Academic Policies

The policies below are relevant for DSc and master's students in the School of Engineering & Applied Science (SEAS). To view policies for PhD students, please refer to the Academic Information (http://bulletin.wustl.edu/grad/gsas/phd/academic) section of the Graduate School Bulletin.

Courses

To count toward a graduate degree, courses must be offered at the graduate level, taken for a grade, and approved in advance by the student's adviser and program as eligible to count toward the student's degree. Depending on the program, graduate-level work begins with courses numbered at the 400 or 500 level. Audited courses and courses taken pass/fail cannot be counted toward the degree. Students should consult their advisers regarding these options.

ELP English Placement Exams (http://oiss.wustl.edu/english-language-programs/testing/schedule): These exams are taken by new international graduate students (in any graduate degree program) upon arrival. Students may be placed into a seminar series to ensure success in graduate programs.

Course Load

The normal load for full-time graduate students is 9-12 units per semester. The course selection and load must be worked out with and approved by the student's adviser. Graduate students with research and assistantship duties will typically enroll for course loads commensurate with the requirements of these duties. The course load will be determined after consultation with the student's adviser and the person supervising the student's duties as a research assistant or assistant in instruction. Students otherwise employed full- or part-time, on- or off-campus, will determine a satisfactory reduced course load with their advisers. International students on student visas are required to maintain full-time enrollment status.

Registration

WUSTL Key

Students will use their WUSTL Key login credentials at many important Washington University websites, including WebSTAC (for registration), to access email, Habif Health and Wellness Center, and Student Financial Services.

- WUSTL Key activation information is emailed to newly admitted students by the Office of the University Registrar. WUSTL Key activation emails are delivered to the email address provided on the graduate application.
- If a student does not receive their WUSTL Key activation email, they should contact the Office of the University Registrar by email (registrarwustlkey@email.wustl.edu) or call 314-935-5959.
- If a student has already created their WUSTL Key but has forgotten it, they can retrieve their login ID and/or password by going to the WUSTL Key website (http://wustlkey.wustl.edu) or from the WebSTAC login screen and most other login screens where their WUSTL Key is accepted.
- Students should log into WebSTAC (https://webstac.wustl.edu) to ensure their access.

All graduate students in Engineering must register each fall and spring semester until all degree requirements are complete. All registrations require online approval by the student's faculty adviser. Students may register in one of three categories:

- Active Status: A graduate student is viewed as having an active full-time status if enrolled in nine (9) or more units or an active part-time status if enrolled in fewer than nine (9) units. Graduate students must be authorized by their adviser prior to registration. International master's students on F1 and J1 visas are required to take a minimum of 9 units per semester except in their final semester. In order to have part-time status in their final semester, international master's students must complete a Reduced Course Load form available from the Office of International Students and Scholars (OISS).

- Continuing Student Status: The Continuing Student Status course option may be used when graduate students are approved to register for fewer than 9 units but still need to maintain their full-time status. When students are registered for the Master's Continuing Student Status (883) course or the Doctoral Continuing Student Status (884) course, they will still be viewed as having a full-time status, even if they are taking fewer than 9 units. Both placeholder courses are 0-unit audit courses with no tuition charges associated with them for engineering students; however, students may be charged health insurance and/or student activity fees associated with full-time status. The Txx or Exx 883 and Exx 884 course options are contingent upon adviser and departmental approval. Note: The 883 status is not available for master's students on F1 and J1 visas; domestic master's students may register under the 883 status only in their final semester with departmental approval. The 884 course is for DSc students only. Engineering PhD students will register for the LGS 9000 Full-Time Graduate Research/Study placeholder course to maintain full-time status.

- Nonresident or Inactive Status: Graduate students who do not need to maintain full-time status and who do not need to register for any course or research units during a given semester should, with departmental and adviser approval, register under the Nonresident/Inactive Status placeholder course option. Graduate students on an official leave of absence should also register under this status but, again, only with adviser and departmental approval. (Note: PhD students in this situation must use Leave of Absence forms or other forms provided by the Graduate School). A DSc
student wishing to register under a nonresident/inactive status should register using the Exx 886 course number. A master's student should register for the nonresident/inactive status using the Txx or Exx 885 course number. Both placeholder courses are 0-unit audit courses with no tuition charges associated with them for engineering students. Students registered this way are not viewed as full-time and will not automatically have university health insurance fees or coverage. This registration does not defer student loans, and it does not serve as a legal status for international students. The nonresident/inactive status will assure that the student's major program will remain open. This option is not available to international students (due to F1 and J1 visa requirements), unless approved by the Office for International Students and Scholars. A nonresident/inactive status is allowed only for a few semesters, at the department's discretion. Any student contemplating a nonresident/inactive status must remember to be aware of the residency requirements and the total time limitation required for degree completion.

**Graduate Student Reinstatement:** Graduate students who do not register in one of the above categories will have to apply for reinstatement if they wish to re-enroll at a future time. For reinstatement information, master's and DSc students should contact Engineering Student Services at 314-935-6100, and PhD students should contact the Graduate School at 314-935-6880. Students seeking reinstatement may be required to pay a reinstatement fee, take special reinstatement examinations, and repeat previous work if it fails to meet contemporary standards. Candidates for the DSc degree who apply for reinstatement may be required to repeat qualifying examinations.

**Grades**

Graduate work is graded on a scale of A, B, C, D, P, and F (failure), with the auxiliary marks of I (incomplete), X (no final examination), and N (no grade submitted). Audit grades are L (successful audit) and Z (unsuccessful audit). The School of Engineering uses a 4-point scale for calculating grade point averages, with A = 4, B = 3, and C = 2. A plus adds .3 to the value of a grade, whereas a minus subtracts .3 from the value of a grade.

A grade of I or X in a course other than research must be removed no later than the close of the next semester; if not, the I or X turns into an F at the end of the next regular semester after the I or X grade was assigned.

**Academic Probation and Suspension**

Satisfactory academic progress is a prerequisite for continuation in engineering degree programs. Most financial awards, and all federally funded awards, are contingent upon the maintenance of satisfactory academic progress. The following are minimal standards of satisfactory academic progress for Doctor of Science and Master's students. Degree programs may set stricter standards but may not relax these listed below. Acceptability of grades below B- for fulfillment of degree requirements is determined by individual departments.

**Doctor of Science (DSc)** students must maintain a cumulative grade point average of at least 3.00.
- Academic probation occurs if a semester or cumulative grade-point average drops below 3.00.
- A DSc student is eligible for academic suspension if any one of the following occurs:
  - Receives an F grade in a course, or
  - Earns a semester or cumulative grade point average less than 2.00, or
  - Has been on probation for two semesters and has not attained a 3.00 cumulative grade point average.

**Master's** students must maintain a cumulative grade point average of at least 2.70.
- Academic probation occurs if a semester or cumulative grade-point average drops below 2.70.
- A master's student is eligible for academic suspension if any one of the following occurs:
  - Receives an F grade in a course, or
  - Earns a semester or cumulative grade point average less than 2.00, or
  - Has been on probation for two semesters and has not attained a 2.70 cumulative grade point average.

**Academic probation** represents a warning that things are not going well academically. Students placed on academic probation may continue to stay enrolled in their degree programs, but they are strongly encouraged to meet with their advisers to discuss what they might do to improve their grades.

**Academic suspension** represents being dismissed from the school. Students placed on academic suspension are not eligible to enroll or continue their degree programs.

Students suspended may petition the registrar in the School of Engineering & Applied Science for reinstatement. Reinstatement petitions will be referred to the Graduate Board for review. If a student decides not to appeal an academic suspension, or if a student's appeal is not successful, registration for the upcoming semester will be cancelled and the student's academic record will be closed. If this should occur it may be possible for a student to apply for re-enrollment at Washington University in St. Louis at a future time. Students in this situation will need to show that they have successfully completed challenging full-time course work at a different institution (generally, at least for one year), or be employed in a full-time position (generally, at least for one year), or a combination of the two (school and work). There is no guarantee that students who have been suspended will be allowed to return.
A grade of I or X in a course other than research must be removed no later than the close of the next semester; if not, the I or X turns into an F at the end of the next regular semester after the I or X grade was assigned. Students are eligible for suspension after an I or X grade changes to an F grade.

Satisfactory academic progress for engineering students in PhD programs is monitored by the Graduate School as well as the degree program. Please refer to the Academic Information (http://bulletin.wustl.edu/grad/gsas/phd/academic) section of the Graduate School Bulletin for specific information related to policies concerning PhD students.

Satisfactory Academic Progress and Title IV Financial Aid: Federal regulations require that students receiving federal Title IV financial aid maintain satisfactory academic progress (SAP). SAP is evaluated annually at the end of the spring semester. In order to be considered to be maintaining SAP, and thus be eligible for federal financial aid, a student must maintain minimum requirements for cumulative grade point average (GPA) of 2.70 for master's and 3.0 for DSc) and pace (credit earned for at least 67 percent of the credits attempted). The degree must also be completed within the maximum time frame allowed for the program (defined as 150 percent of the required credits). Students who are not maintaining progress will be notified by Engineering Student Services and — barring an approved appeal — are ineligible for aid for future semesters. PhD students should refer to the Graduate School Bulletin for specific information related to SAP. Additional information about SAP is available from Student Financial Services (https://sfs.wustl.edu/resources/Pages/Satisfactory-Academic-Progress.aspx).

Repeating a Course

If an Engineering graduate student repeats a course at Washington University, only the second grade is included in the calculation of the grade point average. Both enrollments and grades are shown on the student's official transcript. The symbol R next to the first enrollment's grade indicates that the course was later retaken. Credit toward the degree is allowed for the latest enrollment only.

Transfer Credit

A maximum of 6 units of graduate credit obtained at institutions other than Washington University may be applied toward the master's degree. Approved transfer credit for undergraduate course work completed at a different institution cannot be posted until a letter is received from that institution's registrar, which states the graduate-level course work was not used to satisfy undergraduate degree requirements.

A maximum of 24 units of graduate credit earned at institutions other than Washington University may be applied toward the Doctor of Philosophy degree and a maximum of 48 units for the Doctor of Science degree. Transfer credit must be recommended by the adviser, department or program chairman, and be approved by the appropriate registrar. No graduate courses carrying grades lower than B can be accepted for transfer toward any graduate degree.

No courses will be accepted toward degree requirements if the course exceeds the 10-year maximum time period unless they have formal approval of the Engineering Graduate Board.

Disability Resources

Services for students with hearing, temporary or permanent visual, orthopedic, learning or other disabilities are coordinated through Disability Resources (DR). Identifying oneself as having a disability is voluntary.

To the greatest extent possible, students with disabilities are integrated as equal members of the total student population. Services provided for students with disabilities may include but are not limited to: readers, note takers, special parking, tutoring, counseling, appropriate academic accommodations such as alternate testing conditions, and referral to community resources. To receive accommodations or services, students must initiate a request for services and are encouraged to contact DR upon admission or once diagnosed. For more information please visit the Disability Resources website (http://cornerstone.wustl.edu/disability-resources).

Leaves of Absence

Engineering students may petition to take a leave of absence. On a leave of absence, students in good standing are assured re-enrollment within the next two years. Before returning, the student is to notify the School of Engineering & Applied Science and submit a Reinstatement Form at least six weeks prior to the beginning of the appropriate term. A student wishing to take a medical leave of absence must have a recommendation for the medical leave of absence from Habif Health and Wellness Center submitted to the appropriate dean in the School of Engineering & Applied Science prior to leaving and prior to re-enrollment. The dean will decide whether or not to grant the request for the medical leave of absence and re-enrollment upon reviewing the recommendations from Habif Health and Wellness Center and the student's file.

Academic Integrity

All students in the School of Engineering & Applied Science are expected to conform to high standards of conduct. This statement on student academic integrity is intended to provide guidelines on academic behaviors which are not acceptable.

It is dishonest and a violation of academic integrity if:

1. A student turns in work which is represented as theirs when in fact they have significant outside help. When they turn in work with their name on it, they are in effect stating that the work is theirs, and only theirs.
2. A student uses the results of another person's work (exam, homework, computer code, lab report) and represent it as their own, regardless of the circumstances.

3. A student requests special consideration from an instructor when the request is based upon false information or deception.

4. A student submits the same academic work to two or more courses without the permission of each of the course instructors. This includes submitting the same work if the same course is retaken.

5. A student willfully damages the efforts of other students.

6. A student uses prepared materials in writing an in-class exam except as approved by the instructor.

7. A student writes on or make erasures on any test material or class assignment being submitted for re-grading.

8. A student collaborates with other students planning or engaged in any form of academic dishonesty.

9. A student turns in work, which is represented as a cooperative effort, when in fact they did not contribute their fair share of the effort.

10. A student does not use proper methods of documentation. For example, students should enclose borrowed information in quotation marks; acknowledge material that they have abstracted, paraphrased or summarized; cite the source of such material by listing the author, title of work, publication, and page reference.

This list is not intended to be exhaustive. To seek clarification, students should ask the professor or assistant in instruction for guidance.

Note: PhD students should refer to the Graduate School Policies and Procedures webpage (http://graduateschool.wustl.edu/policies-procedures) for a link to the full text of the Academic and Professional Integrity Policy for Graduate Students.