

# • Undergraduate Engineering Winter Term Guide

Edition: Winter 2022

February 15 2022

## 1. Quick Links:

[Academic Assessment – Good Standing, Academic Probation and Academic Dismissal](#)  
[First Year Students - Discipline Choice Process – Due by April 30](#)  
[Registration for Future Terms](#)  
[Illness and Absence Reporting](#)  
[Supplemental Exam Date - May 5, 2022](#)  
[Finding an Academic Advisor](#)

## 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](http://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](http://dal.ca/calendar). All students are expected to be familiar with the Academic Regulations section, University Policy section, Engineering section and section for their 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

Registration for the Summer 2022 term opens on Feb 28 2022, 10:00AM

Registration for the 2022/2023 Academic Year opens on March 21, 2022 7:30AM

Registration instructions for 2022/2023 Academic Year for students starting Year 2 will be provided for Fall 2022 in March at <http://go.engineering.dal.ca/diploma>. Registration instructions for Winter 2023 will be issued on the completion of the First Round Placement process in June.

The Academic Timetable is located [here](#).

First year students should consult with [advising@dal.ca](mailto:advising@dal.ca) for Summer 2022 registration guidance.

Second year students may consult with [engineering@dal.ca](mailto:engineering@dal.ca).

You can find core (Year 1 & 2) program sheets and registration guides [here](#).

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.

- 1) for First- and Second-Year students, the first assessment is after 24 credit hours. Students are assessed for academic standing at the end of every term thereafter.
- 2) For Upper Division (Years 3, 4, & 5) assessment occurs after 12 hours. Students are assessed for academic standing at the end of every term thereafter.

Students with a CGPA below 2.0 are on academic probation; a CGPA below 1.7 will trigger an academic dismissal; a term GPA below 2.0 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.) For First- and Second-Year students the term of dismissal is **1 Year**. For Year 3, 4, 5 students the term of dismissal is **8 months**. 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 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 ([engineering@dal.ca](mailto: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 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. <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. Tim Little](#)
- The Dean of Engineering can be consulted on any further issues: [Dr. John Newhook](#)

## 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 supports
- 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

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

## 9. Accommodations

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

## 10. Supplemental Examinations

**The next supplemental examination date is May 5, 2022 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 Summer 2022 and for 1<sup>st</sup> and 2<sup>nd</sup> year students eligible to write a supplemental exam for a Winter 2022 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 (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. *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).* 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](https://go.engineering.dal.ca/forms). **Students who are academically dismissed are ineligible to write supplemental exams without an approved application for an 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 Winter 2022 term courses, final grades will be available on DalOnline by the evening of May 3, 2022. 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 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**. The *Request for a Reassessment of a Final Grade* form is available at [dal.ca/appeals](http://dal.ca/appeals)

## 14. Deferred Examinations

**All absences and missed assessment item/tests in Faculty of Engineering courses must be requested via submission of the Student Absence Reporting form at [go.engineering.dal.ca/forms](http://go.engineering.dal.ca/forms)**

**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.”

**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. 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”.

- **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 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](http://go.engineering.dal.ca/forms)

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

## 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. **Note that any undocumented waiver requests will be rejected.** The *Application for a Waiver of an Academic Regulation* process is described in full at [dal.ca/appeals](http://dal.ca/appeals)

## 16. 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 at [go.engineering.dal.ca/forms](http://go.engineering.dal.ca/forms)

## 17. Graduation

If you qualify for a May graduation but did not apply to graduate - Late applications will still be accepted, but there is a late fee, and you will have to submit your application on a paper form to the Registrar's Office.

## 18. Engineering Discipline Choice

- **First-Year students must apply** for placement in an engineering discipline (starting Third-Year in 2023). Note that placements will be based **strictly on GPA and space available**.

### The Process

In **Winter 2022**, you must choose your engineering discipline.

- (1) By **April 30**, rank your discipline preferences online at [go.engineering.dal.ca/dc](https://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  $\geq 2.00$  (C) and complete all your 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 2022 placements to 2023, 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 information you may find helpful in choosing a discipline. More information regarding this event will be provided in the coming weeks
- **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](https://daleng.ca/tutoring)
- **Supplemental Instruction** is available for ENGI 1203 Statics in Winter. Times will be announced on Brightspace. Any questions email [engineering@dal.ca](mailto:engineering@dal.ca).
- **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/mmssc/booking](https://go.engineering.dal.ca/mmssc/booking)
  - in the libraries here: [libraries.dal.ca/studyrooms](https://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](https://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

<b>First Year Engineering Advising</b>	Bissett Center	<a href="mailto:advising@dal.ca">advising@dal.ca</a>
<b>Second Year Engineering Advising</b>	Jason LeCoure, Undergraduate Studies Office	<a href="mailto:Jason.lecoure@dal.ca">Jason.lecoure@dal.ca</a>
<b>Third &amp; Fourth Year Advising</b>	Contact your Department	<a href="#">Department Listings</a>
<b>Director of the Core Engineering Program (Years 1 and 2)</b>		
Dr. George Jarjoura, P.Eng.		<a href="mailto:George.Jarjoura@dal.ca">George.Jarjoura@dal.ca</a>
<b>Melda Murray Student Centre:</b> <a href="http://dal.ca/mmsc">dal.ca/mmsc</a> Brooke Edwards		<a href="mailto:mmsc@dal.ca">mmsc@dal.ca</a>
<b>SITE Co-op Office:</b> <a href="http://dal.ca/sitecoop">dal.ca/sitecoop</a> 902-494-6205		<a href="mailto:askcoop@dal.ca">askcoop@dal.ca</a>
Dr. Ron Pelot, P.Eng., Assistant Dean for Co-op		<a href="mailto:Ronald.Pelot@dal.ca">Ronald.Pelot@dal.ca</a>
<b>Undergraduate Studies Office:</b>		
Dr. Timothy Little, P.Eng., Associate Dean of Engineering, Undergraduate		<a href="mailto:engineering@dal.ca">engineering@dal.ca</a>
Dr. Scott Bishop, Assistant Dean of Students		<a href="mailto:timothy.little@dal.ca">timothy.little@dal.ca</a>
Jason LeCoure, MBA, Administrative Coordinator, Undergraduate Studies & Year 2 Advisor		<a href="mailto:scottbishop@dal.ca">scottbishop@dal.ca</a>
Karyn Hemsworth, MPA, Engineering Student Engagement Coordinator		<a href="mailto:Jason.LeCoure@dal.ca">Jason.LeCoure@dal.ca</a>
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<b>Dean's Office:</b>		
Dr. John Newhook, P.Eng., Dean of Engineering		
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<b>Websites:</b>		
Engineering: <a href="http://dal.ca/engineering">dal.ca/engineering</a>		
Undergraduate Studies Office: <a href="http://dal.ca/faculty/engineering/u-s-o.html">dal.ca/faculty/engineering/u-s-o.html</a>		
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