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The Undergraduate Office Staff

The Undergraduate Office staff work with students, faculty, and staff to ensure that all undergraduates in Engineering have the opportunity to excel in pursuit of a degree. We support the academic and personal development of our students in a variety of ways:

• we provide excellent, friendly, and highly accurate customer service to students with questions about our academic programs and their academic records

• we manage student records within the Student Information System, with a focus on timeliness and accuracy

• we advise students (with both academic and personal challenges) with compassion and common sense
William Guilford was appointed Assistant Dean of Undergraduate Education in 2018. He recently served as Director of Educational Innovation in the School of Engineering and Applied Science. In that role he oversaw the online educational programs of the school (12th ranked nationally), and the School’s experiential education programs. As Assistant Dean Will seeks to advance the use of high-impact practices, to inspire students to engage outside the classroom, and to support students in all ways to achieve their goals. Will has received numerous awards for teaching and for service to students, including the Harold S. Morton Award for Teaching, and the 2013 UVa Distinguished Professor Award. He is continually developing improved pedagogical approaches, particularly in the area of design, and better approaches to learning assessment. Will earned his B.S. from Saint Francis College (now the University of Saint Francis) in 1986 and his Ph.D. from the University of Arizona in 1993, completing Post-Doc work from 1994-1997 at the University of Vermont. Learn More about Dean Guilford

Jesse Rogers is the Engineering Registrar. Jesse is an alumnus of Virginia Tech and has been working in higher education for over 12 years. From 2014 to 2017, Jesse held the position of Associate Registrar at San Diego State University’s central Registrar’s Office. At SDSU, he helped launch a new student registration application, and he developed and implemented a plan to fully digitize records of former students. At UVA, he is responsible for maintaining student records and degree conferral.

Joe Rehder is the Engineering Undergraduate Manager. Joe has 10 years of experience in higher education administration, working with Human Resources, student services, academic advising, counseling and supporting first years, transfer students and student athletes. Other aspects of his past positions included planning and facilitating the Leadership Potential Retreat; updating departmental website, serving as department liaison to the UVA Honor Committee, completing academic progress reports, eligibility reviews and creations of recruiting materials. Joe took his B.S. in Sport Management at SUNY Cortland in 2007 and a M.S. in Sport Administration from Marshall University in 2008. At UVA, he is responsible for the Engineering Undergraduate Office Operations.
Alex Hall is the Assistant Dean of Students for UVA Engineering, and also serves as the Title IX Case Manager in the Office of the Dean of Students. She has previously worked at the University in the areas of Fraternity and Sorority Life, the Honor Committee, and the Office of the Dean of Students; additionally, she has worked in the areas of Orientation, Admissions, and Judicial Affairs at James Madison University, where she received her M.Ed. in College Student Personnel Administration. She earned a B.A. in psychology from U.Va. in 2010, and is currently enrolled in the Ed.D. in Higher Education in the Curry School. In addition to her daily work supporting students through her role as Assistant Dean, she enjoys serving the University through committees and working groups which address sexual violence prevention, data management, and safety and wellness.

Lisa Lampe is the Director of Undergraduate Success in UVA Engineering. Lisa started in January 2014 and provides student support through academic coaching in the Undergraduate Programs Office. She most recently worked at Stanford University as the Residence Dean and Student Services Specialist for Stanford Introductory Studies, coordinating four residential academic programs. Also, while at Stanford, she served as the Tutoring and Academic Skills Specialist in the Center for Teaching and Learning, where she hired, trained and managed tutors. Prior to Stanford, she worked at the University of Colorado-Boulder as an Area Coordinator in Residence Life, managing three residence halls on main campus. She took her B.S. in Applied Math at the Missouri University of Science and Technology in 2004 and a M.Ed. in College Student Affairs Leadership from Grand Valley State University in 2006.

Blake Calhoun is the Assistant Director of Undergraduate Success in UVA Engineering. Blake started in July 2018 and provides supplemental student support in the Undergraduate Programs Office. Prior to UVA Engineering Blake worked as an Assistant Community Director within Residential Education and Hospitality Services at Michigan State University. They have also served as Coordinator of a Community Engagement Scholar Program at Michigan State. Blake earned their B.A. in Sociology from the University of Virginia in 2015 and their M.A. in Student Affairs Administration from Michigan State University in 2018.
Caps Counselor is Insert bio

Name, CAPS Counselor-UVA Engineering
Office Location
Email
Phone
2

Administration Details

Students have many options for obtaining help and advice that they might need. Our goal is to provide excellent service to students, to connect them with the resources they need, and to ensure that all students receive encouragement and support.

2.1 Finding Guidance, Advice, and Help

Every student has an advisor in the Engineering School, course instructors for each class they are taking, and the School also maintains a centralized Undergraduate Office. How do you know where to go to get help? It depends upon what type of help you need:

• See your instructor when: you need help/tutoring in that course, you have a question about the policies in that course, you have a grade dispute in that course, you want to learn more about how that course meshes with other courses in the curriculum

• See your advisor when: you have a question about the curriculum, you need guidance on which courses to take, you are curious about study abroad or other experiential opportunities, you have a problem in a single class (that cannot be/has not been resolved by talking to the instructor), you want to talk about career paths or graduate school, you want to talk about a potential course substitutions or other curriculum modifications

• Come to the UG office when: you have a serious problem that impacts many/all of your classes, you wish to access the centralized tutoring resources available for core courses, you need to explore transfer credit, you believe you have a problem with your record on the SIS, you have a course registration problem, you would like to withdraw from a course, you wish to take an overload (>19 credits) or underload (<15 credits) of courses, you need to

You can find your advisor’s name in the Student Center of the SIS.

See also the section on Tutoring.

You can also visit the International Studies Office in Minor Hall, the Center for Engineering Career Development, or many other offices on Grounds.

Come to the UG office in A-122 Thornton if you have a serious issue that impacts your academic success.
be connected to support services within the broader University community (Dean of Students, Student Health, etc.), or you wish to withdraw from the University.

It is especially crucial that if you encounter a significant problem that impacts your academics very broadly (i.e., is not confined to a single class), you should come to the UG office for support and consultation. If you have a death in the family, are suffering from physical or mental health challenges, or have other serious issues that impact your ability to succeed academically, contact the UG office so that we can connect you with appropriate support resources and mediate the situation with your instructors.

Advice on engaging with faculty. Faculty are busy people who have a very large set of diverse job responsibilities; teaching and advising are two of the many job functions faculty perform. If you are trying to contact your instructor or advisor, be patient but persistent. Faculty often travel, and may not be available for in-person meetings. Faculty are also constantly responding to deadlines for teaching, research, and service activities, and may have trouble immediately fitting in an in-person meeting with you. Some guidance:

- DO NOT wait until your deadline approaches (say, for course registration) to contact the faculty for advice; a crisis created by your procrastination does not mean that it’s also the faculty’s crisis
- You CAN expect a response to email within about 48 hours
- A phone call or in-person visit is often more effective than email
- Find out when the faculty member’s office hours are, and stop by then
- Be deliberate, specific, and above all professional when you communicate with faculty, especially via email

2.2 The Student Information System

The Student Information System (SIS) is the official system of record for students at the University. Students use the SIS for course registration and enrollment management, to keep track of financial aid and pay their tuition and fees, apply for graduation, and many other functions. SIS help, tips, and demos provide useful tutorials on how to use the full SIS functionality.
It is each student’s responsibility to ensure that their academic record as recorded on the SIS is accurate. This is especially true for advanced standing (AP or IB credit), transfer credit, course substitutions, and any other exceptions to the standard curriculum. Data entry errors are infrequent, but they do happen. Students should report errors promptly to the Undergraduate Office staff, who can make changes and correct errors.

2.3 Practical Issues

• Communication. The Undergraduate Office uses email as the official means of communication with undergraduate students. We attempt to minimize the amount of email we send to you, and we restrict these emails to important deadlines, events, and other issues of importance. Not reading your email is never an acceptable reason to miss a deadline or other issue that requires your action.

• Events. Events are distributed through the Engineering Student Council Website. Here we announce events and opportunities to get involved.
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A Brief History of UVA Engineering

The Origins of the School of Engineering and Applied Science

The University of Virginia takes pride in its continued development of modern engineering education and research. For over one hundred seventy-five years, the University has offered regular study in engineering, coinciding with the industrial development of the nation and paralleling the rise of the engineering profession itself.

The infusion of applied science into the learned professions was anticipated in the founding of the University. As early as 1825, the Rector and Visitors formally indicated that instruction in military and civil architecture would be a part of the education program of the University. Such courses were offered starting in 1827. Notable members of the early engineering staff were Charles Bonnycastle, trained in military engineering in England, and William Barton Rogers, later co-founder of the Massachusetts Institute of Technology. Engineering instruction was not sought widely by young men in the predominantly agricultural south, however, and by 1850, it was announced that the engineering program would be discontinued.

A new and more successful beginning was made in 1865 under the direction of Professor Charles Scott Venable, and by 1869 the University awarded its first degrees in engineering. Instruction was offered in civil and mining engineering until the 1881-1882 session, when engineering became a professional department. William Mynn Thornton became the first dean of Engineering in 1905. Under his leadership, three new degree programs were added: mechanical engineering in 1891, electrical engineering in 1897, and chemical engineering in 1908.

Between World War I and World War II, the engineering curricula were revised and strengthened to provide a broader program of studies, including the humanities. During both wars the school offered engineering instruction to members of the armed forces, and ROTC programs for the Navy, Army, and Air Force were introduced during and after World War II.
Reorganization following World War II led again to an extensive revision of all curricula and to the graduate studies now offered. In 1955, two new branches of engineering study were recognized by degrees: aeronautical and nuclear engineering. In the same year, the first doctoral programs were instituted in chemical engineering and in engineering physics.

In 1962, the name of the school was changed to the School of Engineering and Applied Science in anticipation of the establishment of the Department of Materials Science (1963), the Department of Applied Mathematics and Computer Science (1964), and the Department of Biomedical Engineering (1967). The Department of Systems Engineering was established in 1975, and in 1984, applied mathematics and computer science became separate departments. Further reorganization has led to the present school academic structure with its Departments of Biomedical Engineering; Chemical Engineering; Civil and Environmental Engineering; Computer Science; Electrical and Computer Engineering; Materials Science and Engineering; Mechanical and Aerospace Engineering; Systems and Information Engineering; and Engineering and Society.

The undergraduate program in engineering science is administered by the Department of Materials Science and Engineering.

**UVA Engineering Today**

The mission of the School of Engineering and Applied Science is to make the world a better place by creating and disseminating knowledge and by preparing engineering leaders to solve global challenges. We are dedicated to imbuing students with technical and professional knowledge that they apply with integrity and wisdom, so they are fully prepared to be the leaders of the future.

Engineers and applied scientists use the knowledge of engineering, mathematics, the sciences and computer science to design and create materials, physical devices, processes, models, structures and systems that meet society’s increasingly complex needs. Today’s graduates will spend their lives in an evolving global market filled with unprecedented challenges and opportunities. UVA Engineering prepares and inspires its students to excel in any situation by instilling in them the necessary attributes of knowledge, judgment, analysis, creativity, inquisitiveness, leadership, confidence, awareness and ethical values.

Graduates must have a firm understanding of the fundamental principles of their disciplines, the knowledge and skills to design a system, component or process to meet desired ends, and the drive to pursue innovative, ethical solutions to the problems of society. Because engineering and applied science graduates enjoy a broad range
of career opportunities, it is also important that they understand research methods, have the ability to work across disciplinary boundaries, and possess the confidence to engage in new professional activities. They must be capable of working in teams and leading them. In addition, they must be skilled in oral and written communication and in the use of computer tools and laboratory instruments appropriate to the disciplines. Above all, they should acquire self-study habits in order to enjoy a rich, life-long learning experience.

While many graduates move directly into professional careers in industry and government, or into entrepreneurial ventures, others seek further education for careers as Ph.D. researchers or university faculty in engineering and applied science. Some use their engineering degrees to gain acceptance into graduate programs in other areas, such as business, law, and medicine.

The Office of the Dean welcomes inquiries, via phone or letter, from prospective applicants about career possibilities, program options, high school preparation, and other questions.
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Academic Regulations

The official source for University academic regulations is the Undergraduate Record. All Engineering rules are consistent with University rules, and in some cases are more specific or restrictive than the corresponding University rule. A complete description of the programs offered within UVA Engineering can also be found on the UVA Engineering Section of the Undergraduate Record.

4.1 Academic Accommodations

Students with specific learning differences should engage with the Student Disability Access Center (SDAC). SDAC professionals will work with students to assess their learning situation, and in some cases the SDAC will recommend academic accommodations for students, such as increased time to complete tests, a reduced distraction environment for tests, or a peer note taker. If they recommend academic accommodations, SDAC will furnish paperwork for each of the student’s instructors to alert them to the student’s eligibility for accommodations.

The SDAC routinely assists students with all manner of challenges, including but not limited to long-term conditions such as Aspergers and ADHD. The SDAC also supports students with physical disabilities (for which SDAC will help arrange classroom facilities that are more easily accessible), severe injuries (for instance, if a student breaks her hand and cannot write, SDAC will arrange a peer note taker), and chronic illnesses. If you have any questions about your eligibility for academic accommodations, you should contact SDAC.

Note that for students without SDAC documentation, instructors are under no obligation to extend any academic accommodations to students who request them.

Academic Accommodations
point of contact: Student Disability Access Center (SDAC)
deadlines: none
forms: none

The SDAC is the only University agency authorized to define academic accommodations for students. Individual instructors are under no obligation to extend accommodations to students who do not have SDAC documentation.
4.2 Academic Sanctions

4.2.1 Probation and Suspension

Academic Probation. Students who receive a semester GPA below 2.0 are placed on academic probation. Students who fail a required course twice are placed on academic probation.

Academic Suspension. Students who have previously been on academic probation are suspended from the University following any semester in which both their current and cumulative GPA is below 2.0. Students who fail a required course they have failed at least twice before are suspended from the University. The term of the first suspension is one year. Students may be suspended for a second time if the criteria above are met again, after the first suspension. A second suspension is final and the student is not allowed to return to the University. Readmission to the University following the first suspension is governed by the policies in Sec. 4.18.

Students on academic suspension may not participate in University student groups including CIOs and greek life, and may not use athletic or student health facilities.

4.2.2 Appeal of Academic Sanctions

The UVA Engineering Committee on Academic Standards (CAS) considers petitions from students for circumstances/requests not otherwise covered by specific Engineering or University policies or regulations, or in circumstances that have not been satisfactorily resolved with the instructor concerned, the faculty advisor, or the student’s major department. The Associate Dean for Undergraduate Programs chairs the CAS and convenes the committee to hear petitions from students.

The vast majority of CAS cases relate to academic sanctions, including suspension and early readmission. Students placed on suspension have the right to petition the CAS for a waiver of the suspension (i.e., to request a “suspension in abeyance”) and explain any mitigating circumstances surrounding their academic performance. The action by the CAS on the petition is final inasmuch as it acts for the full faculty in these matters.

All petitions to the CAS must be submitted to the Associate Dean by email and contain the following:

- The petition cover sheet
- A narrative letter describing, in your own words, the rationale for your petition specifically addressing any mitigating circum-
stances (address this letter to the SEAS Committee on Academic Standards)

• A current, unofficial transcript

• Supporting documentation from medical care providers addressing how your health impacted your academic performance if you cite medical issues in your narrative letter

• (optional) Supporting documentation from your advisor, instructors, or others with knowledge of your situation (submit only if relevant to your case)

The deadline for appeal will be clearly stated in the communication from the Associate Dean about the sanction. The committee’s decision will be communicated to the student within 30 days of receiving the petition, and the committee’s decision is final; there is no further mechanism for appeal. The CAS meets several times per year, usually at the beginning and/or end of the semester (usually around January 15, June 15, and August 15), when academic standards actions take place. It is crucial that students promptly submit their petition—especially related to actions taken as a result of Fall semester academic performance—so that the CAS can promptly issue a decision (that might impact Spring semester enrollment). No students will be re-admitted/re-enrolled after the semester has begun.

4.3 Add, Drop, and Withdrawal

The University publishes official add/drop/withdrawal (A/D/W) deadlines on the University Registrar’s website. These deadlines vary by school. Definitions:

• Add date. The date by which your schedule must be finalized. After this date you are no longer allowed to add any classes. The reason this date is so early in the semester is simple: adding a course later in the semester puts the student in a difficult position of trying to catch up on material they have missed.

• Drop date. The date by which you may “drop without penalty” from a course. Dropping a course means that the course does not appear on your transcript. Student may drop courses using the SIS without any approvals of the instructor, advisor, or Associate Dean. However, if dropping a course causes a student to go below 15 credit hours for the semester, advisor approval is required (use the over/under hours petition).
• Withdrawal date. The date by which you may “drop with penalty” from a course. The penalty is that a W will appear on your transcript for the course, but the W does not impact your GPA. A course withdrawal requires approval of the student’s advisor.

Students may drop courses before the DROP deadline at their discretion as long as it does not reduce their course load below 12 credit hours, for which they need the approval of their advisor and the Associate Dean for Undergraduate Programs. **A/D/W deadlines vary by school in which the course is offered.** For instance, UVA Engineering students enrolled in a College course (say, CHEM 1610, PHYS 1425, or ECON 2010) follow the College A/D/W deadlines, and the drop deadline is earlier in the semester than the corresponding Engineering drop deadline.

### 4.4 Class Attendance and Excused Absences

The faculty expect regular attendance in all classes. We understand the sometimes circumstances prevent class attendance: absences related to a death in a student’s family, important religious holidays, authorized University activities, or other important events. Students who anticipate absence should discuss the situation with the instructor, obtain permission from the instructor in advance of the absence, and arrange to make up any missed work. Unforeseen absences resulting from sickness, or from other circumstances considered to be emergencies, may be excused by the instructor and arrangements may be made with the instructor to complete the assignments missed.

In all cases of emergency or prolonged absence, students should notify the Undergraduate Office (Lisa Lampe), who will convey the information to your instructors. It is the student’s responsibility to arrange directly with instructors to make up missed work. Students should provide any available documentation about the absence, including notes from doctors as appropriate, to the Undergraduate Office.

### 4.5 Course Enrollment

Course enrollment for the up-coming semester usually takes places around the eleventh week of the current semester (i.e., early November for spring semester enrollment, and early April for fall semester enrollment). Students can manage their enrollment using the self-service features of the SIS, including making most schedule changes such as add or drop. Students should use the waitlist and permis-
sion list functions of the SIS to attempt to enroll in classes that are full. The Undergraduate Office staff will NOT use other means (i.e., course action forms) to “force” students into full courses. Students may drop a class using self-service functions in the SIS (before the drop deadline), and they may withdraw from a class using the Course Withdrawal Form (before the withdrawal deadline). See the Registrar’s website for A/D/W deadlines.

4.6 Course Extension (Incomplete)

If there are extenuating circumstances, and if it is feasible, a student may request a course extension. Students must have a compelling reason to justify a course extension. The details of a course extension are negotiated between the instructor and student, and approved by the Associate Dean for Undergraduate Programs. The student and instructor must mutually agree upon: (i) the work to be completed, and (ii) the date by which it will be completed. This agreement should be viewed as a contract between the instructor and the student, and the agreement should be documented on the course extension form. The instructor awards the student a grade of IN (incomplete) when reporting grades at the end of the semester, and then changes the grade to whatever the student has earned based upon work submitted by the negotiated deadline. Grade delay petitions must be submitted before the course ends. That is, a student cannot request a course extension if they have already completed all graded work for the course.

The default time period (the “lapse date”) for resolution of the IN is 30 days after the end of the semester in which the student took the course. After the lapse date, the IN is automatically turned into an F. Longer lapse periods are possible and should be clearly negotiated by the student and instructor, with input from the Associate Dean for Undergraduate Programs if necessary. Feasibility is determined after a review of the outstanding work, availability of the instructor, accessibility of laboratory facilities, and other practical considerations.

Simply needing more time to complete the course work (i.e., because you have fallen behind), without any extenuating circumstances, is NOT sufficient grounds to grant an extension. Moreover, if an extension is granted, the instructor is not under any obligation to renegotiate a new lapse date if a student is unable to complete the work by the originally agreed upon deadline.

4.7 Course Load Requirement

Every student is expected to take a minimum of 15 graded credit hours of course work each semester, and a maximum of 19 graded

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Course Extension
point of contact: instructor, plus Dean Guilford
deadlines: before the course ends
forms:
✓ grade delay petition

A student cannot request a course extension if they have already completed all graded work for the course.

Course Load Requirement
point of contact: advisor, plus Dean Guilford
deadlines: A/D/W deadlines (vary by school)
forms:
✓ over hours petition

Needing more time to complete the course work, without any extenuating circumstances, is NOT sufficient grounds to grant an extension.
credit hours. The 15-hour guideline exists because all UVA Engineering degrees require 128 credits for graduation (and $128 / 8 = 16$ credits per semester to graduate in 4 years). Students may take fewer than 15 graded hours in a semester, but they should consult with their advisor about potential consequences of their course enrollment. There are scenarios in which taking fewer than 15 credits makes sense; for example, a first-year student with ample AP credit may elect to take a slightly lighter load of 13 or 14 credits during the first semester, and their AP credits ensure that they do not fall behind in the curriculum. Or a student experiencing academic difficulties might be wise to register for a slightly lighter course load.

The 19-hour maximum exists because experience suggests that 19 hours of graded coursework is a reasonable upper bound to the number of graded credits an engineering student can take and still be academically successful. A student with a strong academic record may request to take more than 19 credits in pursuit of a second major or minor. Generally, students will only be approved for more than 19 credits if they have demonstrated a history of academic success in high course load (18 or 19 credits) semesters. Working toward a second major or minor is not sufficient grounds for approving a course overload petition.

### 4.8 Dean’s List Policy

The UVA Engineering “Dean’s List” recognizes excellent academic performance in a single semester. Students can earn the designation of “Dean’s List” for a semester in which they: (i) complete at least 15 graded credits hours, and (ii) earn a term GPA greater than 3.4. Students who complete fewer than 15 graded credit hours are not eligible for Dean’s List.

### 4.9 Degree Application

December and May graduates should apply for graduation using the SIS before the stated application deadlines. All prospective graduates should also check their academic requirements in the SIS to ensure that they meet all graduation requirements.

### 4.10 Electives

1. **Purpose.** Studies in the humanities and social sciences serve not only to meet the objectives of a broad education, but also to meet the objectives of the engineering profession. Such course work must meet the generally accepted definitions that the humanities
are the branches of knowledge concerned with people and culture, while the social sciences are the studies of society. Examples of traditional subjects in these areas are philosophy, religion, history, literature, fine arts, sociology, psychology, political science, anthropology, economics, and foreign languages other than a student’s native language(s). Non-traditional subjects are exemplified by courses such as technology and human affairs, history of technology, and professional ethics and social responsibility.

2. **Approved HSS Electives.** In consultation with your advisor, you should select your HSS electives from the list of courses presented below. Courses that instill cultural values are acceptable while skills development courses are not. Consequently, courses that involve performance must be accompanied by theory or history of the subject. Courses on communication in the student’s native language, regardless of their level, may not be used to satisfy any HSS requirement.

3. **Unrestricted Electives.** Unrestricted electives may be chosen from any graded course in the University except mathematics courses below MATH 1310; courses that substantially duplicate any others offered for the degree, including PHYS 2010, PHYS 2020, CS 1010, CS 1020; any introductory programming course; or SCPS courses (see item 7 below). APMA 1090 counts as a three credit unrestricted elective for students.

4. **Petitions.** Students may petition the Associate Dean for Undergraduate Programs for approval as an HSS elective or other courses not on the approved list, using the petition form linked from this Handbook. Each petition should include the official catalog description for the course and a syllabus for the course. The justification should clearly state how the course meets the definition of an HSS elective.

5. **STS Courses.** In general, STS courses are acceptable as HSS electives. The four required STS courses (1500, 2xxx, 4500, 4600) cannot also be counted as HSS courses. But any STS courses taken beyond the four-course requirements can be used as HSS electives, subject to the exceptions listed in this document. The following courses are not approved for use as HSS electives: STS 1800, STS 4110 and STS 4810.

6. **COMM Courses.** In general, courses taken for credit in the McIntire School of Commerce (COMM) are not acceptable for HSS credit. COMM courses (such as those used to satisfy the requirements of the Engineering Business Minor) will be counted as unrestricted electives.
7. **SCPS Courses.** Courses in the School of Continuing and Professional Studies (SCPS) cannot be used to satisfy any degree requirement in UVA Engineering.

**HSS ELECTIVE OPTIONS.** These course mnemonics are generally acceptable for HSS elective credit.

AAS  CZ  FREN  JPTR  POTR  SPAN  
AMEL  EAST  FRTR  KOR  PSYC  SPTR  
AMST  ECON  GDS  LATI  RELA  SRBC  
AMTR  ENAM  GERM  LING  RELB  STS  
ANTH  ENCR  GETR  LNGS  RELC  SWAG  
AR H  ENCW  GREE  MDST  RELG  SWAH  
ARAB  ENEC  HEBR  MEST  RELH  SWED  
ARTH  ENGL  HIAF  MSP  RELI  TBTN  
ARTR  ENGN  HIEA  MUSI  RELJ  TURK  
ASL  ENLS  HIEU  PERS  RELS  UKR  
BULG  ENLT  HILA  PETR  RUSS  URDU  
CCFA  ENMC  HIME  PHIL  RUTR  WGS  
CCIA  ENMD  HIND  PLAD  SANS  YIDD  
CCLT  ENNC  HISA  PLAP  SATR  
CCSS  ENRN  HIST  PLCP  SCAN  
CHIN  ENSP  HIUS  PLIR  SLAV  
CHTR  ENWR  ITAL  PLPT  SLFK  
CLAS  ETP*  ITTR  POL  SLTR  
CPLT  JAPN  PORT  SOC  

*only ETP 2020, 2030, 3870, 4800  
EDLF 5000 (but not EDLF 5001)

SEAS Elective Policies and a list of approved HSS Electives arranged by category (e.g., Fine Arts, History, Languages), can be found on the Summer Orientation web page.

**Exceptions to the approved list** (i.e., courses in the acceptable mnemonics that are not suitable for HSS elective credit, generally because of their specialized nature for majors in that field or because they are predominantly skills courses):

- ANTH: 1090, 3810, 3820, 4991, 4993, 4998, 4999, 5080, 5800, 5870, 5880, 5989
- ECON: 3710, 3720, 4010, 4350, 4710, 5090, 5100
- ENSP: 1600
- GDS: 1100, 4951, 4952
• MDST: 3702
• MUSI: 1310, 1993, 2993, 3310, 3320, 3360, 3390, 3993, 4575
• PSYC: 2200, 2210, 2220, 3005, 3006, 3210, 3870, 3590, 4111, 4125, 4200, 4290, 4330, 4500, 4910, 4930, 4940, 4980, 5200, 5210, 5260, 5330, 5350, 5401
• SOC: 4800, 4810, 4820, 4970, 5100, 5110, 5120, 5595, 5596
• STS: 1800, 4110, 4810

Elective credit for ANY course with a temporary course number (often x559 or x595 or x599) must be requested by petition, and the course syllabus must be attached to the petition.

4.11 Final Examination Policy

The final exam schedule is assigned by the University Registrar and is linked from the official academic calendar. This exam schedule is published at the beginning of the semester, so your complete final exam schedule is known to you very early on, and you can plan (travel) accordingly. Final examinations must be taken at the officially scheduled time. Exceptions will be made only in the case of extenuating circumstances and require prior approval of the instructor. Conflict with travel plans is NOT an acceptable reason to reschedule an exam.

4.12 Final Exercises and Diploma Ceremonies

Each May, the University holds Final Exercises on the Lawn, followed by the UVA Engineering diploma ceremonies. UVA Engineering policy stipulates that only students who have satisfied all degree requirements may participate in the Engineering diploma ceremonies. August and December graduates will be invited to participate in diploma ceremonies the following May. Details about the times and locations of Engineering diploma ceremonies will be publicized to graduating students and their families in early Spring.

4.13 First-Year Students FAQ

Our friendly Undergraduate Office can handle any student with any issue. However, we have identified key points of contact for typically first-year issues as listed below.
• Who do I see about certifying my AP credit? Jesse Rogers handles AP credit issues. You should also consult the Undergraduate Record.

• Who do I see about certifying my transfer credit? Jesse Rogers handles transfer credit issues.

• I don’t think I’m in the right calculus course. Who do I see for placement in a different course? Professor Houston Wood is the Director of Applied Math.

• I have AP, IB, or transfer credit for one of my first-year courses. Can I take less than 15 hours? Yes. Discuss the situation with your advisor so that you can make the best decision about your schedule.

• When and how do I declare to a major? This is covered in Section 4.16 on Major Declaration.

• What if I find that my course load is too heavy or I’m over my head in a course? See your faculty advisor immediately! Discuss your situation with your instructor(s). Utilize the faculty and GTA assistance available with the course. Tutoring is also available. Pay close attention to the A/D/W deadlines and take appropriate action before the relevant deadline.

4.14 Grading Option (“Credit/No Credit”)

Some courses are eligible for a “credit/no credit” (CR/NC) grading option, which means that the grade reported on your transcript for the class will be either “CR” or “NC”. This is sometimes referred to as a “pass/fail” grading option. A grade reported as NC on your transcript essentially means you have failed the course. Students interested in this grading option should discuss the situation with their instructor, and the decision to use this grading option for a course must be taken jointly by the instructor and student. Courses taken under the CR/NC option DO count toward the student’s total credit hour enrollment, but they DO NOT impact the student’s GPA.

Courses completed under the CR/NC grading option cannot be used to satisfy any Engineering graduation requirement. Students can, with permission of the instructor, convert their class from a “graded” option to the CR/NC option during the semester. However, this change must be requested before the course add deadline. Requests to change a course grading option after the course add deadline will not be granted.
4.15 Leaving the University

The University withdrawal form is located on the SIS Student Self Service page in a box on the lower right titled eForms. The form is titled “Leaving the University (Leaves, Withdrawals, and Transfers).”

- **Leave of Absence** is an action students can take after the completion of a semester, indicating that the student plans to be away from the university for at least one semester.

- **Withdrawal** is an action students can take during the semester. All registered courses will show a grade of W, indicating withdrawal. If you withdraw during the last 10 class days immediately preceding the Final Examination period, you are not permitted to re-enroll during the succeeding semester.

- **Transfer** in this context indicates that a student will transfer to another institution (this is NOT an internal transfer to another UVa school); this is an action taken following the successful completion of a semester.

Application for readmission from leave of absence or withdrawal must be submitted electronically by completing the Returning to the University form under the eForms section of the Student Center page in SIS (located in the bottom left). Students must be readmitted to the School of their previous enrollment. That is, even if a student plans to transfer from UVA Engineering to another undergraduate school at the University, the student must first be readmitted to UVA Engineering. Students should refer to the UVA Engineering Undergraduate Handbook for additional details and deadlines.

Students may withdraw from the University at any point of the semester, for any reason. The University classifies full semester withdrawals as either “personal” or “medical”. Depending upon when in the semester the withdrawal takes place, students may be eligible for a pro-rated tuition rebate; see the Student Financial Services website for more details. Withdrawal is a very serious action and should only be taken after due consideration of the consequences. Students should speak to their advisor and/or instructors, their parents, their friends, and others whose opinion they value. Semester withdrawals potentially have consequences for graduation date (i.e., your graduation could be delayed), financial aid, health insurance, and on-Grounds housing. Students should explore all of these issues before making a final decision. Example circumstances that could lead to a semester withdrawal:

- Personal withdrawal: family-related issues including financial hardship, death in the family, serious and on-going family obli-
gations; pursuing opportunities outside academics such as employment or other personal hobbies and interests; non-medically-motivated academic troubles that would likely result in serious academic sanctions

- Medical withdrawal: physical or mental health challenges that compromise a student’s ability to succeed academically; especially mental health conditions that interfere with a student’s ability to thrive in this academic environment

Students who elect to take a semester withdrawal will be classified as “inactive” students, and will not have access to University housing, dining services, recreation facilities or Student Health. They may also not participate in on-Grounds clubs and organizations, Greek life, or other University-affiliated activities. Inactive students participating in University life are subject to disciplinary actions (including UJC actions) that may prevent them from rejoining the University community until such sanctions are resolved.

Student who execute a full semester withdrawal, for any reason, within ten days of the end of the semester (where the end of the semester is defined as the last day of classes) will not be permitted to enroll in the following semester.

4.16 Major Declaration

Incoming first-year students come in as undeclared and take the core curriculum. In February, students are emailed a form that allows you to declare your major. Completion of this form constitutes admission to the engineering major. Be sure to utilize classes and events like ENGR 1624, Fall Major Night and Engineering Open House to make sure you choose the major that best fits your goals and aspirations.

4.17 Majors and Minors

All students in Engineering have one primary major. First-year students are classified as “undeclared”, and they transition to their undergraduate major at the end of the their first year. “Undeclared” is not a degree program and students cannot graduate from Engineering while undeclared. With the approval of their advisor, students can elect to pursue a second major in Engineering or elsewhere. This is only recommended for students with strong academic records containing evidence of success during semesters with a heavy course load. Our general guidance on majors and minors:
• Engineering students can earn other majors and minors in Engineering with the approval of their advisor AND the approval of the department that offers the majors and minors.

• Engineering students can add second major or a minor in the College; see the College website for full details of their policies on earning majors and minors (Ex.: an electrical engineering student could also earn a major in Economics and a minor in history, but she could not also earn a second major in the College.).

• It is NOT possible to double major in Engineering and the McIntire School of Commerce; the curricula are too divergent for this to be reasonably achievable.

• Students interested in business experience have many options, including:
  – the Engineering Business Minor
  – the Entrepreneurship Minor
  – the one-year post-BS MS in Commerce degree from McIntire
  – a second major or a minor in Economics
  – taking some classes in business/entrepreneurship areas either in Engineering or McIntire
  – pursuing a post-BS MBA degree

In general, students with low cumulative GPA should not pursue a second major; they should concentrate on succeeding in their first major. In a typical graduating class, about 50% of Engineering graduates (in addition to their Engineering major) earn a minor and about 15% earn a second major.

4.18 Readmission to the University

Readmission to the University following an academic suspension, leave of absence, or semester withdrawal is not automatic and students must apply for readmission. Students must submit the appropriate documentation (described below) by the appropriate deadline:

For readmission in the Fall semester, students must apply for readmission no later than July 1.
For readmission in J-term or Spring semester, students must apply for readmission no later than December 1. For readmission in the Summer term, students must apply for readmission no later than April 1. No late applications will be accepted.

Readmission takes the following steps. These steps are designed to ensure that students rejoining the University community are fully
ready to engage with their academics on a sustained basis and to succeed in their studies.

- **Return from an academic suspension.** The student must submit a request to return to the University, on or before the appropriate deadline, by completing the Returning to the University form under the eForms section of the Student Center page in SIS (located in the bottom left). The form should detail how the student has spent the suspension period, and include a specific academic plan for success. This plan must include a proposed course schedule for at least the first two semesters after the student’s return, and this plan should be developed in conjunction with the student’s advisor. The academic plan should also explain the steps the student will take to improve their academic performance, i.e., take advantage of office hours, join a study group, etc.

- **Return from a leave of absence.** A student who takes time away from the University after a successful academic semester (i.e., a semester from which they did NOT withdraw), must submit a request to return to the University, on or before the appropriate deadline, by completing the Returning to the University form under the eForms section of the Student Center page in SIS (located in the bottom left). The form should detail what the student has been doing since leaving the University, and briefly explain why the student is now ready to re-engage with their academics.

- **Return from a “personal” withdrawal.** The student must submit a request to return to the University, on or before the appropriate deadline, by completing the Returning to the University form under the eForms section of the Student Center page in SIS (located in the bottom left). The form should address the issue that caused the student to elect the personal withdrawal, and state how and when it has been resolved. Students who cannot demonstrate that their personal issue has been resolved will not be readmitted.

- **Return from a “medical” withdrawal.** The student must submit a request to return to the University, on or before the appropriate deadline, by completing the Returning to the University form under the eForms section of the Student Center page in SIS (located in the bottom left). The form should detail two key elements of the student’s medical situation:

  1. The student’s current medical situation and their fitness to engage with their academics on a sustained basis, and

  2. A continuity of care plan that details the arrangements for any on-going and sustained medical care that will be required for the student.
For both items, medical documentation is required, and you can access helpful forms and guidance about this from the CAPS website. This medical documentation will be reviewed by health care professionals at Student Health who provide a recommendation on the student’s fitness for academics. The Associate Dean then makes a decision regarding readmission. You may be asked to do either or both of the following:

- Meet with personnel at Student Health for an in-person readmission evaluation
- Consider signing a consent form that authorizes Student Health personnel to speak openly with your health care provider and with the Associate Dean about your request for readmission

An example: a student leaves the University in November due to mental health struggles. The student seeks a return the following August. He provides a letter from his care providers stating that he has engaged in a sustained counseling relationship, and the care providers express confidence that the student is fully fit and ready to resume his studies (item 1 above). Moreover, the student has arranged to meet with a care provider in the Charlottesville community once per week for the duration of the semester, so that his current healthy condition continues throughout the semester (item 2 above). The staff at CAPS review the documentation, agree that it accurately documents that student’s situation, and recommend readmission. The Associate Dean then makes the final decision, which in this case is in favor of readmission.

Important notes:

- For all readmissions, the Office of the Dean of Students reviews each case to ensure that there are no UJC or other University sanctions in process or pending. Students with UJC or other sanctions in process or pending must resolve those issues before they will be readmitted. Therefore, all students should be prepared to meet with a representative from the Office of the Dean of Students as part of their return to the University.

- **International students** must work with the International Studies Office in Minor Hall to ensure legal status for their return to the University.

- Upon readmission, students should immediately contact other relevant University offices, including Student Financial Services, Housing, Dining, etc. to work out relevant non-academic details.
• Readmitted students cannot register for courses until all of their enrollment holds (for instance, a financial aid hold, student health hold, or an advisor hold) have been removed.

4.19 Scholarships

The Engineering School receives a number of industrial, foundation, or other gift scholarships for which students may apply. These are usually one-time awards. Amounts and selection criteria vary, and many have specific restrictions about major, geographic origin, or other criteria. For more information contact Barbara Dudley in A-126 Thornton Hall, 434.924.3310.

4.20 Study Abroad

With the growth of international trade and multinational industries, engineering students are finding it increasingly desirable to acquire international experience and cross-cultural skills. Engineering students have opportunities to develop professional skills, as well as cultural and social knowledge of other countries, through education abroad programs, including semester-length programs, summer and J-term programs, research internships, and engineering service learning. Study abroad remains among the most significant and transformative educational experiences available. Our goal is to enable every UVA engineering student to obtain a significant international experience while an undergraduate.

Engineering students interested in international programs should visit the Engineering International Programs office, located in Thornton B103. Information is also available at Engineering International Programs. The University’s International Studies Office (ISO), in 208 Minor Hall, offers information on study abroad programs across the University, plus travel, visa, passport and other logistical assistance. Interested students may also obtain information and advising by contacting their departmental office and/or international programs contact person.

While the majority of UVA Engineering students go abroad during the summer or January Term, semester-length programs are an increasingly popular option. UVA Engineering offers short study abroad programs, designed for engineering students and led by Engineering School faculty, in Germany, Argentina, Guatemala, Sweden and Costa Rica. UVA Engineering also offers numerous opportunities to engage in engineering service learning, primarily in Guatemala, Nicaragua and South Africa. Students interested in international engineering service may contact the Engineering International Pro-
grams office or the Engineers Going Global (EGG) student organization. Students interested in research may consider a research exchange program, such as the one at the Shibaura Institute of Technology in Tokyo or DGIST (Daegu Gyeonbuk Institute of Science and Technology) in South Korea.

Students interested in a semester-length study abroad have a wide range of options, including university partners in most European countries, China, Singapore, Korea, Japan, Brazil, Australia and New Zealand. The National University of Singapore and the Hong Kong University of Science and Technology, both offering engineering curricula similar to those at UVA, offer all instruction in English. Students wishing to study in France, Germany, Spain, and China will need varying degrees of language ability to succeed. The UVA Engineering in Valencia Program, launched in Fall 2016, allows engineering students the option of spending their 3rd semester in Spain (intermediate Spanish language proficiency required). All math, science and engineering courses are offered in English and are direct credit. Students electing to study abroad at one of UVA’s partner institutions have the advantages of reduced administrative complexity and of being able to pay their home school tuition or fees and register free at the host school.

Undergraduates wishing to study abroad will need to plan ahead (typically a year in advance for semester-length programs). While the ideal time to go abroad varies by major and individual circumstances, the majority of engineering students study abroad during their 2nd or 3rd year. Some summer and J-term programs also accept first year students. There are a wide variety of exchange partners and outside third-party program providers that facilitate direct enrollment to local institutions, making the options for engineering coursework abroad plentiful, with many course options in English. Students should consult with their faculty advisor to plan course schedules. Students studying abroad may apply for transfer credit approval prior to going abroad. A course grade of ‘C’, or its equivalent, is required to receive UVA credit for courses taken while studying abroad.

4.21 Transfer Credit

Students should consult Jesse Rogers or Joe Rehder in the Undergraduate Office regarding approval of transfer credit. You are required to get approval before you take the course. A minimum grade of C is required for transfer of a course, per University rules. Courses transfer, but grades do not; grades obtained for courses taken elsewhere will not count towards your UVa GPA.
Many courses have been pre-approved for transfer credit, based upon a history of Engineering students taking those courses. To obtain transfer credit for courses not on the pre-approved list, students should present the following information with their transfer credit request form:

- A course description
- A course syllabus, including credentials of the instructor and course schedule (how many class meetings per week, and of what duration?)

Students interested in taking an online course at another institution, and using those credits as transfer credit for their UVa degree, should also provide the following information:

- Is the course synchronous or asynchronous?
- How do students access help with the course material (i.e., via a course TA, the instructor, or a community message board)?

Online courses that are essentially “independent study” type courses will generally not be accepted for transfer credit, while online courses with substantial synchronous interactions and direct access to help resources may be accepted for transfer credit.

4.22 Transfer to another UVa school from Engineering

Transfer to other schools of the University is possible but not automatic. Students considering a transfer out of Engineering should talk to their advisor, friends, parents, and others whose opinion they value before making a final decision. Key points of contact in other UVa schools:

- **College of Arts and Sciences:** contact Assistant Dean and Assistant Professor Erin Eaker
- **Architecture:** contact Carolyn Buchanan
- **Nursing:** contact Prof. Austin Stajduhar
- **Commerce:** contact Sadie Collins

Please consult the relevant people and/or websites listed above for accurate transfer application dates, criteria, and other important information, as policies and deadlines sometimes change. If you decide to leave Engineering, please fill out our exit survey.
4.23 Transfer into UVA Engineering from another UVA school

General Procedure.

• UVA Engineering will accept transfer applications twice per year, with application deadlines in December for admission the upcoming Spring semester and in March for the following Fall semester. The exact transfer application deadline in each year will be specified and advertised on the UVA Engineering transfer program website. As part of the application process, the UVA Engineering undergraduate office will download each applicant’s transcript, including grades from the Spring semester in which you apply. In addition, both December and March application periods require students to declare their intention for a major.

Criteria.

1. Students must be in good standing with the University, including CUM GPA above 2.0, and must NOT be on academic probation/warning (in their home school) at the time of the transfer application.

2. Students must achieve a “core” engineering/science GPA of at least 2.5. Courses in the “core” include: APMA 1090-1110-2120, PHYS 1425/1429-2415/2419, CHEM 1610/1611-1620/1621, CS 1110/1111/1112 (or the equivalent College courses for these). All core courses taken by a transfer student will be included in this calculation.

3. Students must have completed at least the following courses in the core: APMA 1090, 1110, and 2120, PHYS 1425/1429, CS 1110/1111/1112, CHEM 1610/1611 (or the equivalent College courses for these).

4. It is preferred that all Engineering core courses (outlined above and on the UVA Engineering transfer program website) be completed prior to submitting an application for transfer.

Application Process. Any student seriously considering transfer to UVA Engineering should do the following:

• Examine the transfer criteria and ensure that they will have completed the requisite courses (criterion 3) and achieved the requisite grades (criteria 1 and 2) at the time of transfer

• For first-year students, consult with any of the staff in the Undergraduate Programs Office in Engineering (A-122 Thornton Hall)
for advice about the engineering curricula, special programs, and other features of life in Engineering.

- For second- and third-year students, consult directly with the undergraduate program person in your desired major (see list below) for advice about the specific major.

- Submit your transfer application electronically, per the instructions on the form.

**Notes.**

- Students with no/sparse record of academic success in a technical curriculum will not be accepted for transfer into UVA Engineering.

### Undergraduate Program Contacts

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<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Department</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Aerospace</td>
<td>Prof. Thornton (kt4n)</td>
<td>Computer Engineering</td>
<td>Prof. Dugan (jbd)</td>
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<tr>
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<td>Electrical</td>
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<tr>
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<td>Engineering Science</td>
<td>Prof. Fitz-Gerald (jmf8h)</td>
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<td>Mechanical</td>
<td>Prof. Schnipke (rjs2mf)</td>
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<td>Spring-Prof. Carta (gc)</td>
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<tr>
<td>Computer Science</td>
<td>Prof. Cohoon (jpc)</td>
<td>Systems</td>
<td>Prof. Bailey (rrb5b)</td>
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**4.24 Transfer from One Engineering Major into Another Engineering Major**

Transferring from one Engineering major to another is possible, provided that the student meets all academic requirements of the department into which they intend to transfer, and provided that there is capacity in the major to admit new students. Students interested in transferring within Engineering should contact the appropriate undergraduate program director (listed on page 39).

**4.25 Tutoring**

Free tutorial assistance in all common Engineering courses is available for all students. Students may request a tutor for any course online and the Engineering Undergraduate Office will attempt to locate a tutor. To learn about tutors available for hire, students can contact Barbara Dudley in A-125 Thornton Hall, or by phone, 434-924-3310.
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Academic and Personal Support Resources

- Office of African-American Affairs
- Alcohol and Substance Education
- Accessibility and Disability
- Center for Engineering Career Development
- Center for Diversity in Engineering
- Counseling and Psychological Services (inc. drug and alcohol treatment services)
- Dining Services
- Office of the Dean of Students
- Financial Services
- Honor Committee
- Housing and Residence Life Office
- International Center
- International Studies Office
- Jobs for Students at U.Va.
- Judiciary Committee
- Madison House
- Parking and Transportation
- University Registrar
- Student Disability Access Center
- Student Health
• Student Life
• University Police
• Women’s Center
6

**UVA Engineering Undergraduate Program Coordinators**

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<td>Systems</td>
<td>Peggy Gibson</td>
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<tr>
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<tr>
<td>Computer Science</td>
<td>Tina Hittinger (cmh5mm)</td>
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Engineering Undergraduate forms are on the Engineering Undergraduate forms webpage, and are linked here:

- Additional Major Minor
- Change In Major
- Course Action Form
- Engineering Curriculum Modification Request
- Grade Delay Petition
- Over 19 Hours
- UG Request to Enroll in a Grad Course
- Withdrawal Petition
- Leaving the University form: available electronically in the SIS
- Request for Transfer Credit form (in triplicate, paper only–come to A-122 Thornton Hall)