

Faculty of Engineering Policies and Procedures-Undergraduate

Absence/Late Accommodation Policy

Students must familiarize themselves with the University Policy on Academic Consideration – Undergraduate Students in First Entry Programs posted on the Academic Calendar:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf

This policy does not apply to requests for Academic Consideration submitted for attempted or completed work, whether online or in person. The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

Students missing a test/assignment/lab or examination will report the absence by submitting Academic Consideration Request form through [STUDENT ABSENCE PORTAL](#).

- All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline. Academic consideration may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, or re-weighting of course requirements.
- An instructor may deny academic consideration for any assessment that is not required in the calculation of the final grade (e.g., “8 of 10 quizzes”). Assessment flexibility must be indicated on the course outline.
- An instructor may deny academic consideration relating to the timeframe submission of work where there is already flexibility in the submission timeframe (e.g., 72-hour submission window). This assessment flexibility must be indicated on the course outline.
- All Academic Consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request without supporting documentation per course. Some assessments are excluded from this policy. Please refer to the course outline to determine if documentation is required.
- Requests without supporting documentation are limited to one per term per course.
- Please note that examinations scheduled during official examination periods always require official supporting documentation.
- If a student mistakenly submits their one allowed Academic Consideration request without supporting documentation for the assessments listed above that do not require academic consideration, the request cannot be recalled and reapplied. This privilege is forfeited.

An undocumented absence is only valid for a 24-hour period, from midnight on the day specified to midnight of the following day. An appropriate use of an undocumented absence would be for an in-class assessment that takes place that day. Where the time given to complete the assessment is longer than 24 hours, an undocumented absence will not cover a student for the full time given to complete the assessment, and flexibility considerations in submitting the assessment will override the undocumented absence.

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

It is the student's responsibility to check the date, time and location of the [Special Examination](#).

Religious Accommodation

When scheduling unavoidably conflicts with religious holidays, which (a) require an absence from the University or (b) prohibit or require certain activities (i.e., activities that would make it impossible for the student to satisfy the academic requirements scheduled on the day(s) involved), no student will be penalized for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and instructor involved, they should consult the appropriate Department Chair and, if necessary, the student's Dean.

It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

Academic Integrity

In the Faculty of Engineering, we encourage students to create a culture of honesty, trust, fairness, respect, responsibility, and courage, befitting the professional degree you are pursuing.

Please visit [Academic Integrity Western Engineering](#) for more information

Academic Offences

Plagiarism means using another's work without giving credit. The university has rules against plagiarism and other scholastic offences. Western Engineering has a zero-tolerance policy on plagiarism. The minimum penalty is zero on the course work and a repeat offence will earn you zero on the course. A third offence may lead to expulsion from the university.

[Scholastic Discipline for Undergraduate Students & Cheating, Plagiarism and Unauthorized Collaboration: What Students Need to Know](#)

Students must write their reports, essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. University policy states that cheating, including plagiarism, is a scholastic offence. The commission of a scholastic offence is attended by academic penalties, which might include expulsion from the program. If you are caught cheating, there will be no second warning.

All required papers may be subject to submission for textual similarity review to commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents on the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (<http://www.turnitin.com>). Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the relevant section of the Academic Handbook:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Faculty of Engineering AI Policy

The use of generative Artificial intelligence (GenAI) tools won't be discouraged in the Faculty of Engineering. As we pride ourselves on building the future we can't hide from the use of GenAI tools to contribute to the understanding of the course materials. Please refer to the course outline for the GenAI policy related to each course.

GenAI tools use won't be permitted in any type of examination or other assessments where the faculty have prohibited their use. If use of GenAI tools is detected by the instructor in these instances, academic offences penalties might be imposed against the student.

Accessibility

Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. To help provide the best experience to all members of the campus community, please visit the [Accessibility Western University](#) for information on accessibility-related resources available at Western. Students with disabilities may arrange for academic accommodation at Western. For a more detailed explanation, please visit [Academic Support & Engagement -Academic Accommodation](#).

Inclusivity, Diversity, and Respect

The Faculty of Engineering at Western University is committed to creating equitable and inclusive learning environments that value diverse perspectives and experiences. We recognize that university courses often marginalize students based on social identity characteristics such as, but not limited to, Indigeneity, race, ethnicity, nationality, ability, gender identity, gender expression, sexuality, age, language, religion, and socioeconomic status. Understanding this, we strive to facilitate equitable experiences and inclusion within the classroom by respecting and integrating multiple ways of knowing, being, and doing. Please visit the [Office of Equity, Diversity and Inclusion](#).

I. Health and Well-Being

[Health & Wellness Services – Students](#) - Offers appointment-based medical clinic for all registered part-time and full-time students.

[Mental Health Support](#) - Provides professional and confidential services, free of charge, to students needing assistance to meet their personal, social and academic goals. Services include consultation, referral, groups and workshops, as well as brief, change-oriented psychotherapy.

[Crisis Support](#) - For immediate assistance, please visit Thames Hall Room 2170 or call 519-661-3030. The crisis clinic operates between 11:00 am - 4:30 pm. For after-hours crisis support, click [here](#).

[Gender-Based Violence and Survivor Support](#) - “Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website: https://www.uwo.ca/health/student_support/survivor_support/gethelp.html To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Important Contacts

Engineering Undergraduate Services	SEB 2097	engugrad@uwo.ca
Department of Electrical and Computer Engineering	TEB 279	eceugrad@uwo.ca
Office of the Registrar/Student Central	WSSB 1120	519-661-2100

Important Links

- [WESTERN ACADEMIC CALENDAR](#)
- [ACADEMIC RIGHTS AND RESPONSIBILITIES](#)
- [ENGINEERING PROGRESSION REQUIREMENTS AND ACADEMIC REGULATIONS](#)
- [UNIVERSITY STUDENTS' COUNCIL \(USC\) - SERVICES](#)
- [IMPORTANT DATES AND DEADLINES](#)
- [ACADEMIC CONSIDERATION FOR MEDICAL ILLNESS - UNDERGRADUATE STUDENTS](#)
- [ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS](#)
- [SCHEDULING OF ASSIGNMENTS, TESTS, AND EXAMINATIONS](#)
- [STUDENT FORMS](#)
- [OFFICE OF THE REGISTRAR](#)
- [RETENTION OF ELECTRONIC VERSION OF COURSE OUTLINES \(SYLLABI\)](#)
- [ACADEMIC APPEALS](#)
- [STUDENT ABSENCE PORTAL](#)