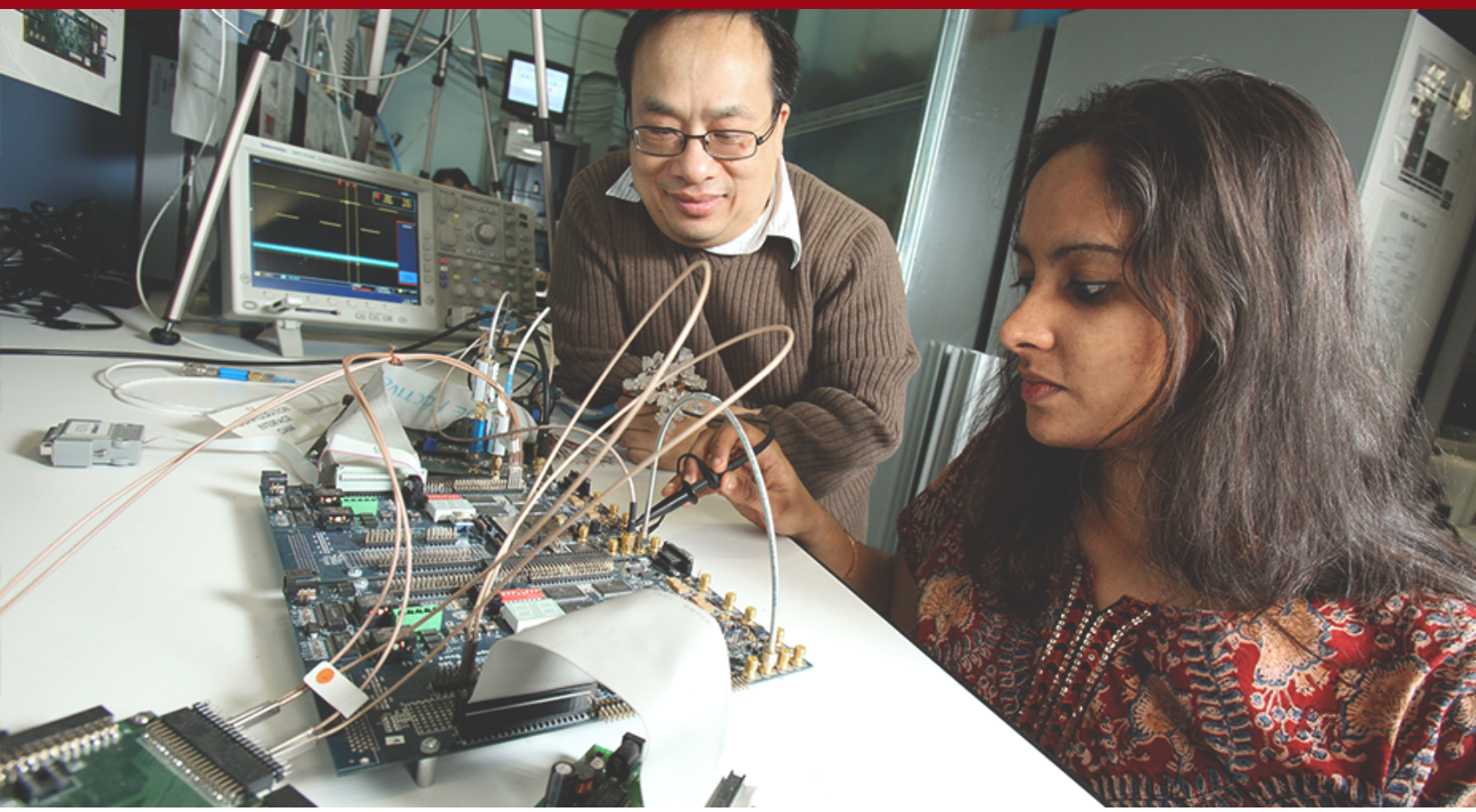
UNDERGRADUATE STUDENT HANDBOOK 2021-2022



DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

McGill

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PREAMBLE

It is the responsibility of the student to obtain accurate and up-to-date information. Although the University eCalendar is updated annually, it can take several months for changes to be reflected on the e-calendar website. Our goal is to keep this Student Handbook up-to-date. As such, if there are any discrepancies between this document and the eCalendar, please report them to the Undergraduate Program Office (undergrad.ece@mcgill.ca).

The active participation of students in the advising process is essential to access the full range of academic opportunities available at the university. Please be proactive in seeking meetings with various advisors, professors, and counsellors to ensure that you receive the advice needed to meet your academic goals. It should be noted that, while advisors are there to provide students with guidance, students are ultimately responsible for meeting the requirements of their degree. It is the student's responsibility to learn the rules and regulations of the University, Faculty, Department, and the program. Advisors and counsellors are available to work together with students to offer help, advice, and guidance throughout their undergraduate studies.

ACADEMIC INTEGRITY

McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offenses under the Code of Student Conduct and Disciplinary Procedures. Please visit www.mcgill.ca/students/srr/honest for more information (approved by Senate on January, 29, 2003.

To ensure that all students are aware of and understand the expectations of academic integrity, all students must complete a mandatory Academic Integrity Tutorial by the end of their first semester at McGill.

The Academic Integrity Tutorial is available online on myCourses as AAAA100.

ACADEMIC POLICIES

The following is a list of important policies of the Department of Electrical and Computer Engineering that are related to registration, graduation, as well as other academic rules and procedures. Violation of these rules can have significant consequences (including delay in graduation). It should be noted that being unfamiliar with these policies will not be accepted as an excuse should issues arise. Students are strongly advised to meet their Academic Advisor at the beginning of each academic year.

1. Prerequisites and Co-Requisites
To register for a course, you must:
1) have passed or registered simultaneously in the co-requisite course(s) or:
2) have passed the prerequisite course(s) as well as the co-requisite(s) of the prerequisite course(s).

For any ECSE course, the pre- and co-requisites must be passed with a grade of C or better (D is not acceptable). Students who receive a grade of "D" in a prerequisite may may take the subsequent course provided that the prerequisite is retaken at the same time. Students must consult with a departmental advisor before proceeding with this option.

Note: Although MINERVA may permit you to register for a course without successfully completing the prerequisites, students are still considered to be in violation of the prerequisite regulation. In such cases, students will be withdrawn from the course at any point in the term.

Permission to waive a pre- or co-requisite requirement will be granted only in exceptional cases.

2. Satisfactory/Unsatisfactory "S/U" Option
The S/U option may only be used for complementary studies courses ("Humanities and Social Sciences" and "Impact of Technology on Society") and Natural Science complementary courses. Students must indicate this on MINERVA before the add/drop deadline.

The option can only be selected once (3 credits) per term, to a maximum of 10% of a student's credits taken at McGill. Grades of A through C will be converted to Satisfactory (S) and grades of D through F will become Unsatisfactory (U). The courses taken under S/U option will be excluded from the grade point average calculations, but will included in the attempted credits.

3. Extra Courses
Students who wish to take additional courses outside their program requirements for their own interest may classify them as "extra". Although extra courses are indicated on the student's transcript, the grades earned in those courses do not affect the GPA. To mark a course as "extra", please complete a "Request for Course Authorization form" available at https://www.mcgill.ca/engineering/students/undergraduate/courses-registration/registration-records/forms. Students **cannot** mark extra courses as S/U.

4. Courses Taken Outside McGill University
Only General Complementaries can be taken outside the University. Note that prior permission from the Faculty of Engineering (FDA 22) must be granted before you do so. Students wishing to take a course at another university within Quebec must complete the Inter University Transfer form:

https://www.mcgill.ca/engineering/students/undergraduate/courses-registration/courses-grades/iut

5. Summer Courses
The maximum number of credits a student may take in the summer semester is 12, but the maximum per session is 6.

6. Program Curricula

- Electrical
- Computer
- **Software**
- Software Co-op

7. Technical complementary courses

We are aware of some of the TC courses switching from list A to list B and understand how confusing that can be. Rest assured that as long as a course appears in a list (at any point), you can take it as such to fulfill the requirements of the list in which it appears (even if it switched to the other list in more up-to-date TC course listings), and you will not be penalized for doing so. We would, however, encourage you to follow the List A/B TC list of the newest academic year in terms of course selection, because it is the most up-to-date, even in terms of what courses are being offered. **Please note that you must continue to follow the curriculum TC requirements of your admit year.**

8. Elective Courses

For the list of approved/not approved courses, please refer to the list found here. Students must get approval from the ECE Undergraduate Office when they choose their elective course, unless it's on the pre-approved list.

9. **Natural Science Courses**

This list of Natural Science courses may be found here.

10. **General Complementary Courses**

The list of general complementary courses may be found here.

11. Examinations Regulations
For information on examination dates, schedules, regulations, conflicts etc., please consult www.mcgill.ca/exams/regulations

Please note that students should not make any travel arrangements prior to the posting of the Final Examinations schedule

12. **Deferral of a Final Exam**
Students who are unable to write one or more exams for serious reasons such as illness or family afflictions may receive permission to defer their final exam.

Students who are ill prior to an examination should make arrangements to see an advisor in the McGill Engineering Student Centre (FDA 22) for proper evaluation of the situation to avoid an incomplete final grade. Please consult www.mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferrals for more information.

13. **Supplemental Exams**
Courses administered by the Faculty of Engineering do not have supplemental examinations. However, Engineering students may be eligible to write a supplemental examination in courses administered by the Faculty of Arts & Science (some science, humanities and social sciences courses). All requests to write a supplemental exam must be submitted online through MINERVA.

Courses with supplemental examinations for engineering students include, but are not limited to the following: CHEM 120, COMP 202, MATH 133, MATH 140, MATH 141, MATH 150, MATH 152, MATH 247, MATH 248, MATH 317, PHYS 131, PHYS 142, some science courses administered by the Faculty of Science in addition to humanities and social science courses administered by the Faculty of Arts

14. Viewing Final Exams
In accordance with the Charter of Student Right, students have the right to "consult any written submission for which they have received a mark and to discuss this submission with the examiners."

To do so, students must complete an exam review form (available at the Undergraduate Program Office) before proceeding to make an appointment to see the exam. The purpose of the review process is not to correct the grade. The grade will not be changed by the examiner unless some perfectly straightforward error has been made, such as in transcribing or adding marks. There will be no attempt made to re-judge whether a partial mark is fair or not. Such re-assessment is the function of the re-read process: https://mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/reassessment-grade

The application deadline for viewing exams is the last day of March, July and November for fall, winter and summer courses, respectively.

15. **Course Conflicts**
Students are not permitted to register for courses with time conflicts. Although Minerva does not always flag the conflicts during registration, conflicts are not permitted. A conflict means that two courses have time conflicts either in the lecture times or tutorial times. Note that having conflicting courses does not constitute as an excuse to defer or reschedule any assessment.

16. Changing programs
If you wish to transfer between programs within the department of Electrical and Computer Engineering you must apply for an intra-departmental transfer. For full application and eligibility details, please consult https://www.mcgill.ca/ece/undergrad/information/intra-departmental-transfer-ece . Please note that meeting the minimum eligibility requirements does not guarantee acceptance.

17. Graduation
Students expecting to graduate within two semester should contact the departmental adviser (undergrad.ece@mcgill) to review their courses and ensure that they have completed all required credits to graduate.

In order to be considered for graduation, all required courses must be completed including courses needed for any minor. Additionally, all K and L grades must be resolved or in the process of being resolved.

All U3 students must apply for graduation upon registration in their final term on Minerva. Only students in their last two semesters are coded as U3 and will be eligible to apply for graduation. If you are unable to apply for graduation, contact the Faculty of Engineering as soon as possible.

18.**Upper Limit on Credits**
The upper limit for credits in one semester is 18. Requests to exceed the credit limit must be sent to the Undergraduate Program Office. Note that permission to exceed 18 credits in any one semester is rarely granted.

19. D Grade Policy
It should be noted that a grade of D is not considered a passing grade for both Core and Technical Complementary courses. In both types of courses a grade of C or higher is required.

A D grade is regarded as a pass in the following types of courses (provided they are not taken as S/U):
- Impact of Technology on Society courses
- Humanities and Social Sciences courses
- Basic Science Complementary Courses

20. Incomplete Grades

L Grades

When requesting a deferral of an examination, students are required to present sufficient supporting documentation that confirms the necessity of this deferral. Upon approval, an L grade is assigned in the course for which the deferral was granted. The student is strictly obligated to clear up an outstanding L grade the next time the exam is given. The penalty for not writing the exam is the assignment of a J in that course (Note: a J has the GPA equivalency of an F).

K Grades

Those students with a K grade (incomplete), MUST complete the course within three (3) months, after which the student will be given a grade of KF (incomplete/failed). If the student is unable to complete the course within the given deadlines, a request for an extension must be forwarded to the Associate Dean (Student Affairs).

21. Minor Programs

Minors are coherent sequences of courses which may be taken in addition to the courses required for the B.Eng. degree. Minors normally consist of 18-24 credits, allowing 6-12 credits of overlap with the degree program. All courses in a Minor program must be passed with a grade of C or better.

For more information, please consult:
https://www.mcgill.ca/engineering/students/undergraduate/advising-programs/minor-programs

22. Academic Advising

All students are expected to attend an advising session each semester prior to the start of classes. An advising team is available throughout the term to assist students with their course selections. Please book an advising appointment via our online booking system.

EXCHANGE PROGRAMS

The Faculty of Engineering participates in a number of exchange programs that provide undergraduates with an opportunity to study at certain universities. For more information, students are advised to contact the Faculty of Engineering at FDA 22.

https://www.mcgill.ca/engineering/students/undergraduate/exchanges-study-away/outgoing

Outgoing Exchange Students (ECSE)
For students interested in studying abroad, your first step should be to review the policies and procedures outlined by the Faculty of Engineering.

https://www.mcgill.ca/engineering/students/undergraduate/exchanges-study-away/outgoing

With permission from the Faculty of Engineering, students may take general complementary courses (Humanities and Social Sciences or Impact of Technology) outside of McGill University. Technical complementary courses may also be taken outside of McGill, but these must be approved by the Department of Electrical and Computer Engineering. All Core courses must be taken at McGill.

For each course a student is interested in taking, an exchange form must be filled out. This will be used to determine the equivalency of the course taken a broad as This document must be submitted to the departmental office in TR 2060 at least two weeks prior to the Faculty deadline.

INTERNSHIPS

Internships / industrial practicums are paid, full time work terms conducted in a field related to your major. Full time engineering undergraduate students can participate in 4, 8, 12 or 16 month internships.

To be eligible for an internship, students must:

-be registered full-time before and after their internship.
-have at least 15 credits remaining in their degree program (not including minors)
-have a CGPA of 2.0 or higher
-have their internships approved by the Engineering Career Centre

International students are eligible to apply for internships (some restrictions apply) – Please speak with the Internship Advisor: intern.engineering@mcgill.ca

Students are expected to plan their course schedules prior to beginning the internship job search as they will not be eligible to register for courses during the internship.

To obtain the Internship Program designation (your program name will change to Bachelor of Engineering Internship Program), students must complete at least 2 internship terms – either two separate internship terms OR a longer internship of 8, 12 or 16 months.

Each internship term will be reflected on your transcript as the Industrial Practicum course (FACC 200, 201, ...).

For detailed information regarding internships, please consult:
https://www.mcgill.ca/careers4engineers/engineering-internship-program/students