Policy for Allocating Engineering Majors to Students Who Are Eligible for Promotion or Admission to Academic Term 3 – Class of 2019

1. In order to be assigned a major in engineering, students must be eligible for promotion or admission to Academic Term 3 in accordance with the requirements as defined in the University Calendar.

2. Students seeking entry into Academic Term 3 must submit ONE of the following forms as applicable. Submission instructions and deadlines are on each form.
   - Engineering One Students - Deadline March 31, 2015. [Major Assignment Preference Form]
   - Students seeking re-admission to Academic Term 3 - Deadline March 1, 2015. [Application for RE-ADMISSION to Academic Terms 3 through 8]
   - Non-Engineering One students seeking admission to Academic Term 3 - Deadline March 1, 2015. [Application for Engineering One or Academic Term 3]

3. Students are required to rank all six majors in order of preference. Students who do not rank all majors risk not being admitted to any major.

4. The total capacity of the Faculty and the capacity of each major are set by the Faculty of Engineering Faculty Management Group. The total capacity is not necessarily the sum of the capacities of the majors; this provides some flexibility to accommodate student choice while maintaining an overall limit. Majors will be allocated in two matching processes as described below.

5. References to the “Engineering One promotion average” refer to the average of the following nine courses: MATH 1001, MATH 2050, PHYS 1051, CHEM 1050, ENGL 1080 (or equivalent), ENGI 1010, ENGI 1020, ENGI 1030 and ENGI 1040.

6. Initial Matching Process (Early June):
   - The Faculty of Engineering Admissions Committee executive will define an Engineering One Matching Mark (EOMM) to be used in the matching process. This mark will normally be in the 70 – 75% range and is based on capacity constraints.
   - Students to be considered in this matching process will include:
     - Group 1: Engineering One students who have successfully completed all eleven of the required courses and obtained an Engineering One promotion average equal to or greater than the EOMM.
     - Group 2: Engineering One students who have completed at least six of the nine courses included in the Engineering One promotion average and obtained an average equal to or greater than the EOMM in these courses. To be considered
these students must be registered for all remaining Engineering One courses by the start of the Spring Semester.

- Group 3: A limited number of Academic Term 3 applicants will be included in this matching process. The number of students considered will be decided by the Faculty of Engineering Faculty Management Group based on available spaces within the total capacity of the Faculty. To be considered for matching a student must have:
  - successfully completed all eleven of the required courses and obtained an Engineering One promotion average equal to or greater than the EOMM; or
  - completed at least six of the nine courses included in the Engineering One promotion average and obtained an average equal to or greater than the EOMM in these courses. To be considered these students must be registered for all remaining Engineering One courses by the start of the Spring Semester.

• Students in Groups 1, 2 and 3 will be merged into a single group of eligible students. All eligible students will be ranked based on the appropriate average as outlined for Groups 1, 2 and 3 above.

• Majors will be assigned starting from the top of the ranked list of eligible students. Students will be assigned their highest ranked major choice, unless the capacity of that major has been reached. In that case the second ranked major will be assigned and so on.

• Major assignment of students who are completing courses in the Spring Semester will be conditional upon meeting all promotion requirements by the end of that semester.

• A letter notifying a student of his/her major assignment will be sent to the @mun.ca e-mail address of the student by June 12, 2015.

• To request a change to the major assigned in this process:
  - A student must submit an updated Major Assignment Preference Form prior to July 31, 2015.
  - To be reconsidered for major assignment a student will forfeit the previously assigned major and will enter the final matching process described below.
  - A student who requests a change to an assigned major after July 31 will be reassigned to another major following the final matching process only if space is available.

7. Final Matching Process (Late August):

• Students to be considered in this matching process will include:
  - Group 1: Engineering One students who have successfully completed all eleven of the required courses and were not placed in the initial matching process.
  - Group 2: Engineering One students who requested a change to the major allocated in the initial matching process and have submitted updated documentation prior to July 31, 2015.
Group 3: Academic Term 3 and re-admission applicants will be considered if the total capacity of the Faculty has not been exceeded. The number of students to be considered will be determined from the difference of the total capacity of the Faculty and the total number of eligible and previously assigned students.

- Students in Groups 1, 2 and 3 will be merged into a single group of eligible students. All eligible students will be ranked based on the Engineering One promotion average.
- Majors will be assigned starting from the top of the ranked list of eligible students. Students will be assigned their highest ranked major choice, unless the capacity of that major has been reached. In that case the second ranked major will be assigned and so on.
- A letter notifying a student of his/her major assignment will be sent to the @mun.ca e-mail address of the student by August 31, 2015.