



Undergraduate Degree Completion Timeframe

RESPONSIBILITY: Associate Dean, Academic, College of Engineering

AUTHORIZATION: Student Academic Affairs Committee, College of Engineering

APPROVAL DATE: November 5, 2020 (Effective date May 2021)

REVISIONS:

Purpose:

The purpose of the *Undergraduate Degree Completion Timeframe* is to prescribe college-level requirements for the timely completion of undergraduate degree requirements, including options, in order for students to graduate with a Bachelor of Science in Engineering (B.E.) degree which reasonably reflects the technical requirements of that degree at the time of graduation.

Authority and Responsibility:

Under the Bylaws of Faculty Council of the College of Engineering (“College”), the Student Academic Affairs Committee, as well as its associated subcommittees, is granted the authority to establish adequate and appropriate policies pertaining to academic matters, as well as to ensure that undergraduate students are treated fairly and in accordance with established policies within the College of Engineering.

It is the College’s duty to ensure that undergraduate students graduate from a B.E. degree, which reasonably reflects the technical requirements of the degree at the time of graduation.

The Student Academic Affairs Committee is responsible for the enforcement of the policies and procedures prescribed in the *Undergraduate Degree Completion Timeframe*. Beyond the exemptions listed in this policy, all requests to include any course that extends beyond the stated program completion limits must be approved by the College of Engineering Student Academic Affairs Committee. Where possible, Departments in the College of Engineering will be consulted prior to any request for extension moving forward to the Student Academic Affairs Committee.

The Student Academic Affairs Committee is responsible for ensuring the *Undergraduate Degree Completion Timeframe* is reviewed and/or revised every three years. Any revisions are to be notated within the document (under the “Revisions” heading). Unless revised, the existing policy remains in effect.



Scope:

All undergraduate students registered in the College of Engineering within the University of Saskatchewan are subject to the provisions detailed in the *Undergraduate Degree Completion Timeframe*. This policy is in reference to completion of the requirements for a Bachelor of Science in Engineering degree, as well as any options associated with that degree.

Policy Overview:

The *Undergraduate Degree Completion Timeframe* prescribes college-level regulations, processes, and appeals pertaining to completion of the requirements for a Bachelor of Science in Engineering degree, as well as any options associated with that degree:

- I. Degree Completion Timeframe
- II. Exemptions and Inclusions
 - a. Engineering Four-Year Common Core
 - b. Engineering Program Cores
 - c. Humanities and/or Social Science Electives
 - d. Natural Science Elective List 1 or List 2
 - e. Transfer Credit
- III. Interruptions to Degree Progress
- IV. Approved Reduced Course Load
- V. Appendices
 - a. Reduced Course Load Accommodation
 - b. Request for Extension to Time in Program

Policy:

I. Degree Completion Timeframe

Students are expected to maintain continuous registration in their studies in the College of Engineering, and to actively pursue completion of a Bachelor of Science in Engineering degree. The prescribed degree extends over four academic years, with all students completing a first-year common core prior to entering into a specific major for Years 2 – 4 of the degree.

Official program time limits are six years for a Bachelor of Science in Engineering degree, from the date of entry into a major in the second year of their program.

Students registered with Access and Equity Services and on approved reduced course loads may be allowed additional time, but they must meet with an advisor to develop a reasonable academic plan.



II. Exemptions and Inclusions

The Course and Program Catalogue identifies courses associated with the engineering common core and program cores.

a. Engineering Four-Year Common Core

The Engineering Four-Year Common Core includes all courses taken in common between all students. Courses within the Engineering Four-Year Common Core are exempted from the six-year degree completion requirement, except:

- MATH 223: Calculus III for Engineers
- MATH 224: Calculus IV for Engineers
- RCM 300: Effective Professional Communication
- GE 348: Engineering Economics
- GE 449: Engineering in Society.

b. Engineering Program Cores

Engineering Program Cores include all courses required in Years 2- 4 of students' majors:

<https://programs.usask.ca/engineering/prerequisite-corequisite-legend/index.php>.

Courses within these major-specific Program Cores are included in the six-year degree completion requirement.

c. Humanities and/or Social Science Electives

Humanities and/or social science electives are exempted from the six-year degree completion requirement.

d. Natural Science Elective List 1 or List 2

Where required for a major, the Natural Science Elective List 1 or List 2 is exempted from the six-year degree completion requirement.

Exception: If a natural science from that list forms part of the major-specific Program Core requirements, then approval of use for the course(s) will fall under the authority of the Student Academic Affairs Committee, in consultation with the student's home Department.



e. Transfer Credit

Where transfer credit has been assessed for courses within the Engineering Program Core courses, credit toward a Bachelor of Science in Engineering degree in the College of Engineering will be granted only if the transfer course will be used in accordance with the timeline as outlined in this policy.

III. Interruptions to Degree Progress

The six-year degree completion requirement is inclusive of:

- Co-op/internship
- Study abroad
- Time spent pursuing second degree or certificate programs
- Authorized Leave from a Designated Learning Institute
- Leave due to a faculty action
- Personal leave
- Other.

IV. Approved Reduced Course Load

In accordance with the *Students with Disabilities: Academic Accommodation and Access* policy, the College will accommodate to the best of its ability students who are on approved reduced course loads. Such students are required to submit the *Reduced Course Load Accommodation and Request for Extension* form and consult with the College to develop an appropriate plan for completing the Bachelor of Science in Engineering requirement in a mutually agreeable timeframe.

Related Documents:

Reduced Course Load Accommodation

Request for Extension to Time in Program