

Studying Engineering at Guelph

Make the most of your experience while studying Engineering at Guelph by arming yourself with the information that you need to succeed. Guelph offers a unique, supportive learning environment to help you through your Undergraduate academic career. But always remember: *your education is your responsibility*. Ensure that you understand all of the information presented below and keep it handy for future reference.

Do not rely on rumours to navigate your way through your program!!!

The University reserves the right to change without notice any information contained in this document. Any changes or announcements that may affect or alter the information found in this document normally will be sent to you via your uoguelph email account and/or posted on the School of Engineering (SOE) website: <http://www.uoguelph.ca/engineering>. It is your responsibility to check these resources on a regular basis.



Undergraduate Calendar

The Undergraduate Calendar details the rules, regulations, curricula, programs and fees at a University level. When you see the icon above throughout this document it implies that more detailed information can be found in the Undergraduate Calendar. Students should always refer to the current Undergraduate Calendar for details on:

- Dates and Deadlines (course add periods, payment deadlines, exam periods etc.)
- Procedures for Academic Consideration
- Requirements for Continuation of study requirements
- Rules and Regulations



The Undergraduate Calendar is located here:

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/>

If a student is still unsure of their responsibilities after reading the information provided in the Undergraduate Calendar and the B.Eng. Program Guide, or require further clarification, they should contact their Program Counsellor (engcouns@uoguelph.ca).

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Student Responsibilities - Communication

A few important points related to University communications:

- Use your mail.uoguelph email account for all university correspondence. Yahoo, gmail, hotmail, etc. are not acceptable.
- Manage your mail.uoguelph email account proactively and to **read** all official university correspondence.

Professionalism

Accreditation and Becoming a Professional Engineer

In Canada, “Engineer” and “Professional Engineer” are titles restricted by law to those people who have demonstrated their competence and have been licensed in a provincial or territorial Association of Professional Engineers (in Quebec, Ordre des ingenieurs du Quebec). To practice engineering in Canada, it is mandatory to have earned the Professional Engineer (P.Eng.) designation by registering with your provincial or territorial association. A few important notes:

- As a graduate from the University of Guelph undergraduate engineering program you will be eligible to register as a member of the Professional Engineering Association in the province where you live and work.
- Requirements for post-graduation experience may vary from province to province.

At Guelph, all B.Eng. degree programs are accredited by the Canadian Engineering Accreditation Board of Engineers Canada. To facilitate a better understanding of becoming a Professional Engineer, a Student Membership Program (SMP) for undergraduate students has been initiated by the School of Engineering at the University of Guelph. The School of Engineering encourages all students become SMP members. This membership is provided free of charge by Profession Engineers Ontario. For more information about becoming a PEO student member, please contact the Engineering Society at extension 58549 or Dr. Richard G. Zytner, P.Eng., FEC, (rzytner@uoguelph.ca).

For more information about becoming a P.Eng. log onto:



www.engineeringstudents.peo.on.ca

Academic Integrity & Misconduct

Academic misconduct is behavior that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize students, faculty and staff who are found guilty misconduct offences.

What constitutes Academic Misconduct?

- Misappropriation of others' work,
- Misrepresentation of personal performance and fraud
- Improper access to scholarly resources
- Obstructing others in pursuit of their academic endeavours

This list is not inclusive. All University of Guelph students, staff and faculty have the responsibility of abiding by the University's policy on academic misconduct.

What happens if I am accused of Academic Misconduct?

- When an instructor or an advisor suspects that an academic offence has been committed, he/she will gathering evidence to support the suspicion.
- The case will then be reviewed by the chair of the department.
- If there is sufficient evidence the case will be forwarded to the dean/dean's designate.
- After weighing the available evidence, if the dean finds an offence has been committed, the dean will contact Enrolment Services to determine an appropriate penalty.
- The decision of the dean will be communicated to the student in writing.
- Should the dean recommend expulsion he/she shall so inform the student in writing and forward the matter to the Senate Committee on Student Petitions.
- At that time, the student may appeal the recommendation and request a hearing of the Senate Committee on Student Petitions.



Section VIII Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/undergraduate/2016-2017/c08/c08-amisconduct.shtml>

School of Engineering Code of Ethics

In line with the expectations of the University of Guelph the School of Engineering has adopted a Code of Ethics to promote academic integrity and assure students of fairness. Students registered in the B.Eng. Program are obligated to follow the Code of Ethics, which promotes a professional environment.

Details found here:



<http://www.uoguelph.ca/engineering/undergrad-counselling-ethics>

Failure to follow the Code of Ethics will initiate a review of the offence according to the University of Guelph's Academic Misconduct Policy as described in the current Undergraduate Calendar. This includes any other academic misconduct offence as outlined under Academic Misconduct in the Undergraduate Calendar.

Blue Pages

Once the academic misconduct process has run its course and an occurrence of academic misconduct has been confirmed, the details (without naming the student or the course involved) will be published in the School of Engineering's Blue Pages as is done in the PEO Dimensions regular publication. Please refer to the School of Engineering website for more information: <http://www.uoguelph.ca/engineering/blue-pages>.

Privacy and Disclosure of Student Information

The University's policy on the release of student Information stipulates that personal information of students, including academic-related information, cannot be disclosed to an individual other than the student without written permission from the student. Should your parents or anyone other than you wish to receive information about you held by the School of Engineering, permission must be provided by you in writing and faxed to 519-836-0227. The letter granting disclosure of your personal information will need to include the following:

- Student name
- Student ID number
- Name(s) of individuals to whom information may be released
- Date
- Student signature

Students are encouraged to book an appointment to meet with a Program Counsellor in person to discuss any academic related issues.

Program Information

Admission Requirements

The following Ontario Grade 12 secondary school credits are required for application to the B.Eng. program.

- English (ENG4U)
- Advanced Functions (MHF4U)
- Calculus (MCV4U)
- 2 credits from: Biology (SBI4U), Chemistry (SCH4U) or Physics (SPH4U)
- 1 additional 4U or 4M credit

Specific secondary school admission requirements for applicants from other provinces, transfer students and international students can be found in in the Undergraduate Calendar.



Section IV Admission Information

<https://admission.uoguelph.ca/Home.aspx?SiteID=ded7a702-26e3-4bd1-a69d-da4ea7ee21f3>

Didn't take Grade 12 Physics or Chemistry?

Applicants who lack one of these credits will be required to take a replacement credit in Semester 1. The credit placed on the university transcript for these Grade 12 equivalent courses will not count toward the B.Eng. degree requirements. Please speak with the Engineering Program Counsellor as soon as possible if you are missing any of the entrance requirements.

Transfer Students

Many students transfer into the B.Eng. Program from other universities and colleges. Most transfer students enter the program with advanced standing (credit transfers or exemptions). The time required to complete your Engineering degree will depend on your outstanding course requirements, course availability (i.e. fall, winter, spring course offerings) and potential course timetable conflicts.

You should consult the Engineering Program Counsellor for an explanation of your credit transfers and conditions of admission and for help in selecting courses. Requests for credit transfers in addition to those included in your offer of admission must be made by the end of your first semester in the B.Eng. Program. The Transfer Credit Request form is available on the

SOE website:  <http://www.uoguelph.ca/engineering/content/resources/forms>

International Exchange Programs

Engineering students are encouraged to investigate the many opportunities offered by the Centre for International Programs (CIP). Studying in another country provides a cultural experience that can be highly beneficial not only for personal development, but also for professional development. The University of Guelph has international exchange agreements with over 65 institutions around the world, with more than 25 offering engineering programs. Many of Guelph's non-English university partners teach courses in English. This includes the National University of Singapore (NUS), one of the top ten universities in the world, which offers an engineering program recognized worldwide for its innovation and international perspective. In recent years, Guelph engineering students have attended the University of Lund in Sweden, University of Strathclyde in Scotland and the University of Adelaide in Australia.

Engineering students can also take advantage of University of Guelph's Semester Abroad Programs in Krakow, India and London, Paris, and Guatemala. Semester Abroad programs involve up to 25 Guelph students traveling overseas with a Guelph professor for a semester, with courses taught in English by on-site faculty. For more information on exchange and Semester Abroad programs please visit the CIP on the 3rd floor of the University Centre or:

 <http://www.uoguelph.ca/cip/>

Co-operative Education Program

The co-operative education program offers an excellent opportunity to develop your technical and personal skills in the professional world. Participants in the co-op program must complete a minimum of four work semesters (out of the five available) alternated with eight academic semesters as indicated in the schedule below. Of the four required work semesters, one must be completed in the fall and one must be completed in the winter.

Year	September-December	January-April	May-August
1	Semester 1	Semester 2	Off
2	Semester 3	Semester 4	Work Semester
3	Semester 5	Work Semester	Work Semester
4	Semester 7	Semester 6	Work Semester
5	Work Semester	Semester 8	Graduate!

Students can enter the co-op program directly from secondary school or can be admitted after completion of Semester 2 depending on space availability. Requirements for eligibility include full time registration in Semesters 1 and 2, and a minimum cumulative average of 70% at the completion of Semester 2. Co-op Program application forms should be submitted directly to the Co-operative Education Office, Trent Lane, building #54 and can be found at:



<https://www.recruitguelph.ca/cecs/co-op-students/co-operative-education-status-forms>

Undergraduate Engineering Scholarships & Awards

Scholarships and awards are available to students with high academic achievement, involved in extra-curricular activities, or who are in financial need. There are also several scholarships and awards are available only to engineering students. Please see the listing in the current Undergraduate Calendar for more information.



Section IX - Scholarships and Other Awards

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c09/c09beng.shtml>

Dr. Ramesh Rudra, P.Eng. is the Chair of the School of Engineering Awards Committee. Please contact him at rrudra@uoguelph.ca if you have any questions or wish to apply for any of the Engineering awards.

Addition of a Minor

Students majoring in the B.Eng. Program can add a Minor from almost any degree program offered by the University of Guelph. A Minor can be added at any time, however, if you plan to add one of the two Engineering Minors, you must do so before enrolling in ENGG*3100 in Semester 6 [Regular] or Semester 7 [Co-op]. Students who elect to add a Minor from outside of the Bachelor of Engineering degree program are encouraged to meet with the faculty advisor for the Minor specialization to confirm course requirements. A list of faculty advisors can be found on the Undergraduate Academic Information Centre website:



<http://www.uoguelph.ca/uaic/facultyadvisors>

Two important points related to adding a Minor

1. The Minor must be available in the same undergraduate calendar year listed on your Program/Academic Evaluation for your Bachelor of Engineering degree program.
2. A maximum of 50 percent of the courses in a Minor may be courses taken in fulfillment of the Major where courses (core and elective) are the same



Section X - Degree Programs

http://www.uoguelph.ca/undergrad_calendar/c10/index.shtml

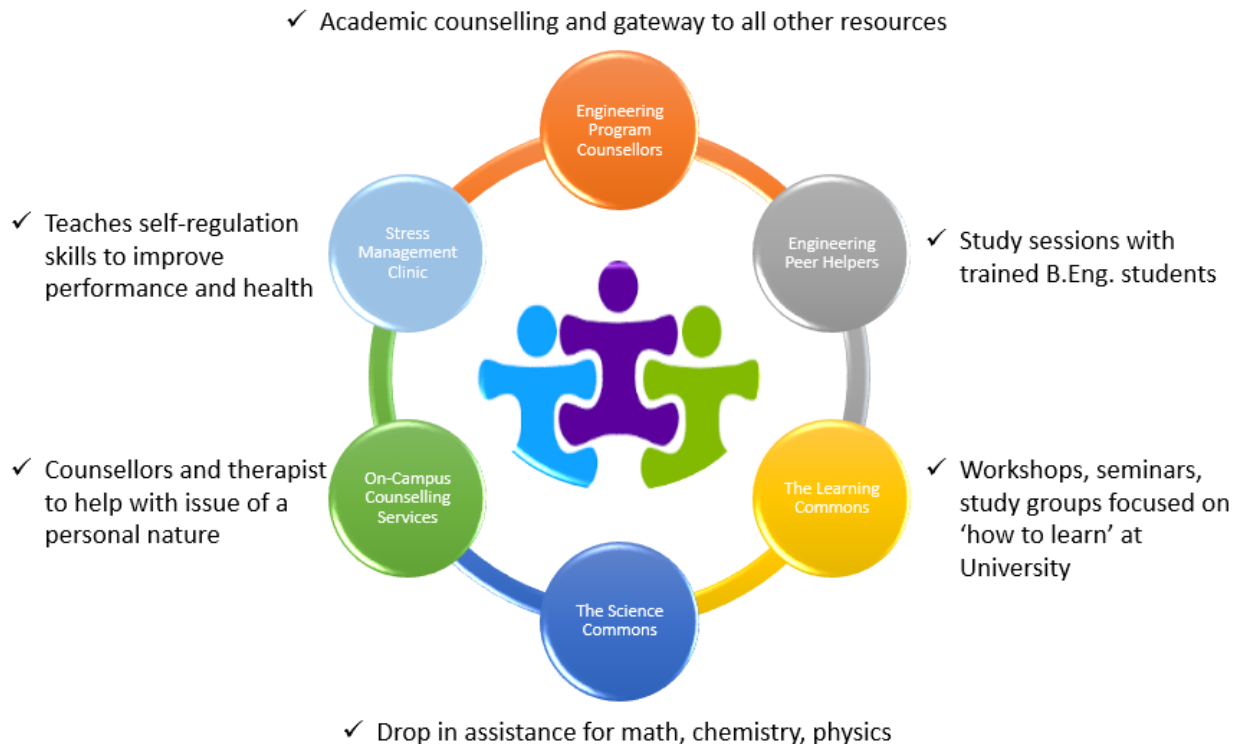
How to Add a Minor

You must meet with your B.Eng. Program Counsellor to fill out “Undergraduate Schedule of Studies Change Request” form and obtain signature approval.



http://www.uoguelph.ca/registrar/undergraduate/files/undergrad_sched_change.pdf

Counselling & Help



Engineering Program Counsellors

Academic counselling is available to you throughout your academic career at the University of Guelph. You are encouraged to take the initiative and seek advice from the Engineering Program

Counsellor and/or Faculty within the School of Engineering, when necessary. Typical situations include, but are not limited to, the following:

- experience personal difficulties that are affecting your courses
- have low marks even though you have been working hard
- need assistance rearranging your schedule of study
- feel that proper procedures aren't being followed in one of your classes
- wish to appeal a grade or decision
- wish to withdraw from the current semester
- are having course selection problems
- wish to transfer programs or take courses at another institution
- have been ill and missed assignments, labs or exams

Appointments are required to meet with a program counsellor. During course selection and final add periods, drop-in hours will be posted.

To book an appointment with an Engineering Program Counsellor, submit the on-line request form located on the SOE Academic Website:

<http://www.soe.uoguelph.ca/academic/pages/home.html#>

If you prefer to ask your question by email without booking an appointment, you are also requested to use the on-line form and type your question in the space provided on the form. All email communication with the counselling office should be sent from ***your official @mail.uoguelph.ca account.***

Program Counsellors

Anne MacDonald, P.Eng.(AB)	THRN 1412, ext. 58241
Andrew Isaak, P.Eng.	THRN 1408, ext. 52436
Kim Thompson, P.Eng.	THRN 1410, ext. 56986

Undergraduate Secretary

Paula Newton	THRN 1406, ext. 56572
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Continuation of Study

The continuation of study regulations at the University of Guelph are based on the principle that students must maintain a minimum average of 60%. When a student's cumulative average drops below 60% their academic standing may change. There are two schedules detailed in the Undergraduate Calendar that determine the continuation of study requirements. In general, Schedule 1 applies to students coming to University from secondary school and Schedule 2 applies to transfer and re-admitted students.



Section VIII - Continuation of Study

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-contstudy.shtml>

Academic Standing

There are three classifications of Academic Standing:

1. Eligible to Continue (ETC)

A student who satisfies the program requirements for continuation of study will be Eligible to Continue (ETC). Students who are ETC may register for courses on-line (via WebAdvisor), provided they meet the prerequisite requirements.

2. Probation (PRB)

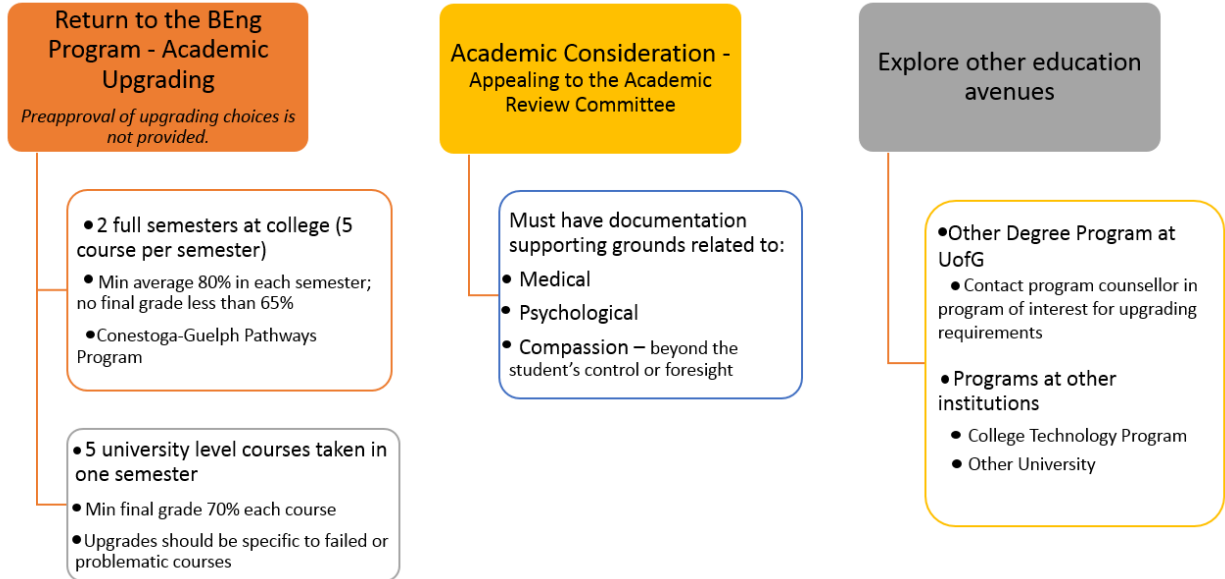
A student who is placed on probationary status will be permitted to continue in their program, but has been identified as being at academic risk. Students whose cumulative average falls below 60% will be placed on probation for one semester, and then assessed based on their semester average. In most cases, students will be taken off probation once their cumulative average is greater than, or equal to 60%. Students continuing on probationary status are strongly advised to meet with their Program Counsellor to understand their academic options. The Program Counsellor can also provide information about appropriate on-campus services available to students for help to get back on track.

3. Required to Withdraw (RTW)

A student who does not satisfy the program requirements for continuation of study will be required to withdraw from the University for a minimum of two semesters. Students who are required to withdraw are not permitted to register in courses during the two-semester rustication period and they must apply for readmission. The options available as part of the required to withdraw process are summarized below:

Required to Withdraw

- Readmission considered after 2 semesters absence (Admissions Committee)
- Readmission is not guaranteed
- Re-apply at <http://www.uoguelph.ca/admissions/internal>



It is important to remember that readmission to a program at the University of Guelph after being required to withdraw is not automatic. Please contact your Engineering Program Counsellor for more information about the options and requirements.



Section VIII – Academic Standing

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-standing.shtml>

Restrictions Specific to Engineering

ENGG*3100 – Engineering Design III

There are a few program restrictions when registering for ENGG*3100 in the winter semester of year three. Students must have:

- A minimum cumulative average of 60% in all ENGG courses
- Completion of 6.00 ENGG credits including ENGG*2100

Final Design – 41X

There are a few program restrictions when registering for 41X – Final Design which are covered in more detail in section “Final Design – 41X” in this document. In short, students must have:

- A minimum cumulative average of 60% in all ENGG courses
- Completion of all 1000 and 2000 level core courses
- Completion of ENGG*4000

3rd-Failure Rule

Students will be removed from the B.Eng. Program and will not be eligible for readmission to Engineering if the **same** course is failed three times (this includes elective courses). If you have failed a course three times and your continuation of study status is either eligible to continue or probationary, you may apply for admission to another degree offered by the University through the Admissions Department, provided you meet the minimum admissions requirements.

Students are advised to meet with the Program Counsellor of the degree program for which they wish to apply before submitting an application.

Graduation

It is each student's responsibility to know if their graduation requirements have been met. The best way to track your degree requirements is to consult your personal **Program/Academic Evaluation** page on your WebAdvisor account. The Program/Academic Evaluation is an accounting sheet of the courses and credits that must be completed to qualify for your undergraduate degree major in addition to other programs in which you might be enrolled such as co-operative education, minors or certificates.

The following criteria must be met in order to graduate from the B.Eng. Program:

Program	Minimum # of Credits
Biological, Engineering Systems & Computing, Environmental, Mechanical, and Water Resources	23.5
Biomedical	23.25
Computer	24.00

- All required all of the required courses and elective courses as listed in the Schedule of Studies of the Undergraduate Calendar and the B.Eng. Program Guide for the year in which you started your degree.
- A minimum overall cumulative average of 60%
- A minimum cumulative average of 60% in all ENGG courses



Section X -Degree Programs, Bachelor of Engineering [B.Eng.]

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c10/c10beng.shtml>

Course Information

Course Selection

The course selection period for the following semester occurs near the mid-term point of the current semester. Students can pre-select their courses when their selection window opens. Selection windows are based on your student ID number and your class level, both of which can be found on your Program/Academic Evaluation page on your WebAdvisor account. The course schedule is available for viewing on WebAdvisor approximately 2 weeks prior to the start of the course selection period. Students are advised to identify ahead of time sections that would work best for their Schedule of Studies and to identify back-up options in case their first choice fills before their window opens.

Step-by-step instructions for course registration using WebAdvisor are located here:



https://www.uoguelph.ca/registrar/webadvisor/reg_w_search_reg

The final exam schedule is not available during the course selection period, but is posted prior to the beginning of the final add period for the following semester. It is the student's responsibility to check the final exam schedule before the next semester begins, and when adding courses to their schedule during the Final Add Period.

The final add period is open to all students with active status and there are no selection windows.

The start and end dates of all course selection periods and add periods are published in:



Section III - Schedule of Dates

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>

Late Course Adds

After the semester begins, requests to add a course after the last day of the add period will be denied unless the student can provide a reasonable explanation for extenuating circumstances. There is plenty of opportunity to add courses long before the semester begins. Line ups, ignorance of deadline dates and/or neglect are not acceptable excuses.

Waiving Course Prerequisites

The majority of courses offered by the SOE have course prerequisites. As such, you need to obtain credit in the prerequisite course or courses before you are allowed to enrol in the subsequent course. The decision to sign a waiver for a prerequisite rests with the individual course instructor. However, the general policy within the SOE is to strictly enforce prerequisites for all courses. One exception to this policy is for transfer students where extenuating circumstances exist. This does not mean transfer students are guaranteed to receive waiver forms. Decisions are at the discretion of the course instructor and are based on individual circumstances.

A student wishing to register in a course for which he/she does not have credit for the prerequisite(s) may request permission from by accomplishing the following

- Complete a Course Waiver Request form
- Locate the course instructor and respectfully request their signature
- Submit the completed form to Undergraduate Services for processing.

Waiver forms are available from Undergraduate Services, Office of Registrarial Services, 3rd Floor North of the University Centre.

Students are advised to also submit a copy of the waiver form for any ENGG courses to an Engineering Program Counsellor, or else risk being department dropped from the course.

Dropping Courses

Courses must be dropped by the end of the fortieth (40th) class day. It is important to remember that if you drop a course, you may not have the prerequisite for a subsequent course.

Students wishing to drop a course after the fortieth (40th) class day must appeal to the Academic Review Committee and they must have grounds for academic consideration as outlined in the Undergraduate Calendar (medical, physiological or compassionate). Please note there is NO guarantee that your request will be granted.



Section VIII - Academic Consideration.

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac-ac.shtml>

How do I drop a course?

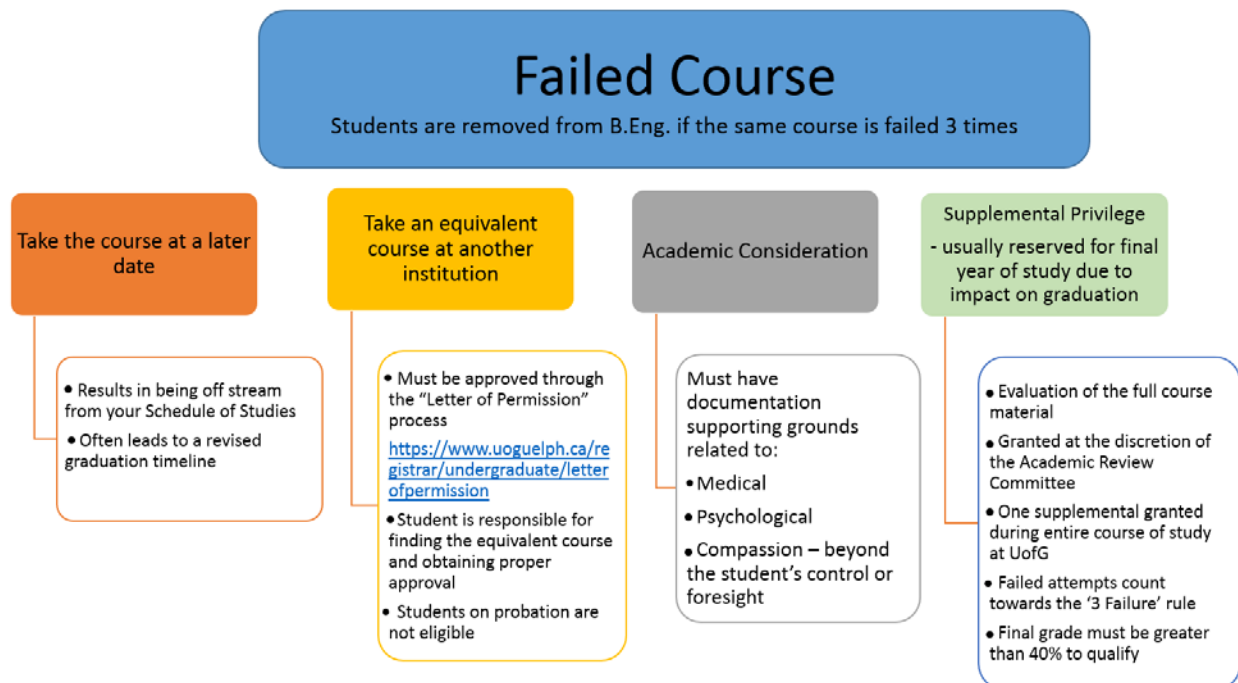
This can be accomplished through the “Register and Drop Sections” function of WebAdvisor:



https://www.uoguelph.ca/registrar/webadvisor/drop_w_reg_drop

Failing a Course

Sometimes things do not work out as planned. The following chart outlines the main pathways available with respect to failing a course:



Taking Courses Outside of U of Guelph - Letters of Permission

From time to time, students who are off-stream from their Schedule of Studies may wish to take a course at another institution as a visiting student to get caught up in their program and/or back on sequence with their Program Guide. It is important to note that transfer credits for individual courses will not be granted unless the Letter of Permission is obtained prior to starting the course. Students who register at another institution without a letter of permission may be required to

apply for readmission to Guelph, should they wish to return. Readmission is not guaranteed and minimum admission requirements apply.

IMPORTANT: Only students with “Eligible to Continue” status under the Continuation of Study requirements will be permitted to take courses on letter of permission.



Section VIII - Letter of Permission

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-lop.shtml>

Supplemental Privilege

Supplemental privileges are granted at the discretion of the Academic Review Committee, affording a student who has received a failing grade on the original course attempt the opportunity to obtain credit for the course while retaining the original failing grade.

Students registered in the B.Eng. program are normally permitted only one supplemental privilege during their studies. A supplemental privilege may be granted for 3000 or 4000 level courses by the Academic Review Committee provided the course failure impacts the time line for graduation, and provided the final grade of the failed course is 40% or higher.

Requests for a supplemental privilege must be submitted to the Program Counsellor by the 5th class day of the subsequent semester.



Section VIII – Supplemental Privilege

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-supply.shtml>

NOTE: A supplemental privilege is considered a separate course attempt and is intended to provide an evaluation of the full course material. If a student does not pass the supplemental privilege an additional failure in the course will be added to their transcript. Students who request a supplemental privilege are reminded that the B.Eng. degree has a 3rd failure rule which includes attempts for supplemental privilege.

Academic Consideration

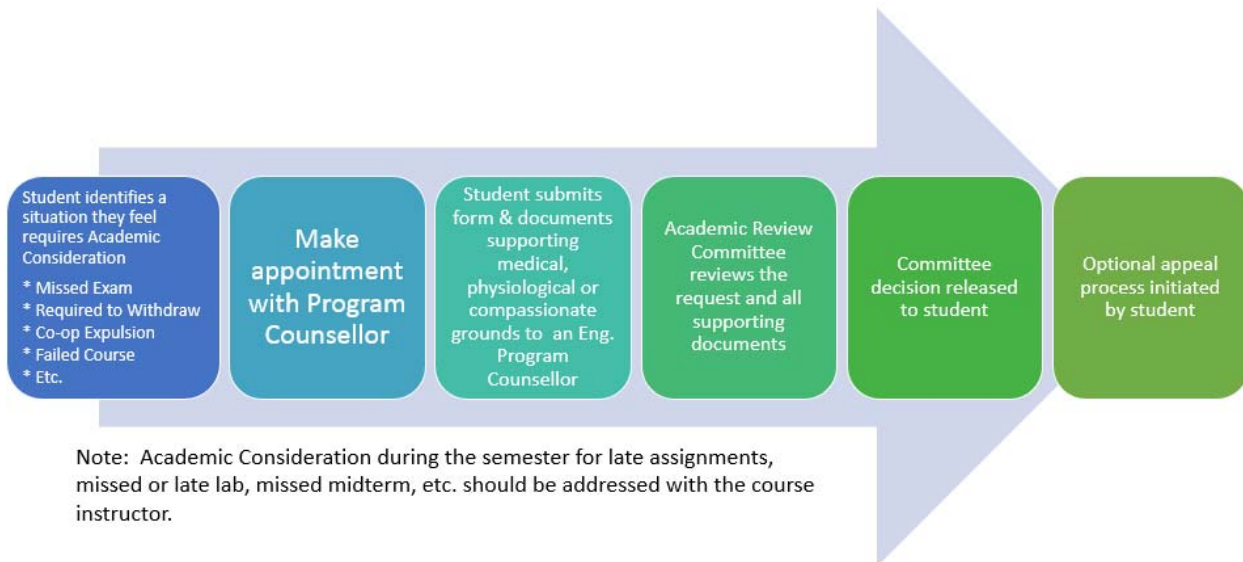
The School of Engineering operational procedures for requesting academic consideration are outlined in this section and are intended to be a summary only. If you are perusing Academic Consideration consult a Program Counsellor immediately to identify all of your options and refer to the University of Guelph’s regulations and procedures:



Section VIII – Academic Consideration, Appeals and Petitions

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac-ac.shtml>

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>



Academic consideration is granted on the basis of appropriate medical, psychological or compassionate grounds. Appropriate grounds for academic consideration are further explained in the undergraduate calendar (see links above). Compassionate grounds refer to circumstances that are beyond the student's control and are unforeseeable.

Academic consideration is not automatic, nor guaranteed.

Students seeking academic consideration may submit a written request to the Academic Review Committee or a completed Request for Academic Consideration form. The request form is recommended because it provides helpful guidance to the student and clarifies for the committee the action being requested. The form is available at the following location:

SOE Academic Webpage under "Forms and Program Guides"



http://www.uoguelph.ca/engineering/Eng_Acad_Forms

The types of requests for academic consideration are many and varied. *If you believe your situation warrants academic consideration but you are unsure, please book an appointment to meet with the program counsellor for further guidance and direction.*

Unacceptable as Grounds for Academic Consideration

Missing assignment due dates, midterms and/or final exams due to sleeping in, faulty alarm clocks, entertainment events, flight or travel plans, vacation and/or misreading course outlines, final exam schedules or deferred exam schedules does not constitute grounds for consideration.

During the Semester

Requests for academic consideration during the semester are reviewed and decided by the instructor of the course (i.e., late assignments, missed or late lab, missed midterm, etc.). The

instructor may ask for documentation to support the grounds stated. Students are encouraged to meet with their program counsellor if they believe consideration has been unduly denied; if multiple courses are affected, or; if the circumstances are severe and are expected to persist throughout the remainder of the semester.

After the Semester Ends

Requests for academic consideration after the semester is completed and during the final exam period are reviewed and decided **ONLY** by the academic review committee or designate.

IMPORTANT: *Course instructors cannot approve deferred exam requests for missed final examinations. All requests for deferred final exams must be submitted to the program counsellor (medical grounds only) or to the academic review committee (psychological or compassionate grounds).*

Submission Deadlines

Requests to the academic review committee may be submitted at any time. However, submission deadlines for regular meetings of the academic review committee are published in:



Section III, Schedule of Dates.

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>

Where do I submit my documentation and request form?


For the following circumstances only, requests should be submitted directly to the Engineering Program Counsellor:

- Missed a final exam and have appropriate medical documentation
- Missed a final exam due to death in immediate family and have documentation
- Missed deferred exam (1st instance only) and have appropriate medical documentation
- Missed deferred exam (1st instance only) due to death in immediate family and have documentation
- Request a late course drop between 40th class day and before commencement of the final exam period (see Dropping Courses section in this program guide for more information)

All requests for academic consideration should be submitted to Undergraduate Program Services, 3rd Floor University Centre.

Supporting Documentation

Students applying for academic consideration to the academic review committee must provide documentation to support their grounds. Examples of appropriate supporting documentation that apply to typical situations are listed below. Other types of documentation may be needed for unusual or rare cases.

- Medical note from Student Health Services (on-campus)
- SOE off-campus medical form (provided on the SOE website)
-  <http://www.uoguelph.ca/engineering/undergrad-counselling-forms>
- Letter from psychiatrist or family physician
- Letter from Student Counselling Services or Centre for Students with Disabilities
- Police report
- Death certificate or funeral notice

Students are strongly encouraged to write a letter describing their circumstances and provide relevant information regarding how they plan to manage their situation in the future to avoid a reoccurrence. Dates and time lines are important.

A Note about Privacy

Supporting documentation is not intended to provide the committee with private personal details, medical or otherwise. The objective is to provide the committee with sufficient information to make an informed decision that both maintains academic integrity and provides the student with appropriate accommodation, where warranted. In essence, the committee needs to know to what extent the circumstances reasonably prevented the student from meeting their academic obligations. Documentation from medical, counselling and legal professionals may be worded to confirm that the symptoms or the impacts of the circumstances were sufficient to impair the student's ability to complete their academic requirements, without disclosing personal details.

Decisions and Appeals

Decisions by the academic review committee are determined by majority vote and are deliberated based on the balance of probability. This means the committee will consider, through discussion, the credibility of the documentation provided in conjunction with other options the student may have had available to them. Other options available for managing their academics may include:

- Dropping a course sooner to manage course load
- Meeting with the program counsellor to explore options
- Seeking personal counselling help

The committee will also consider whether the action being requested is in the best interest of the student, academically, if granted.

Students are not permitted to be present at the academic review committee meeting, which is why it is important to provide complete and accurate supporting documentation and a personal letter. Requests for academic consideration that have been denied may be appealed by contacting the Judicial Officer at judicial@uoguelph.ca.

The appeal process is explained further on the University of Guelph Judicial Office website:

 <http://www.uoguelph.ca/judicial/academic/>

Grounds for Academic Consideration

Requests for academic consideration are to be accompanied by supporting documentation to the extent possible. Students unsure of documentation requirements should contact their Program Counsellor. Requests that cannot be substantiated through appropriate documentation may be denied.

Psychological Grounds

For academic consideration based on psychological grounds the student will be asked to provide documentation for the period affected. The necessity for documentation will depend in part upon the length of time affected by the circumstances and the amount of work missed during this time. During the semester, the student should submit this documentation to the Program Counsellor who will then advise the instructor of the need for consideration. After completion of the semester, the student must apply to the Academic Review Sub-committee for consideration. When the psychological difficulty affects final examinations or final assignments, Counselling Services, upon receipt of student authorization, may send supporting documentation to the Program Counsellor. If the difficulty is of a duration that will affect a number of courses or completion of the semester's work, the student should contact the Program Counsellor for advice and to discuss their academic options.

Compassionate Grounds

Unforeseen circumstances beyond the student's control in either their personal or family life may affect academic performance. The procedure to follow to request academic consideration based on compassionate grounds depends upon the severity of the circumstance and the amount of work missed. During the semester, students may wish to contact the instructor for consideration for missed semester work resulting from a compassionate circumstance of limited duration. If the circumstance is more significant and is anticipated to affect the remainder of the semester; or if the semester is already completed, the student should consult with the Program Counsellor for advice in making an application to the Academic Review Sub-committee. Generally, work commitments will not constitute grounds for academic consideration.

Medical Grounds

For academic consideration based on medical grounds a student may be asked to provide medical documentation for the period of the illness or injury. The necessity for documentation will depend in part upon the length of the illness and the amount of work missed during this time. If the medical situation results in missed semester work during the semester, the student should contact the instructor, presenting medical documentation where warranted. If the absence due to illness is of a duration that will affect a number of courses or completion of the semester's work, the student should contact the Program Counsellor for advice and to discuss their academic options. When the absence affects final examinations or final assignments the student should go to Student Health Services or a personal physician for documentation. The student must **always** present medical documentation to the Program Counsellor for missed final exams.

Off-campus Medical Documentation

If you seek medical attention off-campus, the physician must complete a School of Engineering Off-campus Medical Form which can be obtained from the SOE Website:



<http://www.uoguelph.ca/engineering/undergrad-counselling-forms>

Final Exams

Final Exam Conflicts

There is no legitimate reason for a student to have a timetable conflict during the final exam period. It is the student's responsibility to check the final exam schedule for all of their courses during the Final Add Period immediately prior to the start of the semester. The final exam schedule is made available to students on WebAdvisor approximately 4 weeks prior to the beginning of each semester. If a student identifies a final exam scheduling conflict, they are required to make adjustments to their course selections before the end of the final add period prior to the commencement of the semester. Exam conflicts usually occur when a student adds a course AFTER the exam schedule has been published, but they have neglected to check the exam dates at the time when they added the course. The final exam schedule is created based on student registrations from the course pre-selection periods.

If a student wishes to keep their course selections after identifying a final exam conflict, they are strongly advised to consult with the course instructor BEFORE the semester begins to request an alternate time to write the final exam. The course instructor is not obliged to grant the request and may require documentation from the student to verify the reason for the request.

If the instructor grants the request, it is the instructor's responsibility to personally accommodate the student within the official final exam period and before the instructor's deadline to submit final grades to the registrar for their individual course (typically, 7 days after the official date of the final exam). The start and end dates of the official final exam period are published in Section III, Schedule of Dates in the Undergraduate Calendar.

Missed Final Exams

Missing a final exam is a serious academic situation. Students may be granted a deferred final exam ONLY if they have legitimate grounds for academic consideration.

The most common reason for missing a final exam is due to illness. Normally, the Academic Review Committee will not grant a deferred exam to a student who chooses to write a final exam,

and then afterward states that their medical, psychological or compassionate condition impacted their performance on the exam.

If a student feels that their academic performance on a final exam is in jeopardy due to their medical, psychological or compassionate circumstances, it is the student's responsibility to consult their Program Counsellor as soon as possible so as to initiate action, and provide any required documentation.

Requests for Academic Consideration, including all documentation, for a missed final exam should always be submitted directly to the Program Counsellor or Undergraduate Secretary (THRN 1406).

University policy, effective May 1, 2013, requires that appropriate medical documentation must be provided within five business days of the date of the missed final exam to be eligible for consideration.



Section VIII Academic Consideration, Appeals and Petitions

<http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>

Students who are ill on the day of a final exam are advised to visit the on-campus Student Health Services, an off-campus medical clinic, or Emergency Services at Guelph General Hospital before attempting to write a final exam. **Students, who state they were able to attend a final exam but were not able to seek medical services, will be denied academic consideration.** If you are ill and you choose to write your final exam while you are ill, you will not be granted a re-write even if medical documentation is provided after the fact.

If a student visits a physician off-campus, an off-campus medical form is required.



http://www.uoguelph.ca/engineering/sites/default/files/off_campus_medical_note_050902.pdf

It is the student's responsibility to ensure that the physician clearly provides all pertinent information regarding the effects of the medical condition that prevented the student from writing the exam, the date of the medical examination and, where applicable, the dates the student would have been severely or moderately affected.

The Academic Review Committee and/or the Program Counsellor have the right to deny medical consideration under one or more of the following conditions:

- Absence of an off-campus medical note or a medical note from Student Health Services.
- Absence of provision of sufficient information on the medical form by the attending physician.
- Apparent discrepancies in dates or the medical condition.
- The medical condition is deemed by the attending physician as being slight, negligible, or inconclusive.
- The medical examination is conducted after the symptoms of the illness have passed and

the documentation is based solely on the student's description of the illness.

Procedures for the Fall Semester (ENGG courses only)

Students who miss a final exam for an ENGG course in the **fall semester only** are granted a deferred condition if appropriate documentation is provided to support their grounds for the request. The deferred condition for a missed final exam will be in the form of a two-hour exam to be written during the first week of classes of the subsequent winter semester. Exam schedules for "**Deferred Conditions**" are published on the School of Engineering website:



<http://www.uoguelph.ca/engineering/undergrad-counselling-deferred>

University policy, effective May 1, 2013, requires that appropriate medical documentation must be provided within five business days of the date of the missed final exam to be eligible for consideration.

Medical documentation must be submitted directly to the Program Counsellor or the Undergraduate Secretary (THRN 1406).

Students who are granted a deferred final exam for any non-ENGG courses taken in the Fall Semester will write the deferred final exam during the scheduled deferred exam period as published.



Section III, Schedule of Dates

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>

Deferred final exam schedules will be posted on WebAdvisor, as required.

Procedures for the Winter and Summer Semesters (all courses)

Students who are granted a deferred final exam for any course taken in the Winter or Summer Semesters will write the deferred final exam during the scheduled deferred exam period as published.



Section III, Schedule of Dates

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml>

Deferred final exam schedules will be posted on WebAdvisor, as required.

Deferred Final Exam Period

When a student makes a request for a deferred final exam, it is their responsibility to be prepared to write the exam during the scheduled deferred exam period as published in Section III, Schedule of Dates in the Undergraduate Calendar, or the scheduled deferred condition period posted on the SOE website, **regardless of when they receive confirmation from the registrar that the deferred exam or deferred condition was granted.**

The start and end dates of the scheduled deferred exam period are published in the Schedule of Dates in the Undergraduate Calendar. The deferred exam schedule will be posted on WebAdvisor and the link will be communicated to the student via their uoguelph email account once the deferred exam schedule is finalized.

The start and end dates of the SOE deferred condition period are posted on the SOE Academic Counselling website. The deferred condition schedule for specific courses will be posted on the same website on the Friday prior to the commencement of the deferred condition period.



<http://www.uoguelph.ca/engineering/undergrad-counselling-deferred>

A student, who cannot attend their deferred exam or deferred condition, as scheduled, must make a request for academic consideration to receive an extension and they must have grounds for their request. Medical documentation must be submitted to the program counsellor within 5 business days of the missed deferred exam or deferred condition.

Final Design (41X)

All engineering students must successfully complete the capstone design project course associated with their engineering program in their final academic (i.e., graduating) semester. ENGG*41X0 (ENGG*4110, 4120, 4130, 4150, 4160, 4170, 4180), is collectively commonly referred to as 41X. As a prerequisite to 41X all students must successfully complete ENGG*4000 Proposal for Engineering Design IV.

ENGG*4000

ENGG*4000 Proposal for Engineering Design IV must be taken in the semester immediately before ENGG*41X. A few important notes about ENGG*4000:

- It is zero credit course
- There is no tuition cost (other fees may apply for fall registration)
- **It is** a prerequisite to all of the 41X courses
- Acceptance into ENGG*4000 includes a graduation progress check to ensure students are on track

If you are planning to complete 41X in a **fall** term, you must apply for registration in ENGG*4000 in the preceding **summer** term.

If you are planning to complete 41X in a **winter** term, you must apply for registration in ENGG*4000 in the preceding **fall** term.



You cannot select ENGG*4000 on WebAdvisor. Registration in the course is a manual process that is completed by the course coordinator. Details instructions on registering for ENGG*4000 will be emailed to all students at the beginning of the winter course selection

period for both summer and fall registration. While registered in ENGG*4000 students are responsible for finding a faculty advisor and design group members for their 41X design project. Accreditation rules require that your faculty advisor must hold a P.Eng. License.



<http://www.uoguelph.ca/engineering/faculty>

ENGG*41X

Registration into 41X requires:

- Completion of ENGG*4000
- A pre-graduation check by the engineering program counsellor (note: all 1000 and 2000 level core courses must be completed prior to registering for 41X)
- 60% ENGG average

The successful completion of ENGG*4000 will allow you to add 41X on WebAdvisor. Instructions for registration in 41X are available upon request from the program counsellor and are emailed to the undergraduate listserv at the beginning of the fall and winter course selection periods.

Students are responsible for creating their own design group of 3 or 4 students and for finding a faculty advisor for their project.