

SCHOOL OF ENGINEERING & APPLIED SCIENCE

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Engineering School Home Page:
engineering.wustl.edu

DEPARTMENTS:

Biomedical Engineering (E62)
Computer Science and Engineering (E81)
Electrical and Systems Engineering (E35)
Energy, Environmental & Chemical Engineering (E44)
General Engineering (E60)
Mechanical Engineering & Materials Science (E37)
Graduate Studies – Sever Institute
Systems Integration (T40)
Construction Management (T64)
Engineering Management (T55)
General Professional Education (T60)
Health Care Operations (T71)
Information Management (T81)

ACADEMIC CALENDAR

Refer to the University-wide calendar at registrar.wustl.edu for a list of the dates and deadlines applicable to the semester.

Calendar Note for Graduate Students:

Thesis and dissertation related deadlines for engineering graduate D.Sc. and Masters students are listed below. Ph.D. students should follow The Graduate School deadlines as posted on their website located at: graduateschool.wustl.edu/events

September

Tuesday, Sep. 5 Deadline for DSc and Master's students to submit final thesis/dissertation for August 2017 degree.

November

Tuesday, Nov. 21 Deadline for enrolled graduate students to submit thesis/dissertation for format approval for Fall graduation. NOTE: Ph.D. students have no format approval deadline.

January

Tuesday, Jan. 2 Last day for graduate students to submit final thesis/dissertation for Fall graduation.

FINAL EXAM SCHEDULE

Fall 2017 final exams will be held December 14-20. Exam days and times are part of course listings, and will be included on your course schedule.

CONTACT INFORMATION

Engineering Student Services
303 Lopata Hall
Monday - Friday, 8:30a - 5:00p
Telephone: (314) 935 - 6100

The Graduate School (Ph.D. students)

Cupples II, Suite 204
Monday - Friday, 8:30a - 5:00p
Telephone: (314) 935-7258

Graduate Studies – Sever Institute

204 Lopata Hall
Monday - Thursday, 8:30a - 6:00p, Friday 8:30a - 5:00p

Telephone: (314) 935-5484

TUITION FEES AND PAYMENT POLICY

Undergraduate Students

\$25,325 per semester
(if enrolled in up to 21 units;
and \$2,110 per each unit over 21 units)

Graduate Students (D.Sc. and Masters)

If Full-Time Status.....\$25,325 per semester
(if enrolled in 9 or more units)
If Full-Time Status.....\$2,110 per unit (1 - 8 units)
If Part-Time Status..... \$1,794 per unit (1 - 8 units)

Full-Time Status for Master's Students is defined as:

Enrolled in 9 units or more
OR
Enrolled in any "883" placeholder course (Masters Continuing Student)

Full-time Status for D.Sc. Students is defined as:

Enrolled in 9 units or more
OR
Enrolled in any "884" placeholder course (Doctoral Continuing Student)

Note: Tuition for full-time students is determined by each student's prime division, not by the division that teaches the course. Students should check with their department before enrolling in courses outside their division.

Students who will receive reimbursement from their employers are responsible for tuition being paid by the due date. Employer reimbursements that are contingent upon course completion and/or a satisfactory grade will not exempt the student from stated due dates and the assessment of penalties.

UNDERGRADUATE REGISTRATION

An undergraduate student is viewed as having a **full-time active status** if enrolled in 12 or more credit hours in a spring, summer or fall semester. Undergraduate students are not required to stay continuously enrolled until graduation, but they should contact Engineering Student Services and take a leave of absence if they are unable to return to school for a semester (excluding summer).

GRADUATE ENGINEERING REGISTRATION:

Graduate students are required to stay continuously enrolled (excluding summer sessions) until all degree requirements are completed. D.Sc. and master's students must continuously register in one of the three categories listed below. **Engineering Ph.D. students should refer to The Graduate School registration and enrollment information.**

(1) Active Status

D.Sc. and master's students are viewed as having **full-time active status** if enrolled in 9 or more units in a spring or fall semester and 6 or more units during a summer semester. They are viewed as having a **part-time active status** if enrolled in fewer than 9 units. To be considered as having **half-time status**, D.Sc. and master's students need to be enrolled in 4.5 or more, but less than 9 units in a spring or fall semester and enrolled in 3 or more, but less than 6 units in a summer semester. Half-time status is often the minimum status required for loan deferrals.

International students on F1 and J1 visas must always register and maintain a full-time active status (i.e., enrolled in 9 or more units each fall and spring semester), as per the Office for International Students and Scholars. International master's students are permitted to take a reduced course load in their final semester, but only if approved by both the faculty advisor and the Office for International Students and Scholars.

(2) Continuing Student Status

The Continuing Student Status course may be used when master's and D.Sc. 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 Masters 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. These course options are contingent upon advisor and departmental approval. The Masters Continuing Student Status course option is not available for International master's students on F1 and J1 visas. (NOTE: Engineering Ph.D. students should refer to the The Graduate School [registration and enrollment information.](#))

(3) Nonresident or Inactive Status

Master's and D.Sc. 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 register under the Nonresident/Inactive Status course option, but only upon departmental and advisor approval. (NOTE: Engineering Ph.D. students in this situation should refer to The Graduate School [registration and enrollment information.](#))

A D.Sc. student wishing to register under a nonresident/inactive status should register using the 886 course number. A master's student should register for the nonresident/inactive status using the 885 course number. The course is a 0 unit audit course with no tuition charges associated with it 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 email address remains active, and by paying a small additional fee to Olin Library the student can maintain library privileges. This option is normally not available to international students (due to F1 and J1 visa requirements), unless the student has plans to exit the country and has received approval from the Office for International Students and Scholars.

A nonresident/inactive status registration is generally allowed only for a few semesters, at the department's discretion. Any students contemplating a nonresident/inactive status registration must remember to be aware of the residency requirements and the total time limitation required for degree completion.

Graduate Student Reinstatement

Students who do not register in one of the above categories will have to apply for reinstatement if they wish to reenroll at a future time. For reinstatement information, master's and D.Sc. students should contact Engineering Student Services at (314) 935-6100, and Ph.D. 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 D.Sc. degree who apply for reinstatement may be required to repeat qualifying examinations.

REFUND POLICY

All full-time students in Engineering (EN, SI, TG divisions) are assessed tuition at a full-time tuition rate and do not receive refunds for dropping individual courses. All part-time SI or TG graduate students who were assessed tuition on a per credit hour basis may receive a refund for dropped course(s) based on the refund schedule shown below. Refunds are computed from the date on which the course is dropped, as shown in the Student Information System. Refund checks are made available as soon as possible (usually 4-6 weeks after the drop is completed).

Full-time EN, SI, or TG students who officially withdraw from the University within the refund period stated below will receive a tuition refund in accordance with the following schedule:

Percent of Period of Withdrawal	Refund
1 st -2 nd week of classes (until 9/7).....	100%
3 rd -4 th week of classes (until 9/21).....	80%
5 th -6 th week of classes (until 10/5).....	60%
7 th -8 th week of classes (until 10/19).....	50%
9 th -10 th week of classes (until 11/2).....	40%
After 10 th week (11/3).....	No Refund

NOTE: After the date of the 1st class meeting, refunds are not granted for short courses which run less than the full semester length. Questions concerning the refund policy should be directed to the Engineering Accounting Office at 935-6183.

CANCELLATIONS AND CHANGES

The School of Engineering reserves the right to withdraw any course with insufficient enrollment, to change final exam times, instructors, classrooms, and to modify courses as may be necessary. The School also reserves the right to cancel registration of any student under academic suspension or who has failed to meet payment obligations. Students should use courses.wustl.edu for the most current course listings. If a class is cancelled, a full refund will be made to enrolled students. Questions about course changes can be directed to Engineering Student Services, Lopata Hall, Room 303, (314) 935-6100.

ACADEMIC INTEGRITY

A formal academic integrity policy has been established for all undergraduate students at Washington University and is published below.

All students taking courses 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.

Engineering courses typically have many problem sets assigned as homework. You are not allowed to collaborate when solving homework problems, performing lab experiments, writing or documenting computer programs, or writing reports unless the instructor specifically states otherwise.

It is dishonest and a violation of academic integrity if:

1. You turn in work which is represented as yours when in fact you have significant outside help. When you turn in work with your name on it, you are in effect stating that the work is yours, and only yours.
2. You use the results of another person's work (exam, homework, computer code, lab report) and represent it as your own, regardless of the circumstances.
3. You request special consideration from an instructor when the request is based upon false information or deception.
4. You submit 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. You willfully damage the efforts of other students.
6. You use prepared materials in writing an in-class exam except as approved by the instructor.
7. You write on or make erasures on any test material or class assignment being submitted for regrading.
8. You collaborate with other students planning or engaged in any form of academic dishonesty.
9. You turn in work, which is represented as a cooperative effort, when in fact you did not contribute your fair share of the effort.
10. You do not use proper methods of documentation. For example, you should enclose borrowed information in quotation marks; acknowledge material that you 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 teaching assistant for guidance.

HUMANITIES & SOCIAL SCIENCE REQUIREMENTS & COURSES

All bachelor degree programs offered within the School of Engineering have the same humanities & social science (i.e. H/SS) requirements as listed below:

- A total of at least 18 units of acceptable humanities and social science courses
- At least 6 units of humanities courses
- At least 6 units of social science courses
- At least one upper-level (300+) 3 unit course

Washington University courses that satisfy the humanities and social sciences requirements for engineering students are labeled in the semester course listings as EN:H or EN:S respectively.

Transfer courses must be approved through Engineering Student Services as acceptable transfer credit and as applicable humanities and social sciences courses. All transfer courses must be taken for credit (not pass/fail), and students must earn a C- or better in transfer courses for the credit to transfer to the school. Grades do not transfer. Online courses are not approved for transfer credit.

Engineering Courses -

(which fulfill H/SS requirements)

The following School of Engineering courses have been approved to count toward the School's humanities or social sciences requirement:

Humanities:
(none)

Social Science:

E60 4501, 4502, 4503, 450F

E44 412

University College

Engineering students may only enroll in a limited number of University College courses that have been preapproved by the Engineering Undergraduate Studies Committee. Approved courses taken by students will display on official transcripts and the course units will count toward engineering degree requirements, but the grade will not be calculated in grade point averages. Approved courses must be taken for letter grades and students must earn a minimum grade of C- for the course units to count toward engineering degree requirements.

Current approved courses, which may be needed by students seeking admission into medical school, include:

U29 204 Nutrition
U29 322 Introduction to Anatomy and Physiology
U29 406 Introduction to Biochemistry
U29 4170 Endocrine Physiology
U29 4241 Immunology

Students who are required to do so may enroll in the courses below; these courses will display on official transcripts but the course units will not count toward engineering degree requirements:

U15 1511 Academic Writing for Second Language Writers
U15 199 Tutorial for English Composition

Undergraduate engineering students in their final year of study may enroll in one University College course (not listed above) each semester. These courses will not count toward graduation requirements.