

THE UNDERGRADUATE PROGRAMS OFFICE

THE SEAS
UNDERGRADUATE
HANDBOOK
2013-2014

ENLIGHTEN THE PEOPLE GENERALLY, AND TYRANNY AND OPPRESSIONS
OF BODY AND MIND WILL VANISH LIKE EVIL SPIRITS AT THE DAWN OF DAY.
THOMAS JEFFERSON

EDUCATE AND INFORM THE WHOLE MASS OF THE PEOPLE... THEY ARE THE
ONLY SURE RELIANCE FOR THE PRESERVATION OF OUR LIBERTY.
THOMAS JEFFERSON

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A Welcome from the Dean

JAMES AYLOR HAS SERVED as the Dean of the School of Engineering and Applied Science since 2007. He offers this welcome to SEAS students:

If I had to explain why faculty members and students are attracted to the School of Engineering and Applied Science, I would say they come here for the opportunity. They join us for the chance to refine and develop their own expertise, to collaborate with other smart, enthusiastic people and to use their knowledge for the benefit of society. The Engineering School is a place where people come into their own, as individuals as well as engineers.

Consider our undergraduates. They arrive on Grounds with test scores that would ensure them admission to the very top engineering schools in the nation, yet they opt to come to U.Va. in increasing numbers. The number of applications for a place in each new class we enroll continues to grow every year, as do the academic credentials of the applicants.

They choose the Engineering School because they know they will receive individual guidance and mentoring from professors who take a sincere interest in their future. They join us for the chance to participate in hands-on research, working side-by-side in our laboratories with faculty members and graduate students. And they come here because of the many opportunities we offer that can enrich and expand their engineering education.

Graduate students join us because they see at U.Va. the opportunity to get their careers off to a great start. There are few better credentials than to have contributed to our research programs in fields like magnetic bearings, corrosion and systems medicine. And since the Engineering School regularly partners with private companies and federal agencies, graduate students leave here with an extensive network of relationships that will serve them well in later life.

And finally, faculty members come here because of the opportunity to work with bright, inquisitive students and to collaborate with colleagues at the head of their professions. Just this year, Eric Loth, one of the world's foremost experts in supersonic propulsion, agreed to join us as associate chair of the Department of Mechanical and Aerospace Engineering. He joins a faculty that includes 13 members of the National Academy of Engineering. The Engineering School has made a



James Aylor, the Dean of the School of Engineering and Applied Science.

real commitment to support faculty research with modern facilities. Our nanotechnology building, Wilsdorf Hall, was completed in 2005, and in Fall 2011 we opened Rice Hall, our information technology engineering building.

The source of this opportunity: the initiative, the insight and the dedication of every member of the Engineering School community. If there is one fact that distinguishes this Engineering School it is that people come here not simply to take advantage of opportunities but to create them.

Our students, for instance, have been instrumental in creating on-Grounds groups that promote international service learning. They have undertaken a water system assessment for a town in Guatemala and installed solar panels on a preschool in South Africa. Faculty and administrators have been tireless in forging major research partnerships with other universities in the Commonwealth, with companies like Rolls-Royce and Dominion Semiconductor and with federal agencies like NASA, the National Science Foundation and the Department of Defense. These relationships greatly enhance our research agenda and create opportunities for graduate projects and student internships. And our innovative collaboration with the Commonwealth's community college system, the Engineers PRODUCED in Virginia Program, now enables students around the state to receive a degree in engineering without having to leave their local communities.

These are just a few of the opportunities we are creating here. We welcome your participation and support as we create even more opportunities for successive generations of students and faculty. Join us!

Dean James H. Aylor
Louis T. Rader Professor of Electrical Engineering

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The Undergraduate Office Staff

The Undergraduate Office staff work with students, faculty, and staff to ensure that all undergraduates in SEAS 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

EDWARD BERGER IS the Associate Dean for Undergraduate Programs in SEAS. He is also an Associate Professor of Mechanical and Aerospace Engineering. Dr. Berger earned his PhD at Purdue University in 1996. After nearly 10 years at the University of Cincinnati, he joined UVa SEAS in January 2005. He has been the Associate Dean since 2008. He teaches classes in the second year curriculum, including engineering mechanics, and his research interests lie in multiple areas: (i) the mechanics of nonlinear dynamic systems, including those with friction and built-up structures; (ii) contact and interface mechanics as tools to extract mechanical properties from soft biological materials; and (iii) innovative pedagogies, teaching strategies, and evaluation techniques, especially using modern (social) technologies in the classroom. He is the winner of the 2008 SCHEV Outstanding Faculty Award for teaching with technology.



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MARY BECK IS the Assistant Dean for Student Affairs in SEAS. Mary has been a SEAS faculty member for over 20 years, during which time she has taught classes throughout the calculus sequence. Mary's accolades for teaching include the 2010 Jefferson-Hartsfield Prize, among many others. Mary's role in the Undergraduate Office focuses equally on academics and students affairs issues, and she chairs the SEAS Student Affairs Committee. She spends about 50% of her time on her teaching responsibilities, and 50% on her Dean's office role. Mary is widely known for her excellence in both teaching and advising, her advocacy for students, and her ability to support students during difficult times.



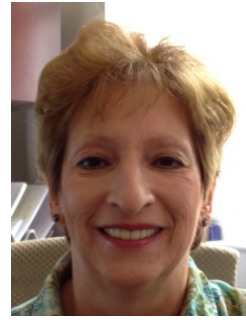
Mary Beck, Assistant Dean for Student Affairs
A-112 Thornton Hall
mpb2h@virginia.edu
434-243-1551

MARY LANE IS the SEAS Registrar. Mary has served SEAS for nearly 20 years, and has long experience in curriculum issues, advising, and graduation requirements. While both SEAS registrars have expertise in all aspects of the undergraduate program, Mary takes key responsibility for certifying degrees for graduation and continuously refining the degree audit procedure. Mary also frequently works with the academic departments on course substitutions and transfer credit issues. She engages with the University Registrar to ensure that student graduation requirements are properly documented, and that degrees are conferred on time.



Mary Lane, SEAS Registrar
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CAROLYN FREY is the SEAS Associate Registrar. Carolyn has served SEAS for over 15 years, and has a strong background in curriculum and advising issues. While both SEAS registrars have expertise in all aspects of the undergraduate program, Carolyn takes key responsibility for reviewing and enforcing academic standards, withdrawal and readmission, reviewing and posting transfer credit earned outside the University, and overall maintenance of student records. Carolyn works frequently with the academic departments as well as with other University offices (Dean of Students, Student Health) to ensure that student records are accurate and up to date.



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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
- see your advisor when: you have a question about the curriculum, you need guidance on which courses to take, you are curious about study abroad or other experiential opportunities, you have a problem in a single class (that cannot be/has not been resolved by talking to the instructor), you want to talk about career paths or graduate school, you want to talk about a potential course substitutions or other curriculum modifications
- come to the UG office when: you have a serious problem that impacts many/all of your classes, you wish to access the centralized tutoring resources available for core courses, you need to explore transfer credit, you believe you have a problem with your record on the SIS, you have a course registration problem, you would like to withdraw from a course, you wish to take an overload (>19 credits) or underload (<15 credits) of courses, you need to be connected to support services within the broader University

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, Second Floor.

Come to the UG office in A-122 Thornton if you have a serious issue that impacts your academic success.

community (Dean of Students, Student Health, etc.), or you wish to withdraw from the University.

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

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

- DO NOT wait until your deadline approaches (say, for course registration) to contact the faculty for advice; a crisis created by your procrastination does not mean that it's also the faculty's crisis
- you CAN expect a response to email within about 48 hours
- a phone call or in-person visit is often more effective than email
- find out when the faculty member's office hours are, and stop by then

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 substi-

It is each student's responsibility to ensure that their academic record as recorded on the SIS is accurate.

tutions, 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.**
- information and announcements. More general announcements are distributed through the [Undergraduate Programs Facebook page](#). Here we announce opportunities for students to participate in groups and activities on and off Grounds, publicize scholarships and other opportunities, and generally convey information about the life of the School.

Read your email.

Like us on Facebook.

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A Brief History of SEAS

The Origins of SEAS

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

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

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

Between World War I and World War II, the engineering curricula were revised and strengthened to provide a broader program of studies, including the humanities. During both wars the school offered engineering instruction to members of the armed forces, and ROTC programs for the Navy, Army, and Air Force were introduced during and after World War II.

Reorganization following World War II led again to an extensive revision of all curricula and to the graduate studies now offered. In 1955, two new branches of engineering study were recognized by degrees: aeronautical and nuclear engineering. In the same year, the first doctoral programs were instituted in chemical engineering and in engineering physics.

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

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

The School Today

The mission of the School of Engineering and Applied Science is: Through the creation and transfer of knowledge, SEAS educates leaders in the application and development of engineering and scientific solutions that benefit the world.

Engineers and applied scientists use the knowledge of mathematics, the sciences, and computer science to design and build physical devices, processes, structures, and systems that satisfy society's growing dependence on technology for health, safety, and prosperity. Today's graduates will spend their careers in an evolving global market filled with unprecedented challenges and opportunities. The School of Engineering and Applied Science therefore seeks to prepare and motivate its students to excel in their chosen endeavors by instilling in them the necessary attributes of knowledge, creativity, inquisitiveness, leadership, confidence, awareness, and ethical values.

Graduates must have a firm understanding of the fundamental principles of their discipline, the knowledge to design a system, component, or process to meet desired ends, and the ability to adapt innovative, ethical solutions to the problems of society. Because engineering and applied science graduates enjoy a broad range of career opportunities, it is also important that they understand research

methods, have the ability to integrate broad interdisciplinary considerations, and have the confidence to pursue new professional activities. They must be capable of working in teams and leading them. In addition, they must be skilled in oral and written communication and in the use of computer tools and laboratory instruments appropriate to the discipline. Above all, they should acquire self-study habits in order to enjoy a rich, life-long learning experience.

While many graduates move directly into professional careers in industry and government, others seek further academic preparation for careers as Ph.D. researchers or university faculty in engineering and applied science. Some use the degree to prepare for graduate programs in other areas, such as business, law, and medicine. The Office of the Dean welcomes inquiries, via phone or letter, from prospective applicants who have questions about career possibilities, program options, high school preparation, and other concerns.

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Academic Regulations

THE OFFICIAL SOURCE for University academic regulations is the [Undergraduate Record](#). All SEAS 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 SEAS, as well as courses offered in the departments can also be found on the [University Registrar's website](#).

4.1 Academic Accommodations

Students with specific learning differences should engage with the [Learning Needs and Evaluation Center \(LNEC\)](#). LNEC professionals will work with students to assess their learning situation, and in some cases the LNEC will recommend academic accommodations for students, including affordances such as increased time to complete tests, a distraction-free environment for tests, or a peer note taker. If they recommend academic accommodations, LNEC will furnish paperwork for each of the student's instructors to alert them to the student's eligibility for accommodations.

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

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

Academic Accommodations point of contact: Learning Needs and Evaluation Center (LNEC) deadlines: none forms: none
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The LNEC 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 LNEC documentation.

4.2 *Academic Standards (Probation and Suspension)*

Academic Probation. First-year students, as well as (external) transfer students in their first year in SEAS, 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. The term of the first suspension is one year. Students may be suspended for a second time if the criteria above are met again, after the first suspension. A second suspension is final and the student is not allowed to return to the University. Readmission to the University following the first suspension is governed by the policies in Sec. 4.25.

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

4.3 *Add, Drop, and Withdrawal*

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

- add date. The date by which your schedule must be finalized. After this date you are no longer allowed to add any classes. The reason this date is so early in the semester is simple: adding a course later in the semester puts the student in a difficult position of trying to catch up on material s/he has missed.
- drop date. The date by which you may “drop without penalty” from a course. Dropping a course means that the course does not appear on your transcript. Student may drop courses using the SIS without any approvals of the instructor, advisor, or Associate Dean. However, if dropping a course causes a student to go below 15 credit hours for the semester, advisor approval is required (use the over/under hours petition).
- withdrawal date. The date by which you may “drop with penalty” from a course. The penalty is that a W will appear on your tran-

<p>Academic Standards point of contact: Dean Berger deadlines: none forms: none</p>
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<p>Add, Drop, and Withdrawal point of contact: Mary Lane or Carolyn Frey deadlines: vary by school forms: ✓ course withdrawal ✓ over hours petition</p>
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script for the course, but the W does not impact your GPA. A course withdrawal requires approval of the student's advisor.

Students may drop courses before the DROP deadline at their discretion as long as it does not reduce their course load below 15 credit hours, for which they need the approval of their advisor and the Associate Dean for Undergraduate Programs. **A/D/W deadlines vary by school in which the course is offered.** For instance, SEAS students enrolled in a College course (say, CHEM 1610, PHYS 1425, or ECON 2010) follow the College A/D/W deadlines, which are earlier in the semester than the corresponding SEAS deadlines.

4.4 *Appeal of Academic Regulations*

The SEAS Committee on Academic Standards (CAS) considers petitions from students for circumstances/requests not otherwise covered by specific SEAS 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 standards, including suspension and early readmission. Students placed on suspension have the right to petition the CAS for a waiver of the suspension (i.e., to request a "suspension in abeyance") and explain any mitigating circumstances surrounding their academic performance. The action by the CAS on the petition is final inasmuch as it acts for the full faculty in these matters.

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

- the petition cover sheet
- a clear and concise statement of the variance requested and the reason for the request
- a current, unofficial transcript
- (optional) supporting statements from instructors, advisors, medical care providers, or others to enable the committee to render fair and proper judgment

The CAS meets several times per year, usually at the beginning and/or end of the semester (usually around January 15, June 15, and August 15), when academic standards actions take place. **It is crucial that students promptly submit their petition**—especially related to actions taken as a result of Fall semester academic performance—so

Academic Standards
 point of contact: [Dean Berger](#)
 deadlines: varies, usually Jan. 15, June 15
 forms:
 ✓ petition cover sheet

that the CAS can promptly issue a decision (that might impact Spring semester enrollment). No students will be re-admitted/re-enrolled after the semester has begun.

4.5 *Class Attendance and Excused Absences*

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

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

<p>Class Attendance and Absences point of contact: Mary Lane or Carolyn Frey deadlines: none forms: none</p>

4.6 *Course Enrollment*

Course enrollment for the up-coming semester usually takes places around the eleventh week of the current semester (i.e., early November for spring semester enrollment, and early April for fall semester enrollment). Students can manage their enrollment using the self-service features of the [SIS](#), including making most schedule changes such as add or drop. Student 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), 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](#).

<p>Course Enrollment point of contact: Mary Lane or Carolyn Frey deadlines: ADW deadlines (vary by school) forms: ✓ course withdrawal ✓ over hours petition</p>
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4.7 Course Extension (Incomplete)

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

<p>Course Extension point of contact: instructor, plus Dean Berger deadlines: before the course ends forms: ✓ grade delay petition</p>
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A student cannot request a course extension if s/he has already completed all graded work for the course.

Needing more time to complete the course work, without any extenuating circumstances, is NOT sufficient grounds to grant an extension.

4.8 Course Load Requirement

Every student is expected to take a minimum of 15 graded credit hours of course work each semester, and a maximum of 19 graded credit hours. The 15-hour guideline exists because all SEAS degrees require 128 credits for graduation (and $128/8 = 16$ credits per semester to graduate in 4 years). *Students may take fewer than 15 graded hours in a semester, but they should consult with their advisor about potential consequences of their course enrollment.* And there are scenarios in which taking fewer than 15 credits makes sense; for example, a first-year student with ample AP credit may elect to take a slightly lighter load of 13 or 14 credits during the first semester, and their AP

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

credits ensure that they do not fall behind in the curriculum. Or a student experiencing academic difficulties might be wise to register for a slightly lighter course load.

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

Working toward a second major or minor is not sufficient grounds for approving a course overload petition.

4.9 *Dean's List Policy*

The SEAS "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.

Dean's List Policy
point of contact: [Dean Berger](#)
deadlines: none
forms: none

4.10 *Degree Application*

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

4.11 *Electives*

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

Electives:
point of contact:
✓ HSS: [Dean Berger](#)
✓ all others: advisor
deadlines: [A/D/W deadlines \(vary by school\)](#)
forms:
✓ [curriculum modification form](#)

2. **Approved HSS Electives.** In consultation with your advisor, you should select your HSS electives from the list of courses presented below. Courses that instill cultural values are acceptable while skills development courses are not. Consequently, courses that involve performance must be accompanied by theory or history of the subject. Courses on communication in the student's native language, regardless of their level, may not be used to satisfy any HSS requirement.
3. **Unrestricted Electives.** Unrestricted electives may be chosen from any graded course in the University except mathematics courses below MATH 1310; courses that substantially duplicate any others offered for the degree, including PHYS 2010, PHYS 2020, CS 1010, CS 1020; any introductory programming course; or SCPS courses (see item 7 below). APMA 1090 counts as a three credit unrestricted elective for students.
4. **Petitions.** Students may petition the Associate Dean for Undergraduate Programs for approval as an HSS elective or other courses not on the approved list. Petition forms are available in A-122 Thornton Hall. Each petition should include the official catalog description for the course and a syllabus for the course. The justification should clearly state how the course meets the definition of an HSS elective.
5. **STS Courses.** In general, STS courses are acceptable as HSS electives. The four required STS courses (1500, 2xxx, 4500, 4600) cannot also be counted as HSS courses. But any STS courses taken beyond the four-course requirements can be used as HSS electives, subject to the exceptions listed in this document. The following courses are not approved for use as HSS electives: STS 4110.
6. **COMM Courses.** In general, courses taken for credit in the McIntire School of Commerce (COMM) are not acceptable for HSS credit. COMM courses (such as those used to satisfy the requirements of the Engineering Business Minor) will be counted as unrestricted electives.
7. **SCPS Courses.** Courses in the School of Continuing and Professional Studies (SCPS) cannot be used to satisfy any degree requirement in SEAS.

HSS ELECTIVE OPTIONS. These course mnemonics are generally acceptable for HSS elective credit. A student may normally take any course under any one of these mnemonics, with the exception of those listed below.

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

*only ETP 2020, 2030, 3870, 4800

EDLF 5000 (but not EDLF 5001)

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

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

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

4.12 *Final Examination Policy*

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

Final Exam Policy
point of contact: instructors
deadlines: before the final exam
forms: none

4.13 *Final Exercises and Diploma Ceremonies*

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

Final Exercises
point of contact: [Dean Berger](#)
deadlines: none
forms: none

4.14 *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? [Carolyn Frey](#) handles AP credit issues. You should also consult the Undergraduate Record
- Who do I see about certifying my transfer credit? [Mary Lane](#) handles transfer credit issues.
- I don't think I'm in the right calculus course. Who do I see for placement in a different course? [Professor Houston Wood](#) is the Director of Applied Math.
- I have AP, IB, or transfer credit for one of my first-year courses. Can I take less than 15 hours? Yes. Discuss the situation with

First Year FAQ
point of contact: [Dean Berger](#)
deadlines: vary
forms: none

your advisor so that you can make the best decision about your schedule.

- When and how do I apply to a major? This is covered in Section 4.16 on Major Application.
- What if I find that my course load is too heavy or I'm over my head in a course? See your faculty advisor immediately! Discuss your situation with your instructor(s). Utilize the faculty and GTA assistance available with the course. Tutoring is also available. Pay close attention to the [A/D/W deadlines](#) and take appropriate action before the relevant deadline.

4.15 Grading Option ("Credit/No Credit")

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

Courses completed under the CR/NC grading option cannot be used to satisfy any SEAS 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.

<p>Credit/No Credit point of contact: instructor deadlines: A/D/W deadline forms: ✓ course withdrawal form</p>

A grade reported as NC on your transcript essentially means you have failed the course.

Courses completed under the CR/NC grading option cannot be used to satisfy any SEAS graduation requirement.

4.16 Major Application

1. **Rationale.** SEAS students enter the School as "undeclared" students and must apply for entry into their desired major in March of their second semester. Swings in popularity in various majors, along with mobility of faculty (who might retire, move to another university or take a job in industry, or simply be on a leave of absence), means that there could exist a mismatch between the student demand for a particular major, and the capacity of that major to admit new students. Indeed, several SEAS majors routinely have capacity limitations that result in students not being admitted to their desired major. We enforce capacity limitations

<p>Major Application point of contact: Dean Berger deadline: mid-March forms: ✓ online major application form (available only in March)</p>
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because exceeding them would unduly degrade the academic experience: this can be acutely felt in laboratory classes but also impacts lecture-type classes as well. Our goal is to give as many students as possible their desired major, but practical limitations in the system simply do not allow us to do so.

2. **Process.** The application process is entirely online, and students submit their first four choices of major, in rank order. **Completing the application does not in any way imply admission to a SEAS major.** The admission decisions are made *by the faculty in each academic program* in June after the first year, and are based upon:

- first-year grades in all courses taken, with particular emphasis on performance in certain courses (for example, Chemical Engineering is keenly interested in each student's performance in the chemistry courses)
- an application essay (for some programs)
- [diversity as defined by the University's Commitment to Diversity](#)
- capacity limitations in each program

Decisions are conveyed to students via email on or about July 1.

Historically, about 91% of students gain entry to their first-choice major, with another 7-8% earning admission to their second-choice major. In a typical year, only about 2% of students are offered admission to their third- or fourth-choice major, and those students have typically struggled academically and maintained quite low GPAs. Acceptance rates for each SEAS major vary by year, but generally follow the trends shown below:

Program	Acceptance Rate	Program	Acceptance Rate
Aerospace	100%	Computer Engineering	100%
Biomedical	75%	Electrical	100%
Civil and Environmental	100%	Engineering Science	100%
Chemical	90%	Mechanical	95%
Computer Science	100%	Systems	80%

Historically, Biomedical Engineering has had the most enrollment pressure (i.e., the greatest mismatch between the number of applicants and the number of available spots in the program). Many SEAS majors accept all applicants.

3. **Notification and Appeals.** The decisions on application to majors are taken by the faculty with utmost seriousness and after careful consideration of each applicant's credentials. Notifications are

made by the Associate Dean via email, in the form of a letter offering admission to a SEAS major and including information about the student's advisor in the that major. *There is no appeals process, and decisions made by the faculty on admission review committees in each program are final.*

4. **Transfer from One SEAS Major to Another.** At any time after being accepted into a major, you are free to explore a transfer to another major. Immediate transfer into majors without capacity issues is typically possible; contact the appropriate undergraduate program person in your desired major to explore the potential for transfer. **Immediate transfer into capacity-limited majors is not possible.** In order for students to be accepted for transfer into a capacity-limited major, a student already in that major must transfer out of the major. As a practical matter, this rarely happens; however, you should inquire with the appropriate undergraduate program person in the capacity-limited major to explore the potential for transfer.

There is no appeals process, and decisions made by the faculty on admission review committees in each program are final.

4.17 Majors and Minors

All students in SEAS have one *primary* major. First-year students are classified as “undeclared”, and they transition to their undergraduate major at the end of the their first year. “Undeclared” is not a degree program and students cannot graduate from SEAS while undeclared. With the approval of their advisor, students can elect to pursue a second major in SEAS 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:

- SEAS students can earn other majors and minors in SEAS with the approval of their advisor AND the approval of the department that offers the majors and minors.
- SEAS students can earn up to 1 major and 1 minor in the College; see the [College website](#) for full details of their policies on earning majors and minors (Ex.: an electrical engineering student in SEAS 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 SEAS 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:

Majors and Minors
 point of contact: advisor, undergraduate program chairs
 deadlines: vary by department
 forms:
 ✓ [additional major/minor request](#)
 ✓ [change in major](#)

It is NOT possible to double major in SEAS and the McIntire School of Commerce.

- the Engineering Business 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 SEAS 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 SEAS graduates (in addition to their SEAS major) earn a minor and about 15% earn a second major.

4.18 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, 924.3310.

<p>Scholarships point of contact: Barbara Dudley deadlines: vary forms: vary</p>
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4.19 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. SEAS students have opportunities to develop professional skills, as well as cultural and social knowledge of other countries, through study abroad (academic exchange) programs, research internships, engineering service projects, or graduate research. Though not required as part of a UVA engineering education, study abroad remains among the most significant and transformative educational experiences available. Our goal is to enable every SEAS student to obtain a significant international experience while an undergraduate.

[SEAS International Programs](#) offers information, advising and logistical support to engineering students interested in 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.

<p>Study Abroad point of contact: Prof. Elzey, Director of Intl. Programs in SEAS deadlines: vary forms: vary</p>

While the majority of SEAS students go abroad during the summer or January Term, semester-length programs remain a viable option. SEAS offers short study abroad programs, designed for engineering students and led by SEAS faculty, in Germany, Argentina, Guatemala, Panama and France. SEAS also offers numerous opportunities to engage in engineering service learning, primarily in Guatemala, Nicaragua, Panama and South Africa. Students interested in international engineering service may contact the SEAS International Programs office or the Engineering Students Without Borders (ESWB) student organization. Students interested in research may consider a research exchange program, such as the one at the Shibaura Institute of Technology in Tokyo.

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 within SEAS, offer all instruction in English. Students wishing to study in France, Germany, Spain, and China will need varying degrees of language ability to succeed. 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 planning to study abroad for a semester, whether or not second language ability is required, should begin a year in advance. Partner institutions typically do not offer all of the courses a SEAS student would be required to take during a given semester. However, knowing in advance which courses will be available while studying abroad, allows for some adjustments in the student's schedule while at UVA. Students studying abroad should also apply for transfer credit approval in advance. A course grade of 'C', or its equivalent, is required to receive UVA credit for courses taken while studying abroad.

4.20 *Transfer Credit*

Students should consult [Mary Lane](#) or [Carolyn Frey](#) in the Undergraduate Office regarding approval of transfer credit. You are required to get approval before you take the course. A minimum grade of C is required for transfer of a course, per University rules. Courses transfer, but grades do not; grades obtained for courses taken elsewhere will not count towards your UVA GPA.

Transfer Credit

point of contact: [Mary Lane](#) or [Carolyn Frey](#)

deadlines: before you enroll in the course

forms:

✓ transfer credit request form

4.21 *Transfer to another UVA school from SEAS*

Transfer to other schools of the University is possible but not automatic. Students considering a transfer out of SEAS 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 [Prof. Kirt von Daacke](#)
- **Architecture:** contact [Prof. Kirk Martini](#)
- **Nursing:** contact [Prof. Theresa Carroll](#)
- **Commerce:** contact [Prof. Rebecca Leonard](#)

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 SEAS, please fill out our [exit survey](#).

Transfer out of SEAS
 point of contact: varies by school
 deadlines: vary by school
 forms:
 ✓ vary by school
 ✓ [SEAS exit survey](#)

4.22 *Transfer into SEAS from another UVA school*

General Procedure. SEAS will accept transfer applications once per year, and the annual deadline will be in March for Fall semester admission. The transfer application deadline in each year will be specified and advertised on the [SEAS transfer website](#). Transfer applications will consist ONLY of the SEAS Transfer Application Form completed by the applicant. As part of the application process, the SEAS undergraduate office will download each applicant's transcript, including grades from the Spring semester in which you apply. The March deadline allows transfer applicants to be entrained into the SEAS major application process, which takes place annually in March, so that transfer applicants simultaneously apply to SEAS and their desired major.

Criteria.

1. Students must be in good standing with the University, including CUM GPA above 2.0, and must NOT be on academic probation/warning (in their home school) at the time of the transfer application.
2. Students must achieve a "core" engineering/science GPA of at least 2.5. Courses in the "core" include: APMA 1090-1110-2120, PHYS 1425/1429-2415/2419, CHEM 1610/1611-1620/1621, CS 1110/1111/1112 (or the equivalent College courses for these). All

Transfer into SEAS
 point of contact: [Dean Berger](#)
 deadlines: March 1 (annually)
 forms:
 ✓ [SEAS transfer website](#)
 ✓ [SEAS transfer guidelines](#)

core courses taken by a transfer student will be included in this calculation.

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

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

- examine the transfer criteria and ensure that they will have completed the requisite courses (criterion 3) and achieved the requisite grades (criteria 1 and 2) at the time of transfer
- for first-year students, consult with any of the staff in the Undergraduate Programs Office in SEAS (A-122 Thornton Hall) for advice about the engineering curricula, special programs, and other features of life in SEAS
- for second- and third-year students, consult directly with the undergraduate program person in your desired major (see list below) for advice about the specific major
- submit your transfer application electronically, per the instructions on the form

Notes.

- students with no/sparse record of academic success in a technical curriculum will not be accepted for transfer into SEAS
- application to a major in SEAS does not guarantee admission to that major; admission to SEAS majors is a competitive process based upon past academic performance, capacity limitations in the program, an application essay, and diversity broadly defined

Department	Contact Person	Department	Contact Person
Aerospace	Prof. Thacker (jgt)	Computer Engineering	Prof. Dugan (jbd)
Biomedical	Prof. Guilford (whg2n)	Electrical	Prof. Barker (nsb6t)
Civil and Environmental	Prof. B. Smith (bls2z)	Engineering Science	Prof. Agnew (sra4p)
Chemical	Prof. Carta (gc)	Mechanical	Prof. Thacker (jgt)
Computer Science	Prof. Horton (tbh3f)	Systems	Prof. Bailey (rrb5b)

4.23 *Transfer from One SEAS Major into Another SEAS Major*

Transferring from one SEAS major to another is possible, provided that the student meets all academic requirements of the department

Transfer within SEAS
 point of contact: undergraduate program directors
 deadlines: vary
 forms:
 ✓ [change in major form](#)

into which s/he intends to transfer, and provided that there is capacity in the major to admit new students. Students interested in transferring within SEAS should contact the appropriate undergraduate program director (listed above).

4.24 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.

Tutoring point of contact: Barbara Dudley deadlines: none forms: none
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4.25 University Withdrawal (Semester Withdrawal) and Readmission

4.25.1 Withdrawal

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. **The official University form for semester withdrawal is only available in paper form (in triplicate) and can be obtained in the Undergraduate Office.** This 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:

Withdrawal and Readmission point of contact: Dean Berger deadlines: end of the semester forms: ✓ University withdrawal (paper only) ✓ CAPS readmission page
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- 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

“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.

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

The University form requires signatures of the student, the Associate Dean, the Dean of Students, and the University Registrar. Students are also required to truthfully indicate whether the withdrawal is for personal or medical reasons. Typical personal reasons include: a family situation that requires the student to be present, at home to support his/her family; a financial problem that prevents the student from paying tuition; any other non-medical situation that requires a student to leave school. Typical medical reasons include: physical health (for instance, a serious car or bicycle accident), or mental health (anxiety, depression, etc. that compromises a student’s ability to succeed academically).

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

4.25.2 Readmission

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**. **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, in the form of a letter or email to [Carolyn Frey](#), SEAS

Associate Registrar, with a copy to the Associate Dean. The letter 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 his/her 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, in the form of a letter or email to [Carolyn Frey](#), SEAS Associate Registrar, with a copy to the Associate Dean. The letter 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 his/her academics.
- return from a "personal" withdrawal. The student must submit a request to return to the University, on or before the appropriate deadline, in the form of a letter or email to [Carolyn Frey](#), SEAS Associate Registrar, with a copy to the Associate Dean. The letter 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, in the form of a letter or email to [Carolyn Frey](#), SEAS Associate Registrar, with a copy to the Associate Dean. The letter should detail two key elements of the student's medical situation:
 1. the student's current medical situation and his/her fitness to engage with their academics on a sustained basis, and
 2. a continuity of care plan that details the arrangements for any on-going and sustained medical care that will be required for the student.

For both items, medical documentation is required, and you can access helpful forms and guidance about this from the [CAPS web-site](#). This medical documentation will be reviewed by health care professionals at Student Health who provide a recommendation on the student's fitness for academics. The Associate Dean then

makes a decision regarding readmission. You may be asked to do either or both of the following:

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

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

Important notes:

- For all readmissions, the Office of the Dean of Students reviews each case to ensure that there are no UJC or other University sanctions in process or pending. Students with UJC or other sanctions in process or pending must resolve those issues before they will be readmitted. Therefore, **all students should be prepared to meet with a representative from the Office of the Dean of Students as part of their return to the University.**
- **International students** must work with the International Studies Office in Minor Hall to ensure legal status for their return to the University.
- Upon readmission, students should immediately contact other relevant University offices, including Student Financial Services, Housing, Dining, etc. to work out relevant non-academic details.
- Readmitted students cannot register for courses until all of their enrollment holds (for instance, a financial aid hold, student health hold, or an advisor hold) have been removed.

5

Academic and Personal Support Resources

- [Office of African-American Affairs](#)
- [Alcohol and Substance Education](#)
- [Accessibility and Disability](#)
- [Bursar](#)
- [Center for Engineering Career Development](#)
- [Center for Diversity in Engineering](#)
- [Counseling and Psychological Services \(inc. drug and alcohol treatment services\)](#)
- [Office of the Dean of Students](#)
- [Financial Aid](#)
- [Honor Committee](#)
- [Housing Office](#)
- [International Center](#)
- [International Studies Office](#)
- [Jobs for Students at U.Va.](#)
- [Judiciary Committee](#)
- [Learning Needs and Evaluation Center](#)
- [Madison House](#)
- [Parking and Transportation](#)
- [University Registrar](#)
- [Residence Life](#)

- [Sexual and Domestic Violence Services](#)
- [Student Health](#)
- [Student Life](#)
- [University Police](#)
- [University Dining Services](#)
- [Women's Center](#)

6

SEAS Departmental Information and Contacts

Department	Contact Person	Department	Contact Person
Aerospace	Laura Troutman (lth8q)	Computer Engineering	Natalie Edwards (nae5c)
Biomedical	Kitter Bishop (klb4f)	Electrical	Dan Fetko (drf6r)
Civil and Environmental	Peggy Gibson (plg8z)	Engineering Science	Susan Bagby (sh7h)
Chemical	Vickie Faulconer (vsf6m)	Mechanical	Laura Troutman (lth8q)
Computer Science	Brenda Perkins (bhp6a)	Systems	Jayne Weber (jef2f)

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SEAS Forms

SEAS forms are on the [SEAS 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](#)
- University Withdrawal form (in triplicate, paper only—come to A-122 Thornton Hall)
- Request for Transfer Credit form (in triplicate, paper only—come to A-122 Thornton Hall)