

Undergraduate Engineering Memo

Edition: Fall 2023

October 26, 2023

1. Highlights:

[First Year Students - Discipline Choice Process – Due by April 30 – Section 18](#)

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2. Ethical Conduct

Students must abide by the Dalhousie University Student Code of Conduct at:

dal.ca/campus_life/safety-respect/student-rights-and-responsibilities/student-life-policies/code-of-student-conduct.html

3. Regulations

Students are urged to consult the Undergraduate Calendar regarding our regulations and policies. The calendar is online at dal.ca/calendar. All students are expected to be familiar with the Academic Regulations section, University Policy section, Engineering section and section for their specific program.

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).

4. Registration

The last day to drop a Fall 2023 course with a grade of “W” is November 2nd, 2023. If you are intending to withdraw from a course, you must do so by Nov 2. No late drops will be permitted.

Registration for the Summer 2024 opens in Late February TBD

Registration for the 2024/2025 opens in March TBD

The Academic Timetable is located [here](#). The timetable for 2024/2025 will be available in the new year.

First year students should consult with advising@dal.ca for Summer 2024 registration guidance or go to Dunn 331 on Tuesdays, 12:30pm – 3:30pm during the regular academic term for walk-in advising.

Second year students may consult with engineering@dal.ca. Advising is available by appointment.

Third, Fourth- and Fifth-year students should consult with their program advisor.

5. Academic Assessment

Academic assessment is done on a term-by-term basis, and students must maintain a **Cumulative GPA (CGPA) of at least 2.0** to remain in Good Standing.

For all students, the first assessment is after 24 credit hours. Students are then assessed for academic standing at the end of every term. Students with a CGPA below 2.0 are on academic probation; a CGPA below 1.7 will result in an academic dismissal; a term GPA below 2.0 while on academic probation will result in an **academic dismissal**; failing any course twice will result in an **academic dismissal**. For all students the term of dismissal is **8 months**. A student dismissed more than once will be ineligible for readmission to engineering. See the Academic Calendar for more details.

6. Seeking Academic Advice

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

- First see the instructor teaching the course (if applicable) and outline your specific concerns.
- If your concerns are not resolved, you can meet with your Undergraduate Advisor.
- At this stage things usually work out. If not, you may seek to meet with your Department Head.
 - **Lower Division** (Years 1 & 2) students should contact the Associate Dean's office (engineering@dal.ca).

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

- Contact the Co-op office (see contact information on last page).
- 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 **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. <https://www.dal.ca/faculty/engineering/u-s-o.html>.

For any unresolved issues:

- The Assistant Dean of Students can help with unresolved issues: Dr. Scott Bishop
- The Associate Dean of Undergraduate Studies can help with unresolved issues: Dr. Darrel Doman
- The Acting Dean of Engineering can be consulted on any further issues: Dr. Yi Liu

7. Melda Murray Student Centre

The MMSC is a support Centre for engineering students located in room A109 in the A/B building. The MMSC can assist you with...

- Connecting you with broader university support systems
- Study skills support and semester check-ins
- Career support (job searching, resume/cover letter help, mock interviews, and LinkedIn)
- Skill development through a variety of events
- Study space bookings: go.engineering.dal.ca/mmsc/booking

Visit dal.ca/mmsc or email mmsc@dal.ca for more information.

8. Seeking Non-Academic Advice

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

- **Melda Murray Student Centre:** dal.ca/mmsc, mmsc@dal.ca
- **Financial:** Student Accounts: Student.Accounts@dal.ca 902-494-2302 dal.ca/studentaccounts
- **Health:** On Campus Health Clinic: 902-494-2171 dal.ca/studenthealth
- **Dental:** 902-494-2101 dal.ca/faculty/dentistry/patients.html
- **Social or Psychological:** Counselling Services: dal.ca/studenthealth
- **Human Rights and Equity Services:** hres@dal.ca 902-494-6672 dal.ca/hres
- **Careers:** dal.ca/studentcareer 902-494-3537
- **International Centre:** dal.ca/international 902-494-1566 international.centre@dal.ca
- **Other Student Services:** dal.ca/campuslife

9. Accommodations

Students seeking academic accommodations for disabilities must make an application through the Student Accessibility Centre at dal.ca/access well in advance of their need for accommodations.

10. Supplemental Examinations

The next supplemental examination date is Monday January 8, 2024 at 7 pm. Supplemental Examinations are available for **some engineering classes (this is indicated on your course syllabus)**. Supplemental exams are for upper division students entering a study term in Winter 2024 and for 1st and 2nd year students eligible to write a supplemental exam for a Fall 2023 course. *For Upper-Division students, the exam is written at the beginning of your group's next study term. For First- and Second-year students, supplemental exams are written at the first available opportunity (January, May or August).*

How to Apply: 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 (a supplemental exam must be available in the class). Only **one supplemental exam can be written per term**, and the supplemental exam mark normally replaces the final exam mark.

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 will be available at go.engineering.dal.ca/forms in November. **Students who are academically dismissed are ineligible to write supplemental exams without an approved academic waiver.**

11. Academic Integrity

Honesty in examinations is of paramount importance. The Faculty of Engineering will vigorously pursue any cases of academic dishonesty.

12. Final Grades

For Fall 2023 term courses, instructors must submit all grades by December 31, 2023. Grades may be available prior to that date. Please note that your instructors will not be able to inform you of your final grade, you must wait for it to appear on your record.

13. Appealing Grades

A grade in a course can be appealed to the instructor (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**. The *Request for a Reassessment of a Final Grade* form is available at dal.ca/appeals

14. Missed Work and Absence Policy

All absences and missed assessment item/test accommodations must be requested via submission of the Missed Work or Absence Reporting form at go.engineering.dal.ca/forms

Deferred final 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.”

Deferred examinations will be scheduled at the convenience of the instructor, 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. 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. Please review the MWA policy for further details on the Faculty of Engineering Missed Work Policy: go.engineering.dal.ca/forms

- **Other exceptional circumstances** will be considered on an individual basis, and appropriate documentation must be provided within 3 days of the date of the examination. Bereavement of close family is likely to qualify as an exceptional circumstance. **Travel arrangements, employment arrangements, personal appointments, and family events do not qualify as exceptional circumstances.**
 - You can file a Missed Course Work or Assessment Form at go.engineering.dal.ca/forms

15. 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. The *Application for a Waiver of an Academic Regulation* process is described in full at dal.ca/appeals

16. Appeals

Decisions in the Faculty of Engineering may be appealed to the Faculty of Engineering Appeals Committee, providing 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 at go.engineering.dal.ca/forms

17. Graduation

If you will be completing all requirements for a degree by the end of the Winter term, you should apply to graduate on DalOnline by December 1st, 2023. For those completing your requirements for the Diploma, we do encourage you to apply to graduate with your Diploma but it is entirely optional. If you will be completing your degree requirements in the Summer, you can apply for a Fall graduation between June 1 and July 2 on DalOnline.

18. Engineering Discipline Choice

- **First-Year students must apply** for placement in an engineering discipline (starting Third-Year in 2025). Note that placements will be based **strictly on GPA and space available**.

The Process

Beginning in **Winter 2024**, you must choose your engineering discipline preferences.

- (1) By **April 30**, please rank your discipline preferences online at: go.engineering.dal.ca/dc
 - (2) Conditional placement in a discipline is based on your marks in your engineering program. Your best grade in each class for your Engineering program is included in your average (EGPA).
 - (3) Students with an EGPA of 3.50 or above who have completed all first-year courses will be conditionally placed into the program of their choice. Students with an EGPA < 2.00 will not be placed. All other students will compete by EGPA for remaining places.
 - (4) Students who have completed all First-Year Engineering courses will have priority over those with first-year deficiencies.
 - (5) Your place will be good for one year if you maintain a EGPA ≥ 2.00 (C) and complete all courses.
 - (6) Students with any course 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.
 - (8) Students deferring their 2024 placements to 2025 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.
 - (9) The Dalhousie Engineering Open House will take place in March and is an event designed to provide you with information you may find helpful in choosing a discipline. More information regarding this event will be provided in the coming months.
- **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.

19. Tutoring and Academic Help

- **Tutoring** is available – please see daleng.ca/tutoring
- **Study skills coaching is available at the Melda Murray Centre:** [Melda Murray Centre Services](#)
- Book study space:
 - in the Melda Murray Student Centre here: go.engineering.dal.ca/mmsc/booking
 - in the libraries here: libraries.dal.ca/studyrooms

20. 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). daleng.ca/tutoring

21. 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.

22. Contact Information

First Year Engineering Advising	Bissett Center	advising@dal.ca
Second Year Engineering Advising	Jason LeCoure, Undergraduate Studies Office	engineering@dal.ca
Third & Fourth Year Advising	Contact your Department	Department Listings
Director of the Core Engineering Program (Years 1 and 2)		
Dr. George Jarjoura, P.Eng.		George.Jarjoura@dal.ca
Melda Murray Student Centre: dal.ca/mmsc Brooke Edwards		mmsc@dal.ca
SITE Co-op Office: dal.ca/sitecoop 902-494-6205		askcoop@dal.ca
Dr. Ron Pelot, P.Eng., Assistant Dean for Co-op		Ronald.Pelot@dal.ca
Undergraduate Studies Office:		
Dr. Darrel Doman, Associate Dean of Engineering, Undergraduate		engineering@dal.ca
Dr. Scott Bishop, Assistant Dean of Students		Darrel.doman@dal.ca
Jason LeCoure, Administrative Coordinator, Undergraduate Studies & Year 2 Advisor		scottbishop@dal.ca
Karyn Hemsworth, Engineering Student Engagement Coordinator		Jason.LeCoure@dal.ca
Justin Deturbide, International Student Recruitment & Support Manager		Karyn.Hemsworth@dal.ca
Dean's Office:		justin.deturbide@dal.ca
Dr. Yi Liu, Acting Dean of Engineering		deaneng@dal.ca
Appointments: 902-494-3267		
Websites:		
Engineering: dal.ca/engineering		
Undergraduate Studies Office: dal.ca/faculty/engineering/u-s-o.html		
Questions:		engineering@dal.ca