
and federal and state sources. Please discuss financial aid needs with the UC Financial Aid department. [http://financialaid.uc.edu/](http://financialaid.uc.edu/).

**THE MASTER OF SCIENCE CURRICULUM**

The Master of Science in Information Technology degree is minimally comprised of 30 credit hours. Students can choose either a thesis or capstone-based program.

The School of Information Technology provides an opportunity for students to participate in research with faculty and obtain financial assistance in the form of an assistantship or scholarship. To provide support and mentored opportunities for these students, additional coursework/research preparation is required as these students are required to complete the Thesis option.

<table>
<thead>
<tr>
<th>Core (9 credit hours)</th>
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<tbody>
<tr>
<td>IT 7001 Information Technology Graduate Seminar</td>
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<tr>
<td>IT 7010 Information Technology Research Methods</td>
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<tr>
<td>IT 7040 Human Computer Interaction and Usability</td>
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<th>Electives (15 credit hours)</th>
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<td>All students must complete 15 credit hours of electives. At least 9 of these 15 credit hours must be IT 7000+ level. These may include (but are not limited to):</td>
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- IT 7020C Principles of Cybersecurity
- IT 7021C Enterprise Security and Forensics
- IT 7023C Technologies for Social Networking
- IT 7024C Technology for Mobile Applications
- IT 7027C IT Infrastructure Sustainability
- IT 7030C Games for Simulation & Learning
- IT 7071C Machine Learning and Data Mining for IT

Students may take up to 6 credits of the 15 required credit hours from the courses listed below. Other graduate level courses may be accepted with the approval of the graduate program director.

- CJ 6012 Computer Criminology
- CJ 7070 Theory and Practice of Crime Prevention
- CJ 8072 Seminar in White Collar Crime
- CS 6033 Artificial Intelligence
- CS 6037 Machine Learning
- CS 6052 Intelligent Data Analysis
- CS 6053 Network Security
- CS 6054 Information Retrieval
- CS 6055 Cyber Defense Overview
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CS 6056</td>
<td>Security Vulnerability Assessment</td>
</tr>
<tr>
<td>CS 6097</td>
<td>Introduction to Wireless and Mobile Networking</td>
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<tr>
<td>CS 7035</td>
<td>Cryptography I</td>
</tr>
<tr>
<td>CS 7036</td>
<td>Advanced Topics in Machine Learning</td>
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<tr>
<td>CS 7037</td>
<td>Cryptography II</td>
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<tr>
<td>CS 7038</td>
<td>Malware Analysis</td>
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<tr>
<td>CS 8021</td>
<td>Pattern Recognition</td>
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<tr>
<td>CS 8046</td>
<td>Advanced Mobile Computing</td>
</tr>
<tr>
<td>HI 7010</td>
<td>Health Informatics, Information Systems and Technology</td>
</tr>
<tr>
<td>IS 7034</td>
<td>Business Intelligence</td>
</tr>
<tr>
<td>BANA 7046</td>
<td>Data Mining I</td>
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<tr>
<td>BANA 7047</td>
<td>Data Mining II</td>
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<tr>
<td>BANA 6043</td>
<td>Statistical Computing</td>
</tr>
<tr>
<td>BANA 7038</td>
<td>Data Analysis Methods</td>
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</tbody>
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Statistics- 7000 level or above, such as BE 7061, PH 7010, PH 7011, EDST 7010

**Capstone or Thesis (6 credit hours)**

**Thesis:**
IT 8020 Information Technology Thesis Research (6 credits)

*Students receiving scholarships or assistantships are required to take thesis option and register for at least 12 credit hours every semester in which they receive the scholarship or assistantship.*

**Capstone:**
IT 8010 Information Technology Project (3 credits)
1 7000+ level IT course (3 credits)
MAINTAINING GRADUATE STUDENT STATUS

Maintaining graduate student status signifies that the student is actively engaged in making progress towards his or her degree and meeting program requirements. A University of Cincinnati graduate student must hold a baccalaureate degree or its equivalent and must have been accepted for admission into graduate study by the appropriate graduate program.

Minimum Credits/Registration Requirements - To maintain graduate status at the University of Cincinnati, a student must register at UC for at least one graduate credit that contributes to degree requirements in an academic year. Credits that are audited or in which a student receives a W or UW do not count toward the minimum credit requirement. A student whose status has automatically terminated because of failure to register during an academic year will no longer be considered a graduate student but may seek reinstatement. Also note that students must register for at least one graduate credit hour during each semester (excluding summer semester) if they are using University resources such as libraries, University housing, campus laboratories, office space, equipment, recreational or computer facilities.

Full-Time Course Load - Students must be registered for 10 or more graduate credits each semester to be considered full-time students, 12 graduate credits if holding a Graduate Assistantship. Audit credits do not count toward full-time status and may not be supported by a University Graduate Scholarship.

Part-Time Course Load - Students who can devote less than full time to graduate study may register for the number of graduate credits judged by their program advisors to represent the appropriate fraction of a full-time load.

Reduced Course Load (International Students) - Once an international student has finished all required course work and will no longer be enrolling full time, she/he may choose to enroll with a reduced course load. In order to do this, the student must obtain the “reduced course load certification” from UC International Services. See the UC Graduate Handbook for detailed information.

Minimum Academic Performance - A student must accumulate a grade point average (GPA) of at least 3.0 to obtain a master’s degree at the University of Cincinnati. Students cannot graduate with any invalid grades on their student record. An invalid grade includes an “I”, “F”, etc. In order to resolve invalid grades, the course must be retaken with a passing grade. Please note that there is no grade replacement and both grades for the course will count towards the GPA. Please see the UC Graduate Handbook for detailed information.

International Student Requirements - International students on an F-1 visa must be registered full-time (10 credits or more) per semester for the Fall and Spring semesters. Additionally, 9
credits per semester must come from on-campus courses. Additional courses beyond the 9 on-campus credits may be taken in online format.

**Thesis requirements**- Please see appendix B for thesis instructions.

**MASTER DEGREE TIME LIMITATIONS**
The minimum requirement for the Master degree is the equivalent of 2 semesters consisting of at least 30 semester graduate credits. Students must complete the master’s degree no later than 3 years from the date of first registration in the degree program. Failure to complete the degree within the time limits established may require the student to take courses again or take additional courses to make certain the skills are up to date. Support for time extensions beyond the 3 years will be considered and granted in some circumstances. In order to be considered for a time extension, the student must arrange a meeting with the SoIT Graduate Director.

**GRADUATION**
Students who have successfully completed all requirements for the Master Degree program may apply for graduation in their last semester. Applications and requirements for graduation can be found on the UC Graduate School website at [http://grad.uc.edu](http://grad.uc.edu).

**Application for Degree**
All graduate students who expect to receive a degree at any of the three (3) university commencements must make a formal application for their degrees. As a rule, applications should be made early in the semester in which the degree is to be conferred. Specific dates are established by the Registrar and the University of Cincinnati Graduate School (uc.edu/registrar).

**POLICY ON STUDENT REVIEW AND DISMISSAL**
The purpose of this policy is to create a process for fair and expeditious review of graduate students who are performing below standards academically, or whose behavior is disruptive to other students, faculty, or staff. Students can be called for a review at any point in their program of study. Reviews are appropriate when:
• Student fails to make satisfactory progress toward the completion of the degree,
• Student fails to meet School responsibilities,
• Student is disruptive, threatening, or demonstrates erratic behavior,
• Student has violated School, College, or University policy,
• Student has received a failing grade (F) in a course,
• Student has agreed to a plan to resolve an academic or behavioral problem, but has not completely carried out that plan,
• Faculty have concerns that the student cannot successfully complete the program requirements.

Any faculty member can recommend a review, including the School Director and the Graduate Director. If a faculty member petitions for a review of a student, the Graduate Director will notify the student in writing about the nature of the issue and will require the student to meet with the Graduate Director and/or the Graduate Committee. The student should be prepared to discuss, in detail, the circumstances surrounding the review.

Stage 1:
After consulting with the student, the Graduate Director will make an official recommendation to the Graduate Committee.
• If the Graduate Director determines that the original petition was in error, or that the problem has been resolved and requires no further action, then the Graduate Director will notify the student and the petitioning faculty member in writing that the matters brought up in the petition have been resolved and no further action is required.
• If the Graduate Director recommends to the Graduate Committee that the student be retained in the program, the recommendation must address what the student must do to resolve the situation that led to the review hearing.
• If the Graduate Director recommends to the Graduate Committee that the student should be removed from the program, the Graduate Director must explain the reasoning for the recommendation in writing to the student. The student must be notified in writing no later than five (5) working days after meeting with the Graduate Director.
• Following any written recommendation from the Graduate Director, the student has five (5) working days from the date of written notification to respond, in writing, to the Graduate Committee.

Stage 2:
If the student objects to the recommendation of the Graduate Director, the Graduate Committee will then vote on the recommendation. The Graduate Committee will take into consideration the student’s written response.
• The committee can accept the recommendation, completely or in part.
• The Graduate Committee can also reject the recommendation, completely or in part.
• Regardless of the decision, the student must be notified in writing no later than five (5) working days after the vote.
• The Student then has five (5) working days to accept or object to the recommendation. In situations where the Graduate Committee rejects, in whole or in part, the recommendation of the Graduate Director, the Graduate Committee and the Graduate Director will attempt to reconcile their differences to remedy the student’s situation. If reconciliation cannot occur, the issue will be forwarded to the Director of the School for consideration.

Stage 3:
When the Graduate Director and the Graduate Committee unanimously recommend the termination of a student from the program, they will send that recommendation and
accompanying justification to the Director of the School of Information Technology. If the
student disagrees with the recommendations of the Graduate Director and the Graduate
Committee, the student will have ten (10) working days to respond, in writing, to the Director
of the School. Notice of the recommendation will also be sent to faculty. Faculty will then have
the opportunity to contribute information and their viewpoints directly to the Director of the
School prior to a decision being rendered.
Upon receipt of the recommendation of the Graduate Committee, the Director of the School
will have fifteen (15) working days to make a decision and to notify, in writing, both the faculty
and the student. If the decision is made to dismiss the student, the student will be terminated
from the program and not allowed to register further for classes. The Provost’s office will be
notified. If the decision is made to not dismiss the student, the School Director may recommend
other actions be taken short of termination, including but not limited to placing the student on
probation or suspending the student for a period of time.

Conflict of Interest
Any member of the faculty can challenge a perceived conflict of interest. Members substituted
due to a conflict of interest do not lose their ability as faculty to contribute to discussions and
to make recommendations. Members vacated due to a conflict of interest must be replaced. If
the Director of the School has a conflict, decision-making power moves to the Associate
Director or another appropriate designee.

Academic Honesty
Academic dishonesty is a serious offense and cannot be tolerated in an academic community.
Dishonesty in any form, including cheating, plagiarism, deception of effort, unauthorized
assistance, repeated use of the same coursework, or manufacturing of data may result in a
failing grade in a course and/or suspension or dismissal from the Graduate School.

Appeals
Any and all appeals and petitions must be put in writing, fully documented and submitted to
the Graduate Director. The Graduate Director will present the matter to the other faculty
members on the Graduate Program Committee for a decision.

GRADUATE STUDENT GRIEVANCE PROCEDURES

The University of Cincinnati provides an opportunity for the resolution of disputes involving graduate
students in a fair and collegial manner. The Graduate Student Grievance Procedures establish a formal
process for graduate students to request review and redress of certain grievances arising out of their
academic relationships with their programs, their colleges, or the University. The grievance begins with a
mediation process and may proceed, if necessary, through the more formal fact-finding and decision or
appeal processes. In general, however, it is expected that grievances will be resolved by the parties
within their programs.

The procedures are applicable to the following types of grievances:
• Grievances alleging improper dismissal or suspension from a graduate program.
• Grievances alleging the improper withholding or termination of financial support of any kind.
• Grievances alleging any other improper treatment of a graduate student by a faculty member or university agency except:
  1. allegations of discriminatory treatment arising from the student complainant’s age, race, gender, sexual preference, disability, national origin, or religion.*
  2. allegations of improper evaluation of the quality and quantity of academic work.
  3. allegations of unfair recommendation for employment or further graduate study.

Note*: Allegations of discrimination will be handled according to the University Discrimination Procedure administered by the Equal Opportunity Office. Allegations of sexual harassment will be handled according to the University Institutional Policy on Sexual Harassment administered by the Equal Opportunity Office (556-5503).

LEAVE OF ABSENCE
Under special circumstances, graduate students may apply for a leave of absence from full-time study at the University for a specific period of up to one year. Circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity leave, or death in immediate family. The rationale must be independently documented by the applicant. Students are eligible for a leave of absence during their first two years of graduate study. An approved leave of absence preserves the student’s active status in his or her degree program. Time granted as official leave does not count against time limits for awarding degrees. A leave may be renewed for up to one year if the student applies for a leave extension at least four months prior to the expiration of his or her initial leave. Renewal of a leave is subject to the approval of the program, college and Graduate School. A student will not be granted a leave of absence totaling more than two years.

NOTE:
Students with financial aid and/or student loans should confer with the Office of Financial Aid prior to requesting a leave of absence to ascertain any implications for their financial support. Students with a scholarship from the SoIT should confer with the Graduate Director prior to requesting a leave of absence to ascertain any implications for their financial support.

Submitting a request for a leave of absence

Student:
1. Downloads and completes the Leave of Absence form. See Appendix A.
2. Submits the completed form to the graduate director with supporting documentation: Doctor’s letter or military orders.

Program Director:
1. Denies or approves request.
2. If approved, signs and forwards form to College Associate Dean.

College Associate Dean:
1. Denies or approves request.
2. If approved, signs and forwards form to Associate Dean of Graduate School.

Associate University Dean:
1. Denies or approves request.
2. Notifies the student in writing regarding request. Copies of the final approval/refusal letter are sent to the graduate program office.

APPENDIX A REQUEST FOR LEAVE OF ABSENCE

Please download the form at http://grad.uc.edu/content/dam/grad/docs/Forms_Student/leaveofabsence_form.pdf

APPENDIX B THESIS INSTRUCTIONS

INSTRUCTIONS FOR THE PREPARATION AND DEPOSITING OF MASTER THESIS

According to the UC Graduate Handbook, “Each master’s degree student undergoes an individual evaluation process at the end of his/her program. This evaluation process is defined as satisfactory demonstration of mastery of subject matter in which the graduate student is seeking the master’s degree. This demonstration is an individualized evaluation of each master’s candidate that is monitored and documented by at least two faculty members, at least one of whom must be a member of the graduate faculty.”

To meet this requirement, the MS Information Technology program may require the completion of a Thesis.

Requirements for Master’s Thesis

The coursework and related elements of the program provide students with the necessary background to undertake the research required to complete a MSIT thesis. The following steps will be taken to complete the thesis process:

1. The completion of the thesis requires two committee meetings:
   (1) The Thesis Proposal,
   (2) The Oral Defense of the Thesis.

Each of these meetings is a step to ensure successful completion of the process. Following each of these meetings, the appropriate form should be completed and submitted to the graduate director. Note that any significant changes in the thesis should be reflected by the completion of a new form.
2. Within the first 30 days of the first semester, students who will pursue the thesis program will choose a thesis advisor from the pool of School of Information Technology Graduate Faculty. The student will ask the advisor directly and the advisor can choose to accept the student. The thesis advisor and student will meet to discuss thesis topics. Once students have secured an agreement from the faculty to serve on their committee, the student must send an email to the graduate director, graduate coordinator and also courtesy copy the thesis advisor.

3. One semester prior to the intended graduation semester, the Thesis Committee Agreement Form (Form A) must be submitted to the graduate director and graduate coordinator via email. If, in consultation with the graduate director, the student or advisor feel that the project could be completed more successfully by changing advisors and/or committee members, such change should be formally announced by the completion of a new form.

4. The thesis proposal, should be completed and copied, and provided to each committee member one week prior to the thesis proposal meeting. The student and advisor are responsible for setting the time for the meeting. The proposal includes reasons for undertaking the research topic, the student's qualifications for pursuing the research question, a statement on the literature to be searched, and the proposal method. Once the committee approves of the proposal, the signed form for this meeting should be provided to the graduate director and graduate coordinator (Form B). The approval of proposal must happen at least six months prior to the final thesis defense. If receiving a scholarship, thesis must be approved by the end of the first year otherwise the scholarship will be terminated. If the student fails the first try of the oral defense, he or she can have a second attempt after 3 months. If he or she fails again, he/she will be dismissed from the program.

5. The oral defense of the thesis will be conducted at the completion of the research with all committee members present. The student will schedule the defense in consultation with the thesis advisor and committee, as well as the Coordinator of Graduate Studies. The defense must be conducted at least 10 days prior to the Graduate School’s electronic submission deadline. The Department will publicize the defense.

**Before the defense:**

1. The completed thesis must be submitted to committee members at least 10 days in advance of the oral defense.
3. Generate the Committee Approval form within the ETD system and bring it with you to your defense.
4. Send your thesis title, a brief description, and date, time, and location of your defense to the graduate coordinator at least two weeks before your defense.
The defense:

1. The defense is a public meeting which means that other members of the department and university communities are welcome to attend. The student will defend the thesis and answer questions for committee members during the meeting.

2. If rejected, the student will receive another attempt for oral defense. The student has up to 2 semesters to prepare for the oral defense. If the student does not defend again within 2 semesters, the student will not have an opportunity to defend the thesis for the master’s program. If accepted with revisions, the student has 15 days to submit with revisions. If not submitted within the time frame or if incorrect revisions, the thesis will be rejected.

After the Defense:

1. Once the advisor and the committee gives final approval, the student must have each member provide an original signature on the Graduate School’s Committee Approval Form. This form will be scanned and electronically uploaded to the Electronic Thesis Dissertation (ETD) website.

2. The approved thesis should be typed according to the requirements of the graduate school and submitted to them by the published deadline. Follow the guidelines on the website.

3. You should publish your thesis after reviewing publishing options. Work with the advisor to select keywords.

4. The advisor will receive an email asking for their confirmation of your submission. The student must be sure that the Advisor receives the email and approves the submission.

6. Final approval of the thesis signals completion of the MS degree. In addition to the two copies required by the university, the student must provide one bound copy of their finished thesis to the advisor.

Please note that new students in the MSIT program will be placed in the non-thesis track by default. Students must notify the graduate coordinator if they choose to complete the thesis track. Once in the thesis track, students will be unable to switch to the non-thesis track.
Thesis Format

Title Page

Each manuscript submitted must have a full title page. The page will show title, name and date, previous degree, degree to be conferred, division (if applicable) and college in which the degree is earned.

An approval form must be properly completed by the candidate, signed by the supervising professor(s), and precedes the title page of the two copies submitted for the University.

Order of Contents:

1. Approval Form
2. Title Page
3. Abstract
4. A blank page or a copyright notice
5. Preface and/or acknowledgments
6. Table of Contents
7. List of tables and/or figures
8. List of illustrations
9. List of symbols
10. Body text
11. Glossary (if needed)
12. Bibliography
13. Appendices (if needed)
14. Index (if needed)
15. Visual and audio materials
16. Embed all fonts

Please review University of Cincinnati Graduate School Instructions for the Preparation and Depositing of Master’s Theses and Doctoral Dissertations for any guideline updates: http://grad.uc.edu/student-life/graduation.html
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Note:

The **Family Educational Rights and Privacy Act of 1974 (FERPA)**, is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. For the complete FERPA information, consult the [FERPA and Records Privacy page](#) of the Registrar’s Office website.

**Notice of Non-Discrimination**