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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 specializes in academic coaching and preparedness, ranging from assisting students with study tips, test taking strategies, and time management. Prior to UVA Engineering, Blake worked as an Assistant Community Director 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.
Liz Ramirez-Weaver is a Licensed Clinical Social Worker and bilingual in English/Spanish. In 2002 she received her Master of Social Work degree from Syracuse University. Liz’s clinical practice is rooted in a strengths-based approach that helps people identify the skills and resiliency they possess to face life’s daily challenges. Liz has experience helping people with anxiety, depression, relationship and family concerns, healthy living and positive body image, multicultural issues, trauma and grief. Liz’s goal is to provide culturally responsive mental health care to UVA students. Liz is a dance enthusiast and studies tap and ballet.
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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. Instructors also serve as a broader resource; consider letting them know when you need support beyond the classroom as well.

• 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 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

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.
like to withdraw from a course, you wish to take an overload (>19 credits) or underload (<15 credits) of courses, you need to be connected to support services within the broader University community (Dean of Students, Student Health, etc.), or you wish to withdraw from the University. In addition, the UG Office specializes in academic support such as cultivating better study habits, test-taking strategies, time management, and more.

- Seeking out support: While there are many resources for support at the University, it is incumbent upon each student to seek out these resources and advocate for themselves to the best of their ability.

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.

2.4 Advisory System

Faculty members in the School of Engineering and Applied Science aid entering students in the transition to college life and in furthering their academic and career interests. Each first-year student consults with their faculty advisor about course and major selection, and other academic requirements.

Toward the end of the second semester, the student declares to a major in engineering and is then assigned an advisor in the department administering the degree program. The departmental advisor helps the student plan a curriculum and serves as a counselor for other academic matters and career interests.
2.5 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.

It is each student’s responsibility to make timely requests for accommodations in each course for which they have need, preferably prior to the start of each semester. Note that for students without SDAC documentation, instructors are under no obligation to extend any academic accommodations to students who request them.

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.
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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.

3.1 Academic Sanctions

3.1.1 Probation and Suspension

Academic Probation. All UVA Engineering students who receive a semester grade point average below 2.000 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 2.000. Students who fail a required course they have failed at least twice before are suspended from the University.

Academic credits taken elsewhere while on academic suspension are not accepted for transfer towards a UVA degree. 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.

The term of the first suspension is one year. 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. 3.17.

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.
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.

3.2 Appeals from Students

3.2.1 Appeal of Academic Decisions

Students should refer to the Student Academic Grievance Policy to appeal other academic decisions.

3.2.2 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 who are subject to academic sanctions according to the policies of the School of Engineering and Applied Science will be notified in writing, via email, by the appropriate Assistant Dean. Students have the right to appeal the sanction to the Committee on Academic Standards, a committee of faculty members representing the School of Engineering and Applied Science. The action by the committee on the appeal is final inasmuch as the committee acts for the full UVA Engineering faculty in these matters.

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

- **The appeal cover sheet**

- a narrative letter describing, in your own words, the rationale for the appeal specifically addressing any mitigating circumstances (address this letter to the UVA Engineering Committee on Academic Standards)

- A current, unofficial transcript

- If you cite medical issues in your narrative letter, supporting documentation from medical care providers (e.g., a letter from a medical care provider) addressing how your health impacted your
academic performance. Students are not obligated or required to provide protected medical records to the CAS as part of an appeal.

- (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 (dates vary; contact the Undergraduate Programs Office for specific dates), 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.

### 3.2.3 Appeal of Grading Decisions

Students who wish to appeal a grade in a course offered by the School of Engineering and Applied Science must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student may appeal in writing to the Undergraduate Committee on Academic Standards.

The appeal of a grade from a course offered during the fall term must be initiated by the student by March 1 of the following spring term; the appeal of a grade from a course offered during the spring or summer terms must be initiated by the student by October 1 of the following fall term. The appeal of a grade from a course offered during a student’s final term before graduation must be appealed before graduation.

A disagreement over the quality of the student’s work is not sufficient grounds for an appeal. The student should include all documentation that the student deems relevant to the appeal. The committee will provide a written response to the student’s appeal within thirty (30) calendar days.

If the above procedures are not followed, the student may submit a written appeal to the Assistant Dean for Undergraduate Programs with regard to the procedure only and not the grade appeal decision within five (5) calendar days. The Assistant Dean will provide a written response to the student’s appeal within thirty (30) calendar days.
days. The decision of the Assistant Dean is final.

Students who have questions about the grade appeal process or who wish to discuss any classroom issue may contact the Undergraduate Program Office.

3.3 Curricular Requirements

The first year of study at the School of Engineering and Applied Science is spent garnering a solid background in the sciences and mathematics. Toward the end of the first year, students declare a major in one of ten programs in engineering or applied science. In February of your first year, look for an email explaining how you declare your major.

Throughout the curriculum, students take courses in natural science (chemistry and physics), applied science (computer programming, applied mathematics, and various courses in engineering science), as well as social science (STS 4500 and Social Science Electives) and humanities courses (STS 4600 and Humanities Electives).

Specifically, the courses below comprise the general education requirements in the School of Engineering and Applied Science, fulfilled throughout the undergraduate career through course transfer, placement, or course completion.

- 3 credits - Single Variable Calculus I (APMA 1090)
- 4 credits - Single Variable Calculus II (APMA 1110)
- 4 credits - Multi-variable Calculus III (APMA 2120)
- 4 credits - Gen Chemistry I Lab (CHEM 1610/1611)
- 12 credits - Science, Technology, Society Courses (STS 1500/2000 or 3000/4500/4600)
- 3 credits - Introduction to Programming (CS 1110, 1111, CS 1112, or CS 1113)
- 4 credits - General Physics I Lab (PHYS 1425/1429)
- 9 credits - Humanities or Social Science Electives

The last three years are spent specializing in a chosen area and taking further courses in the general field of engineering. Successful graduates can expect a wide range of career opportunities in engineering, business, law, and medicine.
3.3.1 Elective Courses

1. **HSS Electives.** 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.

   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.

   **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.

2. **Unrestricted Electives.** Unrestricted electives may be chosen from any graded course in the University except the following: (1) mathematics courses below MATH 1310, (2) STAT 1100 and 1120, and (3) courses that substantially duplicate any others offered for the degree, including PHYS 2010, PHYS 2020, CS 1010, and CS 1020. Students in doubt as to what is acceptable to satisfy a degree requirement should obtain the approval of their advisor and the dean’s office, A122 Thornton Hall. APMA 1090 counts as a three-credit unrestricted elective.

3. **Technical Electives.** Chosen from engineering or applied science, science, or mathematics courses, technical electives are not normally required in the student’s curriculum. Approved technical electives vary by program, and students should consult their
program’s regulations regarding acceptable courses for technical elective credit.

4. **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.

5. **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.

6. **SCPS Courses.** Courses in the School of Continuing and Professional Studies (SCPS) cannot be used to satisfy any degree requirement in UVA Engineering.

7. **HSS Elective Options.** These course mnemonics are generally acceptable for HSS elective credit.

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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  ENC W GREE MDST RELG SWAH
ARAB ENEC HEBR MEST RELH SWED
ARTH ENGL HIAF MSP RELI TBTN
ARTR ENGN HIEA PERS RELJ TURK
ASL  ENLS HIEU PETR RELS UKR
BULG ENLT HILA PHIL RUSS URDU
CCFA ENMC HIME PLAD RUTR WGS
CCIA ENMD HIND PLAP SANS YIDD
CCLT ENNC HISA PLCP SATR
CCSS ENRN HIST PLIR SCAN
CHIN ENSP HIUS PLPT SLAV
CHTR ENWR ITAL POL  SLFK
CLAS ETP* ITTR PORT SLTR
CPLT  JAPN SOC
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*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:**
- **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, 4970, 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.

### 3.3.2 ROTC Programs

The regular curricula can be supplemented to include Air, Military, or Naval Science courses. Depending on the ROTC branch and degree program, such a curriculum may take more than eight semesters to complete.

### 3.3.3 Special Requirements for Non-native English Speaking Students

Students who are still developing their skills in English as a second language, as identified by the Office of Admission, may fulfill the first STS requirement with a two semester sequence of STS 1499 Introduction to Technical Communications for Non-native Speakers (Fall semester). Students required to fulfill the first STS requirement with the two semester sequence will be notified during the summer before matriculating so that they can plan accordingly.
3.4 Course Rules

3.4.1 Class Attendance and Excused Absences

Regular attendance in classes is a vital part of the educational process. At the University of Virginia, each student is expected to attend all lectures, laboratories, quizzes, and practical exercises, subject to absence penalties specified by the instructor.

Absences traditionally excused are those that occur because of illness or death in a student’s family, important religious holidays, or authorized University activities, such as field trips or University sponsored events.

Students who anticipate absence for cause should obtain permission from the instructor in advance of the absence; unforeseen absences resulting from sickness or 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.

UVA Engineering students taking courses in the College or other schools of the University are governed by the attendance regulations of the instructor in that division; unexcused absences from such courses are subject to the penalties prescribed.

In cases of emergency or prolonged absence, students may notify the Undergraduate Office (Blake Calhoun or 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.

3.4.2 Completion of Prerequisite Courses

The sequences of required courses leading to various engineering degrees are carefully arranged to ensure that a student who enters any course may be expected to receive maximum benefit from the course. A student who failed a course may not normally enroll for any course that lists the failed course as a prerequisite before satisfactorily completing that course. Under unusual circumstances, exceptions may be made. Exceptions require written permission from the instructor of the failed course, all instructors of the subsequent course, and approval by the Assistant Dean for Undergraduate Programs.

3.4.3 Course Enrollment

Course enrollment for the up-coming semester usually takes places around the eleventh week of the current semester (i.e., early Novem-
Students should use the waitlist and permission 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, provided the dropped course does not place them below 12 credits), 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.

Except for students in extended programs or for special arrangements approved by the Assistant Dean for Undergraduate Programs, each student in the School of Engineering and Applied Science must enroll for all courses required by the curriculum of the department in which he or she is enrolled. Substitutions of courses completed elsewhere by students entering with advanced standing must be approved by the Assistant Dean (in consultation with the departmental faculty concerned when necessary).

Students making normal progress toward their degree may graduate under the curriculum enforced at the time they entered the school. However, because curricula change to keep pace with evolving technologies and new disciplines, students may be required to substitute courses that the faculty designate as equivalent.

Each student is responsible for the selection of his or her own program, the fulfillment of prerequisites, and the scheduling of all courses required by his or her curriculum. The student’s academic advisor is always available with assistance, but the duty of enrolling in and completing the full degree requirements rests primarily with the student.

3.4.4 Course Load Requirement

Every student is advised to take a minimum of 15 graded credit hours of course work each semester, and a maximum of 19 graded credit hours. To take fewer than 12 credits or more than 19 credits, students should consult with their academic advisor and must have approval from the Assistant Dean for Undergraduate Education. 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). There are scenarios in which taking fewer than 15 credits makes sense; for example, a student experiencing personal difficulties might be wise to register for a slightly lighter course load,
such as 9 credits (reduced course load) or 6 credits (part time status).

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.

3.4.5 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. Students may drop courses before the DROP deadline at their discretion without any approvals of the instructor, advisor, or Associate Dean. However, if dropping a course causes a student to go below 12 credit hours for the semester, they need the approval of their advisor and must appeal to the Associate Dean for Undergraduate Programs (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.

**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.

Add, Drop, and Withdrawal dates can be found on the University Registrar’s Website in addition to other important academic deadlines.

Working toward a second major or minor is not sufficient grounds for approving a course overload petition.
3.5 Enforced Withdrawal From a Course

With the approval of the Assistant Dean for Undergraduate Programs, faculty may impose enforced withdrawal with a notation of W on the transcript as a penalty for habitual delinquency in class, habitual idleness, or any other fault that prevents the student from fulfilling the purposes implied by registration in the University.

3.6 Extension of a Course (Incomplete)

After the withdrawal date, a student can no longer withdraw from a course. 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 students 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.
3.7 Graduate Courses

Undergraduates may seek permission to take 6000-level series courses in the School of Engineering and Applied Science. Undergraduates must be approved by their advisor and the instructor of the course in order to be permitted to enroll in a 6000-level graduate course. 5000-level courses are open to all fourth-year undergraduates.

3.8 Laboratory Courses

To register for or attend any laboratory course, a student must be registered or have credit for the associated lecture course. If the associated courses are taken concurrently and the lecture course is dropped, the laboratory course may be continued for credit only with permission of the laboratory instructor.

3.9 Repeating Courses

Students may be required to repeat courses they have passed with low grades, as determined by program-specific policies. Students should consult their program’s undergraduate handbook and website for clear guidance about when a course must be repeated. Both grades for a repeated course are used in the computation for the grade point average, and both grades appear on the student’s transcript.

3.10 Required Courses

Courses specified in each degree curriculum are required, and changes or substitution are not ordinarily permitted. Any student who either drops or fails a required course must register anew for that specific course (or for its successor in case the original is no longer offered) and repeat the content in its entirety.

3.11 Degree Information

3.11.1 Degree Requirements

To qualify for a baccalaureate degree, a student must have received credit for all required and elective courses included in their program. In addition, the student must have maintained a cumulative grade point average of at least 2.000.

Regular programs leading to the various degrees are detailed under the departmental listings. The student should become familiar
with the requirements of his or her chosen area of study. Students are expected to declare their major area of study at the end of the second semester but may change majors at a later date.

3.11.2 Residence Requirements

A recipient of a degree in engineering or applied science must have been in residence for two academic years in this University, and registered in the School of Engineering and Applied Science during the semester in which he or she receives a degree.

3.11.3 Bachelor’s-Master’s Program

Outstanding students may be admitted to the combined Bachelor’s-Master’s Program at the end of their third year. After admission, students take a mixture of graduate and undergraduate courses and work on a sponsored research project in the summer and academic year. This program encourages the best and brightest students to enter into research in the various engineering and applied science fields.

3.11.4 Graduate Degrees

Graduate Degrees are offered in all of the school’s areas of specialization. For information on these programs and inquiries regarding admission, contact the Office of Graduate Programs.

Students who wish to become degree candidates must apply through the University Office of Admission for undergraduate admission or through the School of Engineering and Applied Science for graduate admission.

3.11.5 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.

3.11.6 Graduation

Only students whose official graduation date is May will be permitted to participate in UVA Engineering diploma ceremonies. Students who, during their last spring semester, withdraw from a course or fail a course that is required to fulfill any graduation requirement will not be permitted to participate in UVA Engineering diploma ceremonies. Also, per University rule, no student with an IN on their
record (from their last spring semester or earlier semesters) will be permitted to graduate until the IN is resolved and all degree requirements are satisfied. Students whose official graduation date is August or December will be invited to participate in Final Exercises the following May.

3.12 Final Examinations

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 unless otherwise allowed by the course instructor. Conflict with travel plans is NOT an acceptable reason to reschedule an exam.

3.12.1 Absence from Examinations

Unexcused absence from an examination incurs an automatic failure in the course with a grade of F. Absence from a final examination for any course offered in the School of Engineering and Applied Science may be excused only by the Assistant Dean for Undergraduate Programs, and then only when accompanied by evidence of arrangement with the instructor for a deferred examination, to be taken within ten days after the regular examination. An emergency that justifies extension of this period will be considered only when supported by satisfactory documentation submitted immediately after the period of emergency. After the ten day period, or its extension if granted by the Assistant Dean for Undergraduate Programs, the temporary grade of IN (incomplete) will officially become a grade of F unless the deferred examination has been completed. Absences are excused only for sickness on the day of the examination or for other providential cause acceptable to the Assistant Dean for Undergraduate Programs. An excused absence may be absolved by taking a special examination at a time mutually satisfactory to the instructor and the student concerned. Special examinations are not granted for reasons other than those stated above.
3.13 Grades

3.13.1 ‘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.

In response to the COVID-19 pandemic, the University offered grading changes to apply during the Spring 2020 semester only. For more information, please visit the University Registrar’s website.

3.13.2 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.

3.14 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.
3.15 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 Stacie Pisano 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 3.19 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.

3.16 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. Typically, 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. However, for the Spring 2020 semester only, undergraduate students may
withdraw from all courses through May 8th, 2020 and still return for the Fall 2020 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 obligations; 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

“Inactive” students 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.
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.**

For the Spring 2020 semester only, students who execute a full semester withdrawal, for any reason, before May 8th, 2020 will now be permitted to enroll in the Fall 2020.

### 3.17 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 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.

  In addition to the SIS form, medical documentation through Student Health is required. You can access required forms and guidance about this process on the Student Health Website [Student Health website](https://studenthealth.umn.edu) (Note: There are separate medical re-enrollment forms for psychiatric/psychological and non-psychiatric/psychological health concerns). The medical withdrawal and re-enrollment process through Student Health will address two key elements:

  - The student’s current medical situation and their fitness to engage with their academics on a sustained basis, and
  - A continuity of care plan that details the arrangements for any on-going and sustained medical care that will be required for the student

  This medical documentation will be reviewed by health care professionals at Student Health who provide a recommendation on the student’s readiness for return as well as recommendations regarding ongoing care and support. After Student Health staff have received and reviewed medical documentation, they will notify administrators in Engineering and in the Office of the Dean of Students that the Student Health medical re-enrollment process has been completed. Additionally, 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 Assistant Dean of Students 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 submits the SIS Returning to the University form before July 1. He also provides a letter to Student Health 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. Further, 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. The staff at CAPS review the documentation, agree that it accurately documents that student’s situation, and recommend readmission. The Engineering school and the Office of the Dean of Students will both approve the student’s return in SIS, and the student will contact his advisor to discuss course selection prior to the start of the semester.

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.
• Students wishing to return from an absence of twenty-four continuous months or longer will need additional approval from the Provost’s Committee on Student Readmission.

3.18 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 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.
3.19 Major Declaration

Incoming first-year students come in as undeclared and take the core curriculum. In March, 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.

3.20 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.

3.21 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 En-
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 Programs 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.
3.22 Transfer Credit

Students should consult Jesse Rogers or Joe Rehder in the Undergraduate Office regarding approval of transfer credit. 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.

You are required to get approval before you take the course. Many courses have been pre-approved for transfer credit and added to the Transfer Credit Equivalency List, based upon a history of Engineering students taking those courses. To obtain transfer credit for courses not on the Transfer Credit Equivalency List, students should present the following information to the UVA Department where they are seeking credit:

- 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.

In response to the COVID-19 pandemic, the University announced new guidelines for external transfer credit to apply to courses taken Summer 2020 only. For more information, please visit the University Registrar’s website.

3.23 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.

3.24 Transfer into UVA Engineering from another UVA school

UVA Engineering will accept transfer applications twice per year, with application deadlines in December for admission the upcoming Spring semester and in June 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 semester in which you apply. In addition, both December and March application periods require students to declare their intention for a major.

**Undergraduate Program Contacts**

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<td>Computer Engr.</td>
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3.25 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. Students interested in transferring within Engineering should contact the appropriate undergraduate program director (listed in the table above).
3.26 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. A list of current classes offered and available tutors can be found at our Undergraduate Tutoring Website.

To learn about tutors available for hire, students can contact Barbara Dudley in A-125 Thornton Hall, or by phone, 434-924-3310.
4

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
- Office for Equal Opportunity and Civil Rights
- University Registrar
- Student Disability Access Center
• Student Health
• Student Life
• Title IX
• University Police
• Women’s Center
# UVA Engineering Undergraduate Program Personnel

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<td>Jamia Tate (jlt4uy)</td>
<td>Computer Engineering</td>
<td>Natalie Edwards (nae5c)</td>
</tr>
<tr>
<td>Biomedical</td>
<td>Kitter Bishop (klb4f)</td>
<td>Electrical</td>
<td>Beth Eastwood-Beatty (bae3y)</td>
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<tr>
<td>Civil, Systems</td>
<td>Chantel Gross (cms55s)</td>
<td>Engineering Science</td>
<td>Claire Culver (coc6qq)</td>
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<td>Dorothy Gardner (dmg6x)</td>
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<td>Claire Culver (coc6qq)</td>
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<td>Jessica Worsham (jlw4gd)</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)