

**DEPARTMENTAL POLICIES GOVERNING THE ADMINISTRATION OF UNDERGRADUATE PROGRAMS AND COURSES IN CHEMICAL
ENGINEERING AND ENGINEERING CHEMISTRY
DEPARTMENT OF CHEMICAL ENGINEERING
JANUARY 2012**

1. Students with Disabilities

Students with diverse learning styles and needs are welcome to the Department of Chemical Engineering. In particular, if you have a disability or health consideration that may require accommodations, please feel free to contact the Disability Services Office (DSO) as soon as possible at (613) 533-6467. For further information, visit Health, Counseling and Disability Services website at <http://www.queensu.ca/hcds>.

Students with accommodations approved through DSO are responsible for contacting the faculty member in charge of the course *prior to or during the first week of the term* to discuss accommodations, such as separate rooms and extension of time allotted for the midterm.

2. Passing a Course

Students must pass the individual examination component (comprised of quizzes, midterms and the final exam) of a course to receive a passing grade. If a student does not pass the designated laboratory/project/assignment component, he/she will fail the entire course and be allocated a mark of FR (40-49%). With this mark, the student may be eligible to write the supplemental exam in September.

Some courses also have a major laboratory/project/assignment component, representing 25% or more of the grade, designated by the instructor. In such cases, students must ALSO pass this component to receive a passing grade. If a student does not pass the designated laboratory/project/assignment component, he/she will fail the entire course and be allocated a mark of 47% or his/her actual mark, whichever is lower.

3. Missed Midterms and Quizzes

For students who miss a midterm test or quiz for legitimate reasons and provide the required supporting documentation (see Appendix A below), the weight of the midterm/quiz will be reassigned to the final exam. Otherwise, a missed midterm test or quiz will be given a grade of zero. No make-up midterm tests or quizzes will be provided.

4. Missed Oral Presentations, Workshops, Laboratory Sessions

For students who miss an oral presentation, workshop or laboratory session for legitimate reasons and provide the required supporting documentation (see Appendix A below), suitable accommodations will be arranged in consultation with the instructor. Otherwise, a grade of zero will be assigned for the missed component of the course.

5. Late Assignments/Reports

For students who submit a late assignment/report for legitimate reasons and provide the required supporting documentation (see Appendix A below), suitable accommodations will be arranged in consultation with the instructor. Otherwise a minimum penalty of 15% of the total assignment value will be incurred for each day, or partial day, beyond the submission deadline. However, the instructor may refuse late submissions altogether by communicating this intention in advance on the course website and/or listserv.

6. Re-evaluation of Midterms, Assignments, Projects

Students can request that a midterm test, assignment or project be reassessed by submitting a written petition to the instructor or the designated teaching assistant within one week of the release of the results. This petition must be appended to the original marked document, and must describe the specific reasons for the request (incorrect addition, missed question, etc.). Please note that the original mark may be reduced as a result of reassessment.

7. Listserv and Other Communications Related to Courses

Student notices will be posted on course websites, the Applied Science or Queen's University portals, and/or directed to student qlink accounts provided by Queen's University. The official email route for announcements and communication between instructors and students will be to student qlink accounts. Other accounts (e.g., Hotmail, gmail) will not be accepted.

8. Plagiarism

Plagiarism (academic dishonesty) will not be tolerated. Any work found having academic dishonesty will be given a mark of zero. More information on the definition and consequences of academic dishonesty can be found at http://www.queensu.ca/calendars/appsci/Policy_on_Academic_Dishonesty.html.

9. Relationship to Other Academic Policies at Queen's

Undergraduate students taking courses from the Chemical Engineering department are governed by academic policies and regulations at the Faculty of Applied Science and Queen's University level as well. Additional information and links to both Applied Science and Senate policies and regulations can be found at http://www.queensu.ca/calendars/appsci/Regulations__Policies.html

Appendix A. Valid reasons for missing a midterm test, or other mandatory component of a course *(including oral presentations, workshops, and mandatory lab sessions)*

Missing a midterm or other mandatory component of a course may be justified in the following cases: 1) Incapacitating illness; 2) Extenuating circumstances; 3) Scheduling conflicts, as described below:

- 1) Incapacitating illness is defined as an illness or injury that results in a significant disruption of academic work. Refer to the Queen's Student Health "Guidelines for Issuing Verification of Illness Form" found on this web page <http://appsci.queensu.ca/studentinfo/academic/index.php>
- 2) Extenuating circumstances are defined as serious situations that are beyond the student's control.
 - For example, a death in the immediate family (parent, sibling, grandparent) or any other emergency situation would be an extenuating circumstance.
 - A family party, your cousin's wedding, a ski trip, sleeping in, and ignorance of when and where the exam was scheduled are NOT valid reasons for missing a midterm/lab/report submission.
- 3) Valid conflicts could include:
 - Two tests scheduled at the same time.
 - Conflict with a mandatory laboratory or lecture component of another course.
 - Being a varsity athlete with an out-of-town game at the scheduled exam period.
 - For fourth year students, an interview scheduled by the employer.

What to do if you miss a midterm, or other mandatory component of a course:

- You must contact your instructor as soon as possible and no later than one week after the exam to let her or him know that you have a legitimate reason for missing the test or other component.
- You must provide official proof of incapacitating illness (a medical note from a doctor stating the nature of the illness and recommended time off), or proof of the death of a family member (the obituary notice from the newspaper or funeral home), or official proof of whatever other extenuating circumstance has caused you to miss the exam. This documentation must be delivered to the Chemical Engineering Office as soon as possible and no later than one week after the exam.
- Please see the FAQ website for useful information on the medical documentation required <http://chemeng.queensu.ca/undergraduate/Undergrad-Info-FAQ.php>.