

**Mechanical Engineering Program
University of Saskatchewan
Undergraduate Admissions Policy**

Revision Approved by the Department: March 27, 2017

Original Approved by the Department: May 2, 2014

This policy governs admission of students into the undergraduate Mechanical Engineering program, and permission for students not enrolled in the undergraduate Mechanical Engineering program to take Mechanical Engineering undergraduate courses.

Principles:

1. Entry to the Mechanical Engineering program is competitive: the Department of Mechanical Engineering will admit the best students possible.
2. The admissions policy will remain consistent with the College of Engineering's "[Program Admission Policy: Defining Entrance Requirements for Engineering Disciplines.](#)"
3. Once a student is granted admission to the Mechanical Engineering program, that status will not be revoked. This principle does not supersede any College of Engineering promotion regulations. If a student is advised or required to discontinue, they will be allowed to continue in the Mechanical Engineering program upon their return to studies.
4. Prerequisites are set for valid academic reasons to ensure students have the required background to be successful in a course. Prerequisites are not routinely waived, unless there are exceptional circumstances.
5. Permission to audit a course is not routinely given; taking a class for credit is preferable.

Key Points:

- The program admission limit is approved annually by Faculty Council.
- The final date for students to make their program choice is May 31.
- Once a student has received an offer of admission, the student must register in at least 24 credit units of courses in the Mechanical Engineering program by July 31, or their spot in the program may be offered to another student.
- A "qualified student" is one whose academic performance allows them to return to the program in the next academic year. Students who have been assessed a "Required to Discontinue" or "Required to Withdraw" faculty action are not qualified.
- The Mechanical Engineering Program Admission Average, which is used to rank students seeking entry into the Mechanical Engineering program, is the average of the grades in eight courses: CHEM 114, GE 111, GE 124, MATH 123, GE 121, GE 125, MATH 124, and PHYS 155 (or their equivalents or approved transfer credits). The Program Admission Average is calculated as of May 31. For repeated courses, the most recent grade will be used to calculate the Program Admission Average.
- Students seeking a prerequisite waiver need to submit a written request to the Undergraduate Program Chair.
- Departmental approval on a [Class Permit/Override and/or Late Enrolment in a Class Form](#) is normally delegated to the Undergraduate Program Chair.

Admission to the Mechanical Engineering Program:

Admission to the Mechanical Engineering program follows the College of Engineering's "[Program Admission Policy: Defining Entrance Requirements for Engineering Disciplines.](#)"

Transfer into the Mechanical Engineering Program:

Transfer into the Mechanical Engineering program from another engineering program in the College of Engineering follows the College of Engineering's "[Program Admission Policy: Transferring Between Undergraduate Programs.](#)"

Under the "Special Considerations" section of the college policy, students are permitted to submit a written request (to the Undergraduate Program Chair) for transfer into the Mechanical Engineering program. In these "special cases", the Undergraduate Program Committee will review the request and make a decision on admission. The committee may consider the student's Mechanical Engineering Admission Average, upper-year grades, cumulative average, Mechanical Engineering program capacity, and other factors, in making its decision. The decision of the committee is final and cannot be appealed.

Permission to Take Mechanical Engineering Courses:

There are five permission categories:

1. Students wishing to transfer to the Mechanical Engineering program

Students wanting to transfer into the Mechanical Engineering program from another engineering program in the College of Engineering may be permitted to take Mechanical Engineering courses, subject to the following conditions:

- They have submitted a written request, either to the Engineering Student Centre or the Department of Mechanical Engineering (per the College of Engineering's "[Program Admission Policy: Transferring Between Undergraduate Programs.](#)"), to transfer into the Mechanical Engineering program;
- They understand that admission to the Mechanical Engineering program is competitive, and taking Mechanical Engineering courses may not improve their chances of being admitted;
- They have successfully completed all prerequisite courses (or equivalents);
- There is still available space in the course within one week of the start of term;
- They have the permission of both the instructor and the department (a [Class Permit/Override and/or Late Enrolment in a Class Form](#) signed by the instructor and the Undergraduate Program Chair).

2. Students in other programs at the University of Saskatchewan wanting to take Mechanical Engineering courses

Some Mechanical Engineering courses are electives in other engineering programs, but these courses have specific enrollment limits set for students in these programs. For other cases, however, students may be allowed to register provided the following conditions are met:

- They have successfully completed all prerequisite courses (or equivalents);
- There is still available space in the course within one week of the start of term;
- They have the permission of both the instructor and the department (a [Class Permit/Override and/or Late Enrolment in a Class Form](#) signed by the instructor and the Undergraduate Program Chair).

3. Graduate students wanting to take a Mechanical Engineering undergraduate course

Graduate students wanting to take a Mechanical Engineering undergraduate course must meet the following requirements; permission to take the course does not mean the course has been accepted as part of the student's approved program of studies:

- They have successfully completed all prerequisite courses (or equivalents);
- They have the permission of both the instructor and their supervisor (a [Graduate Studies Class Permission Form](#) signed by the instructor and the student's supervisor).

4. APEGS members taking Mechanical Engineering undergraduate courses

APEGS members needing to take specific, designated Mechanical Engineering undergraduate courses to fulfill licensing requirements, who have been admitted to the College of Engineering as an undeclared student, may take Mechanical Engineering undergraduate courses provided they meet the following requirements:

- They provide written documentation from APEGS on the subject areas or courses needed;
- They have successfully completed all prerequisite courses (or equivalents);
- They have the permission of both the instructor and the department (a [Class Permit/Override and/or Late Enrolment in a Class Form](#) signed by the instructor and the Undergraduate Program Chair).

5. Students wanting to audit a Mechanical Engineering undergraduate course

Permission to audit a course is not routinely given. Any student wishing to audit a Mechanical Engineering undergraduate course must meet the following requirements:

- They have the permission of both the instructor and the department (a [Permission to Audit and/or Change of Audit/Credit Status Form](#), and possibly a [Class Permit/Override and/or Late Enrolment in a Class Form](#), signed by the instructor and the Undergraduate Program Chair);
- They have a written statement from the instructor that clearly defines the audit requirements (attendance at lectures, participation in labs, submitting coursework, writing exams, etc.) that must be fulfilled to successfully obtain an AU grade;
- Graduate students wanting to audit a Mechanical Engineering undergraduate course must have the permission of both the instructor and their supervisor (a [Graduate Studies Class Permission Form](#) signed by the instructor and the student's supervisor). Permission to audit a course does not mean the course has been accepted as part of the student's approved program of studies.