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## **Services offered by the Faculty**

### ***Engineering computing facility***

The engineering computing facility is located in Colonel By Hall, on the first floor, in the B wing. The facility consists of six undergraduate laboratories, one graduate laboratory and multimedia classrooms. Accounts on these systems are available to all undergraduate students in the Faculty of Engineering.

All systems in the engineering computing facility are networked and have Internet access. For more information visit our Web site at [www.genie.uottawa.ca](http://www.genie.uottawa.ca). Individual programs may have additional computing facilities.

## **Registration**

### ***Programs of study***

Courses, programs of study and their requirements are proposed by the Faculty and approved by the Senate of the University. If the requirements are modified during the course of their studies, students may satisfy the requirements of their program at the time of admission or they may follow the new requirements.

The Faculty responsible for the program is normally charged with the interpretation of program requirements.

### ***Admission***

Regular student status (full- or part-time): To register for courses with the intention of pursuing a degree, an individual must first be admitted to a program. Regular student status is granted upon admission.

## **Regulations concerning registration and courses**

### ***Definitions of credit, course, session, prerequisite and corequisite***

**Credit:** A credit is a numerical value assigned to a course, normally defined as 13 to 15 hours of formal lectures or the equivalent.

**Course:** A course is defined as a teaching activity. Three credit courses are usually given three hours a week during one academic session. However, these courses, notably those with laboratory, require more hours in class. During the spring/summer session, some courses are compressed over a shorter period of time.

**Session:** A session is one of three pre-determined periods in which academic activities take place at the University. The fall and winter sessions are approximately 13 weeks. The spring-summer session may consist of sub-sessions of three, four, five, six or ten weeks.

Fall session: September to December  
Winter session: January to April  
Spring-summer session: May to August

**Prerequisite:** The term prerequisite is used to designate a course that must be taken and passed in order to register for another course. Hence, a prerequisite for course B is course A (where essential notions for the comprehension of course B are taught), which must be completed before one can register in course B.

**Corequisite:** The term "corequisite" is used to identify a course, that if not taken as a prerequisite, must be taken concurrently with another course, due to the complementary nature of the courses.

### ***Student status***

**Full-time:** A student registered for 12 credits or more during a session is considered having full-time status.

**Part-time:** A student registered for less than 12 credits during a session is considered having part-time status.

### **Impact of student status**

University fees -The Board of Governors of the University establishes tuition and incidental fees based on student status. Consult the University fees schedule published by the Office of the Registrar ([www.registrar.uottawa.ca](http://www.registrar.uottawa.ca)).

Government financing - Most government bursary and loan programs take into consideration the student status (full- or part-time) when awarding bursaries or financial aid. It is important to note that certain bursary and financial aid programs do not define the student status in the same way as the University. Students should check with the appropriate sources to verify the number of credits to which they must be registered in order to be eligible for bursaries or loans.

### **Course selection**

To follow courses or participate in other academic activities (for example discussion groups, laboratories, work terms), students must register before the start of a session and within the deadlines indicated in the sessional dates calendar. It is possible to register online or in person at their Faculty. It is also possible to modify course selections before the deadline indicated in the sessional dates calendar ([www.registrar.uottawa.ca](http://www.registrar.uottawa.ca)).

Anyone who is not registered for a course or related academic activity will not receive a grade or credits. Retroactive course registration or course modification is not permitted.

### **Course offerings and limited enrolment**

Not all courses are offered every session. Students should consult the course schedule on the University Web site to verify if a course is being offered in a particular session.

Enrolment in the majority of courses is limited, and some courses may be reserved exclusively for students registered in specific programs. The Faculty or department concerned may establish conditions on enrolment in their courses.

### **Maximum course load**

Every Faculty recommends a maximum course load for its full-time students. In principle, the Faculty considers that for each hour of course time, the student should spend two to three hours of individual work.

### **Registration to courses**

Important recommendation. Before registering for courses, it is essential that students do the following:

- Familiarize themselves with the requirements of their program of study and with academic regulations;
- Plan course choices so that they correspond to the requirements of the program of study;
- Pass all prerequisites of the chosen courses;
- Consult the schedule to know what courses are offered and to avoid timetable conflicts; and
- Respect the registration deadlines indicated in sessional dates calendar ([www.registrar.uottawa.ca](http://www.registrar.uottawa.ca)).

### **Online registration**

The Faculty of Engineering strongly urges students to register and modify course selection online. To do so, several tools are available - Rabaska and the online course schedule.

#### **Rabaska**

Rabaska is an application that allows online registration. It presents all information in a University of Ottawa calendar concerning programs, courses and course schedule. Because Rabaska is tied into the Office of the Registrar databanks, it can track students' progress through their programs of study. To access the system, students must use their InfoWeb password assigned at the time they were admitted. In this manner, all transactions on the system are kept confidential.

Once a student has registered online and the transaction accepted, no other approval is necessary (except in some cases such as that of courses being repeated). Students should take note of the transaction confirmation number that appears on the screen as this number disappears at the end of the transaction.

### **Registration in person or by mail**

Students who do not have access to the Internet can register or modify a course selection, in person or by mail, respecting the deadlines set out in the sessional dates calendar. To register, students must obtain approval of their course selection from their Faculty or school where they are admitted. A registration form must be completed and signed. To modify a course selection students must use the form entitled "Modification / Cancellation of Registration."

### ***Program of studies changes***

If a student wishes to change program, but remain in the same Faculty, a request must be submitted to the Faculty in question at the end of the academic year. If the program of study change does not require a re-admission, all courses on the student file will normally be retained in the calculation of the grade point average. The Change of program form is available at <http://www.genie.uottawa.ca/undergraduate/request.pdf>

If a student wishes to change program and Faculty, a new admission form must be completed and submitted to the admissions office. In such a case, the Faculty, through the admissions office, will decide which courses to retain for the new program. The equivalencies granted or retained credits received at the moment of admission can be revised during the initial registration to the Faculty or during a program change.

## **Regulations concerning registration**

### **Deadlines**

Course registration and changes to a program of study or course selection are only accepted until the deadline indicated in the sessional dates. These dates can be found on the University of Ottawa Web site ([www.registrar.uottawa.ca](http://www.registrar.uottawa.ca)).

Course withdrawals are permitted up to the dates indicated in the sessional dates calendar. The grade report (not the official transcript) will indicate the symbol "DR", and no grade will be assigned to the course.

The symbols "ABS" or "INC" are equivalent to a failing grade (F). These symbols will appear on the grade report and the official transcript if withdrawal from the course has not been done by the date indicated in the sessional dates calendar on the University Web site

Students who fail or withdraw from a prerequisite course must make appropriate adjustments to their course selection for the following session.

### **University fees**

Tuition, incidental fees and regulations pertaining to refunds are subject to approval by the Board of Governors of the University and can be modified without prior notice. University fees are normally published on the University Web site as of the month of May at the following address, [www.registrar.uottawa.ca](http://www.registrar.uottawa.ca).

Students are responsible for paying tuition fees the moment their course selection has been approved by Rabaska or the Faculty. Payment due dates are indicated in the sessional dates section of the University Web site at the following address ([www.registrar.uottawa.ca](http://www.registrar.uottawa.ca)).

Tuition fees are refunded if the student officially withdraws from all courses within the prescribed deadlines (see sessional dates). However, the University will retain administrative fees.

### **Courses in other faculties**

Registration to courses in other faculties is subject to enrolment limits. Students who have been required to withdraw from a Faculty are not allowed to take other courses in that Faculty during the withdrawal period.

### **Number of credits to be obtained at the University of Ottawa (residency requirements)**

Students must obtain at least 50% of their credits at the University of Ottawa to receive a baccalaureate.

### **Additional, out of program and auditing courses**

With permission, students can register for courses with the following designations.

- Out-of-program course (HP): This is available if the course goes beyond the requirements of the program of study. The mark for the course does not count in the grade point average calculation. An out-of-program course is not applicable in the credit calculation used in determining loans and bursaries.
- Additional course (ADD): This is available if the course goes beyond the requirements of the program of study. The mark does count in the grade point average calculation.
- Auditing a course (AUD): Students registered as auditors will not receive credit for the course. They do not have the right to write examinations, submit assignments, or change their status after the deadline for course changes in a given session. Auditors are not permitted in certain courses offered by the faculty, as indicated in the course description.

### **Language of instruction**

The second digit in a course code normally indicates the language of instruction of the course. Courses taught in English are identified by the digits 1, 2, 3 and 4, while French instruction is identified by the digits 5, 6, 7 and 8.

Every student registered for a course has the right to take it in the language used to describe the course

in the current Faculty calendar. This policy is applicable only if the regulations of a Faculty or school are respected with regards to conditions necessary for a course to be given.

With the exception of English, lettres françaises and language courses, every student can submit papers or write examinations in English or French regardless of the course's language of instruction. With the exception of particular cases based on the nature of the course, papers and examinations must be submitted either in French or English. This requirement is an essential element of instruction at the University of Ottawa.

The Faculty recognizes that, due to academic requirements, students may have to read an English text for a course taught in French and vice versa.

NOTE: Students can register in a course offered in their second language if they have adequate knowledge of the language. Students should see an academic advisor for more information.

### **Bilingual courses**

If the second digit of a course code is 9 or 0 the course is bilingual, that is, French and English are used equally in the instruction of the entire course. In a bilingual course, students can use the language of their choice, but must have a passive oral and written understanding of the other language.

Bilingual courses do not, in any case, designate a course offered in alternating languages (one year in French, one year in English).

NOTE: The digits 9 and 0 also identify the following:

- i) language courses other than French and English;
- ii) individualized studies (no formal lectures given) such as workshops; laboratories, work terms, clinical rotations, research and directed studies
- iii) thesis and general examinations.

### **Voluntary interruption of studies**

1. Students who wish to withdraw from a course in which they are registered or from their entire program must do so according to the dates indicated in the sessional dates calendar; otherwise, they will receive the mark ABS or INC.
2. Students who voluntarily withdraw from the Faculty or University for seven consecutive sessions and wish to return must submit a new application for admission and are subject to the admission requirements in effect at that time.
3. Students who interrupt their studies for six consecutive sessions or less may pursue their program with no additional requirement, whether or not they took courses at another institution during that time, by completing the intent to register form available either in person or online.
4. Students who withdraw voluntarily from one Faculty of the University of Ottawa must submit a formal application for admission in order to register in another Faculty.

## **Registration for courses at other universities**

### ***General policy on the transfer of credits in Ontario***

To make it easier for undergraduate students to complete their programs, the Council of Ontario Universities has agreed to the following principles governing transfer course credit from one Ontario university to another.

1. Acceptance of transfer credits among Ontario universities shall be based on the principle that, while learning experiences may vary in terms of content and level of difficulty, they are essentially equivalent. When possible, acceptance of transfer should allow for the maximum recognition of previous learning experience in university-level courses.
2. Any course offered for credit by one Ontario university shall be accepted for credit by another Ontario university when there is virtual equivalency in course content and in part of the program requirements.

Notwithstanding, residence requirements are applicable (see Degree Requirements b) for information concerning the minimum number of credits to be obtained at the University of Ottawa).

### ***Exchange program – Saint Paul University***

Students at the University of Ottawa may take courses at Saint Paul University without paying additional tuition fees. To be eligible for the exchange program between the University of Ottawa and Saint Paul University, the University of Ottawa student must be admitted to a degree program at the University of Ottawa and be registered at the University of Ottawa for the session during which the exchange will occur.

Courses taken at Saint Paul University, which are recognized as part of the degree requirements will be credited towards that degree at the University of Ottawa and will be counted among the residency requirements. Grades obtained for these courses will be counted in the grade point average.

Courses that are not recognized as part of the degree requirements will be considered extracurricular and will not be counted in the grade point average.

Students must comply with each university's sessional dates calendar.

### ***Exchange program – Carleton University***

Students at the University of Ottawa may take courses at Carleton University without paying additional tuition fees. Students must obtain permission from their Faculty. The following conditions apply.

1. Only undergraduate students who are admitted to a degree program at either university and are duly registered and in good standing may be permitted to enroll in courses at the other university during a given session.
2. Only courses to be credited as part of the degree requirements at the student's home university are accepted.
3. Permission will not be granted for courses offered at the University of Ottawa during the same academic year.
4. The total number of courses taken by the student at the home university, and counting toward the student's degree, must at all times be greater than the number of courses taken at the host university. First-year students may take a maximum of one three-credit course per session at the host university.
5. Courses completed at the host university will not count towards the student's residency requirements at the home university (see 8 b).
6. Students must comply with each university's sessional dates calendar.

### ***Other universities***

Students must obtain a letter of permission from their Faculty if they wish to take one or more courses at another university. Those courses will be recognized in their program if they complete the courses with at least the passing mark of the university giving the course (certain programs may require a passing grade higher than D). For 3000 and 4000 level courses the passing mark is C or 60 per cent.

Permission to take courses at another university is indicated in the student's file.

When submitting a request for a letter of permission, students must have a satisfactory academic standing. Only courses to be credited as part of the degree requirement will be approved.

Deadlines for requesting a letter of permission are April 15 for the summer session, August 15 for the fall session and December 15 for the winter session.

Students who are taking courses with a letter of permission at another university, and who have registered for graduation at the University of Ottawa, must have their official transcript sent to the Faculty prior to May 15 for spring convocation and prior to September 15 for fall convocation.

NOTE: Credit will not necessarily be granted for courses taken outside the University of Ottawa unless a letter of permission has first been obtained.

Results of courses taken outside the University of Ottawa are not considered in calculating the cumulative

grade point average except for those courses taken at Carleton University, Saint Paul University and Dominican College (see the Department of Philosophy) according to the official agreements.

Also, consult the regulation concerning the minimum number of credits to be obtained at the University of Ottawa (see Degree Requirements b)).

### ***National and international exchange programs***

Exchange programs are available to students at the University of Ottawa who are interested in studying at another Canadian university or abroad for one session or an entire academic year.

For more information on these exchange programs, students must contact the International Office, international exchange programs sector, or consult the University of Ottawa Web site.

Students must normally take a course load equivalent to full-time student status at the University of Ottawa (see Degree Requirements b)).

### **Passing grades required at a foreign institution**

When exchange students obtain a passing grade in a course, or in a group of courses, in a foreign institution with which the University has an exchange agreement, they will automatically receive the credits applicable to that course or group of courses. The content and number of hours of instruction in these courses must correspond to those of the courses at the University of Ottawa and are normally determined when the course selection is approved.

These regulations apply only to studies done in accordance with the agreement on international exchange programs approved by the University.

### **Renewal of merit scholarships for international exchange programs**

In a case where renewal of a merit scholarship depends on maintaining a specific grade point average (annual or cumulative), exchange students who have successfully completed full-time studies at the host school in the international exchange program will be considered to have met the conditions for renewal. This regulation also applies to merit scholarships of the Faculty of Engineering awarded to students who have obtained the minimum annual grade point average (AGPA) required for renewal.

### ***Advanced standing***

1. Advanced standing is granted only for courses taken at the post-secondary level.
2. Advanced standing granted or credits retained on admission may be revised when students first register in the Faculty or when they change programs.
3. Advanced standing is granted only for passed courses that are deemed equivalent in content and level to the course offered at the University of Ottawa where these courses conforms to the general regulations of the Faculty. Certain programs may require a passing grade higher than D. Courses equivalent to courses at the 2000 level or above with codes CEG, CHG, CSI, CVG, ELG, GNG, MCG and SEG require a minimum mark of D+.  
For courses at the 3000 and 4000 level taken in another University, the minimum grade is C or 60%.
4. Students cannot retain advanced standing for a course followed at another university if they register for a credit course that covers the same material at the University of Ottawa.
5. Students must successfully complete all compulsory courses of the Faculty for which they do not receive advanced standing.

### ***Prior learning recognition***

See [www.uottawa.ca/academic/info/regist/Regi3170e.pdf](http://www.uottawa.ca/academic/info/regist/Regi3170e.pdf).

## **Requirements related to courses**

### ***Evaluation of performance***

#### **Course attendance**

Attendance at courses of instruction, laboratory periods and discussion groups is mandatory. At the beginning of each session, the professor must indicate, on the course outline, his policy regarding absences and may exclude from the final examination any student who has not complied.

#### **Attendance**

To be admitted to the final examination in a subject, a student must attend a minimum of 80% of classes and must not have more than five unauthorized or unjustified absences in that subject.

#### **Methods of evaluation**

1. Course work for the year or the session (tests, term papers and other course work) carries a weight determined by the professor and approved by the academic unit.
2. At the beginning of a course, professors shall inform students about course requirements, delivery and evaluation methods, and the nature and timing of assignments, projects and examinations.
3. Professors may refuse to accept any assignment or examination that is not written legibly.

### ***Examinations and assignments***

#### **Final examination**

- Except in certain rare cases authorized by the department, there is a final examination or its equivalent in each course. The final examination or its equivalent should be completed during the examination period. The professor, with the approval of the academic unit, determines the format of the final examination (written examination, oral examination, final essay, take-home examination, or other form of examination). Written final examinations are either two or three hours long. Professors must inform their students of the nature of the final examination when informing them of the marking system.
- All students have the right to see their examination booklets after they have been marked.

#### **Official examination period**

- No final examination of any kind may be given outside of the official examination period.
- No test with a value exceeding 10 per cent of the final grade may be given during the last week of classes in any session.

#### **Examination attendance**

- To be admitted to a final examination, students must have complied with the professor's attendance requirement.
- The following items are prohibited during an examination or test: cameras, radios, devices with earphones, tape recorders, pagers, calculator watches, cell phones or any other communication device that has not been approved beforehand. It is the student's responsibility to verify if the type of calculator is permissible for the examination. Any deviation from the above will be considered academic fraud.
- Students will not be permitted to enter an examination room later than thirty minutes after the beginning of the examination, nor to leave except under supervision until at least half an hour after the examination has begun.

#### **Absence from a midterm examination or late submission of assignments**

Absence from midterm examination or test, or late submission of assignments due to illness, must be justified; otherwise, a penalty will be imposed.

- a) Students who do not consider their reasons confidential may advise their professor directly and, if necessary, submit a medical certificate from the attending physician. Before accepting deferral of the examination or the assignment, the professor has the right to request that the medical certificate be validated by the University of Ottawa Health Services.

b) Students who prefer to keep their medical reasons confidential must submit to the professor a medical certificate issued by Health Services.

c) If the medical problem is foreseeable, students must advise the professor before the examination or before the date and time the assignments are due.

d) If the medical problem is not foreseeable, students who do not write an examination or who do not hand in an assignment on time must submit, if requested by the professor, a medical certificate validated by Health Services within five working days after the date of the examination or the date the assignment is due.

e) The professor who accepts the reasons given by a student - with or without a certificate issued by Health Services - must, in consultation with the academic unit, either set a date for a special examination (or for handing in the assignment), or the mark entered for that examination will be the same as for the final examination.

f) If a professor requests a medical certificate issued by Health Services, the student must comply even if other professors do not ask for a medical certificate.

g) Students who write an examination during the period of invalidity specified on the medical certificate or application to defer examination form may not plead illness to appeal their examination results.

Absence from a midterm examination for any other reason must be justified in writing no later than five working days after the examination. The professor reserves the right to accept or reject the reason presented. Reasons such as travel, employment and misreading the examination schedule are not accepted.

### **Absence from a final examination**

a) Absence for reasons of serious illness must be justified by a certificate from the University of Ottawa Health Services. The certificate must be submitted to the Undergraduate Office of the Faculty within the week following the date of the examination. Students who write their examination during their period of illness cannot appeal their results on the grounds of their sickness. It is essential that the ill student consult a doctor before the examination.

b) Leaving the examination room for any reason (even a medical reason) after receiving the questionnaire will require an appeal to the committee on academic standing.

c) Absence for other serious reasons must be justified in writing, with supporting documents, within the week following the date of the examination. The faculty reserves the right to accept or refuse the reasons put forth. Reasons such as travel, employment and errors in reading the examination timetable are not accepted.

d) A student who has been excused from a final or supplemental examination for a valid reason will be allowed to write a deferred examination during the next examination session for which the examination is scheduled. A deferred examination cannot be deferred for more than one academic year. In the courses where the final mark is not exclusively the final examination mark, the mark obtained on the deferred examination will be used to replace only that of the final examination.

### **Procedure on cancellation or postponement of examinations**

1. If the University must cancel all examinations on a given day The Vice-Rector, Academic, may authorize the cancellation of all examinations on a given day. If so the following will take place:

- The decision must be made by 8 a.m. on the day;
- The decision is relayed immediately;
- Examinations are usually rescheduled automatically for the same time either on the following Sunday or on the final day of the official examination period; in extraordinary situations, the first Saturday after the start of classes in January can also be used for rescheduling for fall-session examinations;
- Students whose examinations were cancelled will be informed of the make-up date by e-mail.

2. Examinations disrupted because of exceptional circumstances and recognized as such by the Vice-Rector, Academic.

a) Students who are present at the examination must be permitted to write the examination. The invigilator should be tolerant if some students arrive late.

b) For those students who have missed the examination, the Faculty must determine, in consultation with the professor, the arrangements for a special examination. The students must then be informed (preferably by e-mail) as soon as possible.

3. For bomb scares or fires

The decision to evacuate examination rooms and the signal to re-enter those rooms must come from Protection Services. Decisions on the fate of the examination are made on location where possible. Authorities may decide to continue the examination as soon as everyone is allowed to re-enter the building, or to stop the examination; if the examination is suspended, the Faculty decides on its rescheduling and students are notified (preferably by e-mail).

## **Supplemental examinations**

### **A) Supplemental examinations for courses at the 1000-level (Engineering and Science courses).**

Students will be allowed to write a supplemental exam in courses at the 1000-level in the faculties of Engineering and Science if the following condition is fulfilled:

- A supplemental examination is allowed for students who obtain a mark of E.

### **B) Supplemental examinations for students in their final year of study.**

Faculty of Engineering students will be allowed to write a supplemental exam if the following conditions are fulfilled:

- The student is in his/her final year;
- The student has failed only this course during his/her final year with the mark of E or higher;
- The student has the require DGPA and CGPA **for graduation**;
- The failed course is the only requirement remaining for graduation and
- The failed course is a course offered by the Faculty of Engineering.

This policy does not apply to project courses or any other course that does not have a final examination.

Students failing a course in their last semester while meeting all of the above conditions would write the supplemental exam shortly after the end of the semester. Students who fail a course in their next to last semester must wait until the end of the following semester to ensure that the above conditions are fulfilled. Should all of the conditions be fulfilled, they would write the supplemental exam after the second semester. Note that an evaluation of the student's file is necessary to determine whether permission to write a supplemental exam is granted. Students who meet the above stated conditions and wish to be considered for a supplemental exam must inform the Faculty by submitting the appropriate registration form.

### **Regulations governing all Supplemental exams**

1. Students who are eligible for a supplemental examination and want to write that examination must register at the office of undergraduate studies - Faculty of Engineering. There are fees for writing a supplemental examination.
2. Students who have registered for a supplemental examination must write it; otherwise they will receive the grade INC (equal to a failing grade) for the examination unless they cancel their registration by informing the Faculty no later than the day before the examination.
3. In the courses where the final mark is not exclusively the final examination mark, the mark obtained on the supplemental examination will be used to replace only that of the final examination.
4. The supplemental mark and the previous final mark appear on the transcript. Starting in the fall 2002 session, only the supplemental grade will be used for grade point calculations.

5. Additional fees are applied when students write supplemental examinations at another institution. No student is allowed to write supplemental examinations outside of Canada.

### **Conservation of final examinations**

The University reserves the right to destroy examination booklets and other written work six months after the grade has been communicated to the students.

### **Failure**

1. Students who do not obtain the minimum grade in a compulsory course taken for the first time must repeat the course successfully. Otherwise, they must withdraw from the program or faculty in which they are registered.
2. In the case of an elective, students may repeat the failed course or substitute another elective that meets the requirements of their program.

### **Re-registration to a course**

In any undergraduate program requiring 90 credits or more, it is permitted to take a certain number of courses again (to a maximum of 16 credits) whether the course was passed or failed. This is normally done to raise a student's average or reinforce their knowledge in the subject matter. For all courses taken a second time within the 16-credit maximum, only the second grade will be calculated in the average. However, both grades appear on the official transcript. In the case of a compulsory course, students must repeat the course successfully. Otherwise, they must withdraw from the program or the faculty in which they are registered.

### **Cumulative grade point average (CGPA)**

The cumulative grade point average (CGPA) represents a student's performance in all courses that have been taken. The CGPA is calculated at the end of each session and includes all courses followed at the University of Ottawa, Saint Paul University and Carleton University.

### **Calculation of the grade point average starting in the fall session of 2002**

- In the case of a course with a supplemental examination, only the supplemental grade will be calculated in the CGPA. Both grades (before and after the supplemental examination) appear on the official transcript.
- For a passed or failed course taken a second time within the 16-credit limit permitted, only the second grade will be calculated in the CGPA. Over the 16-credit limit permitted, all grades will count in the CGPA and in the number of courses failed.

### **Annual grade point average (AGPA)**

The annual grade point average (AGPA) is calculated by dividing the grade points earned during the academic year (from May to April) by the total number of credits carried by courses taken and counting in the average during that period of time.

### **Diploma grade point average (DGPA)**

The diploma grade point average (DGPA) is calculated the same way as the CGPA, but uses only 3000-level courses and above. In order to obtain a baccalaureate, a minimum DGPA of 4.5 is required for students registered in an engineering program or in the Computer science honours program. (See also Degree requirements a.)

### **Minimum grades and averages required**

1. Courses at the 2000-level or above with codes CEG, CHG, CSI, CVG, ELG, GNG, MCG, MGB, and SEG require a minimum mark of D+.
2. All other courses, at all levels, require a minimum mark of D.

3. For 3000- and 4000-level courses taken outside the University of Ottawa for which the student requests advanced standing, the minimum passing mark is a C or 60 per cent.

### ***Revision of marks and appeals***

The University recognizes the right of every student on request to see any test, assignment or examinations of his or hers after it has been marked.

Students can view their grades by using their password to access InfoWeb. The date on which final grades are officially posted on the Web site is indicated in the sessional dates calendar. The appeal procedure for the Faculty concerned starts on that date.

### **Appeal procedure for revision of marks**

1. A student may appeal the assignment of any mark with which he or she is dissatisfied, provided that he or she submits to the faculty a written request for revision within four weeks of the first communication of the mark in question.

Such a request shall include:

a) the title of the course, an identification of the assignment, test or examination in question, the mark obtained and the name of the professor(s) whose mark is in question; and

b) a statement of the grounds for the appeal

2. A copy of the student's request shall be forward to the professor(s) who may submit written comments to the faculty respecting the student's appeal.

3. Within two weeks of the receipt of the student's request, the faculty shall appoint one or two qualified evaluators to reassess the assignment, test or examination in question. Except when circumstances make it desirable or necessary, the original examiner(s) will not normally be appointed.

4. The evaluator(s) will be provided with a copy of the student's request and comments of the professor(s). The evaluator(s) shall review the examination in question and inform the faculty as soon as possible of the result of their individual evaluation.

5. The revised mark, which may be identical to, lower than or higher than the original one, shall be assigned by the faculty in the light of all evaluations.

6. The Faculty shall inform the student by letter of the result of the appeal within a reasonable time of receiving the report of the evaluator(s), and a copy of the letter shall be sent to the professor(s) whose mark was appealed.

7. A student cannot withdraw an appeal once a revised mark has been assigned.

8. An appeal from the mark assigned pursuant to article 5 may be made to the Executive Committee of the Senate, either by the student or by the professor whose mark is in question on the grounds that the re-evaluation was not properly carried out. Unless exceptional circumstances are shown, such an appeal must be made within two weeks of the date of the letter informing the student of the mark assigned as the result of the re-evaluation. If the appeal is successful, the faculty will be directed to proceed to a new evaluation, the results of which shall be final and binding.

9. Nothing in this procedure prevents a student from discussing examination questions, including the type of answers expected, with the professor and/or the department concerned (or its equivalent). Such a consultation is not prerequisite to, nor can be used to extend, the time limit of four weeks provided for in article 1.

### **Evaluation of academic standing**

At the end of each academic year, the faculty will assess the academic results of all students and recommend one of the following:

- permission to continue in the program of studies;
- inclusion on the Dean's Honour List;
- placement on probation;
- removal from probation;

- withdrawal from the program or withdrawal from the Faculty.

### ***Academic standing (averages required)***

1. Students must maintain a minimum cumulative grade point average (CGPA) of 3.5 to be in good standing.
2. Students must maintain a diploma grade point average (DGPA) of 4.5 in honours programs
3. Students registered in co-op must maintain a CGPA of at least 6.0 in CEG, CSI, ELG and SEG programs and of at least 4.5 for CHG, CVG and MCG programs.
4. To pursue studies in a given program without special conditions, every student must be in good standing. The student's official record must therefore indicate a cumulative grade point average equal to or greater than the required minimum for the program.
5. All students must be in good standing to obtain a degree and therefore must have the minimum grade point averages outlined above at the end of their program.
6. If a student has not attained the minimum CGPA and/or DGPA for honours programs upon completing the program, it is possible to enrol in additional courses, to a maximum of 24 credits (at 3000 level or above for the DGPA), to reach the required CGPA or DGPA. These courses must be completed at the University of Ottawa.

### ***Dean's list***

**c) PROBATION (for students who have started their program in Fall 2005 or after - Students admitted prior to this semester must follow the old rule available at [www.uottawa.ca/academic/info/regist/crs/0305/genieEN/genie-eng.htm](http://www.uottawa.ca/academic/info/regist/crs/0305/genieEN/genie-eng.htm))**

1. Students who have completed at least 24 credits and whose cumulative grade point average is below 3.5 are automatically required to withdraw from the faculty without being placed on probation.
2. Students registered in an engineering program and in computer science with honours whose cumulative grade point average is below 4.5 will be immediately placed on probation; such students must without delay consult the academic assistant of their academic unit, who will prescribe the appropriate arrangements.
3. At the end of each session, the faculty will reassess the status of all students under probation. Those showing improvement by achieving a cumulative grade point average of at least 4.5 may be returned to normal status on recommendation of the major department. Those showing insufficient improvement will be kept on probation. Probation will never be extended beyond two consecutive academic semesters; the applicant who may not then be reinstated to normal status will be forced to withdraw from the faculty (see Withdrawal). Note that in programs with limited enrolment, additional conditions may be imposed in order that students maintain normal status or remain in the program.

**d) WITHDRAWAL FROM THE FACULTY for students who have started their program in Fall 2005 or after - Students admitted prior to this semester must follow the old rule available at [www.uottawa.ca/academic/info/regist/crs/0305/genieEN/genie-eng.htm](http://www.uottawa.ca/academic/info/regist/crs/0305/genieEN/genie-eng.htm))**

Mandatory withdrawal from a program of studies or from the faculty may be the result of a case of academic standing below the minimum required or from a case of fraud.

#### **Reasons for withdrawal:**

- a) first year students whose cumulative grade point average is below 3.5 will be required to withdraw from the faculty;
- b) students from any year must withdraw from the faculty if, during a given school year they have:
  - failure in courses totaling 18 credits;
  - second failure in a compulsory course;
  - failure to reach the required minimum grade point average required for the degree after having attempted 24 credits of additional courses;
- c) second-, third- and fourth-year students must withdraw from the faculty if, during a given school year they have:
  - failure to reach the minimum cumulative grade point average required for good standing after two probationary full-time sessions, or after 24 course credits for part-time students;
  - failure to reach the minimum diploma grade point average required after 24 credits of additional level 3000 or higher courses;

– failure in a compulsory course in a co-op program if this compulsory course is a prerequisite for a course offered during the following study session (withdrawal from the co-op option).

### ***Readmission***

a) Students who are required to withdraw from a program of studies or from the Faculty must remain out of their program for one academic year from the date of withdrawal. In case of withdrawal from the Faculty, students who wish to re-register after the stated period must submit a new application for admission and meet the admission requirements then in effect. The faculties strongly recommend that such students upgrade their academic record by taking at least four courses in math and science subjects and that they obtain an overall average of at least 4.5 in all courses taken after their withdrawal.

b) Students required to withdraw from the faculty may not register in courses of the faculty as a special student.

## **Grade report, transcript and conservation or records**

### ***Grade report***

The University prepares a grade report that presents academic results obtained by a student during the preceding session. The grade report is available on InfoWeb as soon as grades become official and the academic evaluation is complete. Students must use their password to access InfoWeb to consult their grade report.

If the grade report contains errors or omissions, the student should notify the Faculty within 60 days following the date that grades become official (see sessional dates).

Symbols used on grade reports and transcripts:

ABS (absent, no work submitted) - used when a student has not attended the course and has not informed the University thereof in writing, within the time limits specified in the sessional dates section of the Web site. This symbol is equivalent to a failing grade (F).

ADD (additional) - used when the course is taken outside of a student's program. As opposed to an extracurricular course, the result of an additional course is included in the cumulative grade point average calculation.

AUD (auditor) - used when a student has registered to audit a course.

CR (credit) - used when a course is taken in another institution through a letter of permission. The course grade is not included in the cumulative grade point calculation ; only the credits are indicated on the transcript.

CTN (continuing) - used for activities that continue during the following session.

DFR (deferred) - used whenever, in the judgment of the responsible authority, a student presents a valid reason for being unable to satisfy the course requirements. In such a case, the student must complete all requirements within the time limit determined by the professor. The limit may not exceed 12 months. (See also the regulation concerning absence from examinations.)

In order to obtain an extension of the time limit for completing the requirements of a course, a student must fill in the appropriate form, available at the secretariat of the Faculty or department. The student must then have this form signed by the professor of the course and by the chairperson of the department concerned.

If no mark has been received by the Faculty within the limit determined by the professor, the grade DFR will be replaced by INC. (Students registered for the spring or fall convocation should see the section concerning registration for degree.)

DR (drop) -used when students withdraw from a course within the time limit specified in the sessional

dates  
section of the University Web site.

HP (extracurricular) - used when the course is taken outside of a student's program of study. As opposed to an additional course (ADD), the result of an extracurricular course is not included in the grade point averages calculation.

INC (incomplete) - used when at least one of the course requirements has not been fulfilled. This symbol is equivalent to a failing grade (F).

NNR (mark not received) - used when the Office of the Registrar has not received a mark in time for production of reports.

NS (not satisfactory) - used for a failed course that is not part of the grade point averages calculation.

P (pass) - used to indicate that a student has passed the second language proficiency test, or certain activities such as fieldwork, internships and comprehensive

examinations. Does not count in the grade point average. S (satisfactory) - used for a passed course that is not part of the grade point average calculation.

T (test) - used when a student has taken the second language test.

### ***Transcript***

A transcript is an official and confidential document issued by the University of Ottawa at the student's request. A student's written authorization must accompany a request made by a third party.

There are two ways a student can obtain a transcript: he or she can submit a request either through InfoService or online using the InfoWeb option DocuNet.

In courses where there are at least six registered students, the group average and the number of students is indicated on the official transcript (as of May 2004) and on the grade report. A transcript issued by the Office of the Registrar indicates all courses and corresponding results for which a student is officially registered at the University. The University does not issue partial transcripts.

A student who has a debt toward the University cannot obtain a transcript.

### **Conservation and destruction of records**

The student's written file as established by the Faculty is deemed to constitute the official file. Documents contained in this file are kept for the duration of the student's enrolment at the Faculty.

After seven consecutive sessions following the departure of a student from the University (as a result of graduation or withdrawal), the file is destroyed, unless the student has enrolled again in another program in the same Faculty or has provided a valid reason why the file should be preserved for a longer period.

No corrections can therefore be made to the official transcript after this period. Only the official electronic record is retained.

### **Confidentiality**

The University takes all necessary precautions to protect the confidential and private nature of personal information contained in a student's academic file. The University does not, unless legally-bound, divulge personal information found in an academic file to parties outside the University without written consent from the student.

## **Degree requirements**

### ***Obtaining a degree***

To obtain a degree, a student must meet the following criteria:

1. Completion of all requirements common to all programs offered by the Faculty, including:
  - a) total number of courses;
  - b) level of courses;
  - c) passing mark;
  - d) minimum cumulative grade point average (CGPA);
  - e) minimum diploma grade point average (DGPA);
  - f) number of credits to be completed, according to the residence requirements of the requested degree as specified in the regulation regarding the minimum number of credits to be obtained at the University of Ottawa;
  - g) time limits.
2. Completion of all specific requirements of the program.
3. Formal application for the degree at the Office of the Registrar.

### **Minimum number of credits to be obtained at the University of Ottawa (residence requirements)**

To obtain a baccalaureate from the University of Ottawa, a student must complete a minimum of 50% of the program at the University of Ottawa.

### ***Maximum duration of studies***

In cases where students have failed to obtain a degree within eight years of their date of admission, the Faculty of Engineering reserves the right to impose new courses where necessary to comply with any modifications in the program leading to the degree in which they are enrolled.

### ***Granting a second degree from the University of Ottawa***

To obtain a second baccalaureate degree from the University of Ottawa, students must meet the following criteria.

1. They must complete a minimum of 30 credits or the equivalent beyond the normal requirements of the first degree. At least 15 credits must be taken at the University of Ottawa.
2. They must meet all the specific requirements of the program in which they are registered.

In these cases, the calculation of the CGPA takes into account the courses retained from the first concentration, honours program or certificate (because they apply to the second degree), as well as the courses taken after the granting of the first degree.

### ***Registration for degree***

In order that their names be submitted to the Senate, students who expect to complete their degree requirements must fill in the registration for degree form. The form is available at the University Web site, at InfoService and at the Undergraduate Office of the Faculty. This form must be returned to the Office of the Registrar no later than March 1 for spring convocation and no later than September 1 for fall convocation.

The final mark for deferred (DFR) courses and courses taken at another university must be received by the Faculty prior to May 15 for students registered for spring convocation and prior to September 15 for students registered for fall convocation.

NOTE: Students must ensure that the courses in which they are registered meet the requirements of the degree sought.

## **Recognition of excellence**

### ***Governor general's medal***

Medal awarded Her Excellency the Governor General of Canada to the student who has obtained the highest standing in a program of studies leading to a four-year baccalaureate. The student must have accumulated at least 60 credits at the University of Ottawa. This medal is awarded at the spring convocation.

### ***University medals***

During the fall and spring convocations, a gold and a silver medal are awarded to the best students in various undergraduate programs.

To obtain a medal at the fall convocation, a student must have a cumulative grade point average equal to or above, the recipient of the same medal at the spring convocation.

A minimum cumulative grade point average of 7.0 is required to obtain a medal.

Once the Senate has approved the granting of a degree or distinction, it is impossible to modify the granting date. The University Gold Medal for the highest standing in engineering.

The University Silver Medal for the second-highest standing in engineering

The Professional Engineering of Ontario Gold Medal offered for highest standing in engineering. A cheque of \$100 accompanies the medal.

The Canadian Society of Chemical Industry Silver Medal. A cheque of \$50 and a certificate for the highest standing in third year chemical engineering.

### ***Plaques***

During the fall and spring convocations, a Faculty plaque is awarded to students with the highest CGPA in an honours program.

To obtain a plaque at the fall convocation, a student must have a cumulative grade point average equal to or above, the recipient of the same plaque at the spring convocation.

A minimum cumulative grade point average of 7.0 is required to obtain a plaque.

The University plaque for the highest standing in chemical engineering, offered by the Faculty of Engineering.

The University plaque for the highest standing in civil engineering, offered by the Faculty of Engineering.

The University plaque for the highest standing in computer engineering, offered by the Faculty of Engineering.

The University plaque for the highest standing in computer science, offered by the the Faculty of Engineering.

The University plaque for the highest standing in electrical engineering, offered by the Faculty of Engineering.

The University plaque for the highest standing in mechanical engineering, offered by the Faculty of Engineering.

The University plaque for the highest standing in software engineering, offered by the Faculty of Engineering

### ***Citations***

When degrees are awarded, the following citations are indicated according to the CGPA:

Summa cum laude: 9.0 and above

Magna cum laude: 8.0 to 8.9

Cum laude: 7.0 to 7.9

The CGPA calculation is based on at least 30 credits. In the case of a second degree, see the information concerning the granting of a second degree.

### ***Dean's honour list***

Each year the names of certain students are placed in the dean's honour list:

full-time students (minimum 24 credits from September to April) who obtain an annual grade point average of 8.5 or higher. Nominations are made in May of each year based on complete results of all courses in which students are registered;

part-time students who obtain a cumulative grade point average (CGPA) of 8.5 or more will appear on the dean's honour list at the time of their graduation;

students registered in a co-op program during the fall or winter sessions, and have accumulated at least 12 credits during each of the prescribed study sessions in their program during the preceding 12 months, with a CGPA of 8.5 or more; Nomination to the honour list is indicated on the report and on the transcript, and is independent of any scholarship program.

### ***Scholarships***

Note: All scholarship recipients must be Canadian Citizens or Permanent Residents

American Society of Materials International Scholarship

An award of \$100 to the student in Mechanical Engineering who receives the highest marks in the two core material courses. The prize is donated by the Ottawa Valley Chapter.

(CSE) Canadian Society for Chemical Engineering Award - Silver Medal

To the student with the highest standing in the third year of Chemical Engineering.

Chemical Engineering Professors Scholarship

Four prizes of \$150 each to students registered in Chemical Engineering distributed as follows: two awards to second-year students who have obtained outstanding marks in first year; one, The Frank Giacobbi Award to a third year student for outstanding performance in second year, and one, The Benjamin Lu Award, to a fourth year student for outstanding performance in third year.

Delta Seminars Awards

An award of \$100 given to two students, each having achieved the highest mark in either course, GNG4170 or GNG4570.

Lockheed Martin Canada Award

An award of \$500 to a student who has achieved highest academic standing in level 3000 of the Electrical Engineering program, and is registered full-time in fourth year.

Maryse E. Guenette Scholarship

A scholarship of \$500 awarded to the top (CGPA) female student who has completed the third year of the undergraduate program in chemical engineering and who is registered for the fourth year of the program.

Nortec Air Conditioning Industries Ltd. Scholarship

An award of \$500 to a student registered full-time at the Department of Mechanical Engineering, who has achieved excellent combined standing in MCG 2135 Thermodynamics I and MCG 2175 Thermodynamics II (or the equivalent French course MCG 2535 and MCG 2575). In case of a tie, the candidate's CGPA will be considered

The Society of Chemical Industry (Canadian Section) (Plaque)

Awarded each year to the student with the highest standing in Chemical Engineering.

### ***Other scholarships***

Other scholarships based on academic merit, on financial need and on community commitment are also offered at the University of Ottawa.

For more information and to verify admissibility to certain scholarships, students are invited to use the search engine on the Financial Aid and Awards Office Web site. For further information:

Undergraduate Awards Office University of Ottawa  
85 University Street, Room 123  
Ottawa ON K1N 6N5  
Telephone: (613) 562-5810  
Fax: (613) 562-5155  
bbourse1@uottawa.ca  
[www.scholarships.uottawa.ca](http://www.scholarships.uottawa.ca)

### **Financial aid**

For more information on government loans and bursaries, on emergency funding or on the work-study program, contact:

Financial Aid and Awards Office  
University of Ottawa  
85 University Street, Room 102  
Ottawa ON K1N 6N5  
Telephone: (613) 562-5734  
Fax: (613) 562-5155  
finaid@uottawa.ca

[www.financialaid@uottawa.ca](http://www.financialaid@uottawa.ca)

### **Co-operative education**

Co-operative education combines academic learning with paid, practical experience related to students' field of study. At the University of Ottawa, students begin their first of four work terms the summer after second year. They continue to alternate four months of study with four months of work for the rest of their program (see table, Sequence 1). Students may also complete their last 12 months of work consecutively with one employer (see table, Sequence 2). In either case, the work terms involve increasing responsibility as the student progresses.

Summer Fall Winter  
Sequence 1  
First year 1a 1b  
Second year 2a 2b  
Third year T 3a T  
Fourth year 3b T 4a  
Fifth year T 4b

Sequence 2  
First year 1a 1b  
Second year 2a 2b  
Third year T 3a T  
Fourth year T T 3b  
Fifth year 4a 4b

F, W, S: fall, winter or summer session  
a: first half of academic year  
b: second half of academic year  
T: work term

### **Admission**

The co-op option is offered for each of the engineering programs. All co-op programs are optional, and admission is based on academic achievement.

Students applying to the University of Ottawa may apply directly to co-op with their application. If they are admitted to first year with an average of 82 per cent or more, they will be eligible for a reserved place in co-op. To keep this reserved position, students must maintain a cumulative grade point average of 8.0 (equivalent to 80 per cent) and meet all other admission requirements as listed below. Students who lose their reserved position or who are not granted a reserved position may apply to co-op again once they are registered at the University (see below).

Students already at the University may apply to co-op in second year. Application forms are available at the Co-operative Education Programs Office; the deadline for applications is September 30. Decisions on admissions are made at the beginning of the following term.

To be admitted, students must meet the following criteria:

- full-time registration in an engineering program or in the honours computer science program;
- completion of all course requirements up to and including the fall session of second year;
- minimum mark of D+ in ENG 1112;
- minimum cumulative grade point average of 6.0 for all programs in SITE, and 4.5 for chemical, civil and mechanical engineering after the December exams in second year; and
- Canadian citizenship or permanent residency

## **Requirements**

Once admitted, co-op students must maintain the minimum CGPA to remain in the program (6.0 for all programs in SITE, and 4.5 for chemical, civil and mechanical engineering). All co-op students register for a co-op work term report course during each work term and submit a work term report at the end of the work term. The course requirements for the co-op degree are the same as those for the regular program, plus four work term report courses. The regulations are detailed in the document Regulations and Procedures Governing Co-operative Programs.

## **Advantages**

- Students gain valuable work experience and establish a network of contacts, improving their chance of finding full time employment upon graduation.
- The salary earned during work terms helps finance students' education.
- The combination of work and study helps students both in their choice of courses and in their choice of careers.

Currently, more than 700 students are enrolled in co-op programs at the Faculty of Engineering. The co-op office is in contact with employers in the Ottawa area, across Canada and abroad. As a result, the placement rate in engineering is over 98 per cent, and there are often more jobs available than there are students.

## **CO-OP office**

The University of Ottawa has a central Co-operative Education Programs Office to administer all co-op programs. The office solicits employer participation, manages the placement process and monitors the work terms. A professor from each discipline is also involved in co-ordinating the program. For all questions please contact:

Co-operative Education Programs  
University of Ottawa  
100 Thomas More, 4th Floor  
Ottawa, Ontario K1N 6N5  
Telephone: (613) 562-5741  
E-mail: [coop@uottawa.ca](mailto:coop@uottawa.ca)

[www.uottawa.ca/academic/coop](http://www.uottawa.ca/academic/coop)

## **Academic fraud**

### **Definition**

1. Academic fraud is an act by a student that may result in a false academic evaluation of that student or of another student. Without limiting the generality of this definition, academic fraud occurs when a student commits any of the following offences:

- a) commits plagiarism or cheating of any kind; (to obtain more information on plagiarism and how to avoid it, consult our Web site at [www.uottawa.ca/plagiarism.pdf](http://www.uottawa.ca/plagiarism.pdf)).
- b) submits a work of which the student is not the author, in whole or in part (except for duly cited quotations or references). Such work may include an academic paper, an essay, a test, an exam, a research report, and a thesis, whether written, oral, or in another form;
- c) presents research data that has been falsified or concocted in any way;

- d) attributes a purported statement of fact or reference to a source that has been concocted;
- e) submits the same piece of work or significant part thereof for more than one course, or a thesis or other work that has already been submitted elsewhere, without written authorization of the professors concerned and/or of the academic unit concerned;
- f) falsifies an academic evaluation, misrepresents an academic evaluation, uses a forged or falsified academic record or supporting document, or facilitates the use of a falsified academic record or supporting document;
- g) undertakes any other action for the purpose of falsifying an academic evaluation.

## **Sanctions**

2. A student who has committed or attempted to commit academic fraud, or who has been a party to academic fraud, is subject to one or more of the following sanctions:
- a) the mark of F or zero for the work concerned;
  - b) the mark of F or zero for the course concerned;
  - c) the mark F or zero for the course concerned and the loss of all or part of the credits for the academic year concerned and/or an additional requirement of 3 to 30 credits added to the student's program of studies. The courses for which credits were withdrawn remain in the student's file; they are included in the grade point average and must be repeated or replaced by other courses at the discretion of the Faculty;
  - d) suspension from the program or from the Faculty, for at least one session and at most three academic years;
  - e) expulsion from the Faculty;
  - f) expulsion from the University of Ottawa for at least three years, it being understood that three years after being expelled, the student concerned may ask the Senate committee for the study of individual cases to review his or her case, with the possibility, where applicable, of having the notice of expulsion withdrawn from the student's transcript. If the student reapplies for admission, the regular admission process shall apply;
  - g) cancellation or revocation of a degree, diploma or certificate where the offence relates to the eligibility to receive such degree, diploma or certificate, and was discovered or determined after its award;
  - h) inclusion of the following statement in the student's academic transcript: "Sanction pursuant to contravention of the University regulations on fraud."

## **Decisions**

3. Sanctions stipulated in articles 2 (a) to (d) are taken by the Faculty in which the student is registered. Sanctions 2 (e) to (h) are taken by the Senate committee for the study of individual cases upon the recommendation of the Faculty. Decisions shall take effect immediately, notwithstanding appeal.

## **Procedure**

4. Allegations of fraud are submitted in writing, with supporting documentation, to the dean of the Faculty in which the student is registered.
5. If the dean or the dean's representative decides that the allegation is founded:
- a) the file is referred to a committee of inquiry consisting of at least three persons appointed by the dean;
  - b) the dean informs the student in writing of the allegation made against him or her and provides a copy of all supporting documentation, as well as of this regulation.
6. The committee of inquiry:
- a) invites the student to present, in writing, within a prescribed time limit, any information or documents relevant to the allegation which has been made and, if it deems it appropriate, invites the student to appear before the committee;
  - b) solicits any other information that it considers relevant to its inquiry.
7. On the basis of this documentation and information, and once the student has been given the opportunity to be heard in writing and/or in person, the committee of inquiry:
- a) either concludes that the allegation is not sufficiently founded and that no further action should be taken; or,
  - b) concludes that the allegation is founded and prepares a summary report for the dean, which shall include a recommendation for the appropriate sanction.
- The student is informed by the dean of the conclusions reached by the committee of inquiry and of the next procedural steps. The dean informs the student that he or she may submit comments on the report of the committee of inquiry, provided that such comments are made in writing within 10 working days following the date at which the report was sent.
8. The report of the committee of inquiry, and, if applicable, the written submissions made by the student, are submitted to the executive committee of the Faculty or its equivalent, which either decides the sanction to be imposed or recommends it to the Senate committee for the study of individual cases as the case may be.
9. If the sanction is one the Faculty has the power to impose, the decision of the executive committee of

the Faculty or its equivalent shall take effect immediately, notwithstanding appeal.

10. The dean informs the student in writing of the decision or the recommendation made by the executive committee of the Faculty or its equivalent, and of the procedure to be followed should the student wish to appeal.

### ***Appeal***

11. A student who decides to appeal the decision of the executive committee of the Faculty or its equivalent, or its recommendation to the Senate committee for the study of individual cases, must so inform the secretary of the University and provide the reasons for the appeal, within 10 days following the date at which the decision or recommendation was sent.

12. The secretary of the University transmits the file to the Senate committee for the study of individual cases which:

a) invites the student to appear before the committee and/or submit in writing any information the student considers relevant;

b) solicits any other documentation or information it considers relevant.

13. The decision of the Senate committee for the study of individual cases is final and cannot be appealed.

### ***Fraud concerning more than one student***

14. When the allegation of fraud concerns students from more than one Faculty, the committee of inquiry consists of one professor appointed by each Faculty concerned and of one chairman jointly appointed by the deans of these faculties. Failing such appointment, the chairman will be appointed by the vice-rector, academic. The report of that committee is forwarded to the Senate committee for the study of individual cases, whose powers, for this purpose, are those described under procedure number 8 for the executive committee of a Faculty. In this case, the decision of the Senate committee for the study of individual cases may be appealed to the executive committee of the Senate, in accordance with the procedures described under Appeal.

### ***Suspension***

15. A student who has been suspended from a program shall not be awarded any credit for courses otherwise acceptable as part of the student's program or as part of the overall requirements of the program, when such courses are taken, at the University of Ottawa or elsewhere, during the period of suspension which has been imposed. A mark of F (zero) will be assigned retroactively, if applicable, to any course so taken at the University of Ottawa, and tuition fees will not be refunded.

16. At the end of the period of suspension, the student will be authorized to continue the program once he or she has registered in accordance with the conditions applicable at that time.

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