Undergraduate Student Handbook

Bachelor of Engineering

Electrical, Computer, and Software Engineering

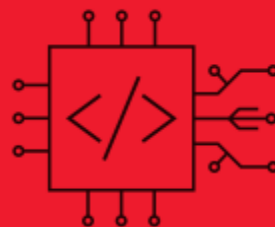# Table of Contents

Table of Contents

Welcome to ECE

Welcome to the Department of Electrical and Engineering!

We're thrilled to have you join our department and eager to support you throughout your academic journey.

As a student, staying informed with accurate and current information is super important! The University Course Catalogue is updated every year, but sometimes it takes a little while for those changes to show up on the Course Catalogue website. We want to make sure this Student Handbook is as up-to-date as possible, so if you catch any discrepancies between this document, Course Catalogue, and our website, please reach out to the Undergraduate Program Office at undergrad.ece@mcgill.ca.

We encourage you to set up meetings with academic advisors. They're here to help you reach your academic goals! While the advisors are there to guide you, you're ultimately responsible of keeping track of your degree requirements. Ensure you are aware of the polices, procedures, and regulations of the University, Faculty, Department, and your specific program. You've got this!

Undergraduate Affairs Contact Information

François Bouffard	Associate Professor and William Dawson Scholar Associate Chair (Undergraduate Affairs) E-mail
Ashley Flesch	Undergraduate Program Manager McConnell 602 E-mail
Connie Rossi	Senior Administrative and Student Affairs Coordinator McConnell 602 E-mail

ECE Undergraduate website

Our ECE Undergraduate website is updated regularly with information about policies and procedures for our Undergraduate programs. Please bookmark this link!

Academic Integrity &
It Takes All of Us

The following courses are mandatory for all students. Failure to complete them will result in a hold on your McGill record, preventing you from registering.

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 here for more information.

New undergraduate students must complete McGill's 'Academic Integrity Tutorial' online in their first semester. The 'Academic Integrity Tutorial' course can be accessed through **Minerva**: Student Menu -> Academic Integrity Tutorial.

It Takes All of Us

A mandatory online sexual violence education program for the entire community. Please visit here for more information.

To access the program, log in to myCourses using your **McGill credentials** (i.e., your email and password).

Important Dates

It is essential to review the **Key Important Dates** for each semester. These dates include registration deadlines, withdrawal deadlines, examination dates, holidays, and other important information that will help you stay on track. It is important to mark these dates in your calendar and planning accordingly!

Registration Dates for **newly** admitted students can be found here.

It is important to note that when registration opens you should register for both Fall and Winter terms.

Registration Dates for **returning** students can be found here.

Student Progress Verification

Student Verification Period

All new and returning students must verify their records during the verification period. It is the responsibility of every student to ensure the accuracy of their McGill record and report any discrepancies to the McGill Engineering Student Centre, room 22 Frank Dawson Adams Building during this period. Any errors/omissions from your record may not be possible to correct after these dates. Example: a course you are not taking is listed on your record.

Verification dates for Fall and Winter terms can be found here.

Graduation

Students who expect to graduate within two semesters should submit their graduation application on Minerva. Additionally, please use this form to request an audit of your degree requirements once you have applied for graduation. The department will then email you a confirmation of your graduation requirements. You must report any discrepancies as soon as possible. Please note that only one audit will be provided to each student, and an advising appointment is not required for this service.

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. A CGPA of 2.0 or better is required in order to graduate.

For inquiries about the Iron Ring, please refer to the link here.

Registration Information

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 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.

For more information on the D grade policy, please refer here.

You can use the following form to submit a request to gain access to an ECSE course in which you are receiving the prerequisite/test-score error when registering.

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.

Credit Limit Increase

The maximum number of credits allowed per semester is 18. Should there be a need to exceed this limit, requests must be directed to the Undergraduate Program Office. It is important to note that the approval to take more than 18 credits in a single semester is seldom approved, and, if so, it is granted only in very specific circumstances.

Registration Information

Program Curricula

- [Electrical](#)
- [Computer](#)
- **[Software](#)** (no longer open for admissions)
- [Software Co-op](#)

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.**

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. The list of approved general complementary courses (Impact & HSS) are all approved elective courses. In addition, TCs in your program are also approved elective courses. **Please keep in mind that an elective course is considered a core course so it must be passed with a grade of "C" or better and <u>cannot</u> be taken under the S/U option.**

Natural Science Courses

This list of approved Natural Science courses may be found [here](#).

General Complementary Courses (Impact & HSS)

The list of approved general complementary courses may be found [here](#).

ECE Departmental forms

Deferred Exam Form

Exam Review Form

Honours Electrical Engineering Program Application Form (application period from June 1 - June 30)

Request for Access to ECSE 500-level Form

. COMP 202 exemption request Form (for new students only)

Pre-requisite/Test Score Error Form

Graduation Audit Request Form (for graduating students only (U3))

ECSE Full Course Form

Examinations

For information on examination dates, schedules, regulations, conflicts etc., please consult the link found here.

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

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 here for more information.

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 (please refer to the "Eligible courses for Engineering students" section). All requests to write a supplemental exam must be submitted online through MINERVA.

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Examinations

Final Exam Review

In accordance with the Charter of Student Rights and Responsibilities, 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 the [Request to Review a Final Exam](#) 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.

Final Exam Review deadline: last day of March, July and November for fall, winter and summer courses, respectively.

For more information of a Final Exam Reread policy, please refer [here](#).

Review of all Other Assessments

Other in-term graded assessments (quizzes, class tests, midterms, projects, reports, etc.) can benefit from a third party reread after viewing the graded assessment with the instructor or its delegate. All requests for in-term assessment rereads need to be file no later than 10 business days after the return of the graded assessments. No exceptions will be made.

Services offered by the Faculty of Engineering

Non-ECSE Course Registration Issues

If you are having issues with registration for WCOM, MATH, PHYS, FACC courses, please refer here.

Changing Programs

If you wish to transfer between programs within the department of Electrical and Computer Engineering, please refer here. Please note that meeting the minimum eligibility requirements does not guarantee acceptance.

Minor Registration

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 here. Minor registration form can be found here.

Special Letter Requests

When the Minerva *Proof of Enrolment* letter is **NOT** sufficient, students may request a Special Letter Form from the Faculty of Engineering.

Leave of Absence Requests

Please refer here for details on the leave of absence policy.

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).

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Grades

D Grade Policy

It should be noted that a grade of D is not considered a passing grade for both Core, Technical Complementary and Elective 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

D Grades and Prerequisites

As per our departmental policy, follow-on ECSE courses may be taken provided the course in which the D was received is re-taken at the same time.

Our current D-grade policy is intended to offer an alternative that may be helpful in some cases, but it is not always the best choice. Often, students will benefit from retaking the course with the D grade before proceeding to the follow-on course. Students thinking of taking a follow-on course with a D in its prerequisite, must meet with a departmental advisor beforehand to seek guidance prior to moving on with follow-on courses.

Note: A D grade is only considered a passing grade in Complementary Studies and Natural Science Complementary courses. If a D grade is received in any other course, that course must be retaken and passed with a grade of C or better in order to graduate.

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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.

ECE students should refer to the following link for information on what requirements must be fulfilled prior to applying for an exchange term: https://www.mcgill.ca/ece/undergrad/outgoing-exchange-requirements-ece-students.

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Internships and CO-OP

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

You can reach out to intern.engineering@mcgill.ca for details on which forms need to be filled out to have the internship recorded on your transcripts.

You may be permitted to take one course while on internship, provided your internship supervisor and your capstone course supervisor approve. Please contact intern.engineering@mcgill.ca for more information.

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

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Resources and Services for Students

ASK McGill

ASK McGill is an instant answer service, where you can get answers to a wide variety of questions you may have. Simply type a single, short question and click Ask or browse the Top 10 Questions from other visitors. Please refer here for the complete list of resources available to McGill students.

Student Wellness Hub

The Hub's here to help you stay well throughout the year. Their website includes info about booking both remote and in-person appointments with mental and physical health professionals, as well as workshops, resources and more.

Interactive Map

Find your way around both campuses with this interactive tool.

Libraries

Search McGill Libraries. You will find guides and resources to help you find the information you are looking for.

ECSESS

(Electrical, Computer & Software Engineering Students' Society at McGill) is a student association which helps McGill ECSE students in their academic, technical, social and professional progression.

Reserving Trottier 5th floor study rooms

ECSESS controls access to 5 rooms on 5th floor of the Lorne-Trottier Building. To reserve a room, please click here. Then, select "Trottier Room Booking".

IT Services/Support for Students

Tools and Resources for your each stage of your McGill journey can be found here.

Resources and Services for Students

International Student Services

ISS offers a host of services to undergraduate and graduate degree students, exchange/visiting students and other students who opt in to pay McGill Student Services fees.

Student Accessibility and Achievement

Student Accessibility and Achievement helps McGill's diverse student body achieve their academic goals and overcome barriers by providing accommodations for students with documented disabilities, support for students from care, and additional resources for learning

McGill Email Address

All McGill students are issued an e-mail address in the form of firstname.lastname@mail.mcgill.ca.   The department will only communicate with you via this email.

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.

Faculty Standard Calculators

The Faculty Standard Calculators are listed here.