

## Request for Calendar Change Form

Tracking No:  
(Senate Secretary's Office  
use only)  
Date:

To	Secretary of Senate	
From	Name(Dean):	Faculty
	Dr. David Barnett, Dean	Engineering
	Department the change relates to	
	Engineering	
	Contact Person	
	Dr. David Barnett	

Is the proposed calendar change Undergraduate

**Instructions:**

1. In all cases please complete and attach section 1 and 2
2. If the calendar change affect other departments/schools/faculties complete and attach section 3
3. If the answer to any of the questions below is yes, explain. Attach separate sheets with reference to the question

1. Do the proposed changes affect other departments/ schools/faculties in terms of their calendar change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Is a transition plan needed for student in progress?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Are the proposed changes likely to affect student enrollment in your department/school/faculty?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. Are the proposed changes likely to affect student enrollment in other departments/schools/faculties at Lakehead University?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Will the proposed changes require additional teaching space and/or teaching staff and/or equipment and/or other resources?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6. Will the proposed changes affect existing teaching loads within your department/school/faculty?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Will the proposed changes increase demand for teaching support services such as the library, computing services and technical staff ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Will the proposed change require direct or in-kind support from outside the academic unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Do the proposed changes include change in course(s) which is/are required core course(s) for a major?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Do the proposed changes include a change in course which is	Yes	No

service/required course(s) in another program?  Yes  No

11. Do the proposed changes include change in course(s) which is/are open elective available to any student in any program?  Yes  No

12. Do the proposed changes include change in course(s) which is/are elective in a major i.e. restricted to students in a major?  Yes  No

Signatures: \_\_\_\_\_ Date approved by faculty council  
 10/05/2013 \_\_\_\_\_

**Section 1**

Description of the Proposed Calendar Change:  
 Changes to Faculty Regulation

Rationale of the Proposed Calendar Change(s):  
 (Corresponding to Section 2 where required)

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Changes to be implemented to bring Lakehead's Faculty of Engineering Regulations in line with other Canadian University Engineering programs.

## Section 2

Existing Calendar Entries:  
(Page reference based on hard copy or  
URL based on electronic version of  
calendar)

Proposed Calendar Entries/Addition/ Deletion  
-If only addition, specify page number and  
placement in university calendar  
-If only deletion, write Deleted

1

(from 2012-2013 calendar)  
<http://navigator.lakeheadu.ca/Catalog/previous/2012-2013/pg232.html>

### Faculty Regulations

It is the responsibility of each student registering at Lakehead University to be familiar with the specific requirements of the degree, diploma or certificate which he/she seeks.

Each student is responsible for ensuring that the courses in which registration is effected satisfy the program requirements of the degree, diploma or certificate sought.

Academic advice and counselling for all who need assistance are freely available.

It is also understood that every student, by the act of registering, agrees to abide by all rules and regulations of the University.

Each student is expected to be familiar with the General Information outlined in this Calendar as well as the information pertaining to the faculty or school in which he/she is enrolled.

1. A student who successfully completes the courses and averages as indicated in his/her program of study will have his/her year level incremented as follows:

#### (a) Chemical Engineering

Year 1 = < 5 full course equivalents

Year 2 = 5 to < 12 full course equivalents\*

Year 3 = 12 to < 17.5 full course equivalents

Year 4 = > 17.5

#### (b) Civil Engineering

Year 1 = < 6 full course equivalents

Year 2 = 6 to < 13.5 full course equivalents\*

Year 3 = 13.5 to < 19.5 full course equivalents

Year 4 = > 19.5

#### (c) Electrical Engineering

Year 1 = < 5.5 full course equivalents

Year 2 = 5.5 to < 12.5 full course equivalents\*

Year 3 = 12.5 to < 19 full course equivalents

Year 4 = > 19

#### (d) Mechanical Engineering

Year 1 = < 5.5 full course equivalents

Year 2 = 5.5 to < 12 full course equivalents\*

Year 3 = 12 to < 18 full course equivalents

Year 4 = > 18

#### (e) Software Engineering

### Faculty Regulations

It is the responsibility of each student registering at Lakehead University to be familiar with the specific requirements of the degree, diploma or certificate which he/she seeks.

Each student is responsible for ensuring that the courses in which she/he is registered satisfy the program requirements of the degree, diploma or certificate sought. Academic advice and counselling for all who need assistance are freely available from the Department Chair.

It is also understood that every student, by the act of registering, agrees to abide by all rules and regulations of the University.

Each student is expected to be familiar with the General Information outlined in this Calendar as well as the information pertaining to the faculty or school in which he/she is enrolled.

1. A student who successfully completes the courses and averages as indicated in his/her program of study will have his/her year level incremented as follows:

#### (a) Chemical Engineering

Year 1 = < 5 full course equivalents

Year 2 = 5 to < 12 full course equivalents

Year 3 = 12 to < 17.5 full course equivalents

Year 4 = > 17.5

#### (b) Civil Engineering

Year 1 = < 6 full course equivalents

Year 2 = 6 to < 13.5 full course equivalents

Year 3 = 13.5 to < 19.5 full course equivalents

Year 4 = > 19.5

#### (c) Electrical Engineering

Year 1 = < 5 full course equivalents  
Year 2 = 5 to < 12 full course equivalents\*  
Year 3 = 12 to < 17 full course equivalents  
Year 4 = > 17

\*Students must meet the requirements as outlined in Regulation 2(c) before being allowed to continue in year level 3, including having applied for and being cleared for graduation from the technology diploma program.

2. (a) To proceed without conditions to the succeeding year of a program, a student must attain at least a D grade in each of the courses taken during the academic year.

(b) A student carrying additional courses must count those courses, for regulation purposes, as part of his/her academic load.

(c) To proceed from the Second Year to the Third Year of a program, the student must have completed the requirements of the technology diploma, have achieved a cumulative average\* of 60% in 1st and 2nd year level courses, and have obtained a minimum final average of 60% (C) in Mathematics 1210, 1230 and a minimum final mark of 60% (C) in Mathematics 2050.

(d) A student who passes both Mathematics 1210 and 1230, but does not achieve the minimum average grade of C may write special examinations in, or re-take Mathematics 1210 and/or 1230 to achieve an average grade of C or greater, or may register in and pass Engineering 3021. A student who has achieved D in Mathematics 2050 may write a special examination in, or re-take Mathematics 2050 to achieve a grade of C or greater, or register in and pass Engineering 3022. A student who achieves grades of E may write specials, if qualified, or re-take the mathematics course(s) to achieve the standards required in 1(c).

3. A student is deemed to have failed the year if:

(a) the student has failed more than two full courses or their equivalent; or

(b) the student has failed more than one full course or equivalent with marks of less than 40%; or

(c) the student attains an overall average of less than 50% in all courses; or

(d) the student has a failure of more than one full course or its equivalent after special examinations have been given, whether the student writes them or not.

4. A student who has failed his/her year may not write Special Examinations.

5. In a failed year, course credit is retained for

Year 1 = < 5.5 full course equivalents  
Year 2 = 5.5 to < 12.5 full course equivalents  
Year 3 = 12.5 to < 19 full course equivalents  
Year 4 = > 19

(d) Mechanical Engineering

Year 1 = < 5.5 full course equivalents

Year 2 = 5.5 to < 12 full course equivalents

Year 3 = 12 to < 18 full course equivalents

Year 4 = > 18

(e) Software Engineering

Year 1 = < 5 full course equivalents

Year 2 = 5 to < 12 full course equivalents

Year 3 = 12 to < 17 full course equivalents

Year 4 = > 17

In all programs, students must meet the requirements as outlined in Regulation 2(c) before being allowed to continue in year level 3, including having applied for and being cleared for graduation from the technology diploma program.

2. Promotion

(a) To proceed without conditions to the succeeding year of a program, a student must attain at least a D grade (50%) in each of the courses taken during the academic year.

(b) A student carrying additional courses must count those courses, for regulation purposes, as part of his/her academic load.

(c) To proceed from the Second Year to the Third Year of a program, the student must have completed the requirements of the technology diploma, have achieved a cumulative average of 60% in 1st and 2nd year level courses, and have obtained a minimum final average of 60% in Mathematics 1210, 1230 and a minimum final mark of 60% in Mathematics 2050.

(d) A student who passes both Mathematics 1210 and 1230, but does not achieve the minimum average grade of 60% may write special examinations in, or re-take Mathematics 1210 and/or 1230 to achieve an average grade of 60% or greater, or may register in and pass Engineering 3021. A student who has achieved D in Mathematics 2050 may write a special examination in, or re-take Mathematics 2050 to achieve a grade of 60% or greater, or register in and pass Engineering 3022. A student who achieves grades of E may write specials, if

only those courses in which a minimum mark of 60% has been attained.

6. Except as in 1(c) above, a student who is missing or has failed no more than one full course or two half courses in the year level after special examinations (see University Regulations, VII Special Examinations), will be permitted to register for the succeeding year of the program.

7. A student who has failed a year is eligible to apply for re-admission to the University. A student will normally be granted the privilege of repeating one year only.

8. A student who in any term obtains a term or cumulative average\*\* of less than 60% in 3rd and 4th year level courses will be placed on probation.

9. A student will be allowed to continue on probation for a period not to exceed one term. If a student does not remove the probationary standing during this period, he/she will normally be dismissed from the program.

10. At the end of any term, the maximum number of final marks received in the 3rd and 4th year level courses carrying final grades of D, E and F is not to exceed three full courses or six half courses in total\*\*\*. Any student exceeding the above will normally be dismissed from the program.

11. Prior to any dismissal, each student's case will be considered by the Faculty of Engineering to determine if there are relevant circumstances to prevent such action.

Following dismissal, the student may petition the Faculty for readmission into the program. Those students whose cumulative average at the time of dismissal was below 50% may not apply for readmission.

12. (a) To graduate with a Technology Diploma, a student must pass all required courses with a minimum of 50%.

(b) To graduate with an Engineering Degree, a student must achieve a minimum average\* of 60% in the 3rd and 4th year level courses and must not exceed three full courses or six half courses with a final grade of D\*\*\* in 3rd and 4th year level courses.

13. First Class Standing in the Engineering Diploma and in the Engineering Degree is granted on the basis of the average attained in the courses listed in the calendar for the 2nd year and the 4th year respectively. In the computation of a First Class Standing average, in addition to having attained a minimum overall average of A in the transfer credit courses, students who have completed credits at another institution must have

qualified, or re-take the mathematics course(s) to achieve the standards required in 2(c).

3. A student is deemed to have failed the year if in a fall/winter session+ (a) the student has failed more than two full courses or their equivalent; or (b) the student has failed more than one full course or equivalent with marks of less than 40%; or (c) the student attains an overall average of less than 50% in all courses; or (d) the student has a failure of more than one full course or its equivalent after special examinations have been given, whether the student writes them or not.

4. A student who has failed his/her year may not write Special Examinations.

5. In a failed year, course credit is retained for only those courses in which a minimum mark of 60% has been attained.

6. Except as in 2(c) above, a student who is missing or has failed no more than one full course or two half courses in the year level after special examinations (see University Regulations, VII Special Examinations), will be permitted to register for the succeeding year of the program.

7. A student who has failed a year is eligible to apply for readmission to the University with the following caveats.

(a) A student who fails year 1 or 2 may apply immediately for readmission.

(b) A student who fails year 3 or 4 with a session average >50% may apply immediately for readmission.

(c) A student who fails year 3 or 4 with a session average <50% may apply for readmission after one year.

(d) If readmitted, a student who fails year 3 or 4 will be placed on probation and required to repeat all courses in the failed year for which marks of less than 60% were received.

(e) Normally, a student will be re-admitted only once.

8. Academic status is reviewed following the fall/winter session+ and following the spring/summer session+. To be evaluated, a student must have completed a minimum of 2 FCE since the last review. All courses subsequent to the most recent evaluation of academic status are included in the new academic status assessment

completed a minimum of 2/3 of the courses used in the calculation of the First Class Standing average at Lakehead University.

14. All students enrolled in the Bachelor of Engineering Program are expected to complete their program of study within a period of 4 years from the time of progression or admission to year 3. Under exceptional circumstances, a student may petition the Faculty of Engineering for consideration of a special program.

\* The cumulative average is based on final marks received in all course registrations of the program, excluding special examination marks.

\*\* Term averages will not include special examination marks or marks received in courses taken in other than fall or winter terms of the regular academic year.

\*\*\* Any passing special examination mark shall carry the letter "D" in the application of rule 9 and 11 above.

Not all courses outlined in the Calendar are offered every year. The Office of the Registrar or the appropriate Faculty, Department or School should be consulted for supplementary information regarding final and complete timetable, course offerings and course instructors prior to the start of classes. Courses not offered this academic year (fall/winter terms) are indicated by the words "NOT OFFERED THIS YEAR" below the course description. Nevertheless, students should refer to the Timetable as a final check.

Changes to academic regulations, programs of study and in-course content may be made prior to the academic year. Engineering students will be advised of such changes by commencement of classes in September.

See also Academic Regulations for the Bachelor of Engineering Co-operative Education/Internship Option program.

regardless of the session.

(a) A student who in any session+ obtains a session average\*\* of less than 60% in 3rd and 4th year level courses will be placed on probation and required to repeat all courses in the session for which marks of less than 60% were received.

(b) To clear probation the student must complete all courses he/she is required to repeat and obtain both a session and cumulative average of 60% or greater.

(c) A student will be allowed to remain on probation if he/she has not completed the probationary requirements but has a session average of 60% or greater.

(d) Any student on probation that does not obtain a session average of at least 60% will be dismissed for a minimum of 1 year and, if readmitted, required to repeat all 3rd and 4th year level courses for which marks of less than 60% were received.

9. At the end of any session+, the maximum number of final marks received in the 3rd and 4th year level courses carrying final grades of D, E and F is not to exceed three full courses or six half courses in total\*\*\*. Any student exceeding the above will be placed on probation and required to repeat all 3rd and 4th year level courses for which marks of less than 60% were received.

10. (a) To graduate with a Technology Diploma, a student must pass all required courses with a minimum of 50%. (b) To graduate with an Engineering Degree, a student must pass all required courses and achieve a minimum cumulative average\* of 60% in the 3rd and 4th year level courses and must not exceed three full courses or six half courses with a final grade of D\*\*\* in 3rd and 4th year level courses.

11. First Class Standing in the Engineering Diploma and in the Engineering Degree is granted on the basis of the average attained in the courses listed in the calendar for the 2nd year and the 4th year respectively.

In the computation of a First Class Standing average, in addition to having attained a minimum overall average of A in the transfer credit courses, students who have completed credits at another institution must have completed a minimum of 2/3 of the courses used in the calculation of the First Class Standing average at Lakehead University.

12. All students enrolled in the Bachelor of Engineering Program are expected to complete their program of study within a period of 4 years from the time of progression or admission to year 3. Under exceptional circumstances, a student may petition the Faculty of Engineering for consideration of a special program.

+ The fall/winter session consists of the fall and winter academic terms. The spring/summer session consists of the spring and summer academic terms.

\* The cumulative average is based on final marks received in all courses required for years 3 and 4 of the program, excluding special examination marks. Courses may be repeated at most two times, in which case the most recent mark is used in the cumulative average, although all course marks remain on the student's record.

\*\* Term or Session averages will not include special examination marks or marks.

\*\*\* Any passing special examination mark shall carry the letter "D" in the application of rule 9 and 10 above.

Not all courses outlined in the Calendar are offered every year. The Office of the Registrar or the appropriate Faculty, Department or School should be consulted for supplementary information regarding final and complete timetable, course offerings and course instructors prior to the start of classes.

Courses not offered this academic year (fall/winter terms) are indicated by the words "NOT OFFERED THIS YEAR" below the course description. Nevertheless, students should refer to the Timetable as a final check.

Changes to academic regulations, programs of study and in-course content may be made prior to the academic year. Engineering students will be advised of such changes by commencement of classes in September.

Section 3

The Faculty(ies) affected by the proposed calendar change

ENGINEERING

**I have been consulted regarding the attached calendar change and understand the academic and budgetary implication on my Dept./School/Faculty.**

I agree to this calendar change proposal

Yes

No

Name:

David Barnett

Faculty:

ENG

Date:

10/05/2013

Signature of Dean

