Undergraduate Student Handbook

Click here for graduate student information

This page is intended to provide undergraduate students and their faculty advisors with information on the policies and regulations of the School of Engineering and Applied Science (SEAS) and on resources available at the University to assist them. The page is maintained by the Office of the Assistant Dean for Undergraduate Programs. Please contact us with questions or suggestions: A-122 Thornton Hall, (434)924-3164, mel2q@virginia.edu

Students should see their advisors at least twice a semester. E-mail is suggested for making appointments.

The official source of rules and regulations for undergraduate students at the University of Virginia is the Undergraduate Record. Please consult that document and in particular chapter 10 on the School of Engineering and Applied Science for topics not covered here and for more detail on topics that are covered. The best source of information on course scheduling is the on-line Course Offering Directory (COD).

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Final Registration

All students must complete final registration through ISIS by Friday of the first week of classes or they will be dropped from their courses. Students whose registrations are blocked should see Mrs. Lane in Room A-122 Thornton Hall.

First-Year Students

First Semester Schedule and AP Credit

Click here for information on first semester scheduling in MS Word format.

First Year Advising - Frequently Asked Questions

Who do I see about certifying my AP credit?
Carolyn Frey, cfrey@virginia.edu, 434 924 6327 or Mary Lane, mel2q@virginia.edu, 434 924 6328

Who do I see about certifying my transfer credit?
Mary Lane, mel2q@virginia.edu, 434 924 6328

Who do I see about certifying my Applied Mathematics AP/Transfer credit?
Professor W.W.Roberts, wwr@virginia.edu, 434 924 6216

I don't think I'm in the right calculus course. Who do I see for placement in a different course?
Professor W.W.Roberts, wwr@virginia.edu, 434 924 6216

I have advanced placement (AP), international baccalaureate (IB), or transfer credit for one of my courses. Can I take less than 15 hours?
No, the only students that may begin with less than a normal load are students who may be at risk due to inadequate preparation. These will normally NOT be students with AP credit. If you feel that you need a lighter load talk with your advisor. Dean Marshall must approve any schedule <15 hours.

When do I select a major?
Major selection takes place around April 1. Every major has a faculty contact available to talk with interested students. A list is available in THN 122. Systems Engineering, Computer Science, Computer Engineering and Biomedical Engineering have caps on the number of majors they can accept. Admission will be based on academic performance in the first year.

What if I find that my 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 available. Contact 924-3310, or A-126 Thornton Hall. Requests to drop a course that will reduce your schedule to < 15 hours should be made to Dean Marshall before the Drop date. After that date until the Withdrawal deadline, withdrawal from a course requires extenuating circumstances.

Transfer Credit

Students should consult Mrs. Lane in Thornton Hall A-122 regarding approval of transfer credit. It is highly advisable to get approval before you take the course. Approval forms are available in Thornton Hall A-122. A minimum grade of C is required for transfer of a course. Courses transfer-grades do not. Grades obtained for courses taken elsewhere will not count towards your UVA GPA.

HSS (Humanities and Social Science) and Unrestricted 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 man and his 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). Nontraditional subjects are exemplified by courses such as technology and human affairs, history of technology, and professional ethics and social responsibility.

With your advisor's approval, you may select your HSS electives from the list of courses presented below. Courses that instill cultural values are acceptable while skill 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 this requirement.

Students may petition the Assistant Dean for Undergraduate Programs for approval of other courses not on the approved list.

University seminars (USEM) will be evaluated on a case-by-case basis upon request. A course description should accompany the request.

**HSS ELECTIVE REQUIREMENTS**

a. Instructional categories generally acceptable for HSS elective credit. A student may normally take any course under any one of these categories, with the exception of those listed under b.

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b. Exceptions to 2.a., i.e., courses in the acceptable categories 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 109, 381, 382, 401, 496, 497, 498, 508, 580, 587, 588, 590
ECON 311, 371, 372, 381, 401, 435, 471, 509, 510
ENWR 103, 105, 106, 110, 210, 220
MDST 110, 348, 375
SOC 219, 311, 480, 481, 482, 497, 510, 511, 512, 595, 596
STS 395, 500

**Unrestricted Elective Requirements**

All Unrestricted Electives may be chosen from any graded course in the University except mathematics courses below MATH 131, including STAT 110 and 112, and courses that substantially duplicate any others offered for the degree, including PHYS 201, PHYS 202, CS 110, CS 111, CS 120, or any introductory programming course. 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, Thornton Hall, Room A122. APMA 109 counts as a three credit unrestricted elective for students.
Degree Application and Elective Sheet

January and May graduates should submit a degree application and an Elective Sheet in September. These forms are available in Thornton Hall A-122.

Course Enrollment

Students can make most schedule changes, i.e., add/drops, etc., via the ISIS system on the web http://www.virginia.edu/OfCurr.html. However, some changes may require use of the Course Action Form. These forms are available in Thornton Hall A-122. Course Offering Directory

Course Load Requirement “15 hour rule”

Every student is expected to take a minimum of 15 graded credit hours of course-work each semester. Students must secure the permission of their advisor and the Dean's office to register for fewer than 15 graded hours. Petitions are available in Thornton Hall A-122. NO courses taken on an Audit of Credit/No Credit basis can satisfy any degree requirement in the SEAS, nor can they satisfy the “15-hour minimum” rule.

An overload of 19 or 20 hours of course-work per semester can be approved by the advisor for students with cumulative GPAs exceeding 3.0. Course loads greater than 20 hours require Dean's office approval.

DROP and Withdrawal

Add/Drop and Withdrawal Deadlines: See Academic Calendar

Students may drop courses before the DROP deadline at their discretion as long as it does not reduce their course load below 15 credit hours, for which they need the approval of their advisor and Dean Marshall.

Withdrawal from a course after the drop date requires that a student petition the office of the Dean. Petitions must be signed by the course instructor and the faculty advisor. Students may be granted one Withdrawal for personal reasons. Subsequent petitions to withdraw will be denied unless there are extenuating circumstances. A Withdrawn course will appear on your academic transcript with the notation W, but will not affect your GPA.

Course Extension ("Incomplete")

After the withdrawal date (two weeks before the end of the semester), a student can no longer withdraw from a course. If there are extenuating circumstances, and if it is feasible, a student may petition for a course extension. If approved, all work should be completed by the beginning of the next academic term. Feasibility is determined after a review of the outstanding work, availability of the instructor, accessibility of laboratory facilities, and other practical considerations. A course extension requires approval of the instructor and Dean Marshall.

Tutoring

Free tutorial assistance in all of the lower-level SEAS courses is available for all students. Arrangements for this service may be made in A-126 Thornton Hall, or by phone, 924-3310. The tutoring schedule will be posted on the web at tutorial assistance.

Class Attendance and Excused Absences

Regular attendance in all classes is expected. Absences traditionally excused are those that occur because of death in a student's family, important religious holidays, or authorized University activities. Students who anticipate absence for cause should obtain permission from the instructor in advance of the absence. Unforeseen absences resulting from sickness, or from other circumstances considered to be emergencies, may be excused by the instructor and arrangements may be made with the instructor to complete the assignments missed. In all cases of excused or prolonged absence, students should notify Mary Lane in the Undergraduate Dean's Office.
mel2q@virginia.edu (924-3164), who will notify your
instructors. It is the student's responsibility to arrange directly with instructors to make up missing work.

Final Examination Policy

Final examinations must be taken at the officially scheduled time. Exceptions will be made only in the case of
extenuating circumstances and require prior approval of the instructor. Conflict with travel plans is NOT an
acceptable reason to reschedule an exam.

Customarily, SEAS has allowed students faced with three consecutive exams (morning-afternoon-morning or
afternoon-morning-afternoon) to take one of them at an alternative time.

An evening exam may substitute for either the previous afternoon or the following morning in this sequence. If
you are requesting relief from such a situation you should work out an alternative arrangement with one of the
instructor's involved. Contact the Dean's office (THN A 122, 924-3164) only if you have exhausted all
possibilities of rescheduling with your instructors. Note that instructors of classes outside the engineering
school are not bound by these rules, but may accommodate you nevertheless.

Probation and Suspension

Academic Probation: First-year students who receive a semester GPA below 1.8 are placed on academic
probation. All other students who receive a semester GPA below 2.0 are placed on academic probation. Students who fail a required course twice are placed on academic probation.

Academic Suspension Students who have previously been on academic probation are suspended from the
University following any semester in which both their current and cumulative GPA is below 2.0 (1.8 for first
year students). Students who fail a required course they have failed at least twice before are suspended from
the University. Application for readmission from suspension must be made by letter addressed to the assistant
dean for undergraduate programs. In this letter the student should describe briefly his or her activities since
suspension and his or her future academic goals. Academic credits taken elsewhere while on academic
suspension are not accepted for transfer towards a UVA degree. The term of the first suspension is one year. A
second suspension is final and the student is not allowed to return.

Appeal Of Academic Regulations

In circumstances not covered by specific regulations, or in difficulties that cannot be resolved with the
instructor concerned, the faculty advisor, or the student's major department, the student should consult Dean

Students placed on Suspension have the right to petition the Committee on Rules and Courses for exceptions.
The action by the Committee on the petition is final inasmuch as it acts for the full faculty in these matters.
Petitions should be submitted to the Undergraduate Office, Thornton Hall A-122.

The petition must be signed and dated by the student, and must contain the following:

- A clear and concise statement of the variance requested.
- Adequate supporting evidence to enable the committee to render fair and proper judgment.
- A signed acknowledgment by the student's academic advisor.

A petition should be submitted a minimum of one month prior to the date that a response is required. The
petitioner is notified by letter of the action taken by the Committee on Rules and Courses.

Rodman Scholars Program

This is an honors program for highly qualified students. Admission is by special invitation of the Chair of the Rodman
Scholars Committee. Questions concerning program changes or other matters should be directed to Mr. Dana Elzey, Chair of
the Rodman Scholars Committee, in Materials Science and Engineering (2-5796, dme2j@virginia.edu). Students usually
use advanced standing credits to accelerate their programs of study.

Special honors sections of courses include ENGR 141R and
142R (for ENGR 162), STS 200R, and PHYS 142R. All regular graduation requirements must be satisfied.

Transfer to CLAS

Transfer to other schools of the University is possible but not automatic. Consult the Arts and Sciences web page (see link below) for requirements and procedures to transfer to the College. The College does not accept midyear transfers. Students who are seeking to transfer should speak with their advisor. Additional information is available in Thornton Hall A122.

http://artsandsciences.virginia.edu/college/iut/from_uva_schools.html

Transfer to SEAS from CLAS or another School of the University

Students seeking to transfer to SEAS from other schools of the University should contact Dean Marshall in A-122 Thornton Hall. SEAS admits internal transfers in fall and spring semesters. Application forms are available in Thornton Hall A-122 or on the web at Application (pdf).

Majors and Minors

Students interested in obtaining information regarding particular majors and disciplines should consult the web resources from the list below. Engineering students may also complete minors and second majors from other schools of the University, including the College of Arts and Sciences. Unless otherwise noted, both majors and minors are available in the disciplines listed.

Admittance to a minor requires approval of the department granting the minor and your academic advisor. To select a minor you must complete a Minor Declaration Form. For SEAS minors these are available in Thornton Hall A-122. For other minors they are available in the department granting the minor. After completing the form and obtaining the necessary signatures, return it to Thornton Hall A-122.

Aerospace Engineering
For more information, see the Aerospace Engineering section of the Undergraduate Record.

Applied Mathematics (minor only)
For more information, see the Applied Math section of the Undergraduate Record.

Biomedical Engineering
For more information, see the Biomedical Engineering section of the Undergraduate Record.

Chemical Engineering
For more information, see the Chemical Engineering section of the Undergraduate Record.

Civil Engineering
For more information, see the Civil Engineering section of the Undergraduate Record.

Computer Science
For more information, see the Computer Science section of the Undergraduate Record.

Computer Engineering (major only)
For more information, see the Computer Engineering section of the Undergraduate Record.

Electrical Engineering
For more information, see the Electrical Engineering section of the Undergraduate Record.

Engineering Science (major only)
For more information, see the Engineering Science section of the Undergraduate Record.
Materials Science & Engineering Option
For more information, see the Materials Science section of the Undergraduate Record.

Mechanical Engineering
For more information, see the Mechanical Engineering section of the Undergraduate Record.

Systems Engineering
For more information, see the Systems Engineering section of the Undergraduate Record.

Engineering Business (minor only)

History of Science and Technology (minor only)

Technology and the Environment (minor only)

Study Abroad

With the growth of international trade and multinational industries, engineering students throughout the world are becoming more inclined to develop their cultural and social knowledge of other countries through exchange programs, research internships or graduate degree pursuits. The University's International Studies Office offers foreign and UVA students information on study abroad programs, exchange agreements, individual university and department programs, plus travel, visa, passport and other logistical assistance.

SEAS Undergraduate Overseas Programs

The majority of students who study abroad attend English speaking institutions in the United Kingdom or Australia or one of several European universities which offer engineering courses in English. The University has formal exchange agreements with Bath, Lancaster and Brunel Universities, all of which offer excellent engineering programs. Students may also apply to other universities, but there are financial advantages of the exchange agreements, wherein students pay their home school tuition or fees and register free at the host school. Students should expect to pay a premium to most non-exchange foreign institutions.

SEAS students with foreign language skills or the commitment to acquire them can prepare themselves for any number of worldwide university experiences. In addition to Europe and South America, several Pacific Rim countries are receiving North American engineering students through a variety of special programs, many of which involve language training as part of the experience. UVA has excellent language offerings and several special programs in the summer.

Undergraduates taking a semester's studies at another school do so at some risk of extra time and effort. Most cannot expect to find a replica of their SEAS courses. They can however usually pick up key building block courses to keep on track. This office works with the student and advisor, plus a host departmental advisor, to review the course equivalency and scheduling questions in advance. As always, students transferring credit must have prior approval and a grade equivalent of "C." Most students go abroad for a semester in their third year and allow about a year's lead-time to prepare.

Contact:
Paxton Marshall
A122 Thornton Hall
(434) 924-3164
marshall@virginia.edu

Scholarships

The SEAS receives a number of industrial or foundation scholarships for which students may apply. These are usually one-time awards. Amounts and selection criteria vary. For more information contact A-126 Thornton Hall, 924-3310.

Academic Calendar

Academic Year, 2005-2006

Undergraduate Record
A more complete description of the SEAS Academic Rules and Regulations is contained in chapter 10 of the Undergraduate Record. All students should read this material.

**Office of Career Services**

The Office of Engineering Career Services is available to help engineering students establish their career goals and define strategies to achieve their objectives. The office provides resource materials on career fields, job search strategies, interviewing techniques, and employment opportunities. The office also coordinates on-grounds interviews in conjunction with the University's central career planning and placement office. This Office manages the Co-Operative Education Program and develops a broad range of summer job opportunities.

C. J. Livesay, Director  
A108 Thornton Hall  
Phone: (434) 924-3050  
Fax: (434) 924-7913  
oecs@virginia.edu

**Center for Diversity in Engineering**

The Center for Diversity in Engineering, established in the School of Engineering and Applied Science in 1986, is available to help all students by providing academic support, motivational activities, and financial assistance. The office provides counseling and other special services for both undergraduate and graduate students.

C. Vallas, Director  
Thornton Hall D111  
Phone: (434) 924-0604  
Fax: (434) 924-7774  
email: cv5d@virginia.edu