University of Waterloo
Department of Civil Engineering

Policy on *Resubmit* and *Unacceptable* Work Term Reports
(*Passed on September 21, 2000*)

Work term reports are required to be submitted in specific terms, as identified in the table below, and form part of the academic program for the corresponding term. The work term reports are identified as WKRPT 100, 200, 300, and 400, respectively, on all grade reports and transcripts.

Work term reports are considered as required courses of type X (program requirement, not in average). For failed work term reports, the original grade will appear in the grade field and a credit (CR) will appear in the sup' field after the failure has been cleared.

Failed work term report evaluations contribute to the accumulated failed course count. A work term report failure will not stop a student from moving to the next term unless they have three or more cumulative failures that would stop them until the number of failed required courses is reduced to one or none.

Academic Terms in which the Work Term Report submission is required

Report	Stream 4 (ENV E-CIV, GEO E)	Stream 8 (CIV E)
WKRPT 100	1B	2A
WKRPT 200	2B	3A
WKRPT 300	3A	3B
WKRPT 400	4A	4A

The following policy is adopted by the Department of Civil Engineering regarding **Resubmit** and **Unacceptable** work term reports.

- Work Term Reports WKRPT 200, 300, and 400 must be submitted to the Class Professors during the Class Professor Hour (11:30 a.m.—12:20 p.m., Tuesday) on Week 2. Reports submitted after the deadline will receive a grade of **Unacceptable** and will be carried forward to the following academic term for evaluation, and are not eligible for prizes.

- If the technical content of a work term report is found inadequate, a grade of **Resubmit** will be assigned. The faculty member grading the work term report should specify in the grading form the areas in which the student should improve to meet the technical requirements. Since the resubmitted report is graded by a different faculty member, this communication is important. The student is required to resubmit the revised report before the date "*Final Examinations Begin*" for that term, as specified in the calendar. Failure to clear a **Resubmit** by the above date will result in a grade of **Unacceptable**. Any submissions after that date will be deemed to be new submissions and to have been submitted for consideration in the following term.

- A faculty member is assigned each term to grade all resubmitted work term reports to ensure the uniformity in the standards of technical marking. If a resubmitted work term report is still found inadequate in technical contents, a grade of **Unacceptable** will be assigned, which will result in a failed work term report. No further resubmission is allowed.

- It is to the best interest of a student to clear a failed work term report as soon as possible, since a failed work term report contributes to the accumulated failed course count. A student can clear a failed work term report by submitting a new work term report in subsequent terms. The student should specify that the submission is used to clear *WKRPT X00*. The submission could be a revised and expanded report based on the previous failed work term report or an entirely new report. The report is submitted and graded as a new report.