



## Western University - Faculty of Engineering

### Department of Civil and Environmental Engineering (FW 2023)

#### **CEE 3327a–International Development for Engineers -Course Outline Fall 2023**

This course introduces students to the background and concepts of international development and gives insight into how to work effectively on a development project and/or in an international context. This course will assist students to be able to effectively use their engineering abilities in developing countries. The general objectives are for the student to become able to:

- Develop a deep and broad understanding of how international development cooperation works through critical thinking and using ideas and perspectives from many disciplines
- Acquire the tools to prepare to be an effective practitioner of international development cooperation, participate in and lead collaborative efforts to address international development challenges
- Evaluate international development cooperation work on the basis of desired results and methodologies
- Deconstruct case studies, key in on important information, design solutions while keeping uppermost in mind the root-causes and consequences in the context of an international development project
- Improve written, oral communication skills and critical thinking through thoughtful class contribution, debate, presentations and discussion
- Recognize the need for life-long learning to keep abreast of new methods in international development cooperation, enhance one's abilities as an effective practitioner, and maintain one's professional competence.

#### **Calendar Copy:**

The course will assist students to achieve a broad understanding of international development to enable the effective use of engineering in developing countries. The course covers what works and does not work in international development. You will be involved in targeting collaboration, understanding and respecting the influences of culture, solutions, and consequences in development work.

**Prerequisites:** Admission to the Environmental Engineering with International Development Option or the Structural Engineering with International Development Option.

**Antirequisite:** None

**Note:** It is the **student's responsibility** to ensure that all Prerequisite and Corequisite conditions are met or that special permission to waive these requirements has been granted by the Faculty. It is also the **student's responsibility** to ensure that they have not taken a course listed as an Antirequisite. The student may be dropped from the course or not given credit for the course towards their degree if they violate the Prerequisite, Corequisite or Antirequisite conditions.

**Contact Hours:** 4 lecture hours/week    **Wednesday: 8:30-10:30**    and    **Friday: 8:30-10:30**  
(additional study/homework 4+ hours per week) **in-person classes**

**Classes begin:** September 7, 2023    **The first class for CEE 3327a will be Friday, Sept. 8th**

**Fall Reading Week:** October 30 – November 5, 2023

**Classes end:** December 8, 2023

**Exam period:** December 10 – 22, 2023

**Contingency plan for an in-person class pivoting to 100% online learning if needed.**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, affected course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor.

**Instructor:**

Christine Gilmore, Email: [cgilmor4@uwo.ca](mailto:cgilmor4@uwo.ca).

**CEE Office:** SEB 3005 [civil@uwo.ca](mailto:civil@uwo.ca)

**Office Hours:** to be determined after discussion with class.

**Textbook:** **Purchase of the text or the e-Book is required for this course.**

International Development: A Casebook for Effective Management. Paperback is in the UWO bookstore.

Students may also purchase an **e-Book from the Publisher (see below)**. **Please do not purchase e-Book from sources other than the Publisher.** Students who have done so have found discrepancies and page alignment.

**Authors:** Frederick Keenan and Christine Gilmore

**Publisher:** iUniverse Inc. (01/06/2011) ISBN: 978-1- 4502- 5526- 4

**Other References:**

Additional Readings, Videos and Radio interviews will be provided throughout the course.

**Course Style and Specific Learning Objectives – Attendance is mandatory for all classes.**

**Attendance is a must** as the information, themes and discussion ‘threads’ flow from class to class.

The pedagogical model is [collaborative learning](#). The classes will be based on a combination of discussions, debates, readings, videos, team/group work, presentations and lectures.

The course instructor will provide mentorship and guidance for the students to undertake individual and collective learning processes focused on achieving the course objectives.

Case studies that will illustrate true to life, practical applications of the topic material and course assignments will explore pertinent areas of international development.

By the end of the course, the student should be able to articulate her/his own learning with respect to these key points aligned with the course's specific learning objectives:

- Show their comprehensive knowledge of what is happening in the world [IESE1]
- Explain what works and what doesn't in international development cooperation [IESE 1,2,3, CS 2]
- Use effectively results based management to plan an international development project [IESE1]
- Use their critical thinking to make good decisions in complex situations in group work [ITW2, ITW3, PR2]
- Demonstrate their knowledge of the decision making processes in international development projects through use of decision matrices and be able to apply this knowledge to specific case studies [IESE 2]
- Summarize key aspects of international development cooperation projects that have been successful and those that have failed [IESE 1,2,3,]
- Articulate what lessons were learned from various aspects of international development cooperation [CS 2]
- Identify key terms used in the context of international development [CS2]
- Describe major aspects from international development readings that will enhance one's effectiveness as an engineer working in international development. [ITW 1,3, IESE 1,2,3, CS 2.3]
- Be able to provide advice on international development cooperation projects [IESE 3, 1,2,]
- Improve written, communication and presentation skills [CS2, CS3]
- Identify challenges, circumstances and consequences faced by developing countries in our global community [IESE 1]

### **General Learning Objectives**

E=Evaluate, T=Teach, I=Introduce (**Developing Level**)

Problem Analysis	T	Team Work	E	Ethics and Equity	T
Investigation	I	Communication	E	Economics and Project Management	I
Design		Professionalism	E	Life-Long Learning	T
Engineering Tools		Impact on Society	E	Knowledge based	

### **Evaluation Breakdown:**

The final course mark will be determined as follows:

Class Participation/Contribution: .....	10%	see explanation in section 3 below
Weekly News Assignments + Reflection paper	20%	
Country + I D Topic Presentation.....	15%	
Quiz .....	15%	
Written Final Examination_____	40%	
<b>Total</b>	<b>100%</b>	

Your marks will be a combination of written assignments sent to OWL's Assignments site, your opinions and analysis expressed throughout classroom discussion and, individual presentations.

- Note:
- (a) **Students must pass the final examination to pass this course.** Students who fail the final examination will be assigned the aggregate mark, as determined above, or 48%, whichever is less.
  - (b) **Students must turn in all individual assignments and projects to pass this course.** Students who do not satisfy this requirement will be assigned 48% or the aggregate mark, whichever is less.
  - (c) **Students who have failed this course previously must repeat all components of the course.** No special permissions will be granted enabling a student to retain laboratory, assignment or test marks from previous years. Previously completed assignments and laboratories cannot be resubmitted.
  - (d) Should any of the classes conflict with a religious holiday that a student wishes to observe, the student must inform the instructor of the conflict no later than two weeks before the scheduled class.

## **1. Mid Term Quiz and Final Examination:**

There will be a one hour Mid Term Quiz that is **tentatively** scheduled for **Friday, October 20<sup>th</sup>**.

The 3 hour final examination will be written in-person **CLOSED BOOK**. The class may be divided into groups, with each group having variations in the questions of the final exam.

## **2. Assignments:**

### **a) Assignments:**

**Three assignments** will be completed for this class: the News Article Project (20%), a Language/Culture / ID Topic Presentation –individual student (15%) and a written Quiz (15%)

The News Article Assignment will involve **4 weekly news log submissions** due on the dates stated on the information sheet, plus a Reflection paper on a scheduled date (**send to News Log #1, News Log #2 etc. , in OWL- Assignments**)

The Language/Culture, International Development Topic Presentation, involves each student choosing a country and I D topic. Then using the guidelines provided on the information sheet, present the information for 20-22 minutes in class on the date provided.

The QUIZ will be written in-person- conducted **during class time**.

Marks for your class contribution will also be given for a Group Case Analysis and Presentation.

### **Weekly Case Studies, Articles, videos:**

**Homework** -Assignments and readings for discussions will be communicated via OWL Class tabs (left hand side of screen) weekly

**(on each Friday class tab)** which gives 5 days in advance of when work is due and will contain:

- i) Case study information, articles, videos, guideline questions etc. to be written for your notes to be used in class discussions. Discussions concerning your ideas, opinions, question, solutions and content will encompass the class format.

Case studies, articles, videos and interviews must be read and viewed in advance of class and students should prepare adequate notes to guide them in class discussion. Students are responsible for keeping a copy of their written work.

**Please, note that late assignments will be penalized as follows:**

Within 24 hrs of deadline 10% will be deducted

Within 48 hrs of deadline 20% will be deducted

Within 72 hrs of deadline 30% will be deducted.

Assignments handed in after 72 hrs have passed from the deadline will not be graded.

**3. Class Contribution/Participation 10% .** (online and in-person classes) *This mark is not a 'gift' it has to be earned. The mark given ( 0-10 ) will be influenced by each student's discussion contributions and engagement during class. Absences (poor attendance), lateness getting into class (over 15minutes), homework not done and the lack of contributions and engagement during discussions in class will also impact your Contribution mark.*

During our classroom discussions, the student is responsible to contribute to the class conversation, ask questions to your classmates, offer insights and opinions. It also means that you are: respectful of your classmates and their opinions, are arriving on time to class, and not engaging in negative or disruptive behaviours.

**\*\*You will be asked to 'self-evaluate' your contributions in random classes. The instructor will also make an evaluation of your contributions for each class. Marks for your class contribution will also be given for a Group Case Analysis and Presentation.**

#### **4. Use of English**

In accordance with Senate and Faculty Policy, students may be penalised up to 10% of the marks on all assignments, tests, and examinations for the improper use of English. Additionally, poorly written work with the exception of the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

#### **Cheating:**

University policy states that cheating is a scholastic offence. The commission of a scholastic offence is attended by academic penalties that might include expulsion from the program. If you are caught cheating, there will be no second warning.

For more information on scholastic offenses, please see:

[http://www.uwo.ca/univsec/handbook/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf)

#### **Attendance:**

Any student who, in the opinion of the instructor, has not engaged sufficiently in class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.

#### **Accessible Education**

<https://www.eng.uwo.ca/undergraduate/academic-consideration-for-absences.html>

**Administrative Support:** SEB 3005 or [civil@uwo.ca](mailto:civil@uwo.ca)

### **Accommodation Policies:**

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf).

### **Conduct:**

Students are expected to arrive at lectures on time, and to conduct themselves during class in a professional and respectful manner that is not disruptive to others. Please turn off your cell phone before coming to a class, tutorial, quiz or exam. On the premises of the University or at a University-sponsored program, students must abide by the Student Code of Conduct:

<http://www.uwo.ca/univsec/board/code.pdf>

### **Sickness and Other Problems:**

Instructors are encouraged to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility (e.g., by grading based on the best n-2 of n quizzes or assignments) to reduce the number of requests for academic considerations and consequent burden on both instructors and academic counselors. Where academic considerations are required, the student should be given clear direction.

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

Assessments worth less than 10% of the overall course grade:

For work worth less than 10% of the total course grade, the instructor is empowered to grant academic considerations without referring the student to their academic counselors. If an instructor chooses to do so, the mechanism for dealing with missed work (e.g., an extension, make-up opportunity, or reweighting) must be specified on the course outline to ensure fair treatment for all students. Note that in all cases where documentation (medical or otherwise) is required, it can only be collected by the student's Dean's Office Academic Counseling unit.

### **Academic Consideration for Absences**

Students should immediately consult with the instructor if they have any problems that could affect their performance in the course. The student should seek advice from the instructor regarding how best to deal with the problem. Failure to notify the instructor (or as soon as possible thereafter) will have a negative effect on any appeal. Please visit for information on how to submit a request for Academic Consideration: <https://www.eng.uwo.ca/undergraduate/academic-consideration-for-absences.html>

Clearly define how the absence will be handled (e.g., an extension, make-up opportunity, or reweighting).

When defining the rules for excused absences, you should ensure that the essential requirements of the course are still met. For example, if the final examination is not cumulative, it would normally be advisable to offer a make-up for the midterm test rather than a reweighting to the final.

### **Absences from Final Examinations**

If you miss the Final Exam, please contact Western Engineering Undergraduate Services as soon as possible. They will assess your eligibility to write the Special Examination.

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under Special Examinations).

Note: missed work can only be excused through one of the mechanisms above. Being asked not to attend an in-person course requirement due to potential COVID-19 symptoms is not sufficient on its own.

### **Academic Policies:**

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy,

[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp113.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf),

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

No electronic devices will be required on tests and exams: e.g., calculators.

**Scholastic offences are taken seriously**, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

### **Support Services:**

Please visit the Western Engineering Undergraduate Services webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: <https://www.eng.uwo.ca/undergraduate/index.html>

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html).

To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

if you have any questions regarding accommodations.

**Learning-skills** counselors at the Student Development Centre (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counseling.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.

Course Breakdown: (Values given in accreditation units)

Engineering Science = 100%

The attached document “INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED” is part of this course outline.

**STATEMENT ON GENDER-BASED AND SEXUAL VIOLENCE** Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, here. To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

### **INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED**

If, on medical or compassionate grounds, you are unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic relief will not be granted automatically on request. You must demonstrate to your department (or the Undergraduate Services Office) that there are compelling medical or compassionate grounds that can be documented before academic relief will be

considered. Different regulations apply to term tests, final examinations and late assignments. Please read the instructions carefully.

## **A. GENERAL REGULATIONS & PROCEDURES**

1. All first-year students will report to the Undergraduate Services Office by submitting the **Academic Consideration Request Form**, for all instances.
2. If you are an upper year student and you are missing a test/assignment/lab or examination you will report the absence by submitting **Academic Consideration Request Form**. Absences worth LESS THAN 10% of your mark, will be processed by your department office. If your course work is worth 10% OR MORE of your final grade, your request will be processed by the Undergraduate Services Office.
3. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.
4. Documentation must be provided as soon as possible. If no one is available in your department office or the Undergraduate Services Office, leave a message clearly stating your name & student number and reason for your call. The department telephone numbers are given at the end of these instructions.
5. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of a test or examination reweighted on a retroactive basis is not permitted.

## **B. TERM/MIDTERM TESTS**

1. If you are in first year and you are unable to write a midterm/term test, contact the Undergraduate Services Office, SEB 2097 PRIOR to the scheduled date of the test.
2. If you are an upper year student and you are unable to write a midterm/term test, inform your instructor **PRIOR** to the scheduled date of the test and request relief through the **Academic Consideration Request Form**. If the instructor is not available, leave a message for him/her at the department office. If the test is worth LESS THAN 10% of your mark, your request for relief will be processed by your department office. If the test is worth MORE THAN 10% of your final grade your request for relief will be processed by the Undergraduate Services Office.
3. Be prepared to attach supporting documentation to the Department Chair and/or the Undergraduate Services Office through the online form (see next page for information on documentation).
4. Discuss with the instructor if and when the test can be rescheduled. The approval of the Chair or the Undergraduate Services Office is required when rescheduling midterm/term tests.

## **C. FINAL EXAMINATIONS**

1. If you are unable to write a final examination, contact the Undergraduate Services Office **PRIOR TO THE SCHEDULED EXAMINATION TIME** to report your absence using the [Academic Consideration Request Form](#) and request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message clearly stating your name & student number.

2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, headache, sleeping in, misreading timetable and travel arrangements.

3. In order to receive permission to write a Special Examination, you must obtain the approval of the Chair of the Department and the Associate Dean and in order to apply you must submit an ["Application for a Special Exam" form](#). The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

**PLEASE NOTE: It is the student's responsibility to check the date, time and location of the Special Examination.**

#### **D. LATE ASSIGNMENTS**

1. Advise the instructor if you are having problems completing the assignment on time (**prior** to the due date of the assignment).

2. Be prepared to submit [the Academic Consideration Request Form](#) and provide documentation if requested by the instructor (see reverse side for information on documentation).

3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Assistant Dean, First Year Studies, if you are in first year) is not required if assignments will be completed prior to the last day of classes.

4. i) Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean, Undergraduate Studies. Documentation is mandatory.

ii) A Recommendation of Incomplete Form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the department Chair and the Associate Dean, Undergraduate Studies.

#### **E. SHORT ABSENCES**

If you miss a class due to a minor illness or other problem, check your course outlines for information regarding attendance requirements and make sure you are not missing a test, laboratory or assignment. Cover any readings and arrange to borrow notes from a classmate.

#### **F. EXTENDED ABSENCES**

If you are absent more than one week or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. (Note drop deadlines listed below). You are strongly encouraged to seek advice from your Academic Counsellor in the Undergraduate Services Office.

## **G. DOCUMENTATION**

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, **you must provide the doctor with a Student Medical Certificate** to complete at the time of your visit and then bring it to the Department (or the Undergraduate Services Office). **This note must contain the following information: severity of illness, effect on academic studies and duration of absence. Regular doctor's notes will not be accepted; only the Student Medical Certificate will be accepted.**

**In Case of Serious Illness of a Family Member:** Provide a Student Medical Certificate to your family member's physician to complete and bring it to the Department (or the Undergraduate Services Office if you are in first year).

**In Case of a Death:** Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and bring it to the Department (or the Undergraduate Services Office if you are in first year).

**For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask the Departmental Office (or the Undergraduate Services Office if you are in first year) for direction.

**Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).**

## **H. ACADEMIC CONCERNS**

1. You need to know if your instructors have a policy on late penalties, missed tests, etc. This information may be included on the course outlines. If not, ask your instructor(s).

2. **You should also be aware of attendance requirements in some courses. You can be debarred from writing the final examination if your attendance is not satisfactory.**

3. If you are in academic difficulty, check out the minimum requirements for progression in the calendar. If in doubt, see your Academic Counselor.

**Calendar References:** Check these regulations in your 2023 Western Academic Calendar available at [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca).

### **Absences Due to Illness:**

[https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_135](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_135)

**Academic Accommodations for Students with Disabilities:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

**Academic Accommodations for Religious or Holy Days:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_16](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16)

**Course Withdrawals:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page\\_75](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page_75)

**Examinations:**

<http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCalendar=Live&ArchiveID=>

**Scheduling of Term Assignments:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_78](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_78)

**Scholastic Offences:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20)

**Student Medical Certificate:** <https://www.eng.uwo.ca/files/undergraduate/student-medical-certificate.pdf>

**Engineering Academic Regulations:**

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=4&SelectedCalendar=Live&ArchiveID=#Page\\_86](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=4&SelectedCalendar=Live&ArchiveID=#Page_86)

**Note: These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.**

**Add Deadlines:** First term half course (i.e. “A” or “F”) ..... September 15, 2023

Full courses and full-year half course (i.e. “E”, “Y” or no suffix)..... September 15, 2023

Second term half course (i.e. “B” or “G”)..... January 16, 2024

**Drop Deadlines:** First term half course without penalty (i.e. “A” or “F”)..... November 13, 2023

Full courses and full-year half courses without penalty (i.e. “E”, “Y” or no suffix)... November 30, 2023

Second term half or second term full course without penalty (i.e. “B” or “G”) ..... March 7, 2024

**Contact Information:**

Undergraduate Services Office: SEB 2097 Phone: 519-661-2130 E-mail: [engugrad@uwo.ca](mailto:engugrad@uwo.ca)

Chemical & Green Process Engineering: TEB 477 Phone: 519-661-2131 E-mail:  
[cbeugrad@uwo.ca](mailto:cbeugrad@uwo.ca)

Civil Engineering: SEB 3005 Phone: 519-661-2139 E-mail: [civil@uwo.ca](mailto:civil@uwo.ca)

Computer, Electrical, Mechatronic Systems & Software Engineering TEB 279 Phone: 519-661-3758 E-mail: [eceugrad@uwo.ca](mailto:eceugrad@uwo.ca)

Integrated Engineering ACEB 2410 Phone: 519-661-6725 E-mail: [engceli@uwo.ca](mailto:engceli@uwo.ca)

Mechanical Engineering: SEB 3002 Phone: 519-661-4122 E-mail: [mmeundergraduate@uwo.ca](mailto:mmeundergraduate@uwo.ca)

**Revised 06/25/2023**