



Med Ed Program Handbook

2024-2025

Updated March 2024

Online Master of Education
&
Online Certificate in Medical Education

Changes from Previous Version

This program handbook contains information specific to the online Master of Education degree for physicians and healthcare professionals and online Certificate in Medical Education offered by the University of Cincinnati and Cincinnati Children's Hospital Medical Center and covers topics from application through graduation. It is a supplement to the University of Cincinnati (UC) Graduate Handbook, which contains general information related to all graduate programs. The UC Graduate Handbook can be accessed from www.grad.uc.edu.

Minor edits are made each year, and include link updates, rewording to enhance understanding, and grammatical corrections. These are not listed here.

The following are major changes to this handbook from the previous version.

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Program Website www.cincinnatichildrens.org/masters

UC Websites www.uc.edu (general)
grad.uc.edu (Graduate school)
cech.uc.edu (College of Education, Criminal Justice and Human Services)
www.onestop.uc.edu (OneStop Student Services)
canopy.uc.edu (Canvas)

Abbreviations

UC	University of Cincinnati
CECH	College of Education, Criminal Justice and Human Services
C&I	Curriculum & Instruction

General Program Information

Cincinnati Children's Hospital Medical Center (which comprises the faculty of the Department of Pediatrics at the University of Cincinnati College of Medicine), in partnership with the University of Cincinnati College of Education, Criminal Justice and Human Services (CECH), offers graduate-level accredited programs for physicians and other healthcare providers involved with or interested in medical teaching and learning or educational research.

Both the Master of Education in curriculum and instruction and the Certificate in Medical Education programs are designed to address your unique needs as a health care professional who wants to develop advanced teaching skills and gain knowledge that has a direct impact on your daily activities. This practical program will provide you with contemporary knowledge in educational theory, effective instructional techniques and educational research.

Master's Program

The master's program is a 30 credit-hour program focused on adult learning theories, practical curriculum and instruction design and evaluation, and educational leadership and research.

Degree Designation

The degree earned will be a **Master of Education (MEd) in Curriculum and Instruction**. The designation on the transcript will be:

```
***** UNIVERSITY OF CINCINNATI AWARD *****
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES
DEG: MASTER OF EDUCATION
DATE:
PROGRAM: CURRICULUM AND INSTRUCTION
*****
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Program Objectives

1. Apply principles of pedagogy for effective teaching, including theories in teaching with technology, instructional design, instructional methods, and assessment methods in medical education.
2. Identify and discuss the major forces influencing practice of adult teaching and learning concepts in medical education at the global, national and local levels.
3. Apply and discuss the concepts, theories and practices associated with attitude formation and change, including persuasion strategies and cognitive dissonance as it relates to healthcare personnel and patients in a medical environment.
4. Develop, implement and evaluate medical education curricula.
5. Design and develop evidence-based e-portfolios that document critical reflection and professional skills and competencies in formal and non-formal educational settings with appropriate artifacts.
6. Design, evaluate, implement and present research or scholarly projects using appropriate qualitative and/or quantitative methodologies in oral, written and visual forms.

Curriculum

The curriculum includes four courses focused on teaching and learning pedagogy and four courses focused on research, with two culminating experiences and an e-portfolio in which you demonstrate your mastery of the prior coursework. Course descriptions can be found in the Coursework section of this handbook.

Core teaching and learning

- CI7080 Curriculum Development & Evaluation (3 credits)
- CI7081 Attitude Formation and Change (3 credits)
- CI7082 Human & Adult Learning (3 credits)
- CI7083 Application of Instructional Design & Educational Technology (3 credits)

Research

- CI7001 Educational Research for Masters Students (3 credits)
- EDST7010 Statistical Data Analysis (3 credits)
- EDST8034 Measurement & Assessment (3 credits)
- EDST8051 Qualitative Research Methods (3 credits)

Culminating experiences:

- CI6075 Field Experience Practicum 1—Educator (1 credit)
- CI6075 Field Experience Practicum 2—Scholar (1 credit)
- CI6075 Field Experience Practicum 3—Leader (1 credit)
- CI7090 Master’s Research Project (3 credits)

Certificate Program

The certificate program is a 12 credit-hour program focused on teaching and learning, including adult learning theories, curriculum development and evaluation, and instructional design and technology.

NOTE: If you would like to obtain the certificate along with the master’s program, you must apply for admission to the certificate program prior to taking all 12 credits. Even though the same courses can count toward both programs, it is *not* automatically included in the master’s program – it is a separate program that requires a separate application.

Transcript Designation

Upon completion of the certificate, your transcript will indicate that a Certificate in Medical Education was earned:

```
***** UNIVERSITY OF CINCINNATI AWARD *****  
COL: EDUCATION, CRIMINAL JUSTICE, & HUMAN SERVICES  
DEG: POST-BACCALAUREATE CERTIFICATE  
DATE :  
PROGRAM: MEDICAL EDUCATION (CURR & INSTRUCTION)  
*****
```

Program Objectives

1. Apply principles of pedagogy for effective teaching, including theories in teaching with technology, instructional design, instructional methods, and assessment methods in medical education.
2. Identify and discuss the major forces influencing practice of adult teaching and learning concepts in medical education at the global, national and local levels.

3. Apply and discuss the concepts, theories and practices associated with attitude formation and change, including persuasion strategies and cognitive dissonance as it relates to healthcare personnel and patients in a medical environment.
4. Develop, implement and evaluate medical education curricula.

Curriculum

The *recommended* curriculum is the four teaching and learning courses; however, students may substitute any of those four with research courses as appropriate to meet their professional and institutional needs. Course descriptions can be found in the Coursework section of this handbook.

Core teaching and learning (recommended)

CI7080 Curriculum Development & Evaluation (3 credits)

CI7081 Attitude Formation and Change (3 credits)

CI7082 Human & Adult Learning (3 credits)

CI7083 Application of Instructional Design & Educational Technology (3 credits)

Alternate research courses

EDST7010 Statistical Data Analysis (3 credits)

EDST8034 Measurement & Assessment (3 credits)

EDST8051 Qualitative Research Methods (3 credits)

Application Information

Applications are accepted in fall, spring and summer for both the master's and certificate programs. You can apply for either or both programs.

Note regarding concurrent enrollment in certificate and master's programs

You can be enrolled in both the master's and certificate programs at the same time, but you must apply for both. If you are applying for the master's and think you *might* want to get the certificate also, it is strongly advised that you complete a second application for the Certificate program at the same time. You can also apply for the certificate program any time prior to taking all of the courses that will count toward it.

All credit hours taken to complete the certificate are applicable to the master's, but not all courses taken toward the master's will count for the certificate. Only the courses listed as applicable for the certificate will count toward the certificate.

Application Deadlines

Applications are accepted for a start in any semester. Application deadlines are as follows.

To Start in This Semester:

Fall
Spring
Summer

Submit the online application by:

July 1
November 1
March 1

An application is considered submitted when you have 1) completed all the required application fields and uploaded your essay, CV and unofficial transcripts, 2) clicked the submit button, and 3) paid the application fee. The application fee must be paid before the application deadline. Recommendation letters can be uploaded after submission and after the deadline date, but an application cannot be reviewed until the minimum number of recommendations are submitted.

Application Expiration

Applications remain viable for three semesters and can be deferred within that timeframe. For example, if you apply for fall start and are accepted, you can defer until spring or summer. If you cannot start by the third semester, you will need to submit a new application.

Admission Requirements

Program admission is based solely on eligibility and is non-competitive. The following are minimum admission requirements adopted by the program, the College of Education, Criminal Justice, and Human Services and/or the Graduate School:

- Baccalaureate or higher degree from an accredited university or college—if you received a combined undergraduate/medical degree (e.g. MBBS, etc.), you meet this requirement
- Undergraduate/Baccalaureate GPA of at least 3.0 or graduate GPA of 3.2 on a 4.0 scale.

- Current employment or other activity involving education within a medical or healthcare environment, or transitioning into such a position
- Proficiency in English reading and writing – this proficiency should be at a level adequate to understand and write articles published in professional and medical journals, understand textbooks and other advanced-level books, write academic papers and complete academic assignments, and effectively participate in professional written communications within a discussion board format. (See below for minimum TOEFL/IELTS score requirements.)

English competency requirement

If your native language is not English (your country of birth and/or citizenship is not an official English-language country) or you have not received a prior baccalaureate or higher degree from an official English-language county, you will need to provide proof of English competency through testing. A list of exempted countries can be found in the [Graduate School Handbook](#). Note that Quebec is not exempt.

Waivers to the testing requirement will be considered by the Graduate School under the following conditions:

- You passed the USMLE or you passed the Cambridge CPE with a B or higher
- You hold a US Green Card/Permanent Residency and have been a full-time resident for at least three (3) years
- You received a baccalaureate or higher degree from an entirely English-instructing institution. All programs at the institution/college/university must be taught in English, not just the program you were enrolled in.
- You took the TOEFL, PEARSON, or IELTS test for admission into another institution, achieved the minimum required test scores, and are currently enrolled in that institution.

Please note that the Graduate School will not consider a waiver based on holding a US Visa of any type, regardless of how long you have lived and/or worked in the US.

We place particular emphasis on **proficiency in *written* English** (reading and writing). Since the program is conducted entirely online, almost all assignments and communications are conducted in written form and via an online discussion board and email. A small number of assignments will require vocal recordings or live web conferencing presentation. Written English proficiency will be judged from TOEFL or IELTS scores, if required, ***as well as all other communications with the program office, including email communication.***

Minimum expected scores are as follows:

- TOEFL iBT: 94 overall, 22 Reading, 24 Writing
- IELTS: 7 Overall, 7 Reading, 7 Writing

If we judge that your ability to communicate effectively via written English is below that required to perform at an acceptable level in the program, you will be asked to improve your writing skills prior to starting the program. If your written English ability is borderline or of concern for any reason, we may ask you to apply for the Certificate in Medical Education program first to ascertain your ability to be successful in the courses before undertaking the full master's program and the requirements of the research and final project writing requirements.

Master's Program Application

Do the following to apply to the master's program.

Complete the online application

The application must be completed online; there is no paper application. Go to the Graduate School website (grad.uc.edu) and click the Apply menu item at the top left, and then the button for "Apply to UC."

- Create a new account or sign in if you have previously created an account using this application system.
- On the Program Choice screen select the program titled "**Medical Education (Curr & Instruction) – Distance Learning, Master of Education.**"
- A video essay is not required. You may skip this step in the application if you prefer.
- Upload the following items when requested
 - Curriculum vitae or resume
 - One-page essay addressing your current interest and involvement in medical education, your experience in planning, conducting, and/or evaluating educational research, and your future career goals.
 - Unofficial transcripts and proof of degree conferral; if the transcript is not in English, a translated version must also be uploaded. If the transcript does not indicate the degree conferred and date, upload a copy of your degree certificate or other proof of degree conferral. Official transcripts should not be submitted until after you have received acceptance into the program. See the section below on Official Transcripts for additional information.
- Recommendation letters: At least two professional letters of recommendation to this master's program are required, one of which should be from your department chair, division director and/or fellowship director. Personal references are not appropriate or requested. Recommendations for other programs or fellowships are not appropriate.

In the application system you will provide the names and contact information for your two recommenders and then click a link to send them notification via email. The email they receive will instruct them to upload their letter directly into your application. If they do not see the email, have them check their spam folder.

- The current application fee is \$65 for domestic applicants and \$70 for international applicants, and it must be paid by credit card or electronic check.
 - *Fee waivers are automatically applied for applicants who are currently serving in the US armed forces or are veterans of the US armed forces.*

Official Transcripts

Submission of official transcripts after acceptance

Official transcripts must be submitted post-acceptance and by one week prior to the end of your first semester. As soon as you accept your admission, order your official transcripts. If you are graduating from another degree program, then wait until the degree has been added to the transcript.

Transcripts are considered official when they arrive directly from the school in a *sealed* envelope. The Graduate School will accept transcripts first received by the applicant and then forwarded to the Graduate School, *provided that the transcripts stay in their original, sealed envelope*. Once the applicant or someone outside the University of Cincinnati opens the transcript envelope, the Graduate School can no longer accept the transcript as official.

The Graduate School also accepts electronic transcripts emailed directly by the school or through an e-script service as official to be sent to: grad.admissions@uc.edu

Transcripts should be mailed to:

Graduate Admissions
University of Cincinnati
2618 University Circle
PO Box 210091
Cincinnati, OH 45221-0091

If the transcript is in a language other than English, we will need the original transcript and a certified translation. See the sections on Non-English Transcripts below for more information.

Failure to submit official transcripts

The Graduate School will not allow you to complete a full semester without appropriate qualifications being verified. If your official transcript is not received, the Graduate School will block any further enrollment, and you may be removed from the program and withdrawn from your course(s) with no refund provided for the semester. If you expect a delay in obtaining official transcripts, please contact the Graduate School directly to let them know when the transcript is expected.

Prior application transcripts

If you have recently applied to another program at the University of Cincinnati and submitted transcripts, they are probably already in the system and do not need to be resent. We can check for you.

University of Cincinnati transcripts

If you graduated from the University of Cincinnati after Autumn 1999, you do not need to request an official UC transcript; it is already in the system. If you graduated prior to Autumn 1999, you will need to order a transcript.

Proof of Degree REQUIRED

The Graduate School requires proof that a degree was conferred by your prior university or college. Some transcripts from non-US universities do not include the degree conferred and date of conferral on the transcript itself. In these cases, a separate degree certificate is often provided. You **MUST** request that the degree certificate or other proof of degree conferral be sent with the official transcript from the university or college.

Non-English transcripts, other than China

If your transcript is not in English, you must also have a verified translation sent directly from a verification service. We recommend use of World Education Services (wes.org). If your transcript is from a university in China, see below. Verifications should be sent to the Graduate School at the addresses above.

Transcripts from a Chinese university:

If your transcript is from a Chinese university, please see the [Graduate School website](#) and/or [Graduate School Graduate Handbook](#) for important instructions.

Next Steps

After your application is submitted, you can go to Check My Status (grad.uc.edu/admissions.html) check the status of your application, access your acceptance notification, and more.

Application review and acceptance notification

We review all fully completed applications after the application deadline for each semester. If approved, you will be notified by email. If you require an earlier decision on your application, please let the program coordinator know, and your application will be reviewed as soon as it is complete.

Request official transcripts

Order official transcripts as soon as possible after you receive your acceptance notification. See the prior section on “Official Transcripts” for additional information.

Online notification of admission acceptance is required

You must accept the offer of admission electronically by logging in to the Check Your Status portal and clicking the button to accept admission. There are no paper forms for acceptance of admission, and an email reply is not sufficient. After you have officially accepted admission, your UC email and login accounts will be created.

Deferral of admission

You can defer admission up to two semesters. If you fail to register for a course within one year, your program will be closed and you will need to reapply.

Orientation

After your program is confirmed and your UC student account is created, you will be added to the online program orientation. You must complete the orientation before you can be enrolled in your first course in the program.

Graduate Certificate in Medical Education

To receive the Certificate in Medical Education, you must apply for and be admitted into the program.

Complete the online application

The application must be completed online; there is no paper application. Go to the Graduate School website (grad.uc.edu) and click the Apply menu item at the top left, and then the button for “Apply to UC.”

- Create a new account or sign in if you have previously created an account using this application system.
- On the Program Choice screen select the program titled “**Medical Education (Curr & Instruction), Post-Baccalaureate Certificate.**”
- Upload the following items when requested
 - Curriculum vitae or resume
 - One-page goal statement/essay summarizing your purpose and goals for entering the MEd program
 - Unofficial transcripts; if the transcript is not in English, a translated version must also be uploaded. Official transcripts should not be submitted until after you have received acceptance into the program. See the section below on Official Transcripts for additional information.
- A video essay is not required. You may skip this part of the application.
- Recommendation letters are not required. You may skip this part of the application.
- The current application fee is \$20 (\$25 for international applicants), and must be paid by credit card or electronic check at the end of the application process.
 - *Fee waivers are automatically applied for applicants who are currently serving in the US armed forces or are veterans of the US armed forces.*

After your application is submitted, you can return to the self-service center to pay the application fee invoice, check the status of your application, and more.

Official Transcripts

Submission of official transcripts after acceptance

Official transcripts must be submitted post-acceptance and by one week prior to the end of your first semester. As soon as you accept your admission, order your official transcripts. If you are graduating from another degree program, then wait until the degree has been added to the transcript.

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Failure to submit official transcripts

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Prior application transcripts

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Online notification of admission acceptance is required

You must accept the offer of admission electronically by logging in to the Check Your Status portal and clicking the button to accept admission. There are no paper forms for acceptance of admission, and an email reply is not sufficient. After you have officially accepted admission, your UC email and login accounts will be created.

Deferral of admission

You can defer admission up to two semesters. If you fail to register for a course within one year, your program will be closed and you will need to reapply.

Orientation

After your program is confirmed and your UC student account is created, you will be added to the online program orientation. You must complete the orientation before you can be enrolled in your first course in the program.

Advanced Standing / Transfer Credit

The Graduate School allows coursework taken from another University to be applied as advanced standing, pending certain requirements. The Graduate School also allows credits to be transferred from another University of Cincinnati degree or program.

Coursework taken outside of UC

The University allows up to one-third of a program's required credit hours to be awarded through advanced standing from courses taken from another university or college. For practical purposes, this means you may be able to transfer up to 3 courses (9 credits) into our program from another university, provided they meet the following requirements:

- The course must be from a recognized/accredited university or college, have a graduate-level course number, and carry the equivalent of three (3) or more graduate-level semester credits.
- You must have taken the course within the past five years and earned a B or higher.
- The course must be comparable to a course in the program. This means it was in the same field, with similar topics, learning outcomes, and reading materials, and had comparable assignment and assessments requirements.

To apply for Advanced Standing approval

Requests for consideration of Advanced Standing for any prior graduate coursework should be submitted **prior to or during your first semester in the program**. We will need the following in order to adequately evaluate transferability:

1. Syllabus: If some of this information was in a separate document from the syllabus, you can provide both documents:
 - Course title
 - Year/semester
 - Number of credits or units
 - Course description
 - Learning objectives
 - Reading materials and reading assignments
 - Assignments and assessments
2. Transcript: If the course is found to be eligible for advanced standing into our program, we will need proof of the grade earned as a B or higher. If the course is included on a transcript submitted with your application, we do not need an additional copy. If it is included on a transcript that was not submitted as part of your application, you will need to order an official transcript to be sent directly to us.

No Advanced Standing for CI 6075, CI 7001 or CI 7090

Due to the nature of the courses, we do not award Advanced Standing credit for CI6075 Field Experience Practicum, CI7001 Educational Research for Master's Students or CI7090 Final Masters Project.

Coursework taken in another program at UC, including certificates

If transferring from one degree program to another degree program, all applicable credits as evaluated by the faculty of the new program can be transferred into the new program. If transferring from a graduate certificate or non-matriculated status, up to 12 credit hours can be transferred into the new program.

Advisors/Mentors

Academic Advisor – Program Coordinator & Program Director

The program coordinator and/or the program education director provide all basic academic advising needs, including assisting you with course progression, administrative requirements, and general program questions and issues. If you have questions or concerns about any particular class, administrative issues, or the overall program, please do not hesitate to contact either of us.

Final Project Mentor

Students in the master's program must have a project mentor to guide them on their final research project. You will be required to identify a final project mentor during the semester you are enrolled in CI7001, Educational Research for Masters Students.

For additional information regarding project mentors and the final research project, please consult the Final Project Handbook, available from the program website or program coordinator. You will also receive the Final Project Handbook in CI7001.

Your project mentor should meet with you regularly (in person or virtually), and is responsible for the following:

- Providing advice, guidance, feedback and resource direction regarding your culminating masters project
- Approving your masters project proposal
- Serving on your masters committee and attending your final master's project presentation.

If you are in a fellowship with a Scholarship Oversight Committee (SOC) either your SOC chair or another member of the committee who is working with you on your fellowship project can be your mentor. Typically, your fellowship project will also be your final master's project if it is related to education.

Registration, Withdrawals and Billing

Registration Process

Approximately six to eight weeks before the semester starts, the program will email all active students information about the courses and sections being offered, the required books, and any other important information. The University opens registration for students at different times, and you will be able to access your open registration date in Catalyst.

To register for courses, go to [Catalyst](#).

Late registration

A late registration fee of \$25 will be assessed for registrations submitted after day 16 of the semester.

Registration is generally not allowed by the program after the first Friday of the semester except under extenuating circumstances.

Drops and Withdrawals

A course may be dropped prior to the beginning of the term, or *within the first two weeks of the term*, with no penalty. The UC refund schedule is as follows:

Drop through day 16 of the term	100% refund
Withdrawals beginning day 17 of the term	0% refund

The actual dates for each term are posted on the UC calendar at [the Registrar's website](#). If you think you might drop a class, please consult the calendar or check with the program office to be sure you understand what, if any, tuition you will be required to pay.

How to drop or withdraw from a course

You may drop or withdraw from a class through [Catalyst](#). Please inform the course instructor and program coordinator that you are dropping the course.

Failure to attend/participate in class without withdrawal

It is not acceptable to simply stop attending or participating in class without an official drop or withdrawal. Failure to participate in a class while enrolled will result in a grade of F, X (unofficial withdrawal-no participation), or UW (unofficial withdrawal with participation). An X or UW grade is weighted the same as an F. **The course will need to be repeated.**

Effect on Transcript

A “Drop” (up to day 16) will remove the course from your academic record; a “Withdrawal” (day 17 through day 58) will remain on your academic record and transcript with a letter grade of W. Official withdrawal is not permitted after the 58th calendar day of the term. W grades are not weighted in GPA.

Billing

Bills will be prepared and emailed each term by the program office. **DO NOT pay tuition directly to UC for courses in this program** without first discussing the situation with the program coordinator; UC bills Cincinnati Children's Hospital for the tuition. If you decide to take a course through UC that is not part of this program, you should pay UC directly for the tuition on that course only.

Your invoice will include the full program tuition (UC fees plus Cincinnati Children's Hospital fee) for the applicable number of credits.

You will continue to see an amount due in Catalyst until the Bursar's office applies the Cincinnati Children's payment to your bill.

Form of Payment

Payments may be made by check, credit card or money order. Credit card payments may be mailed or phoned in. Unfortunately, we do not currently have a web payment option available. Payment can be called into the credit card payment line listed on the invoice or to the program coordinator. It is often easier to reach us in the program office than to reach someone on the credit card payment line.

We cannot accept credit card information by email due to PCI compliance—information can be captured enroute from your email server to ours, and our email system and servers are *not* certified as PCI compliant, which means we cannot guarantee the security of your credit card information sent this way.

You can fax your payment information to 513-636-7247.

Due Date

Bills are due by the first day of class. If your bill is being paid by your company or another payer on your behalf, and the payment will not be made by the due date, please inform the program coordinator, and provide a good faith estimate of when the bill is expected to be paid.

Late Payment Policy

If payment is not received within the first two weeks of the semester, an block will be placed on your account until the payment is made. The block will prevent you from registering for additional courses or graduating. If you are on a payment plan and any payment is late by one week, an account block may be placed on your account until the payment is received.

Payment Plan

A payment plan is available. There is no interest or other fees incurred. The payment plan allows you to divide the tuition into four equal monthly payments throughout the term. The first payment is due by the first day of the term, with subsequent payments due on the first of the following three months. If any payment is late by one week, an account block will be placed on your account until the payment is received.

If you would like to take advantage of the payment plan, let the program coordinator know. We will send the payment plan with your invoice.

Advance Payment

We can bill you for any amount of tuition in advance. This is often advantageous if you are using grant funds for your tuition and want to use up the funds before the grant ends. We will track the credit and provide a statement update each semester.

Financial Aid

At this time, there are no scholarships, assistantships, or grants available through the program. Federal graduate student loans may be available to students taking five or more credit hours in a term. Please visit the [UC Graduate Student Aid website](#) for more information. Other financial assistance, such as tuition reimbursement, may be available through the student's home institution.

Fellowships and scholarships may be available through a variety of sources. Some of these may be found through the [UC Office of Nationally Competitive Awards](#).

Veteran's Benefits

Tuition assistance for the master's program is available for US military service personnel and veterans. Contact the [UC Veteran's Program & Services](#) office for additional information and instructions at (513) 556-6811. We cannot answer questions about the program, but it is important that you let us know if you are or will be receiving benefits and under which program. If payment will be made directly to the University instead of to you, we do not place a program sponsorship payment on your account.

UC Tuition Remission

UC faculty and staff and their families are eligible for tuition remission. Please see the UC Human Resources/Tuition Remission page for additional information, or contact them at TRQuestions@uc.edu or (513) 556-6381 with questions or to confirm level of eligibility. The program office cannot address questions about this benefit.

If you are full-time affiliated faculty through Cincinnati Children's, you are eligible for tuition remission after submitting the appropriate form to UC HR. The form and additional information are available from the Pediatric Faculty ARPT page in CenterLink (Research tab>Administrative Information>Marketing & HR menu). The form requires Lori Wantlin's approval and will be returned to you to submit to tuitionremission@uc.edu.

Tuition remission only covers the UC in-state part of the program tuition to your eligibility level. It will NOT cover any of the following items, which will be billed through the program office, or books or other course materials.

- Cincinnati Children's tuition fee
- out-of-state surcharge (if you do not live in Ohio, \$15 per credit hour)
- any UC tuition above your tuition remission eligibility level (if applicable)

If tuition remission fails to be applied against your UC bill, you will be responsible for paying the amount due directly to UC unless you instruct the program coordinator to pay UC on your behalf and bill you for the tuition with the Children's Hospital fee. Any late fees accrued on your UC account due to tuition remission not being applied are your responsibility and will not be paid by the program. UC will place an administrative hold on your account until such fees are paid or otherwise cleared.

Cincinnati Children's Staff and Faculty

Certain program fees, including the UC instructional fee and the CCHMC instructional fee, are reimbursable through Guild tuition assistance benefit. For faculty with UC tuition remission, the CCHMC instructional fee that is not covered by that program should be submitted through Guild for reimbursement and not through your individual division. If you have special funding (grant, etc.) available that is paying this fee, please let the program coordinator know.

Grading

Official grades may be viewed online through **Catalyst** after grades have been submitted by the instructor. Typically, these are the same as what is recorded in the Canvas grade book for the course, but the grade in Canvas is not considered an official grade. Grades in Canvas are automatically deleted several weeks after the end of each semester.

Satisfactory Grades

<u>Letter</u>	<u>Percentage</u>	<u>Description</u>	<u>Quality Points</u>
A	96-100%	Excellent	4.0000 points
A-	91-95%		3.6667 points
B+	87-90%		3.3333 points
B	82-86%	Good	3.0000 points
B-	78-81%		2.6667 points
C+	74-77%		2.3333 points
C	70-73%	Satisfactory (Min. acceptable grade)	2.0000 points
P	Pass, only applicable in courses graded as pass/fail. In our program this is CI7090 only. P grades carry no quality points and are not calculated into GPA.		

Non-satisfactory Grades

- I Incomplete; work must be completed, reviewed and graded within 350 days of the end of the term or the grade will automatically change to an I/F (see below). There is no waiver for this deadline. If the instructor agrees to provide an I for a course, the student and instructor must complete an Incomplete agreement indicating what work is to be completed and by when.
- I/F Incomplete Failure, same as F; if an I grade is not changed within 350 days, it automatically becomes an I/F. Course must be retaken. Grade cannot be changed except under extraordinary circumstances due to an error on the part of the instructor – a student’s failure to turn in work early enough for appropriate review and grading by the instructor does not constitute extraordinary circumstances or an error on the part of the instructor. A petition for a grade change by the instructor must be approved by the program, college, and the Graduate School.
- F Failure; remains on the academic record and is used in calculation of GPA. Cannot be changed; course must be retaken. At the graduate level, the original F cannot be replaced by the new grade, but it can be waived for degree requirements for graduation.
- NG No Grade was reported by the instructor; contact instructor if grade should have been given. Otherwise, course must be retaken.
- W Official Withdrawal if student withdraws prior to the 58th day of the term. Course must be retaken. Please note the instructor may change a W to an F if an F is warranted (i.e., if the student withdraws in order to avoid an F grade due to poor performance in the class).
- X Unofficial Withdrawal with no participation; given for students who fail to participate in class but do not officially withdraw. Same as an F; course must be retaken.

UW Unofficial Withdrawal with some participation; given for students who do not officially withdraw but had some participation in class at a level below what the instructor considers active or sustained participation. Same as an F; course must be retaken.

Grade Changes

Grades of I and NG may be changed by the instructor. Grades of F, W and UW may not be changed. An I/F and other grades may only be petitioned to be changed under extraordinary circumstances if the instructor made an error (i.e. the student submitted the work with sufficient time for review by the instructor prior to the grading deadline but the instructor neglected to change the grade). Grade changes are submitted to the registrar within 350 days by the instructor online or after 350 days by the instructor or program coordinator with an official Change of Grade form.

Program Progress and Grades Documentation

From the My Academics tab in Catalyst, you can view your grades as posted to the registrar for any semester, view your course history with grades, or view your unofficial record/transcript. You can also run a degree audit that shows what degree requirement you have met and still need to meet.

Consequence of Failing Grades

If you receive one failing grade of any type, you will be permitted to retake the class. There is no grade replacement at the graduate level, so your transcript and your GPA will include the grades/points from both times you took the class.

If you receive two failing grades of any type, you will be dismissed from the program.

Considerations for an Incomplete

Per University policy, "the 'I' incomplete grade can be awarded as a course grade at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the required course work has been completed. The incomplete grade is appropriate when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship."

Therefore, you can request an Incomplete from your instructor if the following are true:

- It is toward the end of the semester or at least half-way through, AND
- You have been active in the class, participating in the discussion board and trying to keep up with assignments, AND
- You feel you need more time to catch up and/or complete the last assignment or the last couple of assignments, AND
- You are otherwise passing the class.

How you can request an Incomplete

Request for an Incomplete must be made to the course instructor, and the final decision is up to the instructor. Feasibility of an Incomplete for any particular instructor, class or student will depend on the

instructor's schedule, how much work will need to be completed, and whether the work can be completed without ongoing access to the Canvas course, if required. Incompletes cannot be finished with a different instructor; only the instructor who granted the Incomplete can change the grade.

Deadline for final grade change

The work must be completed, reviewed and graded by the deadline agreed upon with your instructor with the caveat that Incompletes expire approximately 350 days from the end of the term and will automatically change to an I/F. Final work must be submitted to the instructor with adequate time for review and grading prior to the deadline. The actual date of expiry for each term is determined by the registrar's office.

The program coordinator will attempt to remind students about incompletes and upcoming deadlines, but ultimately, it is your responsibility to know what you need to complete and the deadline for doing so.

Failure to participate in class or submitting unacceptable work

Failure to participate in a class for an extended period of time without communication with the instructor is considered an unofficial withdrawal and will result in a grade of F or X, which will be included in the calculation of the GPA as a Failure. Non-participation in a class is not an acceptable basis for an Incomplete to be granted.

If you withdraw from a course in which you have a failing grade (less than C), the instructor can choose to issue a grade of F for the work completed. Frequent and early communication with the instructor is critical if you are having difficulties in the course. Instructors are able and willing to help, but it is your responsibility to seek out the assistance and adhere to any plan agreed upon with the instructor.

Incomplete contract

If an Incomplete is agreed upon, an Incomplete Contract must be completed by you and the instructor and submitted to the program coordinator. The Incomplete Contracts specifies what must be done to complete the course, and the deadlines by which it must be done.

Program policy on multiple and repeated Incompletes

Per program policy, you can have no more than two Incomplete grades on your record at any given time. Additionally, an Incomplete cannot be taken for the same course twice. So, if you fail to complete the work for a course, and then the grade turns to an I/F, and then you retake the course, you cannot receive an Incomplete in that course again.

Maintaining Graduate Status

Address on File with UC

You must maintain a valid address on file both with UC and with the program office. Your address was first submitted when you completed the online application. You can update your address with UC in Catalyst and with the program office by emailing the program coordinator.

Active Program Requirements

Annual credit registration

To maintain graduate status in the master's program, you must register for at least one credit hour of program coursework toward the degree each academic year. The academic year is fall through summer. Program coursework is coursework that meets the program degree requirements. Credits with a grade of W, UW or F do not count toward the minimum credit requirement. Registering for one credit hour in fall semester will maintain graduate status for the entire academic year.

If you have completed all coursework and are working on your master's project, you must register for at least one credit hour of CI7090 to remain active. If you are planning to graduate in an academic year, you must have registered for the minimum required credit during that academic year – fall graduation requires registration in fall; spring graduation requires registration in fall or spring; summer graduation requires registration in fall, spring or summer.

There is no University-mandated minimum annual credit hour requirement for certificate programs, but if you do not take any courses within two academic years without explanation or communication, we will consider the program abandoned and will close it. You may petition for reinstatement or readmission within five years from your original matriculation.

Reinstatement or Readmission

If you do not register for one credit hour during the academic year, your program will automatically be terminated, and a reinstatement (if inactive 1-2 years) or readmission (if inactive 3+ years) petition will be required to continue with the program.

A petition for reinstatement or readmission must be started by the program through [GradTracker](#). The petition must be submitted prior to the start of the semester in which you wish to be reinstated, or three weeks prior to graduation to be certified to graduate in that semester.

Reinstatement carries a fee equivalent to one credit hour of UC tuition **per year of inactive status** at the rate in effect at the time the petition for reinstatement is approved. Readmission carries a fee of three (3) credits of UC graduate tuition in effect at the time the petition is formally accepted. This fee will be billed and payable through Catalyst; payment should not be made to the program office for this fee.

When a reinstatement or readmission is approved, the program matriculation date is not changed. If you will require more than five years to graduate, you will also need to petition for a program extension. See the section on Time to Degree, below.

Minimum GPA

You must have an aggregate/cumulative 3.0 GPA or higher in graduate work to obtain either a master's degree or graduate certificate. If you receive an F or equivalent in any one course, or a C in any two courses, we will review your GPA and remaining courses to determine if you will be able to recover sufficiently to complete the program with a minimum 3.0, and we will advise you of what will be required to do so. If you believe you will be unable to meet the requirements, you will be advised to withdraw from the program. If you believe you will be able to meet the requirements, you will be permitted to continue under an action plan. If it is determined at any time that you will not be able to graduate with a minimum 3.0 GPA, your program will be terminated.

Minimum courses and credit hours

The master's degree program consists of 30 required credit hours. No less than 30 credit hours will be accepted for graduation (unless the shortfall is due to the Fall 2012 conversion from quarters to semesters), and all required courses must be completed through coursework or advanced standing/credit transfer.

Leave of Absence

A leave of absence may be granted for up to one academic year, with a potential one-year extension, for personal or family medical conditions, call to active military duty, maternity leave, or death of an immediate family member. Specific documentation will be required by the Graduate School with the application.

An approved Leave of Absence will preserve your status in the program (no reinstatement required upon return) and the time off will not be counted against the five-year time-to-degree.

A request for a one-academic year extension must be submitted at least 4 months prior to the end of the original leave.

There is no fee for a Leave of Absence.

Time to Degree

A maximum of five (5) years from matriculation is allowed to complete a masters or graduate certificate program. There is no extension permitted for completion of a certificate program. For those in a master's program, if extenuating circumstances prevent you from completing the degree with five years, you may petition the Graduate School for an extension.

The five-year limit is calculated to include the semester in which you matriculated, and ends five years later in the semester prior. To calculate, add five years and subtract one semester. For example, if you matriculate in fall 2022, you must graduate by **summer 2027**.

Please see the [Graduate School handbook](#) for information and instructions on petitioning for a program extension. The form can be found on the [forms page of the Graduate School website](#).

Please note the following important tips:

- You must request an extension to a specific semester. If the request is approved, you must graduate during or prior to that semester. We recommend requesting the extension for one semester past the semester you plan to graduate, just in case.
- Your reason for needing the extension and plan for program completion within the extended time you are requesting must be detailed enough that the Director of the Graduate School can feel confident in approving the extension. They want to know that whatever circumstances prevented you from completing within five years have been rectified and you are serious about completing within the new time you have requested. They also want to know that your requested extension timeline is realistic and doable.
- First requests are almost always approved, although they do sometimes ask for additional detail on either the explanation for needing more than five years or the plan to complete. Second requests can often be approved, particularly if they are for only one or two additional semesters, but they will require compelling explanation as to why the original extension time requested was not adequate as well as strong proof that you will be able to graduate within the new time requested.

Extension and Reinstatement

If you have not maintained active status, and are seeking to reinstate (or admit), and the time to complete the degree after restarting the program will require time beyond the five years after your **original** matriculation date, you will need to petition for both a reinstatement/readmission **and** an extension.

Extension after Time-to-Degree has expired

If your time-to-degree expires (either the original five-year limit or from a prior extension) **prior** to the receiving an extension, your program will become inactive, regardless of whether you have maintained active status through credit registration during the academic year.

When you file the petition for extension, you must also file for a reinstatement.

Program Withdrawal and Dismissal

To voluntarily withdraw from the program, email the program coordinator or program director. We would be appreciative of any detail you are willing to share regarding your reason for withdrawal, particularly if it is program-related.

A program dismissal will occur for the following reasons:

- You fail two or more classes, or at any time it becomes impossible for you to achieve the minimum 3.0 GPA required for graduation.
- You have more than one academic or research misconduct sanction on file with the University. Please see the [Academic Misconduct Process](#) webpage for additional information.
- Violation of the [Student Code of Conduct](#).

General Program Guidelines

for Program Staff, Students and Instructors

The following are general guidelines for program staff, students and instructors. This is meant to set a certain level of expectation and assist with identifying areas of satisfaction and areas that need improvement. If you have any questions about these guidelines or expectations, please contact the program coordinator.

Program staff will

- treat applicants, instructors and students respectfully, professionally and courteously
- provide timely information about the program and course offerings
- maintain an “open door” policy with students and instructors
- respond to applicant, student and instructor general questions, concerns and other inquiries within 24 hours Monday-Friday, excluding holidays
- advocate as appropriate for students and the program with the University of Cincinnati
- consult and advise as appropriate on matters between students and instructors but will not interfere with instructor grading decisions
- process accurate and timely registrations, billings and payments
- provide ongoing academic support and advising to students
- provide ongoing professional support and advising to instructors
- conduct various evaluations to ensure continued high quality of program and identify areas needing improvement

Students will

- treat program staff, instructors, and other students respectfully, professionally and courteously
- read the course syllabi within the first three days of each term to understand what is expected for each course and consult the instructor if anything is not clear or well understood
- adequately schedule time to meet course needs on a weekly and term basis – a 3 credit hour course will generally require 9-12 hours of work each week
- actively participate in each course, posting to Canvas weekly, or as often as required by the instructor and indicated in the course syllabus
- complete assignments on time
- actively participate in group work if required by the course
- communicate with instructors if travel or other time away from the class of a week or longer is anticipated and arrange to complete assignments in advance or to make up the required work upon return
- communicate with instructors and program staff as soon as possible if a significant barrier in work or course completion arises so that an appropriate course of action can be worked out
- complete an evaluation of each course at the end of each term


- bring any significant problems with a course or instructor to the attention of the program staff as soon as possible (i.e. absence of instructor from course, repeated delays in posting assignments, discourteous behavior, etc.)
- bring any significant problems with a program staff member or advisor to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

Instructors will

- treat program staff, students, and other instructors respectfully, professionally and courteously
- provide a clear and thorough course syllabus
- post assignments and discussion board questions and responses in a timely manner each week
- grade assignments, provide feedback and post grades through the Canvas Grade book in a timely manner so that students know their standing in the course
- respond to student questions or inquiries within 24 hours Monday-Friday, or 48 hours on weekends or holidays
- provide students with an emergency contact method in case a matter cannot wait 24 hours
- submit grades to the registrar at the end of the term by the grading deadline and inform program staff of any Incomplete or Failure grade given
- inform program staff of any significant problems with students (i.e. discourteous behavior, unexplained absence from class more than 1 week, unexplained failure to check into class during first week, unexplained significant or repeated inability to complete work or participate in class in a timely manner, quality of work not at level expected of a graduate student, failing course, etc.)
- bring any significant problems with a program staff member to the attention of another program staff member as soon as possible (i.e. discourteous behavior, failure to respond to communications, etc.)

Coursework

The master's degree program includes 30 credits of required coursework divided into 12 credits of core teaching and learning coursework, 12 credits of research coursework and 6 credits of culminating coursework (3 credits of practicum and e-portfolio and 3 credits of final project).

The certificate consists of 12 credits drawn from the master's coursework. We recommend the core teaching and Learning courses, but any course marked with a  can be selected.

Online Orientation

You must complete the online orientation before you will be able to register for your first course(s). The orientation is designed to ease your transition into your first class by providing an introduction to Catalyst and to Canvas, the learning environment in which most of your coursework will be conducted. It will also ensure you understand of the program policies.

You will be sent information on how to access the orientation after you have been fully matriculated into the program.

Course Descriptions

Core Teaching and Learning Courses

CI 7080 Curriculum Development and Evaluation in Medical Education (3 credits)

This course will provide an overview of evolving concepts and principles of curriculum development and evaluation for medical and other healthcare professionals. The course considers the philosophy and theory of curriculum design and development. Special emphasis will be placed on the analysis and application of principles for resolving problems with curriculum and curriculum improvement. Each participant will develop and share a curriculum document that supports a program within his or her discipline. The development and writing of this document leading to presentations and critiques at the end of the quarter will be our primary focus. All elements of the course will relate to this effort. The professor's role will be as facilitator, consultant, discussion leader, and critic with the hope that each participant, at the end of the course, will have produced a substantial document ready for implementation or for further study and development.

CI 7081 Attitude Formation and Change in Medical Education (3 credits)

This course focuses on attitude formation and change theories in terms of the goals and objectives in medical educational settings. Theoretically sound ideas for influencing student attitudes, and the value decisions which medical educators must make when deciding to influence attitudes, will be introduced and studied. Reactive and unobtrusive measures for assessing student attitudes will be examined.



CI 7082 Human and Adult Learning in Medical Education (3 credits)

This course provides an introduction to cognitive theories of human learning and memory with an emphasis on the application of this approach to the understanding and improvement of learning in instructional settings, particularly in medical education settings.



CI 7083 Application of Instructional Design and Educational Technology in Medical Education (3 credits)

This course is designed to provide fundamental knowledge about instructional design, including relevant learning theories, in conjunction with the computer technology tools that impact the teaching and learning in medical education. Course participants will explore and evaluate how, when, and why technology should be infused into education. Experience will be gained in the development and use of instructional applications including computers and educational software. Emphasis will be placed on creating collaborative teaching environments, eLearning courses and media-enhanced presentations using specific software and/or Web 2.0 tools (e.g., Blogs, Wikis, Social Networks, Social Bookmarks, Podcasts, RSS Feeds, and Photo Sharing). In addition, this course will address potential legal and ethical issues regarding computer-based technologies.

Research Courses

CI 7001 Educational Research for Masters Students (3 credits)

Through this course, students will develop the proposal for their final master's project while learning how to develop an action research question, perform a literature search to read and synthesize relevant research, develop a methodology and research plan, and write the proposal using APA style guidelines. Students are expected to draw upon what they have learned in the program coursework, apply it toward a real-world project, and write a publishable paper.

The actual research, data analysis and final paper will be completed with guidance from the student's master's committee and credited under CI7090 Master's Project: Curriculum & Instruction.



EDST 7010 Statistical Data Analysis I (3 credits)

Students will be introduced to fundamental techniques of statistical data analysis, such as descriptive statistics, t-tests, ANOVA, correlation and regression, and chi-square tests, that are commonly used in the social and behavioral sciences. Emphasis will be placed on the interpretation and analysis of the statistics. Use of various statistical analysis tools (SPSS, Excel, etc.) will be explored; additionally, students will also be able to use whatever program they prefer or is used and supported at their individual institution (SPSS, SAS, R, STATA, etc).



EDST 8034 Measurement and Assessment (3 credits)

The purpose of this course is to provide an introduction to the development of tests, assessments, questionnaires, and other methods of measuring psycho-educational variables. The goal is to enable each student to develop reliable assessments, which includes prescient design, standardized administration, and quantitative analysis to ensure that assessments are psychometrically sound. The class covers the entire test development cycle: conceptualization of a test, test design, item writing, pilot testing, standard setting, and psychometric analysis. Discussion of psychometric analysis is focused on classical test theory, but concepts of item response theory, a much more advanced paradigm, will also be explored.

EDST 8051 Qualitative Research Methods (3 credits)

This course introduces graduate students to the fundamentals of qualitative research. Students will be introduced to various approaches to qualitative research (e.g. holistic ethnography, critical ethnography, case studies, qualitative evaluations) and learn how to 1) develop a research design; 2) select research sites and negotiate entrée; 3) construct a purposeful sampling plan; 4) assemble and submit an Institutional Research Board (IRB) packet; 5) collect data through participant observation, interviews, and archival materials; 6) establish trustworthiness (validity and reliability); 7) assume effective and ethical researcher roles; 8) analyze data; and 9) write up findings.

Culminating Courses

CI 6075 Field Experiences Practicum (3 1-credit courses taken through the program)

This course is comprised of three separate but interrelated 5-week sections focused on developing as a medical educator, scholar, and leader:

CI6075-001 (Educator) will run the first 5 weeks of the semester and will covers topics around practical teaching application and reflection as well as introduce the educator portfolio that is developed throughout the program.

CI6075-002 (Scholar) will run the middle 5 weeks of the semester. It will cover topics related to academic scholarship and professional growth planning.

CI6075-003 (Leader) will run the final 5 weeks of the semester. It covers topics around mentoring and leadership in medical education. The educator portfolio is submitted at the end of this section.

CI 7090 Master's Research Project (minimum 3 credits)

This course involves the independent work of completing the research and writing the final paper for the final master's project proposal completed in CI7001 – Educational Research for Masters Students.

For complete information regarding the final project, please consult the Master's Research Project Handbook, attached herein as Appendix A or available from the program website or program coordinator.

The Master's Research Project is the final course taken by the student, and provides credit for working on the final project. The student's advisor and masters committee is particularly important in helping to complete the masters project by providing advice on the project's requirements, helping to define the topic and develop a research plan, approving the project proposal, reading drafts of the project paper to provide advice on revisions, and administering processes for approval of the project. Your masters committee will consist of your faculty advisor and at least one of the program directors; if your faculty advisor is one of the directors, another graduate faculty member will be identified to participate on your committee. If you would like someone specific or additional on your committee, please let your advisor know.

Graduation

Master's Degree Graduation Information

Once you have completed most of your coursework or are nearing eligibility to graduate, the program coordinator will add you to the email list to receive the graduation information update each semester. This update includes most of the following information and instructions, including specific due dates.

When you are preparing to graduate, please carefully review the Graduation Information emailed to you, as well as the [Graduate School graduation page](#). Contact the program coordinator so that she can advise you and begin the process of clearing you for graduation. Graduation application deadlines are firm. Please plan accordingly.

You can pull your own degree audit from Catalyst.

Pre-Requisites for Graduation Clearance

- You must have satisfactorily completed, or transferred in, all required courses and the minimum 30 semester credit hours. Please note that any courses being transferred in from another university will not appear on your degree audit.
- You must have a minimum 3.0 GPA in the program coursework. Minimum allowable grade for any course is a C.
- You must have maintained active status every academic year since matriculation or have an approved reinstatement or readmission on file.
- You must have completed the program within five years or within an approved extension period.
- If you have any F, I/F, X, UW or otherwise unacceptable grades, you must have retaken the class. Note that the grades for both times you took the course will remain on your transcript and be calculated into your GPA.
- If you have an NG grade, no grade was provided. If you successfully complete the course, and the grade is due to an oversight on the part of the instructor, contact the instructor to have the grade changed. If the grade is due to any other reason, the course must be retaken.
- All Incompletes (I) must be cleared and a grade change submitted. Grade changes for I and NG grades must be submitted no later than 350 days after the end of the semester in which the course was taken.
- Your account with CCHMC must be paid in full. If you have an account balance with UC (from coursework unrelated to this program or any other reason), it must also be paid in full.

Master's Project Presentation

Your presentation of your project should be scheduled in the term you intend to graduate, although it can be scheduled earlier. Schedule your presentation no less than three weeks prior to the end of the term to allow for any final requested changes to your project paper after your presentation and for a grade change and final project acceptance paperwork to be submitted in a timely manner.

If you are local to the Cincinnati area, you may defend your project in person if you prefer and your committee agrees and can attend; otherwise, your defense will be via web conferencing.

Be sure to work with your mentor and 2nd reader on the completion of your project and paper – anticipate a lot of feedback. Your mentor should receive and approve your project proposal at least one term prior to when you plan to graduate. All written materials should be well-organized and comprehensive. Copies of the final paper must be provided to each committee member via email or regular mail at least one week prior to your presentation. After your presentation, email the final version (including any changes requested during your presentation) to your mentor and to the program coordinator.

Graduation Application Deadlines

The graduation information document is updated each term with pertinent dates and information relevant to graduation for the following two terms. Be sure to pay particular attention to the application deadline date for the term in which you wish to graduate.

Remember that you must register for at least one credit hour each academic year, and the term in which you do this must be during or prior to the term in which you want to graduate (i.e. if you want to graduate in fall, you must be registered in fall; if you want to graduate in spring, you must be registered in either fall or spring).

Graduation Application

You must submit a graduation application for the semester in which you wish to graduate. There is a *non-refundable* application fee that must be paid by credit card or electronic check in order to submit the application. Please note that

- (1) the deadline for the application is firm—if you miss it by even one day, you cannot graduate in that semester.
- (2) if you do not graduate in the semester in which you apply to graduate, you must *reapply* for the next semester and pay another application fee—graduation applications *do not* carry over.

To submit the online graduation application:

- Go to [the Graduate School graduation page](#)
- Start with the “graduation checklist” – this will likely show a number of items not met; generally you do not need to worry about these items as they will be taken care of later in the process, but if you have any questions, please contact the program coordinator.

Graduation Deferral

Graduation applications do not carry forward from one semester to the next. If you do not graduate in the semester in which you applied to graduate, you must reapply for graduation in the next semester. You must also let the program coordinator know that you will not be graduating so that your current graduation application can be cancelled. You will not be able to submit another graduation application until the first one has been cancelled.

Note that if your deferral means you will graduate in a new academic year, you must also register for at least one credit of program coursework (generally CI7090) in order to graduate. For example, if you originally apply to graduate in summer but do not, you can reapply to graduate in fall. Since fall is the start of a new academic year, you must also register for one credit of CI7090 in fall.

If the deferral puts you outside of the time-to-degree limit, you will also need to petition for a program extension.

Commencement

Commencement is held at the end of each semester. Information regarding participation will be sent to your UC email address or may be found at [The UC commencement page](#).

Diploma

Diplomas are issued in a [certified electronic format](#) (CeDiploma) that can be printed and securely shared. University of Cincinnati will automatically provide both a CeCredential and a ceremonial paper diploma to graduates. If you wish to [order additional copies](#) of your ceremonial diploma, you may do so for a small printing and shipping fee. CeDiplomas will be available after the Graduate School completes the final degree certification process. An email from the Registrar's Office will be sent to your UConnect email. The University begins graduation certification after the semester ends and final grades are submitted. The entire process takes 8-10 weeks. Transcripts are updated with the degree information and you can pull a degree certification if you need it for any reason.

Certificate Graduation Information

You must apply to “graduate” from the certificate program (although there is no formal graduation) using the graduate school online graduation application. There is no fee. After the term ends and your graduation is certified, the program office will mail your certificate of completion, and the certificate designation will be added to your transcript. Please allow several weeks for this process.

Pre-Requisites for Graduation Clearance

- You must have satisfactorily completed the minimum 12 semester credit hours.
- You must have a minimum 3.0 GPA in the program coursework. Minimum allowable grade for any course is a C.
- You must have completed the program within five years.
- If you have any F, I/F, X, UW or otherwise unacceptable grades, you must have retaken the class. Note that the grades for both times you took the course will remain on your transcript and be calculated into your GPA.

- If you have an NG grade, no grade was provided. If you successfully complete the course, and the grade is due to an oversight on the part of the instructor, contact the instructor to have the grade changed. If the grade is due to any other reason, the course must be retaken.
- All Incompletes (I) must be cleared and a grade change submitted. Grade changes for I and NG grades must be submitted no later than 350 days after the end of the semester in which the course was taken.
- Your account with CCHMC must be paid in full. If you have an account balance with UC (from coursework unrelated to this program or any other reason), it must also be paid in full.

Graduation Application Deadlines

The graduation information document is updated each term with pertinent dates and information relevant to graduation for the following two terms. Be sure to pay particular attention to the application deadline date for the term in which you wish to graduate.

Graduation Application

You must submit a graduation application for the semester in which you wish to graduate. There is no fee for the application. Please note that

- (1) the deadline for the application is firm—if you miss it by even one day, you cannot graduate in that semester.
- (2) if you do not graduate in the semester in which you apply to graduate, you must *reapply* for the next semester—graduation applications *do not* carry over.

To submit the online graduation application:

- Go to <http://grad.uc.edu/student-life/graduation.html>
- Start with the “graduation checklist”

Graduation Deferral

Graduation applications do not carry forward from one semester to the next. If you do not graduate in the semester in which you applied to graduate, you must reapply for graduation in the next semester. You must also let the program coordinator know that you will not be graduating so that your current graduation application can be cancelled. You will not be able to submit another graduation application until the first one has been cancelled.

Certificate

Certificates are issued in a certified electronic format (CeCertificate) that can be printed and securely shared. If you wish to [order a paper copy of your ceremonial diploma](#), you may do so for a small printing and shipping fee. CeCertificates will be available after the Graduate School completes the final degree certification process. An email from the Registrar’s Office will be sent to your UConnect email. The University begins graduation certification after the semester ends and final grades are submitted. The entire process takes 8-10 weeks. Transcripts are updated with the degree information and you can pull a degree certification if you need it for any reason.

Communication

Almost all communication for our program is via email, but we may, if necessary, mail items to your home address. If you move, please be sure to provide us with your new address and phone number, as well as new work information if that has changed as well. (Also be sure to change your address with UC.)

If we need to reach you regarding an important or urgent matter, or if we are not reaching you via email, we will try to call you at the phone number we have on file.

UConnect email and other email

UC assigns all students a UConnect email account (username@email.uc.edu). Due to FERPA (Family Educational Rights and Privacy Act of 1974) that is the **only** email address UC is allowed to use to contact you.

The program office, however, is housed at Cincinnati Children's Hospital office and not at UC and so we can use whatever email address you ask us to use. Cincinnati Children's servers are secure and meet FERPA and HIPAA requirements. Unless you instruct us otherwise, we will use the email you provided with your application, or that you provide at any other time. When responding to an email you sent us, the response will be returned to the same email you used.

Forwarding UConnect Email

If you do not plan to use your UConnect email address, **it is STRONGLY advised** that you login to your account and provide a forwarding email so that you do not miss important communications from UC. Please note that UC offices will **ONLY** use your UConnect email to communicate with you.

Canopy and Canvas

Canopy is the name of UC's complete eLearning ecosystem. Canvas is one component of that ecosystem and is the web-based course management application used for online courses and for online components to traditional classes. You will use Canvas to access your courses, participate in class discussions, and submit assignments. An introduction to the Canvas course environment is provided in the program orientation.

Canvas Assistance:

The UC Help Desk provide assistance for Canvas. A tile in Canopy will take you to the main help page. They can be contacted directly at

helpdesk@uc.edu
513-556-4957
866-397-3382

Chat support is available 24/7. See link below
Phone support is not 24/7. The operational times are listed below.

All times are Eastern Time (same as New York City).

Monday-Friday	7 am to 11 pm
Saturday-Sunday	8 am to 11 pm

Exceptions:

July 4	Closed
Thanksgiving (last Thursday in November)	Closed
Winter break*	See posted schedule

* The University is closed during Winter break, which is generally December 24 through January 1. The Help Desk will be open with a limited schedule which will be posted on onestop.uc.edu and on canopy.uc.edu.

Catalyst and OneStop

Catalyst (catalyst.uc.edu) is where your UC account information is managed – you can register for and drop courses, check your grades, check your financial aid, and perform other functions.

UC's One Stop Student Services website (onestop.uc.edu) includes academic calendars and important announcements from student services.

UCID (M#)

UC does not use social security numbers for most functions, and instead assigns each student a UCID (M#). You can find your UCID in Catalyst – click on the My Profile tile and then the Demographic Information tab.

UC ID / Bearcat Card

A UC ID / Bearcat card is not required if you do not use on-campus services. The card is mostly used to access campus library materials, printing services, food services, etc., and can be used in place of a debit card at vending machines and campus-area stores and restaurants. It can also get you discounts from area restaurants and merchants in and around the Clifton campus. More information about the Bearcat card can be found at [the Bearcat card webpage](#).



To obtain a Card

If you are local to the Cincinnati area, enrolled in a course in the current semester, and you would like a UC ID/Bearcat card, you can go to the Public Safety Badge and Key office. You will need to bring proof of current semester enrollment and a photo ID.

4 Edwards Center
51 West Corry Blvd
Cincinnati Ohio
45221-0215

Phone: 513-556-4925
Fax: 513-556-6360

Hours:

Monday-Thursday: 7 a.m. - 6 p.m.
Friday: 7 a.m. - 5 p.m.

Summer Hours:

Monday-Friday: 7:30 a.m. - 5 p.m.
(Hours are subject to change)

If you are not local to the Cincinnati area, are enrolled in a course in the current semester, and you would like a UC ID/Bearcat card, send the program coordinator

1. a jpg version of a headshot (facing straight forward against a light or white background, like a passport photo; see sample image in card above)
2. the mailing address for the card

The card will be printed and mailed to you from the Public Safety office.

Institutional Rules, Policies & Provisions

Full UC Institutional Rules, Policies & Provisions can be found in the graduate student handbook, available from grad.uc.edu. The following information relevant to our program and/or the online learning environment is excerpted here from that handbook (those items pertaining to on-campus activities are omitted):

RECORDS PRIVACY, FERPA, AND THE RIGHT TO REVIEW

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

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.

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

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

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

The university policy found at <http://www.uc.edu/about/policies/non-discrimination.html> identifies the appropriate university officials designated to handle inquiries regarding discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status.

Complaints involving violations of the University of Cincinnati's nondiscrimination policy are addressed by the [Office of Equal Opportunity and Access](#).

ACADEMIC DISHONESTY

Academic dishonesty in any form is a serious offense that cannot be tolerated in an academic community. Dishonesty—including cheating, plagiarisms, deception of effort, and/or unauthorized assistance—may result in a failing grade in a course and/or suspension or dismissal from the university.

Each graduate program or college must adopt and publish procedures for investigating charges of academic dishonesty. These procedures must take into account due process and rules of evidence, and they must conform to the university's [Student Code of Conduct](#).

STUDENT CODE OF CONDUCT

The [Student Code of Conduct](#) defines behavior expected of all University of Cincinnati students. **It is each student's responsibility to know and comply with the university's Student Code of Conduct**, and sanctions or penalties are outlined. Academic behavior considered to be misconduct is defined in the Student Code of Conduct. The code also addresses nonacademic misconduct (such as disturbing the peace, destruction of property, and theft). Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated.

In addition to this code, students must adhere to their college's professional code of conduct and honor codes where applicable. Students should contact the office of the dean for their college to inquire about any applicable conduct and honor codes to ensure compliance. Students can be suspended or dismissed from the university for unprofessional behavior.

RESPONSIBLE CONDUCT OF RESEARCH

Furthering of research is a major institutional goal of the University of Cincinnati. Research includes not only intellectual activity and exploration designed to expand knowledge and understanding, but also activities in the creative and performing arts designed to interpret and create. Such activities require responsibilities for the ethical and safe conduct of research. Individuals charged with supervision of research, as well as all individuals directly engaged in it, and collaborators of investigators outside their own units are responsible for the quality of the data generated in their own laboratories as well as the laboratories of their collaborators. Everyone shares responsibility for the physical safety and intellectual property of individuals in the responsible conduct of creative scholarship and research.

RESTRICTED RESEARCH

The right to open exchange of information and opinion in faculty relations with students carries the obligation to avoid comments or violations of confidentiality that would reduce free expression or inquiry by students. Student involvement in industrial proprietary projects should be permitted only when these projects in no way restrict the student's ability to fulfill his/her degree requirements, which includes the obligation to publish dissertation results.

Faculty members have the right to publish their research findings and the right to protection against retaliation because of displeasure over their conclusions by the public, administration, government, or others. They have the concomitant responsibility to refrain from conducting secret, non-publishable research as part of their university duties.

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 academic 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. Students are encouraged to seek assistance from the university Ombudsman's Office for possible resolution before initiating the formal grievance process. Students, faculty and staff should note that Grievance Procedures are **not** a legal procedure. It is, however, an effective means to resolve conflicts. The Graduate School endorses this procedure and expects all programs and students involved to follow the procedure according to the established guidelines. No outside parties, such as lawyers, priests, family, etc., are allowed to participate in or impose on the procedure. The Graduate Student Grievance Procedure cannot supplant final sanctions stemming from the University of Cincinnati Student Code of Conduct process. There is a time limit to filing a grievance. It must be filed within 90 working days of the alleged improper mistreatment.

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:
 - allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, disability, national origin, or religion;*
 - allegations of improper evaluation of the quality and quantity of academic work;
 - allegations of unfair recommendation for employment or further graduate study.

Note: Allegations of sexual harassment and discrimination will be handled according to the University's [Title IX procedures](#) as outlined by University of Cincinnati's [Notice of Non-Discrimination](#).