

# Graduate Student Handbook

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University of Virginia

Physics Department

**Last revision:** January, 2018

Revisions are underway for Fall 2020 version of the graduate handbook. Sections expected to be revised are highlighted in the text. Expected revisions include:

1. Clarifying the requirements for summer stipend support
2. Clarifying the process for registering for courses outside of the department
3. Making language on good standing, probation, academic sanctions, and continuing support consistent with GSAS policy.
4. Improvements in the academic advising process.

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## Foreword

Graduate education is a crucial part of the mission of the Department of Physics at the University of Virginia. Our graduate students play a key role in both our research and teaching efforts, and the students we train go on to serve as leaders in physics and other fields. We strive to challenge students to reach their full potential as research scientists, while at the same time providing the support and resources needed to ensure success.

This handbook is intended as an overview of the policies and procedures regarding graduate students in the department. The Department of Physics is a member of the Graduate School of Arts and Sciences (GSAS), and follows GSAS policies in most cases. More information on GSAS regulations can be found at <http://graduate.as.virginia.edu/>. Rules specific to GSAS Academic Regulations (Graduate Record 2017-2018) can be found at <http://records.ureg.virginia.edu/content.php?catoid=44&navoid=3076>. Additional policies particular to the department are summarized here. Where clarification or more information is required, students should consult the department's Director of Graduate Studies (DGS).

The department reserves the right to change the policies described here at any time. A version of this handbook is available on the department website at <http://www.phys.virginia.edu>. The online version may not be the latest. Please consult with the DGS for any policy changes.

## I. Degree Programs

The department offers three graduate degrees: the Ph.D., M.S., and M.A. Most students are admitted to the Ph.D. program, and the bulk of the information in this handbook is intended for them.

**Ph.D. Degree:** This degree is the highest degree available in physics, and represents professional preparation for a variety of careers in academic or industrial research, and education. It requires both rigorous academic training and a research project yielding a significant contribution to science. The minimum time required for the degree is three years, but six years is more typical. University regulation places a seven-year limit to the Ph.D. time. Past that time, a graduate student cannot receive financial support from the Ph.D. program any more (though they may continue to work toward their degree).

**Bridge to the Ph.D.:** Increasing diversity in physics is one of the priorities of the department. The Bridge to the Ph.D. program is destined to identify students with strong research potential who haven't been able to undergo a rigorous preparatory curriculum, and offer them a chance to become accomplished researchers at UVa. The UVa Bridge program has been recognized by the Bridge Program of the American Physical Society, which made UVa a partner institution. Students admitted into the UVa Bridge program are full-time graduate students who are offered one additional preparatory year to address any deficiencies in their preparation. The curriculum is decided on a case-by-case basis by the director of graduate studies and the student.

**M.S. Degree:** This degree has requirements similar to the Ph.D., but with fewer courses and a smaller-scale research thesis. It can normally be completed in two years, including summer research. The maximum time that a student can spend towards the MS degree is 3 years. The 3rd year has to be approved by the DGS and it is not automatically granted. A good case for the extension has to be made and must be to the progress evolution of the research project.

**M.A. Degree:** This degree requires several graduate-level courses but no research. It can normally be completed in three semesters, but it can be extended to a fourth semester. Thus, a total of 2 years can be spent for the MA degree, unless approved by the DGS. [Upon completion of the master's degree requirements, a Doctoral student may petition for the degree through formal request made to the Enrolled Students Office. Information and application deadlines can be found at <http://graduate.as.virginia.edu/thesis-submission-and-graduation#step-one-submit-master-s-degree-request-form>]

## II. Degree Requirements

### GPA Requirement (All Degrees)

Students must maintain a cumulative GPA of at least 3.000 in all GPA-eligible graduate-level courses completed while enrolled in the Graduate School of Arts and Sciences. A grade of B- is the lowest satisfactory grade for graduate credit.

### Ph.D. Degree

#### Academic Requirements

Of the 72 credits required for the doctoral degree, students are expected to complete a minimum of 33 credits of graded coursework to include six core courses and five departmental electives. An additional 10

credits of colloquia and research workshops are required and taken during the first and second year. Ph.D. candidates will also take a minimum of 18 credits\* of non-topical research in preparation for the final thesis and dissertation. Although not required, additional credits may be earned through approved independent study (PHYS 7995) or by taking additional elective courses.

Students who are assigned Teaching Assistantships (TAs) are required to take PHYS 9030 Teaching Science in Higher Education (1 graded credit) during the first or second semester of teaching.

*\*Typically, 12 credits of non-topical research are taken each semester after the 2<sup>nd</sup> year.*

**Course Registration:** Students register for all courses through the online Student Information System (SIS), at <http://www.virginia.edu/sis>. Occasionally, special registration situations require a Course Action Form, available at <http://www.virginia.edu/registrar/courseactionform.html>.

### **Core Courses – 6 required –typically taken during the first year**

The material covered in these courses forms the basis for the qualifying examination (see Section V). All Ph.D. students must pass each of the core courses with a grade of B- or higher. If a student fails to obtain a B- or higher for a core class, the class in question must be repeated and the student must acquire a passing grade of B- and above. If a student fails two core courses in the same semester, then they cannot continue in the PhD program. A minimum GPA of 3.0 must be maintained in these courses in order to maintain good academic standing. Transfer credits from other graduate programs can be accepted with the approval of the DGS.

#### *Fall Semester, first year*

PHYS 7010 Theoretical Mechanics I  
PHYS 7410 Electricity and Magnetism I  
PHYS 7610 Quantum Mechanics I

#### *Spring Semester, first year*

PHYS 7210 Statistical Mechanics  
PHYS 7420 Electricity and Magnetism II  
PHYS 7620 Quantum Mechanics II

### **Electives – 5 required**

Five elective courses are required. Electives include any graded 5000- or 8000-level physics course. At least two of the five electives must be 8000-level classes. It is recommended to use the 3<sup>rd</sup> through 6<sup>th</sup> semesters to satisfy this requirement, however, the Department cannot offer all electives every year and it may be necessary to wait one or two years to take an elective of interest.

Regularly offered electives include:

PHYS 5190	Electronics Lab	PHYS 8220	Fundamentals of Photonics
PHYS 5240	General Relativity	PHYS 8420	Atomic Physics
PHYS 5250	Mathematical Methods of Physics	PHYS 8450	Computational Physics II
PHYS 5310	Optics	PHYS 8630	Intro. to Field Theory
PHYS 5630	Computational Physics I	PHYS 8640	Modern Field Theory
PHYS 5620	Intro. to Solid State Physics	PHYS 8610	Solid State Physics
PHYS 5720	Intro. to Nuclear and Particle Physics	PHYS 8710	Nuclear Physics I
PHYS 5880	Intro. to Quantum Computing	PHYS 8750	Elementary Particle Physics I
PHYS 8880	Quantum Optics & Quantum Information		

Subject to approval by the DGS, Ph.D. candidates may take one 7000/8000-level elective course from a department other than physics, provided that a similar course is not offered in the department of physics and the course can be proven to be useful to the student's research.

## Qualifying Exam

All candidates must pass the qualifying examination to be eligible for the Ph.D. degree. Two attempts at the exam are allowed and no exceptions are granted in this regard. The exam is offered every May (typically on the third week, after the spring graduation ceremony) and August (typically just before classes start), with the first attempt taken in May after the first year of study and, if necessary, the second in the following August.

The exam covers the material of the six core classes: Classical Mechanics, Statistical Mechanics, Quantum Mechanics I and II, and Electromagnetism I and II. It is held over two days, with Classical Mechanics and Electromagnetism covered on one day and Quantum Mechanics and Statistical Mechanics on the other. The exam consists of twelve problems in total, with two each from Classical and Statistical Mechanics and four each from Quantum Mechanics and Electromagnetism. Thus six problems will be offered on each day. The length of each day's exam is four hours.

To help prepare for the exam, the department provides students in the fall of their first year with a study guide consisting of approximately 200 problems given in previous qualifying exams. One half of the problems assigned in each new exam are drawn from the study guide, and should thus be familiar to the students.

The qualifying exam is set and graded by the Qualifying Examination Committee, which is composed of the instructors of the core courses, thereby ensuring consistency between the first-year teaching curriculum and the qualifying exam. Each subject is independently graded by two faculty members, with all student names kept anonymous. The final score is determined in consultation with the full committee.

To pass the exam, it is necessary to receive a 50% mark on each day. It is not necessary to pass each individual subject within a day. If a student fails one day but passes the other with a mark of 67% or better, then the student only needs to retake the exam for the day they failed. Superior performance on the entire exam will be awarded a pass with distinction, or double distinction.

Students failing the exam who wish to continue in the program must try again at the next available date (typically August). Students failing twice are ineligible for a Ph.D. degree. Students who fail the exam can usually obtain an M.A. degree, or can pursue an M.S. degree with the support of a research advisor.

## Research

***Non-Topical Research:*** Students working on their dissertation research enroll in non-topical research. At least 18 credits are required for the Ph.D., but students typically take considerably more. It is the responsibility of the student to obtain permission from the instructor of the non-topical research section before enrolling for that section. Once enrolled, the student must meet with the instructor to arrive at a mutually agreed plan to complete the requirements of the non-topical research course. Failure to do so could lead to an unsatisfactory grade for the course. There are three courses that qualify as non-topical research:

PHYS 8999	For M.S. students
PHYS 9998	For Ph.D. students who have not yet passed the qualifier exam
PHYS 9999	For Ph.D. students who have passed the qualifier exam

***Research Advisor:*** Each student's thesis project will be performed under the guidance of a research advisor, who is the student's primary mentor and guide in the development of research expertise. When selecting an advisor, students should think carefully about their own interests and needs, and have a thorough and open discussion with the prospective advisor about both the student's and the advisor's expectations.

Students are expected to make a final selection for a research advisor within the Department of Physics by the end of their second year. Prior to that time, there are several opportunities for summer research and independent study, so that students can become familiar with the research work. Students who have difficulty finding a research advisor should consult with the DGS, as the department makes a considerable effort to find positions for all students. A student may switch advisors at any time, but should be aware that doing so will generally delay the thesis project. Students past their second year who are not affiliated with an advisor are considered to be not in good standing. A student in their third year and beyond without a research advisor will be terminated from the program by the end of the semester that the student has stayed without an advisor.

**Research Funding:** When selecting a research advisor, students should be aware of the level of research funding that is expected to be available. As noted in Section VII below, the department can provide financial support to a student for only a limited number of semesters, **no more than 6 semesters**. If research grant funds are also limited, a dissertation project should be chosen that can be completed during the time support is available.

**Seeking Advisors Outside the Department:** Only physics faculty or affiliated faculty members are permitted to serve as a research advisor for a physics student. If a student is unable to find an advisor in physics and chooses to work with an advisor outside the physics department (with the DGS and graduate committee approval), the departmental support will be limited to 4 semesters.

**Research Committee:** The research progress of each Ph.D. student is monitored by a research advisory committee. The committee consists of the research advisor, a departmental representative, and a third faculty member of the student's choice. The departmental representative is appointed by the DGS and serves as the committee chair. The Research Committee meets every spring semester, normally starting in the third year of study. At the meeting, the student will discuss research progress and plans for the thesis. The meeting is typically scheduled for one hour, including 20 minutes for a student presentation, 20 minutes for discussion of the research, and 20 minutes for discussing evaluations. Evaluations are recorded on a research evaluation form, which the committee chair should return to the department office following the meeting. Research Committee evaluations are used by the department when allocating departmental fellowships and other awards. A poor evaluation may serve as an important warning to the student, but does not in itself jeopardize a student's standing in the department.

The Research Committee meeting must be held **by April 1 of each year**. A student who otherwise fails to hold a Research Committee meeting on time will be considered not in good standing for the following semester (unless he or she graduates before then) and the funding will be put on hold until the particular student finishes the review for the particular year in question.

**Fourth-Year Seminar:** Each Ph.D. student is required to present a seminar to the department by the end of the fourth year of study. Scheduling arrangements should be made with the listed instructor for the appropriate seminar class. The DGS can approve well-justified requests to postpone the seminar, but a student who otherwise fails to present the seminar on time will not be considered in good standing.

**Time to Degree:** The Physics Department adheres to the University policy that all graduate students must complete their Ph.D. work (including the thesis defense) within seven years of entering the graduate program. Students entering their seventh year of study will be notified of this deadline and asked to provide a plan of research enabling them to complete their degree by the end of the year. A student whose research has been delayed by factors outside of his or her control may submit a request for an extension of study to the Graduate Program Committee. If approved, extensions will typically be granted for no more than six to twelve months of additional time. Once the time limit and any extensions have expired, the student will be considered not in good standing, and thus ineligible for financial support.

Personal events that entail a significant distraction from research may justify an extension of study. Such events could include the birth or adoption of a child, illness of the student or a family member, or time spent out of the country due to visa difficulties. Personal requests should be made at the time of the event, as requests made well after the event may be viewed less favorably. See also Section X below regarding leaves of absence; time spent on leave does not count toward the time to degree.

### **Dissertation & Defense**

Completed dissertations must be submitted to the department for examination by the dissertation committee. This committee, chaired by the primary advisor, will consist of a minimum of four tenured or tenure-track members of the faculty of the Graduate School of Arts and Sciences. One member of the committee will serve as a representative of the Graduate School of Arts and Sciences to affirm that the student has been assessed fairly and with due rigor. This representative is appointed by the student's director of graduate studies and must hold a primary appointment outside of the student's department. This representative may be drawn from the tenured or tenure-track faculty of other graduate schools at the University, but must hold a Ph.D. A director of graduate studies may petition to permit a reader from outside the University who holds a Ph.D. to serve as one of the four core members of the committee by providing the associate dean with the reader's CV and a statement regarding the reader's particular suitability for the committee. This external reader may not serve as the representative of the Graduate School. Once these minimum requirements have been met, additional committee members from within the University or other institutions may be added. Through its chair, the dissertation committee may invite other members of the departmental faculty to take part in the examination; the doctoral examination may be given before the entire faculty of the department concerned. The result of the examination and the names of the committee members and their departmental affiliations must be reported to the Graduate School by May 1 for May graduation, August 1 for August graduation, and December 1 for December graduation (or the next business day in the event that a deadline falls on a weekend). No candidate may be admitted to the final examination until the committee has accepted the dissertation and the candidate has satisfied all other degree requirements set by the Graduate School and the department or program. Preliminary examinations may, in addition, be required by individual departments.

A dissertation that has been successfully defended must be deposited with the University's digital repository, LIBRA, by the respective graduation deadline cited above. The full text of the dissertation will be available to members of the University community and members of the general public who physically access the Library; the meta-data and abstract of the dissertation will be accessible online to a global audience. A student may elect to make the full text of the dissertation available online immediately or after an embargo period of various increments up to five years.



## Master's Degrees

Students must complete a minimum of 30 hours of graduate credit. Only graduate courses (5000-level or above) taught by members of one of the Physics Faculty and graded on the standard A through F scale may be counted toward the graded coursework requirement. Courses applied toward a master's degree in one department may not be used to fulfill requirements for a master's degree in a second department of the Graduate School of Arts and Sciences. Students who previously enrolled in courses offered through GSAS while completing an undergraduate or graduate degree program at the University of Virginia may count up to six credits of such coursework towards a master's degree as long as those credits were not used to fulfill requirements for the prior degree.

A student's particular course of study is arranged in consultation with faculty advisors in the discipline and the director of graduate studies. With the approval of his or her advisor, students may elect a limited number of appropriate courses offered in other departments. No extension, correspondence, home-study, or transfer courses will be counted toward the degrees of Master of Arts and Master of Science.

**Residency Requirement:** Master's students must be enrolled in a minimum of two semesters of full-time study.

**Time Limitation:** All requirements for the master's degree must be completed within three years from the first term of enrollment.

**Final Examination:** A candidate must achieve satisfactory standing in a final examination (oral, written or both) conducted by two or more graduate faculty members designated by the candidate's department. The result of the examination and the names of the examiners must be reported by the chair of the examining committee to the Graduate School at least two weeks in advance of final exercises.

### Master of Arts Degree

The M.A. degree requires ten courses (30 credits) in total, including a minimum of four core courses and a maximum of six electives (described above). A coherent course plan for this degree must be approved by the DGS.

### Master of Science Degree

The M.S. degree requires eight courses (24 credits), to include the six core classes and two electives as described above. In addition, a minimum six credits of non-topical research are required for a total of 30 credits.

M.S. students must be affiliated with a research advisor after the first year of study. The M.S. degree requires a written thesis documenting the research effort. The thesis will have the same physical standards, and submission requirements, as the Ph.D. dissertation. The thesis must be defended before an oral examination committee consisting of the research advisor and at least one other faculty member from the Physics Department.

### III. Typical Course of Study

Students must be registered for 12-17 credits each semester to remain in good standing.

**Standard Schedule:** The course schedule for Ph.D. students in the first two years of study is as follows:

**Year 1:**

<i>Fall</i>	<i>Spring</i>
PHYS 7010 – Theoretical Mechanics I	PHYS 7420 – Electricity and Magnetism II
PHYS 7410 – Electricity and Magnetism I	PHYS 7210 – Statistical Mechanics
PHYS 7610 – Quantum Mechanics I	PHYS 7620 – Quantum Mechanics II
PHYS 5993 – Colloquium	PHYS 5993 – Colloquium
PHYS 9010 – Introduction to Physics Research I	PHYS 9020 – Introduction to Physics Research II
PHYS 9030 – Teaching Science in Higher Education	

Summer (first summer and every subsequent summer): students working on research during the summer should take 6 credits of PHYS 9999 – Non-Topical Research. Students should make it a priority to find a faculty member to be their research advisor during the first two summers.

**Year 2: (if all electives are taken that year, which isn't an obligation)**

<i>Fall</i>	<i>Spring</i>
Elective	Elective
Elective	Elective
Elective or PHYS 7995 – Research (3 credits)	Elective or PHYS 7995 – Research (3 credits)
PHYS 5993 – Colloquium	PHYS 5993 – Colloquium

**Bridge students** may take a preliminary year of undergraduate courses, as needed and determined by the director of graduate studies.

**Subsequent years:**

<i>12 credits of PHYS 9999 – Non-Topical Research in each semester.</i>
Additional Elective courses may also be taken if approved by the Research Advisor and the DGS.
<i>Fellowship Expectation:</i> Students who are entirely supported by a fellowship are expected to take one additional regular course in each semester that they receive such support. Ordinarily, the additional course is either an elective or PHYS 7995 Research. Fellowship students should consult with the DGS regarding their options.

**Transfer Credit**

With the approval of the supervising department and the assistant dean, a student may transfer up to 24 credit hours of coursework earned in another graduate program (and awarded a grade of “B” or higher) toward the 72-hour doctoral requirement. Transfer credits earned prior to matriculation must be requested by the conclusion of the first year of a student’s enrollment in the Graduate School of Arts and Sciences. In any case, at least 18 graded course credits applied toward the degree must have been earned at the University of Virginia. If nine or more transfer credits are awarded, the student’s date of graduation will be

accelerated by one term. If 21 or more transfer credits are awarded, the student's expected date of graduation will be accelerated by two terms. No extension, correspondence, home-study, or transfer courses will be counted toward the degrees of Master of Arts, Master of Science and Master of Fine Arts.

### **Language Classes**

All students whose first language is one other than English are required to take an English proficiency exam (the SPEAK test, which comprises an oral part and a written part) administered by the Center for American English Language and Culture (CAELC). Students who have spent substantial time in an English-speaking environment may request a waiver for the exam, but such waivers are seldom granted. The SPEAK test is administered on the week before classes begin in August and students coming from abroad should make sure that they join the University at least one week before classes start, in order to take the SPEAK test.

Based on the exam results, CAELC will recommend a sequence of language courses for the student. Language courses are not graded and are taken in addition to the graduate courses described in Section II above. The student must take and maintain good standing in the recommended courses in order to be eligible for financial support as a Teaching Assistant. This is a non-negotiable GSAS requirement. The only exceptions are the courses ESL 901 and 902, which are writing courses designed to help students with their research and thesis. These two courses may be deferred or waived with the approval of the DGS and the student's research advisor.

The department does not have a foreign language requirement for English-speaking students.

## **IV. Financial Support**

This section describes general policies for financial support. Exceptions to these policies can be made as the department deems appropriate. Each student receives a letter from the department before the beginning of the academic year which details the financial support offered for that year. The terms and conditions set forth in the support letter take priority over the policies described here.

**Types of Support:** Nearly all Ph.D. students receive financial support during their studies. Support includes a stipend for the 9-month academic year, a stipend for summer research, tuition, fees, and basic health insurance. Support can either be provided by the department or university ("departmental support"), or by other sources ("non-departmental support"). Departmental support usually takes the form of a teaching assistantship (TA), but can also be a fellowship, gradership, departmental assistantship, or various combinations of these forms. Non-departmental support can be either a research assistantship (RA) or a fellowship paid by sources external to the university. RA support is normally paid by a faculty member's research grant, and arrangements for RA support must be made with a student's research advisor.

The academic year stipend amount for RAs and TAs is set for all students by the Graduate School of Arts and Sciences. The current stipend level can be found on the department web page. Please note that the stipends are subject to applicable federal and state taxes.

**TA/RA Duties:** Students supported by a TA contribute to undergraduate instruction by supervising lab classes or recitation sections, holding office hours, and similar duties. A maximum of 20 hours per week of instructional effort may be required. Students supported by an RA work on a research project under the guidance of their research advisor. Students supported by a fellowship have no formal duties, but are

expected to work full time on coursework and/or research. The duties required for other forms of support will be explained in the support letter.

**Departmental Fellowships:** The department offers a limited number of fellowships each academic year. Students may be nominated by a faculty member or may apply for a fellowship themselves. Awards are made by the Financial Aid Committee on the basis of course grades, qualifying exam scores, teaching performance, and research committee evaluations. Some priority is given to students who have not received a fellowship previously. Some consideration is also given to student need, such as whether RA support is otherwise available and how much time the student has remaining to complete his or her degree. Please note that fellowship stipends are subject to applicable federal and state taxes.

In addition, the department nominates several students each year for various University and external fellowships. Such opportunities are announced as they arise. The department's nominees are selected by the Financial Aid Committee from those students who respond to the solicitation.

**Summer Support:** The department provides research support for the summer in the first year only, which allows students freedom to explore research groups, including those temporarily unable to host a summer student at the time but with longer-term opening prospects nonetheless. Other-year summer research stipends are derived from research grants. The stipend amount is set by the physics faculty, and can be found on the department web site. In addition, a small number of summer TA positions are typically available through the Summer Session Office. These positions are awarded by the Chair of the Summer Session on the basis of teaching performance and seniority.

**Tuition and Fees:** When students receive any form of financial support, all required tuition, fees, and basic health insurance will be paid as part of that support. Regardless of the source of support, the department will pay required fees and the tuition for up to eighteen graded courses. The charges for health insurance and non-topical research are paid by the department when a student receives departmental support, and by the research advisor when a student is supported by an RA. If the student receives support from a combination of sources, the charges for health insurance and non-topical research will be allocated in the same proportion as the student's stipend.

**Limit on Department Support:** Students are expected to obtain non-departmental support where possible, but the department will, if necessary, provide stipend support to a student in good standing for six academic semesters during the first five years of study. Departmental support for an additional two semesters may be provided as finances permit. Departmental support for more than eight semesters is provided only under exceptional circumstances, as determined by the Financial Aid Committee. Summer TAs do not count toward the limit on departmental support.

**Students without Support:** Students receiving no financial support are responsible for their own tuition, fees, and insurance. If all required coursework (including non-topical research) has been completed, the tuition charges can be minimized by registering as a non-resident student.

**Master's Students:** Students pursuing a terminal Master's degree are ineligible for departmental support. However, a Ph.D. candidate who fails the qualifying exam in August may be offered financial support for the following fall semester so that they can complete an M.A. degree.

## V. Satisfactory Progress and Good Standing

**Requirements:** Ph.D. students are expected to continually demonstrate satisfactory progress towards their degree. Satisfactory progress is defined according to the following criteria:

1. As per the Graduate Record, Students must achieve a minimum grade point average of 3.00 during each academic term and sustain a minimum grade point average of 3.00 cumulatively in order to maintain good academic standing. Unsatisfactory performance during a given semester may be considered sufficient reason for a student to be placed on academic probation or asked to leave a program.

Hence, students must maintain minimum cumulative and per-semester GPAs of 3.00 in all GPA-eligible graduate-level courses completed while enrolled in the Graduate School of Arts and Sciences. A grade of B- (2.70 grade points) is the lowest satisfactory grade for graduate credit. Seminar and independent study courses are not included in this average.

2. The student must pass all graded and non-graded courses. A grade of C+ or below is not passing, and neither is a mark of Unsatisfactory in a non-graded course.

3. The student must take the Qualifying Examination at a time approved by the DGS.

4. After the second year of study, the student must be affiliated with a research advisor.

5. After the second year of study, the student must hold a Research Committee meeting each year by the specified time.

6. Before the end of the fourth year of study, the student must give a departmental seminar on their research.

7. The student must complete his or her degree before the end of the seventh year of study.

**Sanctions:** Students failing to maintain satisfactory progress may be placed on probation, declared not in good standing, and expelled from the Ph.D. program, either sequentially or simultaneously. This decision is made by the Graduate School of Arts and Sciences in consultation with the DGS and the Graduate Program Committee.

A student on probation is given a fixed amount of time to rectify the problems noted. If the student fails to do so, he or she is no longer in good standing and may be expelled from the program. The details of an individual case of probation will be explained in a letter to the student from the Graduate School of Arts and Sciences.

A student who is not in good standing is ineligible to receive financial support from departmental or research grant funds. If the problem resulting in loss of standing is rectified, the eligibility for financial support may be restored.

**Teaching Duties:** In addition to the above, students receiving support as a TA or grader must perform their duties with appropriate diligence. Students failing to perform satisfactorily may be deemed ineligible for future departmental support, at the discretion of the Financial Aid Committee.

**Academic Misconduct:** The department does not tolerate any form of academic or scientific misconduct. In addition to referring violations to the Honor Committee, the Graduate Program Committee reserves the right to revoke a student's eligibility for financial support in cases of misconduct.

**Master's Degrees:** Students pursuing a Master's degree must pass all coursework required for the degree. M.S. students must also be affiliated with a research advisor after the first year of study. Students failing to meet these requirements may be subject to sanctions as described above.

## VI. Benefits and Policies

**Health Insurance:** All registered students are required to carry an approved health insurance policy. Basic health insurance is provided at no charge to students receiving financial support, but students are required to apply for this coverage each year. Application information is provided at the beginning of the fall semester.

**Property Liability:** The department cannot assume liability for personal belongings that are stolen, damaged, or destroyed in department facilities. Students are encouraged to obtain renter's or homeowner's insurance to protect their private property.

**Student Services:** Students receiving financial support are eligible for student services provided by the University. Services include gym access, intramural sports, attendance at athletic events, and access to the student health center. Further information can be found on the University web site. Only students receiving summer support retain access to these services during the summer session.

**Leave of Absence:** Students may request a leave of absence from the program for any reason. An official leave of absence must be approved by the Dean of the Graduate School of Arts and Sciences, and will be noted on the student's transcript. Unofficial leave may be arranged with the student's research advisor and the DGS. During unofficial leave, the student should register as a non-resident student during the academic semesters, and not register at all during the summer. During a leave of absence, student services are not available and the student is not eligible to receive a stipend. Taking a leave of absence will have no impact on a student's standing, unless the leave extends for more than two calendar years. After longer absences, the student must apply for readmission to the program.

**International Students:** The University's International Studies Office (ISO) provides support for issues specific to international students, including visa applications and tax advice. However, international students are individually responsible for knowing and following all relevant regulations. One notable requirement is that international students traveling to do research at an off-campus location must inform the ISO before leaving campus. It is important that ISO know the whereabouts of every international student.

International students should also be aware that going back home at any time during the academic year may give rise to unexpected visa problems. Students should make sure to return on time when traveling during the academic year or summer so they do not miss classes or TA assignments. The department cannot be responsible for any visa problems that may arise upon re-entering the country as it is out of the department's control. If the student goes back during a break but cannot return by the start of the semester,

the student's registration will be altered so they stay enrolled but the department will not be able to financially support them until the following semester after their return to the department.

**It is not recommended to seek a visa renewal during the winter break, as time may run short between the fall and spring semesters.**

**Harassment and Discrimination:** The Physics Department fully adheres to the University's policies in that regard and does not tolerate any form of harassment or discrimination. Students are encouraged to bring any incident or situation that makes them feel uncomfortable to the attention of the DGS. Alternatively, the Committee on Diversity, the Graduate Program Committee, the Grievance Committee, and the Department Chair provide other resources within the department, while the Dean of Students and the Ombudsman can provide assistance at the University level.

**Grievances:** The department's Grievance Committee is available to consider grievances from students that are not resolved through direct discussion with an individual faculty member. A student should feel free to bring any unsatisfactory issue to the attention of the committee. The Ombudsman provides a similar service at the University level.

## VII. Safety

To ensure safe practices in department laboratories, students should be aware of the following guidelines:

**Emergencies:** For general emergency response, contact the campus police by dialing **911** from any phone. For facility emergencies such as water leaks or electrical faults, contact Facilities Management at extension 4-1777.

**Lab Safety:** When a student begins work in a teaching or research laboratory, he or she must become familiar with the safety regulations for that laboratory. The student's research advisor, the lab course instructor, or the department's Director of Laboratories should be consulted regarding lab-specific regulations.

**Eye Safety:** Safety glasses or goggles should always be worn when working where the eyes are potentially exposed to chemicals or flying debris. In laser laboratories, safety goggles must meet the precise attenuation and spectral specifications appropriate to the particular type of laser used in the laboratory.

**Hair Safety:** Long hair should always be tied back or covered when working with moving machinery.

**Student Shop:** The department has a machine shop available for students to use for research-related projects. Before using the student shop, a student must be certified as being able to use the equipment safely. Normally, certification is obtained by taking a short course. The department's professional machine shop staff manages the student shop and the certification course.

## VIII. Department Organization

**Communication:** The department endeavors to keep students informed of upcoming events, deadlines, and opportunities. Communication is through both e-mail and student mailboxes located in the hall near room 107. It is a student's responsibility to check their e-mail daily and mailbox regularly. Students working off-campus should inform the office staff so that important information can be forwarded appropriately.

**Seminars and Colloquia:** A weekly schedule of seminars and colloquia is listed on the department web site, distributed via e-mail, and posted several places in the department facilities. Note that any student may attend any seminar. Students, like faculty, are expected to attend the weekly department colloquium on Friday afternoons. First and second year students are required to attend the colloquium.

**Services:** The department provides several services important to graduate education and research, including computer support, a department library, administrative support, management of teaching laboratories, professional machine and electronics shops, and a department stockroom. More information about these services can be obtained from the department web site.

**People:** Contact information for all physics faculty, staff, and students can be found on the department web site. Some positions and committees of particular interest to graduate students are listed below. The department web site has a complete list of departmental committees as well as a current listing of position holders.

*Department Chair:* Overall executive responsibility for the department.

*Director of Graduate Studies:* Oversees the graduate program. Main contact for student advising.

*Teaching Assistants and Graders Chair:* Organizes teaching and grading assignments. Main contact for TA questions.

*Director of Laboratories:* Oversees department infrastructure and technical personnel. Main contact for building and facilities questions.

*Graduate Program Assistant:* Administrative assistant for the graduate program. Main contact for administrative issues.

*Ph.D. Qualifying Examination Chair:* Organizes and schedules the qualifying exam.

*Chair of the Summer Session:* Manages summer session courses and teaching assistants.

*Graduate Program Committee:* Sets policy for the graduate program.

*Financial Aid Committee:* Awards TA assignments and departmental fellowships; selects nominees for extra-departmental fellowships.

*Grievance Committee:* Considers student concerns that could not be resolved through direct discussion with a faculty member.



## IX. University Resources

The general University of Virginia website is <http://www.virginia.edu>. It provides information on upcoming events, links to all University organizations, and directory information for students, faculty, and staff. The following sites provide information or services that graduate students may find particularly useful:

Academic Calendar: Academic holidays and deadlines.

Website: <http://www.virginia.edu/registrar/calendar.html>

Campus Police: Security and emergency response. For emergency service, dial 911 from any phone.

Website: <http://www.virginia.edu/uvapolice>

Career Services: Help with finding a job after graduation.

Website: <http://www.career.virginia.edu>

Center for American English Language and Culture: English language classes for international students.

Website: <http://www.virginia.edu/provost/caelc/>

Center for Teaching Excellence: Services and resource materials designed to enhance teaching abilities.

Website: <http://cte.virginia.edu/>

Collab: Collaboration support and course websites.

Website: <https://collab.itc.virginia.edu/portal>

Counseling and Psychological Services: Counseling and psychiatric services including crisis management.

Website: <http://www.virginia.edu/studenthealth/caps.html>

Dean of Students: Advising and support on issues of student life.

Website: <http://www.virginia.edu/deanofstudents>

Environmental Health and Safety: Enforces safety regulations and handles materials disposal.

Website: <http://ehs.virginia.edu/ehs>

Facilities Management: Maintenance and repair work for building facilities. (See also the Director of Laboratories.)

Website: <http://www.fm.virginia.edu>

Fellowship Disclosure: This policy describes the general guidelines for disclosing fellowships.

Website: <http://www.virginia.edu/polproc/pol/ivg3.html>

Graduate School of Arts and Sciences: GSAS policies, information, and contacts.

Website: <http://graduate.as.virginia.edu/>

Graduate Student Council: Graduate student self-governing body.

Website: <http://gradcouncil.com/>

Human Resources Self Service: Time Entry, Payslip Information, Banking information, Tax Forms

Website: [https://is.admin.virginia.edu/OA\\_HTML/AppsLogin](https://is.admin.virginia.edu/OA_HTML/AppsLogin) (NetBadge Login)

Information Technology and Communication (ITC): University-level computer support and licensed software.

Website: <http://itc.virginia.edu>

International Studies Office: Support and services for international students.

Website: <http://iso.virginia.edu/>

Learning Needs and Evaluation Center: Diagnosis and services for students with learning disabilities.

Website: <http://sdac.studenthealth.virginia.edu/having-academic-difficulties>

Ombudsman: Advocacy and advice regarding conflict resolution and issues of fairness.

Website: <http://www.virginia.edu/ombudsman/>

Student Health: Clinical services and specialist referral.

Website: <http://www.virginia.edu/studenthealth>

Student Information System: Course registration and academic records.

Website: <https://its.virginia.edu/sis/>

Student Information System SIS Mobile: Login to access SIS on your phone or tablet.

Website: <https://msisuva.admin.virginia.edu/index.php/>

Student Legal Services: Low-cost, confidential legal assistance.

Website: <http://www.student.virginia.edu/~stud-leg>

Summer Session: Information regarding summer TA positions.

Website: <http://www.virginia.edu/summer>

The Graduate Guide (Office of Graduate & Postdoctoral Affairs): Excellent resource for local information and services

Website: <http://gradstudies.virginia.edu/gradguide>

University of Virginia Library: Library services.

Website: <http://www.library.virginia.edu/>

TO BE REVISED