

STUDENT ORIENTATION

SEPTEMBER 2011

COLLEGE OF ENGINEERING

UNIVERSITY OF SASKATCHEWAN

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Dean's Message

Welcome to the College of Engineering!

I extend warm and hearty greetings to you on behalf of all of us here in the College of Engineering. You have made a wonderful choice in coming to our University, certainly one of Canada's most distinguished universities. I am confident that you will discover a College and a University that are eager to participate with you in a life-changing learning journey, a time of personal discovery and new achievements that will prepare you for a professional career and a life of meaning and personal fulfillment.

Your first year here marks one of the most important phases of your life. At times you will encounter situations requiring difficult choices, and your actions during your first year will help set the tone for your future at the University and beyond. Undertaking our engineering program is not an easy task; however, you must remember that it is only through adversity, perseverance and hard work that people grow, mature, and learn what really motivates them. During this journey of personal discovery your determination and dedication will help ensure that your successes and triumphs are that much more rewarding.

Our College's goal is to provide you with the tools and the opportunities to realize your dreams and achieve your goals. We are here to help you further develop into an articulate and confident individual, a broad thinker with a spirit of initiative, resourcefulness and innovation, and an individual who will make important contributions to society. I encourage you to strive for excellence both in the classroom and outside. Commit now to get involved in some of the many extracurricular opportunities available to you through the College, the University and in our community. Discover new interests and novel ideas and never feel inhibited to ask questions and seek answers through innovative ways of viewing and solving problems. Every day you are here you are forming friendships and memories that will last a lifetime.

Please know that all of the faculty and staff are committed to your success and our doors are open to you. I wish you all the best now and in the years to come.



Dr. Ernie Barber, P.Ag., P.Eng.
Acting Dean & Professor
College of Engineering

Taken from pages 11-12, "Guidelines for Academic Conduct" University of Saskatchewan Council, June 17, 1999.

Academic Honesty and Integrity: The Student's Role

Honesty and integrity are expected of every student in class participation, examinations, assignments, patient care and other academic work. Every student must perform his or her own work unless specifically instructed otherwise. The same standard of student honesty should apply to interactions with personnel such as lab instructors, teaching assistants, sessional instructors and administrative staff, as applies to interactions with full-time faculty.

Student misconduct includes cheating; plagiarism; forgery; fabrication; theft of instructional material or tests; unauthorized access to or manipulation of laboratory or clinical equipment or computer programs; alteration of grade books, clinical records, files or computer grades; misuse of research data in reporting results; use of personal relationships to gain grades or favors or other attempts to obtain grades or credit through fraudulent means; unprofessional conduct related to patient care; threats to university personnel; and other conduct inconsistent with academic integrity.

Cheating includes giving or receiving unauthorized aid in academic work such as the improper use of books, notes, or other students' tests, papers or lab reports; the buying or supplying of term papers, lab reports, essays or analyses; passing off the artistic work of others as one's own; taking a dishonest competitive advantage (for instance, preventing others from fair and equal access to library resources); or using work done for one course in fulfillment of the requirements of another, without approval of the teachers involved.

Plagiarism is the theft of the intellectual creation of another person without proper attribution. It is the use of someone else's words or ideas or data without proper documentation or acknowledgment. Quotations must be clearly marked, and sources of information, ideas, or opinions of others must be clearly indicated in all written work. This applies to paraphrased ideas as well as to direct quotations. A student must acknowledge and fairly recognize any contributions made to their personal research and scholarly work by others, including other students.

Fabrication includes furnishing to a university office or official or faculty member a written or oral statement known by the student to be false or misleadingly incomplete. This includes, but is not limited to, medical information and student data for financial aid and admission.

Unauthorized access includes clandestine entry into any university facility or property, unapproved use or manipulation of university documents, records, or files, including computer data and programs.

Unacceptable use of computing services and violation of copyright law are also considered to be academic misconduct.

Students who fail to identify themselves at examinations or who participate in any misrepresentation of the identity of a student at an examination will be considered to be engaged in academic misconduct.

Assisting in or covering up any academic dishonesty is itself misconduct. A student should report academic misconduct to the appropriate authority.

Expectation of Student Behaviour

Students are expected to respect the rights of other students and faculty by refraining from disruptive behaviour in the classroom, laboratory or tutorials in accordance with the Guidelines for Academic Conduct.

http://www.usask.ca/university_secretary/council/reports_forms/reports/guide_conduct.php.

Students should be aware that they are considered responsible adults and will be treated as such in regard to academic dishonesty and non-academic offences. The results in such cases can be serious, and may lead to suspension or expulsion from the University.

Program Choice

You have been admitted to the College of Engineering. You must compete for a place in the program of your choice: BLE, CE, CHE, CME, EE, ENVE, EP, GEOE and ME. There are quotas in each of the programs and admission is based on the sessional average (September-April) attained. In the past few years around 85% get into their first choice of program and others get into their second and third choice.

Current Quota Limits

<i>Biological Engineering –</i>	32
<i>Chemical Engineering –</i>	65
<i>Civil Engineering –</i>	66
<i>Computer Engineering –</i>	30
<i>Electrical Engineering</i>	54
<i>Engineering Physics –</i>	25
<i>Environmental Engineering -</i>	24
<i>Geological Engineering -</i>	24
<i>Mechanical Engineering -</i>	80

2011-2012 ACADEMIC YEAR
INFORMATION DATES
TERM 1

Tuesday, September 6	Classes resume
Monday, September 19	Last day for making changes in registration first-term courses
Friday, September 30	Payment deadline for all Term 1 regular session courses
Tuesday, November 15	Last day for withdrawing without academic penalty from first term classes
Friday, December 2	Last day of classes
December 5-22	Final Examinations
<i>*Do not make travel arrangements until the final exam schedule has been posted.</i>	
December 25-31 and January 1-2	University Closed

2011-2012 ACADEMIC YEAR
INFORMATION DATES
TERM 2

Wednesday, January 4	Classes resume
Tuesday, January 17	Last day for making changes in registration for second-term courses
Tuesday, January 31	Payment deadline for all Term 2 regular session fees
Wednesday, February 15	Last day for withdrawing without academic penalty from classes extending over two terms
Monday, February 20	Family Day-University Closed
February 20-24	Mid-Term Break
Thursday, March 15	Last day for withdrawing from second-term courses without academic penalty
Thursday, April 5	Last day of second-term classes
Friday, April 6	Good Friday - University Closed <i>(Note: there is no Easter Monday holiday)</i>
April 9-30	Final Examinations

**Do not make travel or work arrangements until the final exam schedule has been posted.*

DROPPING INDIVIDUAL CLASSES

Date of Cancellation

Tuition Credit

First-Term Classes

Sept. 6 to Dec. 2	To Monday, Sept. 19	no financial penalty
	Sept. 20 – Sept. 26	75% tuition credit
	Sept. 27 – Oct. 3	50% tuition credit
	After Monday, Oct. 3	no tuition credit

Second-Term Classes

Jan. 4 to Apr. 5	To Tuesday, Jan. 17	no financial penalty
	Jan. 18 – Jan. 24	75% tuition credit
	Jan. 25– Jan. 31	50% tuition credit
	After Tuesday, Jan. 31	no tuition credit

Classes extending over both terms

Sept. 6 to April 5	To Monday, Sept. 19	no financial penalty
	Sept. 20 – Oct. 3	75% tuition credit
	Oct. 4 – Oct. 18	50% tuition credit
	After Tuesday, Oct. 18	no tuition credit

ACADEMIC INFORMATION

W-Withdrawal

WF-Withdrawal

First-term classes	Sept. 19 – Nov. 15	After Monday, Nov. 15
Second-term classes	Jan. 18 – Mar. 15	After Tuesday, Mar. 15
Two term classes	Sept. 19 – Feb. 15	After Tuesday, February 15

DEFINITIONS

Sessional Weighted Average (S.W.A.):

- the “weighted average” of all classes taken in one academic year

“Weighted average”:

Consider the example of three classes in one academic year.

A = 75%	3 credits
B = 45%	6 credits
C = 55%	3 credits

$$\begin{aligned}\text{Weighted average} &= \frac{\text{sum of (the marks times credit value)}}{\text{sum of the credits}} \\ &= \frac{75 * 3 + 45 * 6 + 55 * 3}{(3 + 6 + 3)} = 55\end{aligned}$$

“INC”

- means incomplete term work
- assigned if an extension has been granted to permit completion of the term work
- extension can be given to a maximum of 30 days after the final exam
- student must apply to instructor

Consequence:

- If work is not completed, grade is assigned based on completed work.

NOTE: If a student does not complete all term work and has not been granted an extension, a grade will be assigned by the instructor. This could mean a failing grade if mandatory work has not been completed.

“INF”

- means absent from the final
- assigned when student does not write the final exam
- may be removed if a deferred exam has been granted
- deferred exam must be granted before 30 days from the date of the exam
- student must apply to the College for a deferred exam.

Consequence:

- none if a deferred exam is given
- if a deferred exam is not given, a failing grade will be assigned by the instructor.

“WF”

- means withdraw fail
- Is assigned if student withdraws between Nov 15 and the last day of lectures in the first term
- Is assigned if student withdraws between March 15 and the last day of lectures in the second term

Consequence:

- a grade will be assigned by the instructor based on the work completed for the course up to the date of withdrawal.

“DEF”

- means deferred exam
- Applies to a student who is absent from a final through no fault of their own (medical, or other valid reason).
- Must apply to the College within three days after the exam.
- If a student is absent from a deferred exam, a grade will be assigned by the instructor.

“SUPP”

- means grade after a supplemental examination
- between 40 & 49% inclusive
- replaces final exam mark in grade calculation
- Only for students in their convocating year

“CHRISTMAS BAIL-OUT”

- For “first time” students only at this University (Engineering only)
- Designed for students who do poorly in first term and who wish to leave at Christmas (after writing their first term finals) and to start over the following year (fall)
- Any class that has a mark of 60% or greater can be used as credit for the following year (fall)
- Any other marks will not be counted in any future sessional weighted averages
- Can be used only once

FACULTY ACTIONS

Student performance is judged on the basis of the sessional weighted average (SWA), September-April. Students will be notified in early June if they have not satisfied the academic performance for the College of Engineering

Advised to Discontinue:

Sessional Weighted Average greater than or equal to 55% but less than 60%

- Failures: 0 to 6 credit units of courses including no failures

Sessional Weighted Average greater than or equal to 55%

- Failures: 7 to 12 credit units of courses

- Students are advised to discontinue their studies for at least one year but are not required to do so.
- When they return, they must “repeat the year”.
 - “Repeat the year” means that students must:
 - in their first year back, repeat all courses taken in the previous academic year in which they received a grade of less than 60% and
 - receive a weighted average of 60% or greater on repeated classes (if they don’t, they will be Required to Withdraw).
 - students who are advised to discontinue in first year may not be accepted into an upper-year program
 - students who are advised to discontinue in upper years may return only if space is available

Required to Discontinue:

Any Average

- Failures: 13 or more credit units of courses

Sessional Weighted Average less than 55%

- Failures: Any number of failures including no failures

Students who are in this category are required to discontinue their studies for at least one year in the College of Engineering.

- Are **not** eligible to write supplemental exams
- To return, student must submit an application for readmission
- When they return, they must “repeat the year”.
 - “Repeat the year” means that students must:
 - in their first year back, repeat all courses taken in a previous academic year in which they received a grade of less than 60%
 - receive a weighted average of 60% or greater on repeated classes (if they don’t, they will be Required to Withdraw).
 - students who are required to discontinue in first year may not be accepted into an upper-year program
 - students who are required to discontinue in upper years may return only if space is available

- If students register in another College during their required to discontinue year, and then transfer back into the College of Engineering, they will get credit only for those classes for which they received a grade of 60% or greater. **WARNING:** *Students register in another college during the interim year, will not be able to return to Engineering until the transfer average of 68% is attained in at least 18 credit units of classes.*
- Special Consideration:
 - If a student is Required to Discontinue and could complete their degree in one academic year, they may petition the Student Academic Affairs Committee for permission to return immediately.
 - Permission to return will be at the discretion of the Student Academic Affairs Committee
 - Consideration will be given only once during the entire program of studies of a student

Required to Withdraw:

- Students with this action must leave the College and may only return under special considerations.
- The second time a student is Advised and/or Required to Discontinue, the student will be required to withdraw from the College of Engineering.
- Are **not** eligible to write supplemental exams
- Only under special circumstances will subsequent readmission be considered

- Special Consideration:
 - If a student is Required to Withdraw and could complete their degree in one academic year, they may petition the Student Academic Affairs Committee for permission to return immediately.
 - Permission to return will be at the discretion of the Student Academic Affairs Committee
 - Consideration will be given only once during the entire program of studies of a student

Academic Performance Regulations

		Number of Failures				
		0	1	2	3 to 4	5+
Sessional Weighted Averages	65	Promote	repeat the failed course	Failed $\geq 40\%$	Advised to Discontinue Repeat all courses with grade $< 60\%$ Must obtain an average $\geq 60\%$ in repeated courses.	Required to Discontinue
	60		Advised to Discontinue			
	55	Required to Discontinue Required to remain out for at least one year. Can apply to re-enter the College the following year. If allowed to return, repeat all courses with grade less than 60%. Other conditions may apply. Must obtain an average $\geq 60\%$ in repeated courses.				

SUPPLEMENTAL EXAMINATIONS

Students in their **graduating year only** will be eligible to apply for either one or two supplemental examinations.

DEAN'S HONOUR ROLL

- Granted to students who earned a sessional weighted average of 77% or better on a minimum of 24 credit units during the academic year (September to April)

GRADUATION REQUIREMENTS

- A student will receive a Bachelor of Science in Engineering Degree (B.E.) if he/she has obtained a pass standing in all courses required by the specific program in accordance with the rules and regulations of the College of Engineering

The above requirements must be completed within 10 years from the date that a student first enrolls in an engineering program

DEGREES WITH DISTINCTION

- Granted if the Cumulative Weighted Average (the average of the sessional weighted average over second, third and fourth year courses) is greater than 77% but less than 82%
- The first grade assigned to any course is used in this calculation

DEGREES WITH GREAT DISTINCTION

- Granted if the Cumulative Weighted Average (the average of the sessional weighted average over second, third and fourth year course) is greater than or equal to 82%
- The first grade assigned to any course is used in this calculation

IMPORTANT NUMBERS

- Student Affairs and Services (966-4747)
- Aboriginal Students Centre (966-5790)
- International Student Office (966-4925)
- Services for Students with Disabilities (966-7273)
- Student Health Centre (966-5768)
- Student Help Centre (966-6981)
- University of Saskatchewan Students Union (USSU) (966-6960)
- University Learning Centre (966-2886)
- Student Advocate (966-4747)
- Engineering Student Centre (966-5274) www.engr.usask.ca/esc/

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NOTES: