**Western University**  
**Faculty of Engineering**  
**Department of Electrical and Computer Engineering**

**ECE 4436A: Networking: Principles, Protocols and Architectures**  
**Course Outline 2019-20**

**Description:** This course introduces the fundamental concepts of communication networks. Specifically, it is concerned with network architectures and protocols. The objective of the course is to allow students to develop a thorough understanding of the architectures of networks and the basic principles that allow the transmission of data over the networks.

**Instructor:** Dr. Abdallah Shami, P.Eng.  
ACEB 4455, 519-661-2111 ext. 81259, ashami2@uwo.ca  
Consultation hours: Thursday 3:30 pm – 5:00 pm

**Academic Calendar Copy:** Introduction to networking, network architecture and protocols, layering, OSI and TCP/IP models. Physical layer: transmission media, data encoding, Asynchronous and synchronous transmission. Data link layer: error detection, flow control, error control. Packet Switching: datagrams, virtual circuits, routing, congestion control, internetworking. Local area networks, network layer and transport layer.

**Contact Hours:** 3 lecture hours/week, 2 laboratory hours/week, 0.5 course.

**Antirequisite:** Computer Science 3357A/B.

**Prerequisites:** Engineering Science 1036A/B or Computer Science 1026A/B.

**Restrictions:** Restricted to year 4 Electrical or Integrated or year 3 Software or year 3 or 4 Computer Engineering students.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**CEAB Academic Units:** Engineering Science 75%, Engineering Design 25%.


**Recommended References:**
General Learning Objectives (CEAB Graduate Attributes)

<table>
<thead>
<tr>
<th>Knowledge Base</th>
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<th>Use of Engineering Tools</th>
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<th>Impact on Society and the Environment</th>
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<tr>
<td>Problem Analysis</td>
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<td>Individual and Team Work</td>
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<td>Ethics and Equity</td>
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<td>Investigation</td>
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<td>Communication Skills</td>
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<td>Economics and Project Management</td>
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<td>Design</td>
<td>3/2</td>
<td>Professionalism</td>
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<td>Life-Long Learning</td>
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</table>

Notation: x/y, where x is the cognitive level (1: Remember, 2: Understand, 3: Apply) at which the attribute is assessed and y is the academic level (1: Beginner, 2: Intermediate, 3: Advanced) at which the attribute is assessed.

Topics and Specific Learning Objectives

1. Computer Networks and the Internet
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of the Internet
   b. Demonstrate knowledge of the Network Edge.
   c. Demonstrate knowledge of the Network Core.
   d. Demonstrate knowledge of the Network Access and Physical Media
   e. Demonstrate an understanding of ISPs and Internet Backbones.
   f. Demonstrate an understanding of Delay and Loss in Packet-Switched Networks.
   g. Demonstrate an understanding of Protocol Layers and Their Service Models.

2. Application Layer
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of the Principles of Application Layer Protocols.
   b. Demonstrate an understanding of the Web, HTTP, FTP, DNS, and DNS-The Internet's Directory Service protocols.
   c. Understand and apply Socket Programming with TCP.
   d. Understand and apply Socket Programming with UDP.
   e. Design and build a Simple Web Server.
   f. Demonstrate an understanding of Content Distribution

3. Transport Layer
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of Transport-Layer Services.
   b. Demonstrate an understanding of Multiplexing and De-multiplexing.
   c. Demonstrate an understanding of Connectionless Transport: UDP.
   d. Demonstrate an understanding of the Principles of Reliable Data Transfer.
   e. Build and apply the Principles of Reliable Data Transfer.
   f. Demonstrate an understanding of Connection-Oriented Transport: TCP.
   g. Design and apply the Principles of Congestion Control.
   h. Demonstrate an understanding of TCP Congestion Control
4. Networking Layer & Routing
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of Network Service Model.
   b. Build and apply the Routing Principles.
   c. Demonstrate an understanding of Hierarchical Routing.
   d. Demonstrate an understanding of The Internet Protocol.
   e. Demonstrate an understanding of Routing and the Internet.
   f. Demonstrate an understanding of what's Inside a Router.
   g. Demonstrate an understanding of IPv6.
   h. Demonstrate an understanding of Multicast Routing.
   i. Demonstrate an understanding of Mobility and the Network Layer
   j. Software Defined Networking (SDN)
   k. Simple Network Management Protocol (SNMP)

5. Link Layer
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of Data Link Layer Services.
   b. Demonstrate an understanding of Multiple Access Protocols.
   c. Demonstrate an understanding of LAN Addresses and ARP.
   d. Demonstrate an understanding of Ethernet.
   e. Demonstrate an understanding of Hubs, Bridges and Switches functionalities.
   f. Design and build Local Area Networks.
   g. Design and build Wireless Local Area Networks
   h. Demonstrate an understanding of PPP: The Point-to-Point Protocol.
   i. Data Centre Networking

6. Cloud Networking
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of data center network stack specifics
   b. Demonstrate an understanding of management and sharing of network infrastructure in cloud data centers.
   c. Demonstrate an understanding of inter-data center WAN connectivity

7. Wireless & Mobility
   At the end of this section, students will be able to:
   a. Demonstrate an understanding of Wireless and Mobility.
   b. Build and design of Wi-Fi networks.
### Evaluation

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Laboratory</td>
<td>20%</td>
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<tr>
<td>Midterm Test</td>
<td>20%</td>
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<tr>
<td>Final Examination</td>
<td>50%</td>
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To obtain a passing grade in the course, a mark of 50% or more must be achieved on the final examination as well as on the laboratory course work.

A final examination or laboratory mark < 50% will result in a final course grade of 48% or less.

**Quizzes:** There will be 12 in class pop quizzes, the quizzes are IClicker based. The students are expected to bring a compatible device, each quiz will focus on recently covered topics. At the end of the term, the highest 10 quiz marks will be considered toward the final mark.

**Laboratory:** There will be 5 laboratory assignments each spanning two weeks (on average). All laboratory assignments have equal weights. Laboratory assignments may be programming-based. Python programming language will be used in this course.

**Midterm Test:** There will be no rescheduling of the midterm test. If a student misses the midterm test, the weight assigned to the final examination may be adjusted accordingly; please read the *Missed Midterm Examinations* section below for more information. During exams/tests all electronic devices must be powered down and stored out of reach. The only exception is a simple scientific non-programmable, which is permitted. Other devices capable of substituting for a simple calculator (*e.g.*, a phone, laptop, iPad), are not permitted.

**Final Examination:** The final examination will be take place during the regular examination period.

**Late Submission Policy:** Late reports submissions will be penalized 10% per day.

**Use of English:** In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for 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.

**Attendance:** Attendance will be taken electronically using the university approved IClicker Cloud platform, students are expected to bring a compatible device with to every lecture. Any student who, accumulates a significant number of absences from lectures, will be reported to the Dean (after due warning has been given). On the recommendation of the department, and with the permission of the Dean, the student will be debarred from taking the regular final examination of the course.
Absence Due to Illness or Other Circumstances: Students should immediately consult with the instructor or department Chair if they have any problems that could affect their performance in the course. Where appropriate, the problems should be documented (see the attached “Instructions for Students Unable to Write Tests or Examinations or Submit Assignments as Scheduled”). The student should seek advice from the instructor or department Chair regarding how best to deal with the problem. Failure to notify the instructor or department Chair immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

For more information concerning medical accommodations, see the relevant section of the Academic Handbook:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

For more information concerning accommodations for religious holidays, see the relevant section of the Academic Handbook:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Missed Midterm Examinations: If a student misses a midterm examination, the exam will not be rescheduled. The student must follow the Instructions for Students Unable to Write Tests and provide documentation to their department within 24 hours of the missed test. The department will decide whether to allow the reweighting of the test, where reweighting means the marks normally allotted for the midterm will be added to the final exam. If no reasonable justification for missing the test can be found, then the student will receive a mark of zero for the test.

If a student is going to miss the midterm examination for religious reasons, they must inform the instructor in writing within 48 hours of the announcement of the exam date or they will be required to write the exam.

Cheating and Plagiarism: Students must write their 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
**Use of Electronic Devices:** In-class use of electronic devices, *i.e.*, laptops, iPods, … is strongly discouraged, while the use of headphones and/or phones is not permitted. Any student who, in the opinion of the instructor, is too much distracted by the electronic devices may be asked to leave the current lecture and/or reported to the Dean. In the case of repeated behavior, on the recommendation of the department, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course. During exams/tests all electronic devices must be powered down and stored out of reach. The only exception is a simple scientific non-programmable, which is permitted. Other devices capable of substituting for a simple calculator (*e.g.*, a phone, laptop, iPad), are not permitted.

**Use of Personal Response Devices ("iclickers"):** The Personal Response App ("iClicker Reef") will be used in most classes. It is the responsibility of the student to ensure that the smart device with the app installed are activated and functional. Students must see their instructor if they have any concerns about whether the app is malfunctioning. Students must use only their own iclicker device and corresponding account. The iclicker records will be used to compute a portion of the course grade thus:
- The use of somebody else’s clicker account in class will constitute a scholastic offence,
- The possession of an iclicker tied to another student's account will be interpreted as an attempt to commit a scholastic offence.

**Policy on Repeating All Components of a Course:** Students who are required to repeat an Engineering course 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 by the student for grading in subsequent years.

**Internet and Electronic Mail:** Students are responsible for regularly checking their Western e-mail and the course web site (https://owl.uwo.ca/portal/) and making themselves aware of any information that is posted about the course.

**Accessibility:** Please contact the course instructor if you require material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext. 82147 for any specific question regarding an accommodation.

**Support Services:**
- Student Development Centre, [http://www.sdc.uwo.ca/](http://www.sdc.uwo.ca/)
- Engineering Undergraduate Services, [http://www.eng.uwo.ca/undergraduate/](http://www.eng.uwo.ca/undergraduate/)
- USC Student Support Services, [http://westernusc.ca/services/](http://westernusc.ca/services/)

Students who are in emotional/mental distress should refer to Mental Health @ Western, [http://www.health.uwo.ca/mental_health/](http://www.health.uwo.ca/mental_health/), for a complete list of options about how to obtain help.
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. (SEE THE 2019 UWO ACADEMIC CALENDAR).

A. GENERAL REGULATIONS & PROCEDURES

1. All first year students will report to the Undergraduate Services Office, SEB 2097, for all instances.

2. If you are an upper year student and you are missing a test/assignment/lab or exam that is worth MORE THAN 10% of your final grade, you will report to the Undergraduate Services Office, SEB 2097. Otherwise, you will report to your department office to request relief.

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 TESTS

1. If you are in first year and you are unable to write a 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 term test, inform your instructor PRIOR to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office. If the test is worth MORE THAN 10% of your final grade you will report to the Undergraduate Services Office, SEB 2097 to request relief. Otherwise, you will report to your department office to request relief.

3. Be prepared to provide supporting documentation to the Department Chair and/or the Undergraduate Services Office (see next page for information on documentation).

4. Discuss with the instructor if and when the test can be rescheduled. N.B. The approval of the Chair or the Undergraduate Services Office is required when rescheduling 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 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, 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 sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

N.B. 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 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 Associate Dean 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. 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.
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 may want to seek advice from the academic counsellor in your Department or Ms. Karen Murray in the Undergraduate Services Office, if you are in first year.

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 counsellor.

**Calendar References:** Check the following regulations in your 2019 Western Academic Calendar available at [http://www.westerncalendar.uwo.ca/Pages/default.aspx](http://www.westerncalendar.uwo.ca/Pages/default.aspx)

Absences Due to Illness, Examinations, Scholastic Offences, Academic Accommodations for Religious or Holy Days, Course Withdrawals, Academic Accommodations for Students with Disabilities, and Student Medical Certificate Engineering Academic Regulations.

**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.

**Drop Deadlines:**

First term half course (i.e. “A” or “F”): November 12, 2019

**Contact Information:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Office</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate Services Office</td>
<td>SEB 2097</td>
<td>(519) 661-2130</td>
<td><a href="mailto:engu@uwo.ca">engu@uwo.ca</a></td>
</tr>
<tr>
<td>Dept. of Chemical and Biochemical Engineering</td>
<td>SEB 3005</td>
<td>(519) 661-2139</td>
<td><a href="mailto:civil@uwo.ca">civil@uwo.ca</a></td>
</tr>
<tr>
<td>&amp; Green Process Engineering</td>
<td>TEB 477</td>
<td>(519) 661-2131</td>
<td><a href="mailto:eceugrad@uwo.ca">eceugrad@uwo.ca</a></td>
</tr>
<tr>
<td>Dept. of Civil and Environmental Engineering</td>
<td>TEB 279</td>
<td>(519) 661-3758</td>
<td><a href="mailto:mmeundergraduate@uwo.ca">mmeundergraduate@uwo.ca</a></td>
</tr>
<tr>
<td>&amp; Mechatronics Engineering</td>
<td>SEB 3002</td>
<td>(519) 661-4122</td>
<td><a href="mailto:eceugrad@uwo.ca">eceugrad@uwo.ca</a></td>
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<tr>
<td>Dept. of Electrical and Computer Engineering</td>
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<tr>
<td>Software Engineering</td>
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Revised 13/08/2019
Western University - Faculty of Engineering
2019-2020

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.

NEW: Requests for Academic Consideration using the Self-Reported Absence Form

If you experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render you unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) you should self-declare using the online Self-Reported Absence portal. This option should be used in situations where you expect to resume academic responsibilities within 48 hours or less.

Each student will be allowed a maximum of two self-reported absences between September and April and one self-reported absence between May and August. Self-reporting may not be used for final exams or assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.

For full instructions about the Self-Reporting System refer to the Academic Calendar:
http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322

A. GENERAL REGULATIONS & PROCEDURES (other than self-reported absences)

1. All first year students will report to the Undergraduate Services Office, SEB 2097, for all instances.

2. If you are an upper year student and you are missing a test/assignment/lab or examination that is worth LESS THAN 10% of your mark, you should report to your department office to request relief. If your course work is worth MORE THAN 10% of your final grade, you will report to the Undergraduate Services Office, SEB 2097.

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 (other than self-reported absences)

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. 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, you should report to your department office to request relief. If the test is worth MORE THAN 10% of your final grade you will report to the Undergraduate Services Office, SEB 2097 to request relief.

3. Be prepared to provide supporting documentation to the Department Chair and/or the Undergraduate Services Office (see next page for information on documentation).

4. Discuss with the instructor if and when the test can be rescheduled. N.B. The approval of the Chair or the Undergraduate Services Office is required when rescheduling midterm/term tests.
C. **FINAL EXAMINATIONS** (cannot be self-reported)

1. If you are unable to write a final examination, contact the Undergraduate Services Office PRIOR TO THE SCHEDULED EXAMINATION TIME to 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 sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. 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 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.

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**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 Extemporizing 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 Counsellor.

Calendar References: Check these regulations in your 2019 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Self-Reporting Absences: http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=SubHeading_322

Absences Due to Illness: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

Academic Accommodations for Students with Disabilities: 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

Course Withdrawals: 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=#Page_20

Scheduling of Term Assignments: 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

Student Medical Certificate: https://www.eng.uwo.ca/files/undergraduate/forms/smc.pdf

Engineering Academic Regulations: 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 13, 2019
Full courses and full-year half course (i.e. “E”, “Y” or no suffix) September 13, 2019
Second term half course (i.e. “B” or “G”) January 14, 2020

Drop Deadlines: First term half course (i.e. “A” or “F”) November 12, 2019
Full courses and full-year half courses (i.e. “E”, “Y” or no suffix) November 30, 2019
Second term half or second term full course (i.e. “B” or “G”) March 7, 2020

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