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Admissions and Matriculation

Admissions

School admission requirements
Admitting degree Programs are responsible for graduate admissions decisions, with the School ensuring general eligibility requirement fulfillment. Under no circumstances should an admitting Program offer unconditional acceptance to an applicant until the School Graduate Office has confirmed verification of credentials, visa request if applicable, and receipt of test scores.

- All applicants to any Program or degree within the School must have a baccalaureate degree from a recognized college or university, or anticipate conferral of degree prior to matriculation. While this degree will typically be in the field of engineering, applied science, or other STEM fields, occasionally other fields are also considered. Programs may require undergraduate courses in preparation for their coursework, which must be taken without credit.

- Application Elements:
  - A completed online application
  - A non-refundable application fee of $85 for each application submitted
  - Personal essay: This essay should focus on outlining an applicant’s research goals and interests toward solving real-world problems and their alignment with the Program he/she is applying for. For ME/MCS/MMSE applicants, the essay should describe why the applicant desires an advanced degree and what their interests are toward solving real-world problems. All applicants should also demonstrate clear evidence of motivation, persistence, character, the ability to overcome obstacles, and the potential for leadership and engagement. Excellent writing skills are critical.
  - Complete transcripts of all academic work. Official transcripts are not required for the application review process, but are required of those who matriculate prior to enrollment.
  - Three Letters of Recommendation. Letter writers should have meaningful knowledge of the applicant and be able to speak to the applicant’s potential to succeed in graduate school. Letter writers should particularly comment on the applicant’s research potential.
  - A CV or Resume: CV and resumes should clearly show the applicant’s quantity and quality of prior research experience in academia and beyond.
  - GRE scores: GRE scores are required for most Programs and degrees, but there are exceptions. See the Program website for more information. Self-reported scores can be submitted for the application review process, but must match eventual final reported scores.

- Deadlines: Application deadlines depend on the Program and degree sought, and can be found on the Future Grads section of the website. Note: International students on visas must apply at least five months prior to the admission term to allow time for the International Student Office to review and process the necessary paperwork.
International Student Admissions:

- TOEFL/IELTS scores—for international applicants only:
  - Applicants whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam unless they are specifically exempted by the graduate school to which they apply. Exemptions are generally only granted if the applicant has graduated from an accredited 4-year university where English is the language of instruction.
  - These scores are required for all applicants whose native language is not English. An overall score of at least 90 on the TOEFL (or an overall IELTS score of at least a 7.0) is typically required; however, those with scores less than 90 may be required to complete English as a Second Language courses at UVA in order to be admitted. Some Programs may requires minimum scores higher than 90/7.0.
  - TOEFL and IELTS scores expire after two years and thereafter become unreportable as official scores.
  - Guideline: Most admitted students attain a total score of at least 600 on the PBT TOEFL, 250 on the CBT TOEFL, or 7.0 on the IELTS. The University anticipates that individuals who provide a score on the iBT TOEFL will likely earn a score of at least 22 in writing, 22 in speaking, 23 in reading, and 23 in listening for a total score of 90.

- In addition to meeting the admission requirements outlined in previous sections, international students must have an outstanding command of the English language in order to enroll at the University. In general, UVA does not conduct classes and exams in languages other than English; and it does not accept papers submitted in a non-English language.

- All international applicants should contact the UVA International Studies Office to ensure that all appropriate paperwork is completed for the application and possible matriculation process.

- Visa Requirements:
  - The U.S. Department of Homeland Security has authorized the University of Virginia to issue visa documents appropriate for the F-1 (student) non-immigrant status. Following academic admission to a University degree Program, the International Studies Office reviews the language, financial, and visa qualifications of the applicant. If all documentation is in order, a “Certificate of Eligibility” (Form I-20 or Form DS-2019) may be issued to the prospective student upon request. In order to apply for a visa and to apply for entry into the United States as a student, Form I-20 or Form DS-2019 must be submitted to a U.S. Consulate, along with a passport and other indications of purpose while in the United States. The University does not issue a Certificate of Eligibility for part-time study, or continuing and professional studies courses. Admitted students may email the International Studies Office at issp@virginia.edu.
The Application Review Process:
The application review process focuses on a broad array of qualifications and supporting materials, including letters of recommendation; research potential and passion and how this aligns to the specific Program; writing ability; motivation, persistence, and the ability to overcome obstacles; the potential for leadership and engagement; previous GPA; and GRE scores. There are no GRE or GPA cut-offs for admission consideration, but SEAS is a competitive School.

Deferring Admission:
Applicants who have been accepted for admission, and who wish to delay the start of their academic Program for up to one year, may do so at the sole discretion of the admitting Program. Applicants should communicate with the admitting Program and the School if they wish to defer their admission.

Admitting Programs may not approve deferral of admission for more than one year. If an applicant wishes to delay the start of the academic Program for more than one year, the request, endorsed by the admitting Program, should be sent to the Graduate Programs Office. Approvals of such requests are rare.

Rescinding an Offer of Admission:
It is SEAS’ expectation that all admitted students uphold the intellectual, ethical, and professional standards of the School and the University of Virginia. All applicants offered admission to the School agree to abide by the principles laid out in the UVA Honor Code and the Standards of Conduct. The School may rescind an offer of admission up until the date of matriculation for, but not limited to, the following reasons:

- An admitted applicant is found to have presented misleading or fraudulent information during the application process
- An admitted applicant fails to uphold the principles of the Honor Code and the Standards of Conduct mentioned above.

New Student Information
Final Admissions Paperwork:
New students who have committed to enrolling must complete the admission process by submitting any and all final required paperwork, such as updated official transcripts and any updated test scores. International students should check in with both the School and the International Studies Office to ensure the completion of all paperwork prior to traveling to the US.

New International Students:

- **ISO Check-in:** New international students must ensure their visa documents are complete, attend online and in-person orientations, and check-in with the International Studies Office once they arrive on Grounds. Please see ISO for more information: [http://issp.virginia.edu/newly-admitted-students](http://issp.virginia.edu/newly-admitted-students).
- **Language Requirements:**
New international students whose first language is not English must take the UVA English Language Proficiency Exam (UVELPE) at the beginning of the semester of matriculation. All recommendations for further language study are based on results from this exam, and are considered requirements and cannot be waived except under rare circumstances. For more information, see the ESL Course Deferral & Waiver Policy below.

All prospective graduate teaching assistants whose first language is one other than English are required to take the SPEAK Test. A score of at least 55 is required for permission to begin teaching without completion of oral language training. The SPEAK Test is administered in August, December, and May. Candidates for the test are identified by their department. Information about the SPEAK Test is available at www.virginia.edu/provost/caelc.

Visa Requirements:
- Most students enter the United States using an F-1 visa. The J-1 visa is appropriate for exchange students or students receiving a significant portion of their financial support from a government agency or international foundation.
- Students in the United States on F-1 status must maintain full-time student status (12 credit hours) during the fall and spring semesters, and 6 credit hours if enrolled during the summer semester. Only those international students who are maintaining valid and lawful status in the U.S. which permits full-time study at a college or university will be permitted to enroll full-time at the University of Virginia.
- All non-immigrant visas carry restrictions about employment and length of stay in the United States. Students are advised to carefully understand their particular status. Students must be willing and able to abide by the regulations for the visa status they are given. U.S. visa regulations are subject to frequent change and re-interpretation. It is the foreign national’s duty to keep him or herself informed of all current visa regulations and to maintain valid status according to all U.S. immigration laws and regulations.

Tuition/Fees: All F-1 and J-1 non-immigrant students pay the out-of-state full tuition rate.

Transfer of credit
SEAS grants transfer of credit based on an analysis of the content, level and comparability of the courses taken, the applicability of the courses to the student’s intended degree Program, the quality of the student’s performance in the course, and the institution where the work was completed. All requests for transfer of credit must be approved by the academic Program and the Engineering Graduate Registrar’s Office using the Request Approval of Transfer Credits Form. For any degree, a Program may require additional courses to satisfy their specific academic requirements beyond the course credits transferred. Students can request the transfer of a UVA Engineering graduate-level course taken while a UVA undergraduate student, given that it was NOT used toward the undergraduate degree, using the UVA Engineering Graduate Course Approval Form.
ME, MCS, MMSE, and VEO Students

- May transfer a maximum of 12 graduate course credits into their Program of study (a maximum of 15 credits for VEO students). These courses must have been completed with a grade of B or better, and cannot have been used to satisfy requirements toward another degree.

MS and PhD Students

- May transfer a maximum of 6 graduate course credits into their Program of study. These courses must have been completed with a grade of B or better, and cannot have been used to satisfy requirements toward another degree.
- PhD students who have earned a master’s degree in a STEM field will receive an automatic bulk transfer of 24 graduate course credits toward their program of study.
- PhD students who have earned a master’s degree in a non-STEM field will receive an automatic bulk transfer of 12 graduate course credits toward their program of study.
Enrollment
Types of Student Enrollment

- **Full-Time, Degree-Seeking:**
  - It is expected that all students pursuing a graduate degree, with the exception of VEO students, will be enrolled full-time, equal to at least 12 hours of graduate course credit during the fall and spring semesters. Full-time enrollment in the summer is 6 hours.

- **Part-Time, Degree-Seeking:**
  - A student who is enrolled for less than 12 hours.
  - Any student request for enrollment below full-time must be approved by the degree Program and the Office of Graduate Programs using the Change of Enrollment Limit/Status Form. International students must have written approval of the ISO on the form.

- **Non-Degree Status:**
  - A student who has received permission to enroll and is registered for coursework at the University, but is not enrolled in one of the University’s degree-granting Programs.

- **Visiting Student:**
  - A non-degree-seekng student who is enrolled in a degree-granting Program at another institution.

- **Affiliated Status:**
  - Affiliated status is limited to:
    - **A. Doctoral Completion (Doctoral Students Only):**
      Advanced doctoral students who have fulfilled all residency and credit requirements for their degree, do not require access to University resources (including labs) or student services, and are completing or defending their dissertation may petition their dean’s office for Doctoral Completion status. **Once approved for Doctoral Completion status, students may not return to full-time study in their degree Program. SEAS limits its students to a maximum of 4 semesters’ enrollment in the Doctoral Completion status.**
    - **B. Thesis Completion (Masters Students Only):**
      Masters students who have fulfilled all residency and credit requirements for their degree, do not require access to University resources (including labs) or student services, and are completing or defending their thesis may petition their dean’s office for Thesis Completion status. **Once approved for Thesis Completion status, students may not return to full-time study in their degree Program.**
    - **C. External Internship/Study:**
      Students who are participating in an approved professional internship or educational Program outside the University may petition their dean’s office for External Internship/Study.
D. Degree Conferral in Absentia:
Students who are not taking new courses or pursuing research, but who need to be affiliated with the University for certain administrative reasons before receiving their degree, including finishing incompletes, paying an outstanding University financial obligation, or receiving official transcripts of approved transfer credit, may petition their dean’s office for Degree Conferral in Absentia status. **Degree in Absentia status may be used by a student for one term only.**

Students must have satisfied all course requirements per their Academic Requirements report in SIS before requesting affiliated status. Affiliated status must be requested of the Engineering Graduate Registrar’s Office.

- Affiliated status students:
  - a) Are enrolled but do not have an active student ID, access to University labs or facilities, nor access to student services. (Students retain student health insurance throughout the academic year if already participating.)
  - b) Retain Netbadge computer system privileges.
  - c) Are not eligible to be paid for graduate assistantships.
  - d) Can no longer defer any student loan payments.
  - e) Pay an associated fee rather than tuition or comprehensive fees.
  - f) May not be hired as post-docs or research associates within the semester of affiliated status

General Enrollment Requirements for Full-Time, Degree-Seeking Students

**PhD Student Enrollment**

- **Full-Time Enrollment:** Enrollment in a PhD Program requires full-time registration each semester. Full-time enrollment in the Fall and Spring semesters is a minimum of 12 and a maximum of 15 credit hours per term. Optional full-time enrollment for Summer semester is at least 6 credit hours. Full time enrollment is required if receiving financial aid.

- **Research:** All PhD students must register for the appropriate research course. Credits are assigned to this course in such a way that the total number of credits for which the student is registered reflects the fraction of time devoted to progress toward a degree. Students must register for a minimum of 48 credits of research for a PhD degree, though in most cases, students will exceed this.

- **Length of Study:** Full-time PhD students must enroll for at least six regular semesters (Fall and Spring) of graduate study after the baccalaureate degree, or four regular semesters after a master’s degree.

- **Residency:** PhD degree Programs require a period of residency to fully engage in the UVA academic community and to actively contribute to intellectual discourse within the School. At least two regular semesters beyond the master’s degree must be in full residence at UVA in Charlottesville. Or for those students entering a PhD Program with a
baccalaureate degree, at least three regular semesters in full residence is required. One exception exists for those students carrying out their research at the National Institute of Aerospace (NIA).

- **Consecutive Enrollment**: PhD students must enroll in courses for all terms (fall and spring) from the matriculation term until degree conferral, including the term in which the dissertation/thesis is submitted. The only exception occurs when the student is granted an official leave of absence. Failure to enroll in courses for a term without taking an approved leave of absence results in denial of further enrollment unless and until reinstatement to the degree Program is granted.

- **Time Limit for a PhD Degree**: All requirements for the Doctor of Philosophy degree must be completed within seven years after matriculation to the doctoral Program. The degree clock can be stopped during these seven years for 1) maternity or family parenting needs or 2) serious personal or family illness with approval by the Program and the Director of Graduate Education. A student may petition to extend their time-to-PhD beyond the seven years to the SEAS Graduate Studies Committee with prior approval by the Advisor and their Graduate Program Director. Such a petition must be filed within the 7-year time frame.

**MS Student Enrollment**

- **Research**: All MS students must register for the appropriate research course. Credits are assigned to this course in such a way that the total number of credits for which the student is registered reflects the fraction of time devoted to progress toward a degree. Students must register for a minimum of six credits of research for a MS degree, though in most cases, students will exceed this.

- **Residency**: MS degree Programs require a period of residency to fully engage in the UVA academic community and to actively contribute to intellectual discourse within the School. At least one semester in full residence at UVA in Charlottesville is required. One exception exists for those students carrying out their research at the National Institute of Aerospace (NIA).

- **Consecutive Enrollment**: MS students must enroll in courses for all terms (fall and spring) from the matriculation term until degree conferral. The only exception occurs when the student is granted an official leave of absence. Failure to enroll in courses for a term without taking an approved leave of absence results in denial of further enrollment unless and until reinstatement to the degree Program is granted.

- **Time Limit for a MS Degree**: All requirements for the Master of Science degree must be completed within five years after matriculation to the graduate Program. The degree clock can be stopped during these five years for 1) maternity or family parenting needs or 2) serious personal or family illness with approval by the Program and the Director of Graduate Education. A student may petition to extend their time-to-MS beyond the five years to the SEAS Graduate Studies Committee with prior approval by the Advisor and their Graduate Program Director. Such a petition must be filed within the 5-year time frame.
ME, MCS, or MMSE Student Enrollment

- **Consecutive Enrollment**: On-grounds ME (including AMP), MCS, or MMSE students must enroll in courses for all terms (fall and spring) from the matriculation term until degree conferral. The only exception occurs when the student is granted an official leave of absence. Failure to enroll in courses for a term without taking an approved leave of absence results in denial of further enrollment unless and until reinstatement to the degree Program is granted. VEO students, who are off-Grounds, are not required to enroll each semester.

- **Time Limit for a ME/MCS/MMSE Degree**: All requirements for the ME (including AMP), MCS, and MMSE degrees must be completed within seven years after matriculation to the graduate program. The degree clock can be stopped during these seven years for 1) maternity or family parenting needs or 2) serious personal or family illness with approval by the Program and the Director of Graduate Education. A student may petition to extend their time-to-degree beyond the seven years to the SEAS Graduate Studies Committee with prior approval by the Advisor and their Graduate Program Director. Such a petition must be filed within the 7-year time frame.

Graduate Enrollment Process

- Students enrolled following the first week of classes of a fall or spring semester are considered duly enrolled students for that term. Specific enrollment instructions are available each semester at [www.virginia.edu/registrar](http://www.virginia.edu/registrar).

- With the exception of VEO students, students who are not enrolled in at least one course by the enrollment deadline will be deactivated.

- The late enrollment process (a form and late fee starting at $25) begins after the deactivation date for the term.

- Students who enroll for classes, but who have a hold that impacts their enrollment at the end of the first week of classes of a fall or spring term, will be dropped from all classes.

- The final deadline for enrollment is seven weeks after the first day of classes. Students who have not completed enrollment by that date are not allowed to enroll for the semester, receive credit for the semester, or receive a degree during the semester. No student will be permitted to enroll after the final deadline unless the delay in enrollment was a result of University actions. Inability to pay tuition and fees by the deadlines imposed by the university bursar does not constitute an acceptable reason for enrolling late.

- Payment of tuition and fees is considered part of the enrollment process. Failure to pay tuition and fees by the dates established by the university will result in a Student Financial Services hold on the student’s SIS account preventing enrollment in courses (see the section on tuition and fees). By enrolling, the student assumes an obligation to pay for that semester’s tuition and fees.

- All financial, disciplinary, or academic holds must be cleared before a student is permitted to enroll at the University.
• Students who are terminated for non-academic reasons during the semester, and who seek reinstatement in the same semester, are re-admitted and re-enrolled by UREG (Office of the University Registrar) in coordination with their Director of Graduate Education. Students seeking reinstatement must obtain a termination clearance form approved by the terminating authority. This form must be presented to UREG (Office of the University Registrar) prior to the tenth day of class before the last day of scheduled classes. Students are not allowed to be re-admitted or re-enrolled after this deadline, and they are not permitted to receive credit for that semester or to receive a degree in that semester.
• Enrolled students must enroll in at least the minimum number of credits required by their Program, else they must cancel their enrollment.

Requests for Enrolling in 16 credits:
Students are permitted to enroll in 16 credits if enrolling in a departmentally required 1 credit seminar or lab puts them over the 15-credit limit, AND all other enrolled courses are departmentally required.

Leaving the University: (NOTE: changing by fall 2019)
• Voluntary Leaves of Absence:
  o Students who wish to take a voluntary leave of absence for either a semester or a year must apply for such leave to their advisor and the Graduate Program Director of the student’s Program (or in the case of VEO students, VEO administration), and have it finalized by the Engineering Graduate Registrar’s Office. The student must notify the Engineering Graduate Registrar’s Office and their Program at least 60 days prior to the beginning of the semester in which they intend to enroll so they will be reactivated.
• Medical Withdrawal:
  o Applications for withdrawal for medical reasons must be made in writing to and approved by the Director of Graduate Education in conjunction with the Office of the Dean of Students (ODOS) or Counseling and Psychological Services (CAPS). A grade of W (Withdrawal) will be entered for each course in which the student was registered, and cannot be changed. Subsequent medical clearance from the Department of Student Health is required for readmission.
  o Academic Withdrawal:
    o For a student to formalize a permanent withdrawal from the University, a withdrawal form needs to be completed with the Engineering Graduate Registrar.

Transferring to a different Program within SEAS
A student may not transfer to a new Program within SEAS until they have spent at least one semester in their current Program. Any student wishing to transfer after this minimal time period, must:
1) Complete the Request Program Plan Change Form and have it signed by their advisor, as well as the Graduate Director of the current Program, then submit to the Engineering Graduate Registrar’s Office for final Dean’s Office approval and processing.

Students Enrolling in Courses Outside of SEAS for Satisfaction of Academic Requirements

- Students approved to enroll in courses outside of the SEAS and unable to do so in SIS must complete a UVA Engineering Graduate Course Action Form and have each course approved and form signed by the instructor and advisor. Please note that engineering students must adhere to course adding and dropping deadlines of other Schools (course drop deadlines for courses taught in Schools other than engineering are much earlier than ours).
- If a non-engineering course is approved to satisfy the academic course requirements at the School level, a ‘Request Requirement Change, Exception or Waiver’ form (also found on our forms website noted above) must be completed and signed by the Program and submitted to the Engineering Graduate Registrar’s Office for final Dean’s Office approval and processing. After the SIS actions are completed, an email is sent to the Graduate Program Coordinator to advise them that they have been done and if there are also programmatic SIS actions needed to be completed, then they may do so at that time.
- If a non-engineering course is approved to satisfy the academic course requirements at the Program level only (above and beyond the school’s academic course requirements), that approval process is determined however the Program sees fit and the SIS exceptions are completed by the departmental Graduate Program Coordinator.
- If a student is not in a University approved Interdisciplinary Program and is enrolled in a course outside of SEAS, additional tuition may be incurred as the tuition rates are imposed by the School offering the course.
- If a student is enrolled in a non-engineering course in the semester they graduate, the above approval form must be done as early in the semester as possible but at least two weeks prior to the degree conferral date. In addition, ensuring the final grade is posted by the deadline for degree certification processes of the Engineering Graduate Registrar is the responsibility of the student. Failure to obtain a final grade by the deadline will result in the student’s removal from the degree candidate list.

ESL Course Deferral & Waiver for All Graduate Students

All graduate students are required to complete ESL course requirements made by CAELC as a result of his/her UVELPE and/or SPEAK test score, and may only request a deferral of one semester for the below reasons:

1. If a student is recommended for two or more ESL courses, the student’s program can approve a deferral to the following semester of those ESL courses in excess of one.
2. If a student is recommended for an ESL course where all available sections of said course conflict with the student’s current academic load, the student’s Program will approve a deferral request to the following semester. It is required that students verify with the CAELC staff that there are no other possible sections that work with their academic load BEFORE requesting the deferral.
3. If the student will be away for part or all of the semester in question for an internship or other academic purpose, the student’s Program may approve a deferral request to the following semester.

Recommended ESL courses will not be waived, with the exception of ESL 912, which is not a course, but a one-on-one experience for students currently assigned as International Teaching Assistants.

All requests for deferrals and waivers should be submitted to the student’s Graduate Coordinator no later than one week prior to the start of the ESL course(s) for current students, or as soon as the recommended course(s) are assigned for new students. Failure to request a deferral or waiver on time, and subsequent failure to attend the course(s), will result in an Unsatisfactory grade on the student's transcript. Any deferral or waiver request outside of the above reasons must be submitted by the Program Graduate Coordinator no later than one week prior to the start of the ESL course(s) for approval by the Director of Graduate Education.

Processing a Request to Drop/Withdraw from a Graduate Engineering Course After the SEAS “Drop with W” Deadline

When a graduate engineering student requests to drop/withdraw beyond the “drop with a W” deadline, they must request permission via email to the Graduate Engineering Registrar or the Director of Graduate Education. The email must provide the reason for the request explaining the extenuating circumstances with the support of their faculty advisor and either the SEAS resident Assistant Dean of Students or the SEAS resident CAPS counselor.
Tuition & Fees
Click here to see the current tuition and fees for all programs and degrees.
Grading and GPA

Degree requirements for coursework:
- To obtain a graduate degree in the School, an individual must have a minimum cumulative grade point average of 3.00 on all graded graduate course work taken while a graduate student, and all graduate courses taken as an undergraduate at the University of Virginia if the courses are part of a program of study and are used to satisfy Program degree requirements.
- No grade lower than a C is acceptable toward meeting degree requirements.
- Undergraduate courses and courses taken on a Credit/No Credit basis may not be used to meet degree requirements and are not used in computing the grade point average.

Grading
Grade Changes
- No grade may be changed after it has been submitted to UREG (Office of the University Registrar) without the approval of the Director of Graduate Education, who may authorize a grade change only in accordance with the school’s grade appeal policy or when an instructor certifies that, because of an error in calculation or transcription, an incorrect grade has been submitted.
- Grades cannot be changed after a degree is conferred.

Incomplete
- The symbol IN (incomplete) is used when additional course work is required or examinations need to be taken in order to fulfill the requirements of a given course.
- A student may not request an IN grade in an attempt to raise his or her grade.
- Prior to the last day of class, students must initiate the request for an IN and secure the instructor’s approval in accordance with School deadlines.
- Graduate students’ incomplete grades convert to an F 200 days after the end of the semester they receive the IN grade.

Grade Appeals:
- University faculty members and instructors are entrusted with all grading decisions, to be made fairly and in a manner consistent with their best professional judgement and the expectations of the discipline.
- Students involved in grading disputes should first attempt to resolve the matter with the Instructor.
- If the grading conflict cannot be resolved with the Instructor, the student may petition the SEAS Graduate Studies Committee within 30 days of the grade posting in SIS.

Academic Probation & Suspension
Academic Probation:
- Students may incur academic probation any semester in which they fail to maintain a 3.0 grade point average or make a grade lower than a C.
• On-grounds students on probation have one semester to increase their cumulative grade point average to a 3.0 or above, or to change any grade lower than a C, or they will be placed on academic suspension. VEO students have two semesters to increase their cumulative grade point average.

**Academic Suspension:**
• Students under suspension may not transfer any credits taken at other institutions while on suspension toward their degree from the University
• Academic suspensions may be appealed once to the SEAS Graduate Studies Committee.
Degree Requirements: PhD

Program of study

• All PhD students must satisfactorily complete a plan of coursework and research hours approved by their advisor and the Program. The student and the advisor will work on the Program of Study, and each Program is tailored to the individual student in accordance with Program requirements approved by SEAS faculty.

• The Program of Study must include a combined minimum of 72 hours of research and course credits beyond the baccalaureate, a minimum of 24 of which must be formal graded graduate level coursework. Classes at the 4000-level or below do not count toward the graduate degree requirements.

• Transfer of course credit from other institutions of recognized standing may be included in the Program of Study; however, only graduate level courses with a grade of B or better may be transferred.

• Program Requirements: Each program has its own Program of Study requirements, and therefore all Programs of Study must be approved by the Program’s Graduate Program Director.

PhD Advisory Committee

• Must include a minimum of three SEAS faculty, one additional UVA faculty member with 0% appointment in the student’s home department (effective for students enrolling Fall 2018 or later), and a minimum of four total members. The purpose of the member with 0% appointment in the student’s home department is to ensure consistency across the University, to help ensure fairness to the student, and to prevent conflict inside the department.

• The Committee Chair must hold a faculty appointment in SEAS.

• All Committee members must hold qualifications commensurate with that of a research faculty or equivalent rank.

• To avoid conflicts of interest, no committee member can be employed by or receive compensation from another committee member to avoid conflicts of interest.

• One additional research professional from outside UVA or a faculty member from outside SEAS may be a fifth voting committee member, provided his/her qualifications are commensurate with that of a research faculty or equivalent rank. Emeritus faculty are considered outside UVA for the purpose of Advisory Committees. A CV or biography will be required and should be submitted to the SEAS Graduate Registrar, and should include the highest degree attained, the year and institution, and any relevant experience or research which would enable that member to provide expertise to the student and committee.

• Biomedical Engineering (BME) advisory committees: All faculty with a primary appointment in BME are considered SEAS faculty for this purpose. For PhD students in BME, one faculty member from the School of Medicine may substitute for one SEAS faculty.

• Computer Engineering (CPE) advisory committees: For PhD students in CPE, at least one member must be from the Electrical & Computer Engineering department and at least
one member must be from the Computer Science department. The home department of CPE students is defined as the advisor’s home department.

- Civil & Environmental Engineering (CEE) and Systems & Information Engineering (SIE) advisory committees: For PhD students in CEE or SIE, the Engineering Systems & Environment (ESE) Department is considered the home department, and therefore the additional committee member with 0% appointment in the home department cannot be an ESE faculty member.
- There may be additional Committee members beyond the previously mentioned five.
  - The Doctoral Advisory Committee Form must be completed and submitted to the Engineering Graduate Registrar’s Office for final Dean's Office approval and processing as early as possible in the student’s PhD Program. The form must be approved by the Graduate Office at least two weeks prior to any event including the Committee.

**PhD Qualifying Exam**
- Each Program designs and conducts its PhD Examination or Qualifying Exam differently. All students must perform satisfactorily on this Exam, as determined by the standards of the Program.
- Upon completion of the PhD Examination or Qualifying Exam, the PhD Examination Report, as well as the Program-specific Qualifying Exam Assessment Form must be submitted to the Engineering Graduate Registrar’s Office for final Dean's Office approval and processing.

**PhD Thesis/Dissertation proposal**
- All PhD students must prepare and defend a written dissertation proposal, in preparation for conducting the thesis research and writing the resulting dissertation.
- The Thesis proposal:
  a) Describes the research to date on their dissertation project, with a detailed engineering and applied science question for further inquiry, along with bibliography
  b) Outlines the proposed method of investigation
  c) Discusses the anticipated results
- The student must make a public, oral presentation of the proposal to their Advisory Committee, with all members of the faculty invited to attend, at least one semester prior to the semester they defend.
- Upon completion of the Thesis Proposal, the Dissertation Proposal Form and the Engineering Dissertation Proposal Assessment Form must be completed and submitted to the Engineering Graduate Registrar’s Office for final Dean's Office processing.
- A public announcement of the oral presentation of the proposal must be sent out by the student’s graduate coordinator at least one week prior to the presentation. Students should consult their graduate coordinator for the departmental announcement template and procedure.
Admission to PhD candidacy

- A student must have satisfactorily completed the PhD Examination/Qualifying Exam and successfully presented their dissertation proposal to their advisory committee before being admitted to PhD candidacy.
- Admission to PhD candidacy must be completed at least one semester before the degree is awarded.

PhD Final Dissertation Examining Committee

- This Committee must include the student’s Advisory Committee. Additionally, it must include a minimum of three SEAS faculty, a minimum of four UVA faculty, and a minimum of 5 total members. One of the UVA faculty members must have 0% appointment in the student’s home department. The purpose of the member from outside of the student’s home department is to ensure consistency across the University, to help ensure fairness to the student, and to prevent conflict inside the department.
- The Committee Chair must hold a faculty appointment in SEAS, and cannot be the student’s Advisor. (see above comments)
- All Committee members must hold qualifications commensurate with that of a research faculty or equivalent rank.
- One additional research professional from outside UVA or a faculty member from outside SEAS may be a fifth voting committee member, provided his/her qualifications are commensurate with that of a research faculty or equivalent rank. Emeritus faculty are considered outside UVA for the purpose of Advisory Committees. A CV or biography will be required, and should include the highest degree attained, the year and institution, and any relevant experience or research which would enable that member to provide expertise to the student and committee.
  - BME Final Dissertation Examining Committees: one faculty member from the School of Medicine may substitute for one SEAS faculty. All faculty with a primary appointment in BME are considered SEAS faculty for this purpose.
  - CPE Final Dissertation Examining Committees: at least two members must be from the ECE department and at least two members must be from the CS department. For CPE students, the outside member with 0% appointment in the student’s home department, the home department is considered to be that of the advisor’s home department.
  - Civil & Environmental Engineering (CEE) and Systems & Information Engineering (SIE) Final Dissertation Examining Committee: For PhD students in CEE or SIE, the Engineering Systems & Environment (ESE) Department is considered the home department, and therefore the additional committee member with 0% appointment in the home department cannot be an ESE faculty member.

The Final Examination Committee Form must be completed and submitted to the Engineering Graduate Registrar’s Office for final Dean’s Office approval and processing at least two weeks prior to the examination/defense date.
PhD Dissertation Defense

- Each PhD student must satisfactorily present and defend a dissertation based on independent original research that makes a significant contribution to the student’s field of study. The dissertation defense is conducted orally and publicly by the Final Dissertation Examining Committee previously approved by the Engineering Graduate Registrar’s Office. The defense is designed to test the student’s knowledge of his/her field of research. In rare circumstances, and upon approval of the Director of Graduate Education, a defense may be given privately to the Examining Committee.
- The defense is held after the candidate has submitted the dissertation to the committee.
- A student who does not perform satisfactorily in the defense may, with the recommendation of two-thirds majority of the PhD Examining Committee, be granted a future thesis defense after being given adequate time to prepare.
- Upon completion of the Final Examination, the Report on Final Examination Form and the Thesis and Dissertation Assessment Form must be completed and submitted to the Engineering Graduate Registrar’s Office.
- The degree candidate must submit the approved final dissertation along with the Thesis/Dissertation Cover and Approval Pages Form to Libra, the online archive of UVA by the date specified in the academic calendar.
- A public announcement of the oral presentation of the defense must be sent out by the student’s graduate coordinator at least one week prior to the presentation. Students should consult their graduate coordinator for the departmental announcement template and procedure.

PhD Degree Awarding

- Candidates who are accepted by the Final Dissertation Examining Committee and approved by the faculty are presented for degrees at the first scheduled University graduation following completion of the degree requirements.
- Students must apply for a degree in SIS by the date specified in the academic calendar – February 1st for May graduation; June 1st for August graduation; October 1st for December graduation.
- The degree candidate must complete the UVA Engineering PhD/MS Exit Survey and the Survey of Earned Doctorates.

Co-Advisors

A student may be co-advised by two advisors. It is expected that these two advisors will be UVA faculty. If, however, a student wishes to be co-advised by a non-UVA faculty, the non-UVA co-advisor must have a courtesy appointment as a visiting professor. Only professors will receive such courtesy appointments.

Requesting Changes, Exceptions, or Waivers

Students can request changes, exceptions, or waivers to the UVA Engineering academic requirements using the Request Requirement Change, Exception, or Waiver Form.
Degree Requirements: MS

Program of study

- All MS students must satisfactorily complete a plan of coursework and research hours approved by their advisor and the Program. The Student’s Program appoints an advisor to each MS student for consultation in completing the Program of Study, and each Program is tailored to the individual student in accordance with Program requirements approved by SEAS faculty.
- The Program of Study must include a minimum of 24 hours of graduate level credits beyond the baccalaureate, a minimum of 12 of which must be formal graded graduate level coursework in the area of major study. Classes at the 4000-level or below do not count toward the graduate degree requirements.
- The Program of Study may include a maximum of six transfer credit from other institutions of recognized standing; however, only graduate level courses with a grade of B or better may be transferred.
- Program Requirements: Each Program has its own Program of Study requirements, and therefore all Programs of Study must be approved by the Program’s Graduate Program Director.

MS Examining Committee

- Must include a minimum of three UVA faculty, at least two of whom must be SEAS faculty.
- The Committee Chair must hold a faculty appointment in SEAS. (See above comments related to PhD committee chairs.)
- All Committee members must hold qualifications commensurate with that of a research faculty or equivalent rank.
- One additional research professional from outside UVA or a faculty member from outside SEAS may be a fourth voting committee member, provided his/her qualifications are commensurate with that of a research faculty or equivalent rank. A CV or biography will be required, and should include the highest degree attained, the year and institution, and any relevant experience or research which would enable that member to provide expertise to the student and committee.
  - Biomedical Engineering (BME) MS examining committees: All faculty with a primary appointment in BME are considered SEAS faculty for this purpose. For MS students in BME, one faculty member from the School of Medicine may substitute for one SEAS faculty.
  - Computer Engineering (CPE) MS examining committees: For MS students in CPE, at least one member must be from the Electrical & Computer Engineering department and at least one member must be from the Computer Science department.
  - Civil & Environmental Engineering (CEE) and Systems & Information Engineering (SIE) advisory committees: For PhD students in CEE or SIE, the Engineering Systems & Environment (ESE) Department is considered the home department,
and therefore the additional committee member with 0% appointment in the home department cannot be an ESE faculty member.

- The Final Examination Committee Form must be completed and submitted to the Engineering Graduate Registrar’s Office for final Dean's Office approval and processing at least two weeks prior to the examination/defense date.

**MS Thesis defense**
- Each MS student must satisfactorily present and defend a thesis based on independent research. The thesis defense is conducted orally and publicly by the MS Examining Committee previously approved by the Engineering Graduate Registrar’s Office. The defense is designed to test the student’s knowledge of his/her field of research.
- The defense is held after the student has submitted the thesis to the committee.
- A student who does not perform satisfactorily in the defense may, with the recommendation of two-thirds majority of the MS Examining Committee, be granted a future thesis defense after being given adequate time to prepare.
- Upon completion of the Final Examination, the Report on Final Examination Form and the Thesis and Dissertation Assessment Form must be completed and submitted to the Engineering Graduate Registrar’s Office for final Dean's Office approval and processing. The degree candidate must submit the approved final thesis along with the Thesis/Dissertation Cover and Approval Pages Form to Libra, the online archive of UVA by the date specified in the academic calendar.

NOTE: see PhD proposal and defense note regarding public announcement.

**MS Degree Awarding**
- Students who are accepted by the MS Examining Committee and approved by the faculty are presented for degrees at the first scheduled University graduation following completion of the degree requirements.
- Students must apply for a degree in SIS by the date specified in the academic calendar - February 1st for May graduation; June 1st for August graduation; October 1st for December graduation
- The degree candidate must submit the approved final thesis to Libra, the online archive of UVA by the date specified in the academic calendar
- The degree candidate must complete the UVA Engineering PhD/MS Exit Survey.

**Requesting Changes, Exceptions, or Waivers**
Students can request changes, exceptions, or waivers to the UVA Engineering academic requirements using the Request Requirement Change, Exception, or Waiver Form.
Degree Requirements: ME, MCS, or MMSE

Program of study

- All ME, MCS, and MMSE students must satisfactorily complete a plan of coursework approved by their advisor and the Program. The student’s Program appoints an advisor to each student for consultation in completing the Program of Study, and each Program is tailored to the individual student in accordance with Program requirements approved by SEAS faculty.

- The Program of Study must include a minimum of 30 hours of graduate level credits beyond the baccalaureate, a minimum of 18 of which must be formal graded graduate level coursework in the area of major study. Classes at the 4000-level or below do not count toward the graduate degree requirements.

- The Program of Study may include a maximum of 12 transfer credit from other institutions of recognized standing; however, only graduate level courses with a grade of B or better may be transferred. VEO ME students may transfer a maximum of 15 credits.

- Program Requirements: Each Program has its own Program of Study requirements, and therefore all Programs of Study must be approved by the Program’s Graduate Program Director.

ME, MCS, and MMSE Degree Awarding

- Upon successful completion of all courses in the Program of Study, students must apply for a degree in SIS by the date specified in the academic calendar- February 1st for May graduation; June 1st for August graduation; October 1st for December graduation.

- The student must submit completed assessment forms as required by the Program. Each Program requires at least three of these forms. The forms must be submitted to the Engineering Graduate Registrar’s Office for final Dean's Office approval and processing.

- The degree candidate must complete the UVA Engineering ME/MCS/MMSE Exit Survey.

Requesting Changes, Exceptions, or Waivers

Students can request changes, exceptions, or waivers to the UVA Engineering academic requirements using the Request Requirement Change, Exception, or Waiver Form.
Student Funding
Forms of Financial Aid from SEAS

- **Graduate Research Assistantships:**
  o GRAs provide PhD student recipients a stipend (determined by the Program), as well as the costs of tuition, fees, and health insurance. Some Programs may choose to award GRAs to MS students.
  o Most GRAs are provided by the individual advisor, primarily through funds from sponsored research.
  o GRAs are given to students to work on specific research, which should culminate in a project report, thesis, or dissertation.
  o It is advised that GRAs not register for more than 9 credits of laboratory-lecture courses, but register for enough additional credits of research to maintain full-time status.

- **Graduate Teaching Assistantships:**
  o GTAs provide PhD student recipients a stipend (determined by the Program), as well as the costs of tuition, fees, and health insurance. Some Programs may choose to award GTAs to MS students.
  o Most GTAs are provided by the Program or School. Assigned duties will depend on the course and instructor.
  o It is advised that GTAs not register for more than 9 credits of laboratory-lecture courses, but register for enough additional credits of teaching to maintain full-time status.

- **School or Program Fellowships:**
  o Full and partial PhD fellowships are available from the School and Programs, and are intended to allow PhD students to devote their time to learning opportunities in the classroom and laboratory. Some Programs may choose to award fellowships to MS students.
  o Good academic progress is required.
  o Full fellowships cover a stipend, tuition, fees, and health insurance and are available to incoming and current graduate students. There are also some partial fellowships available that may cover a portion of stipend.
  o If a student is awarded internal or external fellowships, their total stipend should be reduced so that the total 12-month stipend rate is $40,000 or $5,000 over the external or internal fellowships, whichever is greater. In this event, students may wish to investigate the possibility of deferring an award for one year enabling them to take advantage of the full benefits of funding opportunities.

- **External Fellowships:**
  o These fellowships are awarded from external sources, such as the National Science Foundation (NSF) and the National Institutes of Health.
  o Incoming and current students are highly encouraged to explore these opportunities and apply for fellowships.
  o If a student is awarded internal or external fellowships, their total stipend should be reduced so that the total 12-month stipend rate is $40,000 or $5,000 over the
external or internal fellowships, whichever is greater. In this event, students may wish to investigate the possibility of deferring an award for one year enabling them to take advantage of the full benefits of funding opportunities. All recipients of external fellowships are required to report the award to the Graduate Financial Coordinator.

- **Other financial aid:** students requiring any other forms of financial aid should contact UVA Student Financial Services.

**Qualifications for Financial Aid:**

- Most PhD students can expect to receive an assistantship or fellowship from their Program or School. Some MS students also receive aid. All ME, MCS, MMSE, and VEO students are self-pay and generally receive no aid; however, exceptions exist. Please check with your Program for details.
- All students receiving assistantships or fellowships must be registered as full-time, defined as at least 12 credits of lecture-laboratory courses and/or research during the academic year, or at least 6 hours of research in the summer.
- All students receiving assistantships or fellowships must maintain a grade point average of 3.0 and satisfactory progress toward a degree.
- Students receiving assistantships or fellowships are not permitted other employment of any kind without approval from the Director of Graduate Education.

**International Student Employment**

- International students must have the appropriate and valid visa status and work authorization to be employed while enrolled at UVA.
- International students’ employment must be performed on the School’s premises. If the employment is at an off-Grounds location or for an off-Grounds employer, the employment must be approved in advance by the International Studies Office (ISO) and in most cases by the United States Citizenship & Immigration Service (USCIS).
- International students’ employment, if on F-1 or J-1 status, must not exceed 20 hours a week while school is officially in session. No exemptions can be granted.

**Dean’s Office Extenuating Financial Support**

For any graduate fellowship/scholarship funding source that offers full support of the PhD or MS graduate student recipient, but which does not allow funding of tuition for that recipient, the Dean’s Office will cover the REMISSION ONLY for that student (including any Tuition adjustment). The comprehensive fee, however, and all other costs not covered by the funding source, such as activity fee and health insurance, must be covered by the graduate student’s program/department or by the PI.

**Graduate Teaching Assistantship Policies**

**Qualifications for a GTA Appointment:**

- Student must be a full-time, degree-seeking graduate student
- Student must have an excellent academic record
• Student must have a master’s degree or at least 18 credits of graduate work IN THE DISCIPLINE for which he/she will be a GTA.
• GTAs cannot TA a course carrying graduate credit. Exceptions may be made for advanced graduate students who have substantial knowledge or expertise in the subject matter. In all cases, GTAs must have demonstrated mastery of the course content.
• GTAs cannot be enrolled in courses for which they are assigned GTA responsibilities.

International Graduate Teaching Assistants:
All prospective GTAs whose first language is not English are required to take the SPEAK test. Prospective GTAs must score at least 55 to begin a GTA appointment without completion of CAELC language training. Three exceptions exist:
• A student may be appointed as a GTA with a score of at least 40 if TA duties are limited to lab set-up, grading, problem-set generation, test generation, solution sets, website maintenance, etc.
• A student may be appointed as a GTA with a score of at least 45 if TA duties are limited to a lab section (but not as the “main” lab TA) or as a GTA who will be holding office hours (including APMA workshop GTAs)
• A student with at least a 50 score may serve as the main/primary TA for a supervised lab, may conduct review sessions and problem sessions, so long as they are not providing substantive content as would be anticipated in class lecture.
• UVELPE scores and GTAs: An exception to the SPEAK requirement can be made if the student has taken the UVELP and completed all training resulting from the UVELP scores. If a student passes the UVELP without needing further training but needs to TA, they can then register for ESL911; and if they complete and pass the first assignment, they may receive a SPEAK test waiver.

Duties & Responsibilities of GTAs:
• GTAs are expected to prepare sufficiently for each class so they can meet, with confidence and resourcefulness, the questions and needs of students.
• GTAs are required to hold regularly scheduled office hours outside of class if teaching undergraduate students. Office hours should be conducive to the schedules of undergraduate students.
• GTAs may create situations in which their private or personal interests are potentially in opposition to their official responsibilities. A GTA must be sensitive to the potential for conflict of interest situations and act in a manner to minimize the situation’s effects. GTAs with concerns about potential conflicts of interest should confer with their faculty advisor or department chair.
• GTAs are "Responsible Employees" for purposes of the University's "Reporting by University Employees of Sexual Misconduct Disclosures Made by Students" policy, which may be reviewed here http://www.virginia.edu/justreportit/titleix-vawa/responsible-employees/. Responsible Employees are required to report disclosures of sexual misconduct made to them by a University student to the University’s Title IX Coordinator through an online reporting system.
As both graduate students and University employees, you are only required to report information related to sexual misconduct when a student discloses to you in the context of your work as a University employee.

- GTAs shall avoid engaging in sexual relationships with or making sexual overtures to students over whom you are in a position of authority by virtue of your specific teaching, research, or administrative assignments. This means refraining from engaging in or attempting to engage in dating relationships with students who are in a class or lab for which you TA or serve as a grader or coach. For more information, please see the Office of the Provost Conflict of Interest policy: http://provost.virginia.edu/conflict-interest-faculty

**Masters Teaching Assistant (MTA) Policies**

Self-pay ME, MCS, and MMSE students, or part-time students, may serve as MTAs for an hourly wage. All MTAs must be registered full-time and maintain a 3.0 GPA. All policies in place for GTAs also apply to all MTAs.

**Financial Aid to Non-Degree-Seeking Students**

**Leave Policies for Students on Assistantships**

**Academic Accommodation for Graduate and Professional Students On Assistantships Who Experience Significant Life Events**

**Financial Childbirth Accommodations for Graduate Students on Assistantships**