



# ENGG\*3430 Heat and Mass Transfer - DRAFT

Winter 2019

Section(s): C01, C02

School of Engineering

Credit Weight: 0.50

Version 1.00 - January 06, 2019

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## 1 Course Details

### 1.1 Calendar Description

Analysis of steady and transient thermal systems involving heat transfer by conduction, convection and radiation and of mass transfer by molecular diffusion and convection. Other topics include the thermal analysis of heat exchangers and heat transfer systems involving a change of state.

**Pre-Requisite(s):** ENGG\*2230, ENGG\*3260, MATH\*2270

### 1.2 Course Description

In Thermodynamics, you have learned that any form of energy can be transferred in the form of Work and Heat by interactions of a system with its surroundings. However, Thermodynamics provides no information regarding the nature of the interaction or the time rate at which the energy transfer occurs. Thermodynamics only deals with the end states of the process during which an interaction occurs. Heat and Mass Transfer is a basic engineering science that deals with rate of transfer of thermal energy. It has a broad application area ranging from biological systems to common household appliances, residential and commercial buildings, industrial processes, electronic devices, and food processing. The main goals of this introductory level course are (a) to cover the basic principles and concepts of heat and mass transfer, (b) to present real-world engineering applications to give students a feel for engineering practice, and (c) to develop an intuitive understanding of the subject matter by emphasizing the physics and physical arguments.

### 1.3 Timetable

#### Lectures

Sec 101-109:

Monday, Wednesday, Friday: 1:30pm - 2:20pm ALEX 100

Sec 201-209:

Monday, Wednesday, Friday: 4:30pm - 5:20pm ALEX 100

## **Tutorials/Quizzes (Week 1-7 & Week 10-12)**

### Mondays

Sec 107 & 207, 10:30am -11:20am MCKN 234  
Sec 205, 1:30pm - 2:20pm MCKN 233

### Tuesdays

Sec 103 & 203,10:30am - 11:20am MCKN 233

### Wednesdays

Sec 102 & 202, 11:30am - 12:20pm MCKN 234  
Sec 106 & 206, 12:30pm - 1:20pm MACN 118  
Sec 108 & 208, 8:30am - 9:20am MCKN 233

### Fridays

Sec 101 & 201, 11:30am - 12:20pm MCKN 234  
Sec 104 & 206, 12:30pm - 1:20pm MCKN 233  
Sec 109 & 209, 10:30am - 11:20am MCKN 234

## **Laboratory Experiments (Week 8 & 9)**

### Mondays

Sec 107 & 207, 10:30am -11:20am THRN 3402  
Sec 205, 1:30pm - 2:20pm THRN 3402

### Tuesdays

Sec 103 & 203,10:30am - 11:20am THRN 3402

### Wednesdays

Sec 102 & 202, 11:30am - 12:20pm THRN 3402  
Sec 106 & 206, 12:30pm - 1:20pm THRN 3402  
Sec 108 & 208, 8:30am - 9:20am THRN 3402

### Fridays

Sec 101 & 201, 11:30am - 12:20pm THRN 3402  
Sec 104 & 206, 12:30pm - 1:20pm THRN 3402  
Sec 109 & 209, 10:30am - 11:20am THRN 3402

## **1.4 Final Exam**

Final Exam (50%): (Open book exam)  
Date: Tuesday, April 9th, 2019

Time: 7:00 – 9:00pm

Location: TBA

## 2 Instructional Support

### 2.1 Instructional Support Team

**Instructor:** Shelir Ebrahimi Ph.D.  
**Email:** shelir@uoguelph.ca  
**Telephone:** +1-519-824-4120 x54469  
**Office:** RICH 1511  
**Office Hours:** Mondays & Wednesdays 3-4 pm or by appointments  
 Sections 101-109

**Instructor:** Ashutosh Singh Ph.D.  
**Email:** asingh47@uoguelph.ca  
**Telephone:** +1-519-824-4120 x53048  
**Office:** THRN 2342  
**Office Hours:** By appointment.

**Lab Technician:** Michael Speagle  
**Email:** mspeagle@uoguelph.ca  
**Telephone:** +1-519-824-4120 x56803  
**Office:** RICH 3502

### 2.2 Teaching Assistant(s)

**Teaching Assistant:** Singam Singh  
**Email:** singam@uoguelph.ca

**Teaching Assistant:** Sonu Sharma  
**Email:** sonu@uoguelph.ca

**Teaching Assistant:** Arvind Iyer  
**Email:** arvind@uoguelph.ca

**Teaching Assistant:** Baljeet Kaur  
**Email:** baljeet@uoguelph.ca

**Teaching Assistant:** Jinghan Zhao  
**Email:** jzhao11@uoguelph.ca

**Teaching Assistant:** Perry Taneja  
**Email:** ptaneja@uoguelph.ca

**Teaching Assistant:** Shakti Chauhan  
**Email:** shakti@uoguelph.ca

**Teaching Assistant:** Owaisuddin Fahad Mohammed  
**Email:** omohamme@uoguelph.ca

**Teaching Assistant:** Gaganjyot Madanpotra  
**Email:** gmadanpo@uoguelph.ca

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## 3 Learning Resources

### 3.1 Required Resource(s)

#### **Course Website (Website)**

Course material, news, and announcements will be regularly posted to the ENGG\*3430 Courselink site. You are responsible for checking the site regularly.

#### **Heat and Mass Transfer: Fundamentals and Applications (Textbook)**

Y. Cengel and A. Ghajar, 5th Edition, McGraw-Hill, 2014.

### 3.2 Recommended Resource(s)

#### **Heat and Mass Transfer: Fundamentals and Applications (Textbook)**

Y. Cengel and A. Ghajar, 4th Edition, McGraw-Hill, 2010.

#### **Fundamentals of Heat and Mass Transfer (Textbook)**

F.P. Incropera, D.P. DeWitt, T.L. Bergman, and A.S. Lavine, 6th Edition, John Wiley and Sons, 2007.

#### **Introduction to Heat Transfer (Textbook)**

V.S. Arpaci, S.H. Kao, A. Selamet, 1st Edition, Prentice Hall, 1999.

#### **Heat Transfer (Textbook)**

A. Bejan, 1st Edition, John Wiley and Sons, 1993.

#### **Biological and Bioenvironmental Heat and Mass Transfer (Textbook)**

A. K. Datta, CRC Press, Taylor & Francis Group, Boca Raton, FL, 2002.

### 3.3 Additional Resources

**Lecture Information:** A summary of the lecture notes will be posted on the Courselink.

**Lab Information:** The lab manuals and lab schedule will be posted on the Courselink. You are responsible for printing the lab manuals and having them with you during the laboratory sessions.

**Home Assignments:** There will be approximately 13 problem sets posted in Courselink during the term. These problem sets will not be marked, but it is recommended that you do each problem set, as practice problems are the best way to learn the course. All the solutions will be posted.

**Miscellaneous Information:** Other information related to Heat and Mass Transfer will be posted on the web page.

### 3.3 Note

Quiz, Midterm, and Final are open book exams. Therefore, you need a copy of the course textbook in order to successfully complete these tests and exams.

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## 4 Learning Outcomes

This course is to introduce the basic principles of heat and mass transfer with emphasis on their analysis and applications to practical engineering problems.

### 4.1 Course Learning Outcomes

By the end of this course, you should be able to:

1. Identify important thermal processes, and derive the basic expressions for heat conduction, convection, and radiation based on the First Law of Thermodynamics
2. Analyze heat transfer processes using electrical resistance network analogy
3. Determine steady state and transient temperature distribution in various solid geometries of practical importance
4. Understand the physical significance of dimensionless parameters in convective heat/mass transfer
5. Select and apply the appropriate correlation for different heat and mass convection processes
6. Analyze and perform the thermal design of heat exchangers using conventional methods
7. Determine radiation exchange within an enclosure based on the view factor method
8. Apply appropriate numerical techniques to solve complex heat transfer problems
9. Conduct Heat and Mass Transfer laboratory tests through collecting and analyzing data using the appropriate sensors and instruments and write clear, concise and professional laboratory reports
10. Demonstrate effective skills in teamwork during group activities; demonstrate respectful interactions with peers, lab technician, teaching assistants, and instructor, self-assessment

### 4.2 Engineers Canada - Graduate Attributes (2018)

Successfully completing this course will contribute to the following:

#	Outcome	Learning Outcome(s)
1	Knowledge Base	1, 2, 3, 4, 5, 7
1.1	Recall, describe and apply fundamental mathematical principles and concepts	1, 2, 3, 4, 5, 7

#	Outcome	Learning Outcome(s)
1.2	Recall, describe and apply fundamental principles and concepts in natural science	1, 2, 3, 4, 5, 7
1.3	Recall, describe and apply fundamental engineering principles and concepts	1, 2, 3, 4, 5, 7
1.4	Recall, describe and apply program-specific engineering principles and concepts	1, 2, 3, 4, 5, 7
2	Problem Analysis	2, 3, 5, 6, 7, 8
2.1	Formulate a problem statement in engineering and non-engineering terminology	2, 3, 5, 6, 7, 8
2.2	Identify, organize and justify appropriate information, including assumptions	2, 3, 5, 6, 7, 8
2.3	Construct a conceptual framework and select an appropriate solution approach	2, 3, 5, 6, 7, 8
2.4	Execute an engineering solution	2, 3, 6, 7, 8
2.5	Critique and appraise solution approach and results	6, 8
3	Investigation	9
3.1	Propose a working hypothesis	9
3.2	Design and apply an experimental plan/investigative approach (for example, to characterize, test or troubleshoot a system)	9
3.3	Analyze and interpret experimental data	9
3.4	Assess validity of conclusions within limitations of data and methodologies	9
5	Use of Engineering Tools	9
5.1	Select appropriate engineering tools from various alternatives	9
5.2	Demonstrate proficiency in the application of selected engineering tools	9
5.3	Recognize limitations of selected engineering tools	9
6	Individual & Teamwork	10
6.1	Describe principles of team dynamics and leadership	10

#	Outcome	Learning Outcome(s)
6.2	Understand all members' roles and responsibilities within a team	10
6.3	Execute and adapt individual role to promote team success through, for example, timeliness, respect, positive attitude	10
6.4	Apply strategies to mitigate and/or resolve conflicts	10
6.5	Demonstrate leadership through, for example, influencing team vision and process, promoting a positive team culture, and inspiring team members to excel	10
7	Communication Skills	9, 10
7.1	Identify key message(s) and intended audience in verbal or written communication as both sender and receiver	9, 10

## 5 Teaching and Learning Activities

### 5.1 Lecture

	Time	Lecture Topics	Tutorial-Lab activities
Topic(s):	<b>Week 1</b> <b>Jan 7-11</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Basic Heat Transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.) and Quiz (20 min. approx.)</li> <li>• Review of Thermodynamics</li> </ul>
	<b>Week 2</b> <b>Jan 14-18</b>	<ul style="list-style-type: none"> <li>• Heat conduction equation</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> <li>• Quiz (20 min. approx.): Week 1 Lecture</li> </ul>
	<b>Week 3</b> <b>Jan 21-25</b>	<ul style="list-style-type: none"> <li>• Steady heat conduction</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> <li>• Quiz (20 min. approx.):</li> </ul>

<b>Time</b>	<b>Lecture Topics</b>	<b>Tutorial-Lab activities</b>
		Week 2 Lecture
<b>Week 4</b> <b>Jan 28-Feb 1</b>	<ul style="list-style-type: none"> <li>• Transient conduction</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> <li>• Quiz (20 min. approx.): Week 3 Lecture</li> </ul>
<b>Week 5</b> <b>Feb 4-Feb 8</b>	<ul style="list-style-type: none"> <li>• Fundamentals of heat convection</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> <li>• Quiz (20 min. approx.): Week 4 Lecture</li> </ul>
<b>Week 6</b> <b>Feb 11-Feb 15</b>	<ul style="list-style-type: none"> <li>• External forced convection</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> </ul>
<b>Week 7</b> <b>Feb 18-Feb 22</b>	<b>No class</b>	
<b>Week 8</b> <b>Feb 25-Mar 1</b>	<ul style="list-style-type: none"> <li>• Internal force convection</li> <li>• <b>Midterm Exam</b></li> </ul>	Laboratory Experiments – All classes in THRN 3402
<b>Week 9</b> <b>Mar 4-Mar8</b>	<ul style="list-style-type: none"> <li>• Natural convection</li> </ul>	Laboratory Experiments – All classes in THRN 3402
<b>Week 10</b>	<ul style="list-style-type: none"> <li>• Heat exchangers</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving (30 min. approx.)</li> </ul>



Time	Lecture Topics	Tutorial-Lab activities
Mar 11-Mar 15		<ul style="list-style-type: none"> <li>Quiz (20 min. approx.): Week 8&amp;9 Lectures</li> </ul>
Week 11 Mar 18-Mar 22	<ul style="list-style-type: none"> <li>Fundamentals of thermal radiation &amp; Radiation heat transfer</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving (30 min. approx.)</li> <li>Quiz (20 min. approx.): Week 10 Lecture</li> </ul>
Week 12 Mar 25-Mar 29	<ul style="list-style-type: none"> <li>Mass Transfer</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving (30 min. approx.)</li> <li>Quiz (20 min. approx.): Week 11 Lecture</li> </ul>
Week 13 Apr 1-Apr 5	<ul style="list-style-type: none"> <li>Mass Transfer</li> </ul>	Review of the course

## 5.2 Lab

Topic(s): Labs

**All the labs are scheduled for week 8 (Feb 25) and week 9 (March 4) at THRN 3402. Please see the timetable for more details.**

### **Lab 1:** Investigation of modes of heat transfer

Description: Conduction through solid walls; Natural convection from vertical wall; Radiation from different colored surfaces; Thermal contact resistances; Energy balance; Isoflux and convection boundary conditions  
 Engineering Tool Introduced: Thermocouple, infrared thermometer, thermistor, heat flux sensor, panel meter, heat source, thermal cavity

### **Lab 2:** Radiation heat transfer and inverse square law

Description: Radiation from point source; Radiation intensity as a function of distance; Temperature of a point source  
 Engineering Tool Introduced: Radiation sensor, mili-volt meter, pyrometer, point thermal

source

**Lab 3:** Convection due to density gradient

Description: Natural circulation due to density gradient; Thermal stratification  
Engineering Tool Introduced: Salinity meter, long-probe thermometer

**Lab 4:** Convection due to salinity gradient

Description: Natural circulation due to salinity gradient; Thermal stratification  
Engineering Tool Introduced: Salinity meter, long-probe thermometer

**Note: Each student must submit one complete report for all experiments. All lab reports are due by April 4, 2019 at 11:59 PM. Please submit the lab reports in the Dropbox folder provided on CourseLink.**

### 5.3 References

Y. Cengel and A. Ghajar, **Heat and Mass Transfer: Fundamentals and Applications**, 5<sup>th</sup> Edition, McGraw-Hill, 2014.

### 5.4 Other Important Dates

**Monday, 7<sup>th</sup> January, 2019:** Winter 2019 Semester Starts

**Monday, 7<sup>th</sup> January, 2019:** First lecture of Heat and Mass Transfer

**Monday, 18<sup>th</sup> February, 2019 to Friday, 22<sup>nd</sup> February, 2019:** Winter Break - No classes scheduled this week

**Wednesday 27<sup>th</sup> February, 2019 :** Midterm Exam (7:00 PM-9:00 PM), Location: TBD

**Friday, 8<sup>th</sup> March, 2019:** 40<sup>th</sup> class day – Last day to drop one semester courses

**Friday, 5<sup>th</sup> April, 2019:** Classes conclude

**Monday, 8<sup>th</sup> April, 2019:** Examinations commence

**Tuesday, 9<sup>th</sup> April 2019:** Final Exam (7:00 PM-9:00 PM), Location: TBD

## 6 Assessments

### 6.1 Marking Schemes & Distributions

Name	Scheme A (%)
Assignments	0
Quizzes and Tutorials	7.5

Name	Scheme A (%)
Labs	7.5
Midterm Exam	35
Final Exam	50
Total	100

## 6.2 Assessment Details

### Assignments (0%)

**Learning Outcome(s):** 1,2,3,4,5,7

Approximately 13 Problem Sets

These assignments will be provided so students can practice more, there is no mark assigned to this set of assignments.

### Quizzes and Tutorials (7.5%)

**Learning Outcome(s):** 1,2,3,4,5,6,7,8

Each tutorial is divided into two parts. In the first part (approximately 30 minutes), your GTA will solve and discuss one problem. In the second part of your tutorial (approximately 20 minutes) you will be asked to solve a problem. You need to make a group of two students (including yourself) for solving the problem in the second part of the tutorial. At the end of each tutorial you must submit your solution to your GTA for marking. A total 7.5% mark is allocated for such problem solving activities. You are heavily encouraged to attend your Registered Section of tutorial regularly. Writing Quizzes in other than your section is not permitted and you will receive a zero grade for this.

### Labs (7.5%)

**Learning Outcome(s):** 9,10

The purpose of performing the Heat Transfer Lab is to verify a portion of the theoretical learning in your lectures by conducting experiments. Heat Transfer Lab is located inside the "Sustainable Energy Lab (THRN 3402)". **Two tutorial classes (Week-08 and Week-09) will be reserved for the Heat Transfer Lab.** Please see the timetable for more details. Four experiments are designed to cover most of the basic aspects of Heat and Mass Transfer. 'Lab Manual' will be available on Courselink. You need to make a group of two students (including yourself) for performing the lab experiments. **Each student must submit one complete report for all experiments.** A total 7.5% mark is allocated for performing all lab components. **All lab reports are due by April 4, 2019 at 11:59 PM and should be submitted in the Dropbox folder provided on Courselink.**

### Midterm Exam (35%)

**Learning Outcome(s):** 1,2,3,4,5,8

Open book exam

Date: Wednesday, 27th February, 2019

Time: 7:00 – 9:00pm

Location: TBD

**Final Exam (50%)****Learning Outcome(s):** 1,2,3,4,5,6,7,8

Open book exam

Date: Tuesday, 9th April, 2019

Time: 7:00 – 9:00pm

Location: TBA

**6.3 Note**

An **Open Book** means that you are allowed to bring the course textbook but not your notes and problem set solutions (If you copy solutions to the problem sets into your textbook, you will not be allowed to use it during the various tests). You are also allowed to use a **non-programmable** calculator during the tests and exams.

If any student uses other materials (except what is mentioned above) the case will be considered as academic misconduct.

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**7 Course Statements****7.1 Course Grading Policies**

**Missed Assessments:** If you are unable to meet an in-course requirement due to medical, psychological, or compassionate reasons, please email the course instructor. See the undergraduate calendar for information on regulations and procedures for Academic Consideration:

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

**Accommodation of Religious Obligations:** If you are unable to meet an in-course requirement due to religious obligations, please email the course instructor within two weeks of the start of the semester to make alternate arrangements. See the undergraduate calendar for information on regulations and procedures for Academic Accommodation of Religious Obligations:

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

**Missed Midterm Exam:** If you miss the midterm due to grounds for granting academic consideration or religious accommodation, the weight of the missed midterm will be added to the final exam. **There will be no makeup midterm tests.**

**Lab Work:** You must attend and complete all laboratories. If you miss a laboratory due to

grounds for granting academic consideration or religious accommodation, arrangements must be made with the teaching assistant to complete a makeup lab.

**Late Lab Reports:** Late submissions of lab reports will not be accepted.

**Tutorial Quizzes:** Writing Quizzes in other than your section is not permitted and you will receive a zero grade for this.

**Passing Grades:** The passing grade of this course is 50% of total mark. However, every student must obtain a grade of 50% or higher in the Final Exam portion of the course in order for the midterm exam, laboratory write-up, and Quizzes portion of the course to count towards the final grade. If you do not pass the final exam, you will fail the course and the final mark of the course will be the mark obtained on the final exam.

## 7.2 Relationships with other Courses & Labs

### Previous Courses:

**ENGG\*2230:** Steady and unsteady state; 1st law and Bernoulli equation; fluid flow rate and friction; laminar and turbulent flows; non-dimensional parameters (e.g., Reynolds number)

**ENGG\*2400:** Modeling of engineering systems

**MATH\*2270:** Solving differential equations

**ENGG\*3260:** System and control volume; work and heat and their interaction with the boundary and direction; energy efficiency and effectiveness of systems; thermodynamic losses;

### Follow-on Courses:

**ENGG\*3370:** Foundation for analysis of thermo-fluid systems

**ENGG\*3470:** Foundations of energy balances, thermal flow, thermal properties; Mass transfer through fluid flows (convection), thermal fluid properties

**ENGG\*3830:** Foundations of heat and mass balance and bioreactor design

**ENGG\*4230:** Foundations for design of energy conversion processes

**ENGG\*4300:** Foundations for design of food engineering process

**ENGG\*4330:** Foundation for performance analysis of combustion systems

## 7.3 Lab Safety Specific for ENGG\*3430

At the beginning of your first lab experiment session (Week 8) the Sustainable Energy Lab Technician and GTA will deliver a short lecture on the lab safety in general and specific to ENGG\*3430. **You must attend this safety lecture session and sign the signature sheet available in the lab.**

Your Lab Technician and GTA will train you before the first use of any critical instrument.

You must read the experiment manuals carefully. You will find additional safety requirement related to specific experiment in the manuals. Follow them accordingly.

You must read and follow safety rules posted on the door of the Sustainable Energy Lab (THRN3402).

Always wear safety glasses during lab time.

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## **8 School of Engineering Statements**

### **8.1 Instructor's Role and Responsibility to Students**

The instructor's role is to develop and deliver course material in ways that facilitate learning for a variety of students. Selected lecture notes will be made available to students on Courselink but these are not intended to be stand-alone course notes. Some written lecture notes will be presented only in class. During lectures, the instructor will expand and explain the content of notes and provide example problems that supplement posted notes. Scheduled classes will be the principal venue to provide information and feedback for tests and labs.

### **8.2 Students' Learning Responsibilities**

Students are expected to take advantage of the learning opportunities provided during lectures and lab sessions. Students, especially those having difficulty with the course content, should also make use of other resources recommended by the instructor. Students who do (or may) fall behind due to illness, work, or extra-curricular activities are advised to keep the instructor informed. This will allow the instructor to recommend extra resources in a timely manner and/or provide consideration if appropriate.

### **8.3 Lab Safety**

Safety is critically important to the School and is the responsibility of all members of the School: faculty, staff and students. As a student in a lab course you are responsible for taking all reasonable safety precautions and following the lab safety rules specific to the lab you are working in. In addition, you are responsible for reporting all safety issues to the laboratory supervisor, GTA or faculty responsible.

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## **9 University Statements**

### **9.1 Email Communication**

As per university regulations, all students are required to check their e-mail account regularly: e-mail is the official route of communication between the University and its students.

### **9.2 When You Cannot Meet a Course Requirement**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. The grounds for Academic Consideration are detailed in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Academic Consideration and Appeals

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

Graduate Calendar - Grounds for Academic Consideration

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

### 9.3 Drop Date

Courses that are one semester long must be dropped by the end of the fortieth class day; two-semester courses must be dropped by the last day of the add period in the second semester. The regulations and procedures for course registration are available in the Undergraduate and Graduate Calendars.

Undergraduate Calendar - Dropping Courses

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

Graduate Calendar - Registration Changes

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-reg-regchg.shtml>

### 9.4 Copies of Out-of-class Assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

### 9.5 Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance and not later than the 40th Class Day.

More information can be found on the SAS website

<https://www.uoguelph.ca/sas>

### 9.6 Academic Integrity

The University of Guelph is committed to upholding the highest standards of academic integrity, and it is the responsibility of all members of the University community-faculty, staff,

and students-to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff, and students have the responsibility of supporting an environment that encourages academic integrity. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

Undergraduate Calendar - Academic Misconduct

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

Graduate Calendar - Academic Misconduct

<https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/index.shtml>

## 9.7 Recording of Materials

Presentations that are made in relation to course work - including lectures - cannot be recorded or copied without the permission of the presenter, whether the instructor, a student, or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

## 9.8 Resources

The Academic Calendars are the source of information about the University of Guelph's procedures, policies, and regulations that apply to undergraduate, graduate, and diploma programs.

Academic Calendars

<https://www.uoguelph.ca/academics/calendars>

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