

Undergraduate Engineering Academic Guide

Edition: 2017 Fall

2017-10-03

1. Ethical Conduct

Students must abide by the Dalhousie University Student Code of Conduct at https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/CodeofStudentConduct.pdf and the Code of Ethics for Engineering, found on the Engineers Nova Scotia web site at http://secure.engineersnovascotia.ca/files/publications/27/file/8543_Code_of_Ethics_2012.pdf

2. Regulations

Students are urged to consult the Undergraduate Calendar regarding our regulations and policies. The calendar is online at: <http://ug.cal.dal.ca/index.html>
The calendar that applies to you is the one under which you first registered in First-Year engineering or your Third-Year program (whichever is more recent).

3. Registration

Students are expected to register in the full academic program of their discipline for the term. **Please ensure you are registered for your courses next term.** Occasionally, when there are extenuating circumstances, students may register for fewer courses after consulting with the Undergraduate Advisor of their program. Note that this will most likely delay your graduation. In particular, a student with deficiencies must meet with their engineering academic advisor and develop a plan for completing their courses in time to graduate. ***Degree requirements are only checked when a student applies to graduate; therefore students must keep in contact with their engineering academic advisors to ensure that all degree requirements are being met throughout their programs. Students who receive transfer credit for classes in the Upper Division, must seek advice from an engineering academic advisor or the Associate Dean's office on whether these credits must be replaced by other Dalhousie classes in order to meet the requirement that 50% of a student's credits come from the University that grants the Engineering Degree.***

4. Academic Assessment

Academic assessment in the Upper Division is done on a term-by-term basis, and students must maintain a CGPA of at least 2.0 to remain in Good Standing. A student's CGPA resets on starting Year-Three engineering (term five), and the first academic assessment for Third-Year students is after completing 12 credit hours (for First- and Second-Year students, the first assessment is after 24 credit hours.) In summary: students with a CGPA below 2 are on academic probation; a CGPA below 1.7 will trigger an academic dismissal; a term GPA below 2 while on academic probation will trigger an academic dismissal; failing any course twice will trigger an academic dismissal. Note that grade replacement applies only to your GPA (a failing grade remains on your record.)

5. Seeking Academic Advice

If you have **academic concerns** regarding your program or a class, the protocol is as follows:

- First, see the professor teaching the course (if applicable) and outline the specific concerns.
- If your concerns are not resolved this way, then you may meet with your Undergraduate Advisor.
- While, by this stage, things usually work out, you may next elect to see your Department Head if further assistance is needed. Lower Division (Years 1 & 2) students should contact the Associate Dean's office.

If the issue concerns the **Co-op** program:

- Contact the Co-op office (see contact information below).
- Next, see your discipline's Co-op Advisor.
- Contact the Assistant Dean for Co-op if you need to address any unresolved issues.

For help with the **rules and regulations**:

- Please visit the Associate Dean's office, which is responsible for coordinating rules and regulations, the Engineering scholarships outlined in the calendar, the timetable operations on the Sexton Campus and other administrative aspects of your program.

For any unresolved issues:

- The Assistant Dean of Students can help with unresolved issues.
- The Associate Dean of Undergraduate Studies can help with unresolved issues.
- The Dean of Engineering can be consulted on any further issues.

6. Seeking Non-Academic Advice

For **non-academic issues**, seek help from the appropriate source as follows:

- **Financial:** Student Financial Services: Student.Accounts@dal.ca 902-494-2302 <http://www.dal.ca/dept/financial-services.html>
- **Health:** On Campus Health Clinic: 902-494-2171 https://www.dal.ca/campus_life/health-and-wellness/services-support/student-health-and-wellness.html
- **Dental:** <https://www.dal.ca/faculty/dentistry/patients.html> Phone: 902-494-2101
- **Social or Psychological:** Counselling Services: https://www.dal.ca/campus_life/health-and-wellness/frequently-asked-questions-august-2017.html 902-494-2081
- **Human Rights and Equity Services:** hres@dal.ca 902-494-6672 <https://www.dal.ca/dept/hres.html>
- **Careers:** https://www.dal.ca/campus_life/career-and-leadership.html 902-494-3537
- **International Centre:** https://www.dal.ca/campus_life/international-centre.html 902-494-1566
international.centre@dal.ca
- **Other Student Services:** https://www.dal.ca/campus_life.html

7. Accommodations

Students seeking accommodations for disabilities must make an application through the Student Accessibility Centre at https://www.dal.ca/campus_life/academic-support/accessibility.html well in advance of their need for accommodations.

8. Final Examinations

Final examinations will be held **Dec 7th – 17th**, at times scheduled by the Registrar; the Faculty of Engineering will not normally attempt to change the date or time of an examination, unless there is an issue that affects a whole class. Students who have an exam schedule with exams on more than three consecutive days, or more than one exam in a day, may request to defer one of the exams. Conflicting exams must be reported as soon as possible (by **October 13**). The examination schedule and locations are posted at https://www.dal.ca/academics/exam_schedule/halifax_campus_exam_schedule.html

9. Supplemental Examinations

Supplemental Examinations are available for **some engineering classes (this is indicated on your course outline)**. January Supplemental exams are for upper division students entering a study term in Winter 2018 and for 1st and 2nd year students eligible to write a supplemental exam for a Fall 2017 course.

For students not on academic dismissal, a grade of FM is qualification to write a supplemental exam. Alternatively, students on academic probation may apply to write one supplemental exam in a class where they scored below C. Only **one supplemental exam can be written per term**, and the supplemental mark normally replaces the final exam mark. You must apply and pay a fee to sit this examination, and the forms are available in your department or the Associate Dean's office. *For Upper-Division students, the exam is written at the beginning of your class' next study term. For First- and Second-year students, supplemental exams are written at the first available opportunity (January, May or August).* **The next supplemental examination will be held on Thursday January 11th, 2018 at 7 pm in the B Building on Sexton Campus.** If you miss a supplemental exam for any reason, there is no way to recover the opportunity, because it is an elective examination. The supplemental exam application form is available here:

<http://www.dal.ca/content/dam/dalhousie/pdf/engineering/Supp%20Form%20revised%20June%202012%20copy.pdf>

10. Academic Integrity

Honesty in examinations is of paramount importance. No communication or storage devices will be allowed in an examination – this includes cell phones, calculators with communications or storage capability, or any other device that can be used to communicate with another person or that can be used to store books, notes or solutions. The only books or notes allowed will be those indicated on the examination paper. The Faculty of Engineering will vigorously pursue any cases of academic dishonesty.

11. Final Grades

For Fall term courses, final grades will be available by Friday January 5th, 2018. Grades may be available prior to that date.

12. Appealing Grades

A grade in a course can be appealed to the instructor in the first instance (politely ask that the grading be reviewed). Further appeals can be made through a “re-read” of final exams or other material **that has not been returned to you**; see the form here: <https://cdn.dal.ca/content/dam/dalhousie/pdf/academics/Request%20for%20reassessment%20of%20grade.pdf> Students may request to view their final exam scripts by filling in a request form at the Undergraduate Studies office. This must be done within thirty days of receiving a final grade.

Note that grades cannot be appealed on a “Waiver of Academic Regulations”.

13. Deferred Examinations

Students are only allowed to miss quizzes, tests or exams because of serious illness and exceptional circumstances. Missed study time because of illness, or other reasons, is not a valid reason for missing an exam. Students who are in good health on the exam date must write the exam.

Deferred examinations will only be allowed under conditions provided for in the University Academic Regulations (16.8). These regulations say that "... alternate arrangements for examinations, tests or the completion of assignments may be made for students who are ill, or in other exceptional circumstances." The engineering regulations also state: "Students who miss final examinations for medical reasons must submit medical notes to the Undergraduate Studies Office for consideration by the Associate Dean of Engineering."

- **Deferred examinations will be scheduled at the convenience of the instructor**, will be held as soon as possible after the student is in good health, and will be held such that all students needing deferred examinations can write simultaneously if possible. Students needing to write deferred examinations must be available for an examination as late as the last examination date, and must avoid making travel arrangements before that date. *In any case, when booking travel, please allow three or more days after your last exam date.* A student who misses a deferred examination without an excuse as specified above, will be deemed to have failed the examination. Deferred examinations will not be further deferred; students who have medical excuses for the deferral date will be given a final grade of "ILL".
- **In the case of illness**, the student must provide an *acceptable* medical certificate from University Health Services or the student's physician **within seven days** of the date of the test or examination. According to 16.8, "This certificate should indicate the dates and duration of the illness, when possible should describe the impact it had on the student's ability to fulfill academic requirements, and should include any other information the physician considers relevant and appropriate." The certificate dates must include the examination date, and must be obtained as a result of **a visit to the doctor on or before the day of the examination**. *A medical certificate may be rejected if it is not clear that the illness would have affected the student's academic performance.*
- **If you become ill during an examination**, you must inform the Chief Invigilator immediately and go directly to your doctor or Dalhousie Health Services to obtain a **detailed medical certificate**. Once you begin writing an examination, the level of proof needed for illness is much higher. If you do not get a note on the same day, you will be deemed to have sat the examination.
- **Other exceptional circumstances** will be considered on an individual basis, and appropriate documentation must be provided within seven days of the date of the examination. Bereavement is likely to qualify as an exceptional circumstance. **Travel arrangements, employment arrangements, personal appointments, and family events do not qualify as exceptional circumstances.**
- The "Request for Accommodations (Illness or Compassionate Grounds)" form is at: <https://cdn.dal.ca/content/dam/dalhousie/pdf/engineering/Request%20for%20Accommodation%20Form%20-%20Faculty%20of%20Engineering.pdf> - *attach any medical or other documentation to this form and email a scanned version of it to engineering@dal.ca or deposit it in the drop-box outside the Undergraduate Studies office or deliver it to the front office staff at 5269 Morris Street, room 108.*

Falsely claiming illness is unethical and a violation of the Student Code of Conduct II.C.7.

14. Waivers of Academic Regulations

Waivers of Academic Regulations are available for students when circumstances beyond their control lead to unfortunate academic consequences. These circumstances must be fully documented before consideration of a waiver. Before requesting a waiver of academic regulations, please consult with your academic advisor. *Note that any undocumented waiver requests will be rejected. The form is available here:*

<http://www.dal.ca/content/dam/dalhousie/pdf/academics/Waiver%20Academic%20Regulation.pdf>

15. Appeals

Decisions in the Faculty of Engineering may be appealed to the Faculty of Engineering Appeals Committee, providing that there are grounds for such an appeal. Grades cannot be appealed by this method (see “Appealing Grades” above). For more information, contact the Dean’s Administrative Assistant. See more information here:

<http://www.dal.ca/content/dam/dalhousie/pdf/engineering/Appeal%20Regulations%20copy.pdf>

16. Graduation

If you will qualify to receive your Bachelor of Engineering or Diploma of Engineering in May 2018, you must apply to graduate. The deadline for online applications is December 1, 2017. Late applications will still be accepted, but there is a late fee and you will have to submit your application on a paper form.

17. Engineering Discipline Choice

- **First-Year students must apply** for placement in an engineering discipline (starting Third-Year in Fall 2019). Note that placements will be based **strictly on GPA and space available**. You have received an email with instructions on how to submit your application.

The Process

In **Winter 2018**, you must choose your engineering discipline.

- (1) By **April 30, 2018**, select your top five discipline preferences via the online system at <https://surveys.dal.ca/opinio/s?s=40119>.
 - (2) Conditional placement in a discipline is based on your marks in your engineering program. Your best grade in each class is included in your average (GPA).
 - (3) Students with a GPA of 3.3 (B+) or above, will be conditionally placed into the program of their choice. Students with a GPA < 2.00 will not be placed. All other students will compete by GPA for remaining places.
 - (4) Students who have completed First-Year Engineering, will have priority over those with first-year deficiencies.
 - (5) Your place will be good for one year if you maintain a GPA ≥ 2 (C) and complete all your courses.
 - (6) Students with deficiencies will not be admitted to year three of an Engineering program.
 - (7) Results and registration instructions will be sent to students in early June 2018.
 - (8) Students deferring their placements to 2019, must apply now, and will be given priority for placement. Those who do not apply, and those with a GPA below 2.0, will lose their placements.
- **Second-Year Students who want to change disciplines for Fall 2018**, may apply for third-round placement at <https://surveys.dal.ca/opinio/s?s=39864>
 - **Upper Division students** requesting a discipline change must seek permission from the Coordinator of their discipline of choice, and meet all First- and Second-Year requirements for that discipline.

18. Tutoring and Academic Help

- **Tutoring** is available – please see <http://www.daleng.ca/tutoring/>
- **Supplemental Instruction** is available on Mondays and Wednesdays from 6:00pm-9:00pm for some engineering first-year classes. Email engineering@dal.ca if you need more details.

19. Calls for Volunteers

- **Tutors** are needed for classes in the first two years of Engineering – please contact your DUES rep for instructions on how to be a tutor (this is a paid activity). <http://www.daleng.ca/tutoring/>
- Do you have interest in championing safer, inclusive spaces for all? Are you interested in joining a planning committee? Volunteers are needed to join in the **16 Days of Activism Against Gender-based Violence** (Nov. 25 – Dec 10). Email Shakira.weatherdon@dal.ca for more information.
- The annual **Engineering Open House and Design Competition** will be held on November 14th, 2017 in the Sexton Gym. Volunteers are needed – please contact engineering@dal.ca . First Year Students can register for the Open House at <https://bit.ly/EngAUOpenHouse2017> , and are excused from classes that day to attend.

20. Engineering Student Oath

I, as one who is preparing to enter the profession of engineering, promise to conduct myself in an honorable and ethical manner, and, as such, I will not cheat, plagiarize or be involved in any other academically dishonest activities. I shall uphold the values of truth, honesty and trustworthiness. I shall study diligently so that I will be able to safeguard human life, to protect the welfare of society and the environment, and to uphold the reputation of the profession. In all this I shall be concerned for the well-being of others, and not just myself.

21. Contact Information

Academic Advisors for engineering disciplines (Program Coordinators)

Chemical	Dr. Jan Haelssig, P.Eng.	902-494-3225	Jan.Haelssig@dal.ca
Civil	Dr. Nouman Ali, P.Eng.	902-494-3970	Nouman.Ali@dal.ca
Electrical	Dr. Jean-Francois Bousquet, P.Eng.	902-494-3624	JBousquet@dal.ca
Environmental	Dr. Mark Gibson, P.Eng.	902-494-3278	Mark.Gibson@dal.ca
Industrial	Dr. Claver Diallo, P.Eng.	902-494-3054	Claver.Diallo@dal.ca
Materials	Dr. Zoheir Farhat, P.Eng.	902-494-3745	Zoheir.Farhat@dal.ca
Mechanical	Dr. Ted Hubbard, P.Eng.	902-494-3243	Ted.Hubbard@dal.ca
Mineral Resource	Dr. Nouman Ali, P.Eng.	902-494-3970	Nouman.Ali@dal.ca

Director of the Core Engineering Program (Years 1 and 2)

Dr. George Jarjoura, P.Eng. George.Jarjoura@dal.ca
Office location: Dunn Building, Room 332

First & Second Year Engineering Advising

engineering@dal.ca

SITE Co-op Office: 1334 Barrington Street 902-494-6205 <http://www.dal.ca/faculty/site.html>
Dr. Ron Pelot, P.Eng., Assistant Dean for Co-op askcoop@dal.ca
Ms. Patsy Langille, Student Advisor Ronald.Pelot@dal.ca
Patsy.Langille@dal.ca

Undergraduate Studies Office: 5269 Morris Street, Room 108 **Appointments:** 902-494-2963
Dr. Pemberton Cyrus, P.Eng., Associate Dean of Engineering, Undergraduate engineering@dal.ca
Mr. Jason LeCoure, MBA, Administrative Coordinator, Undergraduate Studies Pemberton.Cyrus@dal.ca
Ms. Karyn Hemsworth, MPA, Engineering Student Engagement Coordinator Jason.LeCoure@dal.ca
Ms. Shelly Simpson, Administrative Assistant, Undergraduate Studies Karyn.Hemsworth@dal.ca
Ms. Erin Little, Secretary, Undergraduate Studies Shelly.Simpson@dal.ca
Erin.Little@dal.ca

Dean's Office: 5248 Morris Street **Appointments:** 902-494-3267
Dr. Joshua Leon, P.Eng., Dean of Engineering Joshua.Leon@dal.ca
Ms. Cathy Wood, Dean's Administrative Assistant Cathy.Wood@dal.ca

Websites: Engineering: <http://engineering.dal.ca>
Undergraduate Studies: <https://www.dal.ca/faculty/engineering/u-s-o.html>

Questions: engineering@dal.ca