Western University - Faculty of Engineering Department of Civil and Environmental Engineering

CEE 3348 a - Project Management & Engineering Cases - Course Outline 2023

This course introduces students to the planning, controlling and management of civil engineering projects. The course covers basic elements of Construction Project Management - the science and engineering of managing and optimizing space, time and resources on construction projects. Through studying and analyzing actual case studies students will be exposed to the complex and multidisciplinary nature of the decisions faced by civil engineers on a daily basis in real world applications. The general objectives are for the student to become able to:

• Apply knowledge of planning, executing and controlling to the management of construction projects; [EPM1, EPM2, EPM3, EPM4]

- Utilize professional planning and scheduling software to create, schedule and effectively optimize a project activities and resources; [EPM2]
- Identify, formulate, analyze and plan project main elements, specifically time, cost and quality while working individually or functioning on a team; [ITW 1, ITW2, ITW3, CS2]
- Develop an awareness of construction project management from actual life on-site situations; [ITW1, EPM1, EPM2, EPM4]
- Examine, in some depth, the specific management processes applied in utilizing construction resources on the project. [CS2, CS3, EPM 1, EPM 2, EPM 3, EPM 4]
- Recognize the need for life-long learning to keep abreast of new planning and construction methods, enhance one's abilities as a construction project manager, and maintain one's professional competence. **[CS1, CS2]**
- Develop decision making skills based upon case histories including those involving project management and sustainable development.[EPM 1, EPM 2, EPM 3, EPM 4]

Calendar Copy:

Students develop decision making skills based upon case histories including those involving project management and sustainable development.

Prerequisites:

Completion of second year of the Civil Engineering program or third year of the Integrated Engineering program

Antirequisites:

None

Note: It is the student's responsibility to ensure that all Prerequisite condition is met or that special permission to waive this requirement has been granted by the Faculty. The student may be dropped from the course or not given credit for the course towards their degree if they violate the Prerequisite.

Contact Hours:

2 lecture hours/week (required);

3 tutorial hours/week when held; 5-7 Laboratory events, some of which include mandatory field trips. Additional self-study: 3 hours/week. Varies by student. 3 hours shown are typical.

Important dates:

Classes begin: September 11, 2023; Fall Reading Week: October 30 – November 5, 2023; Classes end: December 8, 2022; Exam period: December 10 – 22, 2023;

Contingency plan for an in-person class pivoting to 100% online learning:

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor.

Some components of this course may involve online interactions. We do not presently plan to have any online sessions, but if due to COVID-19 protocol, we are required to move the class back online, then proper online behaviors need to be adhered to as now will be described. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- please "arrive" to online events on time
- please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive material
- to minimize background noise, and ensure the privacy of housemates, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- [suggested for classes larger than 30 students] In order to give us optimum bandwidth and web quality, please turn off your video camera for the entire class unless you are invited to speak, or unless advised otherwise by the instructor.
- [suggested for cases where video is used] please be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable.
- unless invited by your instructor, do **not** share your screen in the meeting.

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- if you wish to speak, use the "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question
- remember to unmute your microphone and turn on your video camera before speaking
- self-identify when speaking.
- remember to mute your mic and turn off your video camera after speaking (unless directed otherwise)

General considerations of "netiquette":

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

Instructor & TA Leadership team (for further details see Owl Overview tab):

Instructor: Kevin McGuire P.Eng., PMP<u>kmcgui5@uwo.ca</u> Office hours: by appointment in Zoom or in person at office ACEB 3478 TA: Jiahao Wang jwan753@uwo.ca TA: Jessica Jordyn Van Den Heuvel jvand293@uwo.ca CEE Office SEB 3005 civil@uwo.ca

The instructor will be available to meet every Monday prior to or immediately following the scheduled lectures. Please make an appointment as drop in meetings may not be acceptable. Students will note the published schedule included herein. Supplemental arranged make up lectures are possible, but in worst case, may require several days advance co-ordination. Please do not assume that if you miss a lesson, that the instructor will book time to review the full lesson with you.

The instructor will also be available via e-mail. His email can be found on the 3rd page of this syllabus as well as the overview tab of our Owl site. The instructor will check e-mail a minimum of 3 times per week and the students should as well. E-mail will be checked at minimum once per weekend, as well as once early in the work week, and once late in the work week. All e-mails will receive a response. For detailed comprehensive responses, bring forward questions that affect the entire group. These are the preferred type of questions to be brought forward. Detailed questions relating to your work specifically will receive individually tailored responses. DO NOT use messages in Owl to contact the instructor or TAs.

Please feel free to initiate supplementary Zoom meetings with the instructor by sending an e-mail or arranging a time.

The students will not typically have text or telephone access to the instructor although this can be arranged if the necessity arises.

Textbook:

Project Management - The Managerial Process 8th Edition Larson & Gray; McGraw Hill; ISBN 978-1-260-57043-4 Purchase of the textbook is mandatory

Other References:

All course material will be posted to OWL: http://owl.uwo.ca.

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Units:

Both SI and FPS unit systems may be used in lectures, tutorials and examinations.

Specific Learning Objectives:

The lectures and tutorial assignments will prepare students to do the following [GA Indicator]:

- Apply knowledge of planning, executing and controlling to the management of construction projects; [EPM1, EPM2, EPM3, EPM4]
- Utilize professional planning and scheduling software to create, schedule and effectively optimize a project activities and resources; [EPM2]
- Identify, formulate, analyze and plan project main elements, specifically time, cost and quality while working individually or functioning on a team; [ITW 1, ITW2, ITW3, CS2]
- Develop an awareness of construction project management from actual life on-site situations; [ITW1, EPM1, EPM2, EPM4]
- Examine, in some depth, the specific management processes applied in utilizing construction resources on the project. [CS2, CS3, EPM 1, EPM 2, EPM 3, EPM 4]
- Recognize the need for life-long learning to keep abreast of new planning and construction methods, enhance one's abilities as a construction project manager, and maintain one's professional competence. [CS1, CS2]
- Develop decision making skills based upon case histories including those involving project management and sustainable development. [EPM 1, EPM 2, EPM 3, EPM 4]

Course Content: Shown as lessons 1 through 11

- Lesson 1 Introduction to Project Management
- Lesson 2 Introduction to Construction and Estimating
- Lesson 3 Bidding Law and Bonds
- Lesson 4 Construction Contracts and Delivery Methods
- Lesson 5 Basic Systems in Buildings
- Lesson 6 Site Logistics & Lab #3 Overview
- Lesson 7 Project Planning and Scheduling & Lab #4 Overview
- Lesson 8 Project Cost Management (Cash Flow) & Lab #5 Overview
- Lesson 9 Term Project Overview
- Lesson 10 LEED In Construction
- Lesson 11 LEAN Construction Management

Please note: Additional content for 2023 related to modernization of construction methods and building technology is likely to be ready in time for Fall 2023 inclusion

Lecture Schedule

Lectures with voice over will be posted to the course OWL website at least a week before each scheduled lecture. In lectures we will primarily go over curriculum materials. Also, information concerning each laboratory will be discussed. At these times, objectives will be reviewed for completing each laboratory. Students are strongly encouraged to attend lectures as attendance will be documented and will go towards the 5% participation mark.

Date of Lecture	Time of Lecture	Hours
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	0
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	0
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2
Student viewable only	Student viewable only	2

Laboratory Schedule

Not all laboratory events are graded. Each graded laboratory assignment will be made available on the Monday, the week of each lab meeting, one hour before the laboratory commences. Monday lab meetings will be used to answer questions related to the laboratory exercise and to discuss the expectations and required outcomes. Students will have until 7:30 pm the evening of the graded laboratories to complete them penalty free.

	Meeting Date	Meeting Time
Laboratory #1 (graded)	Student viewable only	Student viewable only
Laboratory #2 (graded)	Student viewable only	Student viewable only
Construction tour tentative	Student viewable only	Student viewable only
Laboratory #3 (graded)	Student viewable only	Student viewable only
Laboratory #4 (graded)	Student viewable only	Student viewable only
	Student viewable only	Student viewable only
Laboratory #5 (graded)		
Laboratory #6	Student viewable only	Student viewable only
(Ungraded Project		
Consultation)		
Term Project Submission	Student viewable only	Per Owl

General Learning Objectives:

Note: Attributes are being assessed at a "Developing" level.

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Knowledge Base		Engineering Tools	Т	Impact on Society	Ι
Problem Analysis	Т	Teamwork	Е	Ethics and Equity	
Investigation		Communication	Е	Economics and Project Management	Е
Design		Professionalism		Life-Long Learning	

E=Evaluate, T=Teach, I=Introduce; (I) = Introduction, (D) = Developing, (A) = Advanced level

Evaluation Breakdown:

Laboratories:	
Lab 1:	4% (3% for lab, and 1% associated lab exit quiz)
Lab 2:	4% (3% for lab, and 1% associated lab exit quiz)
Lab 3:	4%
Lab 4:	4%
Lab 5:	4%
Assignment #1:	15%
Term Project:	35%
Exam:	25% (In person intramural event on campus)
Participation:	5% (based upon attendance to lectures & labs)*

Total 100%

Evaluation Notes:

- 1. Term Project: The term project is tentatively being scheduled to be examining the Schmeichel building. Attendance is mandatory for the job site review, likely to be held in early November. If we cannot schedule it for a Monday laboratory period, the site tour may be scheduled for another evening during the week. More details will be provided. If necessary, I will work with other professors to ensure you are free to attend this event. Please advise me of all conflicts at your earliest possible awareness.
- 2. Term Project: Supplementary construction videos may be shared to complement the tour(s).
- 3. Term Project: We will be using alternative construction sites / completed construction sites if our site visit does not materialize. More details will be provided to you then if it does become necessary for us to change our Term Project undertaking in any way.
- 4. Laboratory #3: You will need to attend the Schmeichel Entrepreneurship and Innovation Centre Building construction site tour on campus, likely in early November, in order to qualify for being able to submit your laboratory #3 for grading.
- 5. Participation: Typically lecture attendance will be taken by completion of a pass/fail in class exercise or quiz where full marks are obtained for a genuine effort on the exercise. However, head count may also be resorted to. The instructor may also choose to not take attendance on any given week. Full attendance will be assumed if the instructor does not take attendance. All labs are completed on campus. Attendance to a lab means you are on campus completing it.

1. **Quizzes and Examinations:**

A three-hour written final examination will be held during the regular examination period.

Except for the use of a calculator, and instructor provided cheat sheet, the final examination is closed book. Only approved programmable calculators are permitted in the final examination. Students should consult the list of approved calculators posted outside the Civil and Environmental Engineering Department Office.

2. Assignment:

There is one assignment in this course. It is a group assignment worth 15%. All students in the group are expected to participate and contribute to the assignment. Each group will submit only ONE submission per group for this assignment. Each group will also submit exactly ONE agreed upon set of minutes documenting the participation and compliance with work assigned for each team member. The expectation is that these minutes will only be used in extraordinary circumstances to adjust grades and that it is a normal expectation of teamwork that subtle levels of contribution effort level are always a characteristic of group work assignments. In other words, the instructor expects that each group will regulate the compliance of each team member with the understanding that this can only be accomplished when teams are working well ahead of deadlines. As such, teams are expected to be working well ahead of deadlines. The instructor may request documented evidence of this in the event of any difficult team-work experiences.

Notes on Assignment Submissions:

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well-thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research
- Must be in paragraph format
- Must comply to APA format referenced on assignment paper.
- Must cite all references from other sources

Notes on Assignment Grading:

90-100	One could scarcely expect better from a student at this level
80-89	Superior work which is clearly above average
70-79	Good work, meeting all requirements, and eminently satisfactory
60-69	Competent work, meeting requirements
50-59	Fair work, minimally acceptable
below 50	Fail

How to hand in the Assignment:

The Assignment will be submitted electronically through Owl using the assignment tab in the course area. Failure to meet deadline without the instructor's written permission will result in a reduction of marks. Assignments received after the due date will be reduced 25% per day (including weekends). Except in exceptional circumstances, approved by the instructor before the due date, assignments more than 3 days late will not be accepted and a mark of 0% will be assigned.

3. <u>Laboratories:</u>

Successful completion of course requirements to achieve a passing grade DO NOT include a passing grade in the 5 laboratories. Laboratories may require preparation, and if the student does not complete the preparation in advance of the laboratory, then the student will NOT be permitted to submit their laboratory for grading. Examples of this are when excursions outside the classroom are taken on as a group and are applied as the basis for the ensuing laboratory exercise. Lack of attendance to the out of classroom portion, will result in a zero for the laboratory. While this requirement is only referenced for Lab #3 in the evaluation notes of this syllabus, it is equally true for all laboratories as may be applicable.

Notes on Laboratories:

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well-thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must be in paragraph format

How to hand in Laboratories:

All laboratory work will be submitted electronically through Owl using the assignment tab in the course area. Failure to meet deadlines without the instructor's written permission will result in a reduction of marks. Labs received after the due date will be reduced 25% per day (including weekends). Except in exceptional circumstances, approved by the instructor before the due date, Labs more than 3 days late will not be accepted and a mark of 0% will be assigned.

4. Use of English:

In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for improper use of English. Additionally poorly written work with the exception of the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

Cheating:

University policy states that cheating is a scholastic offence. The commission of a scholastic offence is attended by academic penalties that might include expulsion from the program. If you are caught cheating, there will be no second warning.

For more information on scholastic offenses, please see: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf

Attendance:

Any student who, in the opinion of the instructor, is absent too frequently from class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.

Accommodation and Accessibility:

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

https://multiculturalcalendar.com/ecal/index.php?s=c-univwo.

Accommodation Policies

Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

Academic Accommodation - Undergraduate Services - Faculty of Engineering - Western University (uwo.ca)

Conduct:

Students are expected to arrive at lectures on time, and to conduct themselves during class in a professional and respectful manner that is not disruptive to others. Please turn off your cell phone before coming to a class, tutorial, quiz or exam. On the premises of the University or at a University-sponsored program, students must abide by the Student Code of Conduct: http://www.uwo.ca/univsec/board/code.pdf



Western University - Faculty of Engineering 2023-2024

STATEMENT ON GENDER-BASED AND SEXUAL VIOLENCE

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, <u>here</u>. To connect with a case manager or set up an appointment, please contact <u>support@uwo.ca</u>.

INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED

If, on medical or compassionate grounds, you are unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic relief will not be granted automatically on request. You must demonstrate to your department (or the Undergraduate Services Office) that there are compelling medical or compassionate grounds that can be documented before academic relief will be considered. Different regulations apply to term tests, final examinations and late assignments. Please read the instructions carefully.

A. <u>GENERAL REGULATIONS & PROCEDURES</u>

- 1. All first-year students will report to the Undergraduate Services Office by submitting the <u>Academic</u> <u>Consideration Request Form</u>, for all instances.
- 2. If you are an upper year student and you are missing a test/assignment/lab or examination you will report the absence by submitting <u>Academic Consideration Request Form</u>. Absences worth LESS THAN 10% of your mark, will be processed by your department office. If your course work is worth 10% OR MORE of your final grade, your request will be processed by the Undergraduate Services Office.
- 3. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.
- 4. Documentation must be provided as soon as possible. If no one is available in your department office or the Undergraduate Services Office, leave a message <u>clearly</u> stating your name & student number and reason for your call. The department telephone numbers are given at the end of these instructions.
- 5. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of a test or examination reweighted on a retroactive basis is not permitted.

B. <u>TERM/MIDTERM TESTS</u>

- 1. If you are in first year and you are unable to write a midterm/term test, contact the Undergraduate Services Office, SEB 2097 <u>PRIOR</u> to the scheduled date of the test.
- 2. If you are an upper year student and you are unable to write a midterm/term test, inform your instructor <u>PRIOR</u> to the scheduled date of the test and request relief through the <u>Academic Consideration Request</u> <u>Form</u>. If the instructor is not available, leave a message for him/her at the department office. If the test is worth LESS THAN 10% of your mark, your request for relief will be processed by your department office. If the test is worth MORE THAN 10% of your final grade your request for relief will be processed by the Undergraduate Services Office.

3. Be prepared to attach supporting documentation to the Department Chair and/or the Undergraduate Services Office through the online form (see next page for information on documentation).

4. Discuss with the instructor if and when the test can be rescheduled. The approval of the Chair or the Undergraduate Services Office is required when rescheduling midterm/term tests.

C. FINAL EXAMINATIONS

- If you are unable to write a final examination, contact the Undergraduate Services Office PRIOR TO THE SCHEDULED EXAMINATION TIME to report your absence using the <u>Academic Consideration Request</u> <u>Form</u> and request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message <u>clearly</u> stating your name & student number.
- 2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, headache, sleeping in, misreading timetable and travel arrangements.
- 3. In order to receive permission to write a Special Examination, you <u>must</u> obtain the approval of the Chair of the Department **and** the Associate Dean and in order to apply you <u>must</u> submit an "<u>Application for a Special Exam</u>" form. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

PLEASE NOTE: It is the student's responsibility to check the date, time and location of the Special Examination.

D. <u>LATE ASSIGNMENTS</u>

- 1. Advise the instructor if you are having problems completing the assignment on time (**prior** to the due date of the assignment).
- 2. Be prepared to submit the <u>Academic Consideration Request Form</u> and provide documentation if requested by the instructor (see reverse side for information on documentation).
- 3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Assistant Dean, First Year Studies, if you are in first year) is not required if assignments will be completed prior to the last day of classes.
- 4. i) Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean, Undergraduate Studies. Documentation is mandatory.
 - ii) A Recommendation of Incomplete Form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the department Chair and the Associate Dean, Undergraduate Studies.

E. <u>SHORT ABSENCES</u>

If you miss a class due to a minor illness or other problem, check your course outlines for information regarding attendance requirements and make sure you are not missing a test, laboratory or assignment. Cover any readings and arrange to borrow notes from a classmate.

F. <u>EXTENDED ABSENCES</u>

If you are absent more than one week or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. (Note drop deadlines listed below). You are strongly encouraged to seek advice from your Academic Counsellor in the Undergraduate Services Office.

G. <u>DOCUMENTATION</u>

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, you <u>must</u> provide the doctor with a Student Medical Certificate to complete at the time of your visit and then bring it to the Department (or the Undergraduate Services Office). This note must contain the following information: severity of illness, effect on academic studies and duration of absence. Regular doctor's notes will not be accepted; only the Student Medical Certificate will be accepted.

<u>In Case of Serious Illness of a Family Member</u>: Provide a Student Medical Certificate to your family member's physician to complete and bring it to the Department (or the Undergraduate Services Office if you are in first year).

<u>In Case of a Death</u>: Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and bring it to the Department (or the Undergraduate Services Office if you are in first year).

For Other Extenuating Circumstances: If you are not sure what documentation to provide, ask the Departmental Office (or the Undergraduate Services Office if you are in first year) for direction.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).

H. <u>ACADEMIC CONCERNS</u>

- 1. You need to know if your instructors have a policy on late penalties, missed tests, etc. This information may be included on the course outlines. If not, ask your instructor(s).
- 2. You should also be aware of attendance requirements in some courses. You can be debarred from writing the final examination if your attendance is not satisfactory.
- 3. If you are in academic difficulty, check out the minimum requirements for progression in the calendar. If in doubt, see your Academic Counsellor.

<u>Calendar References:</u> Check these regulations in your 2023 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Absences Due to Illness:

https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedC alendar=Live&ArchiveID=#Page_135

Academic Accommodations for Students with Disabilities:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCa lendar=Live&ArchiveID=#Page 10

Academic Accommodations for Religious or Holy Days:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCa lendar=Live&ArchiveID=#Page 16

Course Withdrawals:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCa lendar=Live&ArchiveID=#Page 75

Examinations:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCal endar=Live&ArchiveID=

Scheduling of Term Assignments:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&Archi

veID=#SubHeading_78

Scholastic Offences:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCa lendar=Live&ArchiveID=#Page 20

Student Medical Certificate:

https://www.eng.uwo.ca/files/undergraduate/student-medical-certificate.pdf

Engineering Academic Regulations:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=4&SelectedCa lendar=Live&ArchiveID=#Page_86

<u>Note:</u> These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

<u>Add Deadlines:</u>	First term half course (i.e. "A" or "F")
September 15, 2023	
	Full courses and full-year half course (i.e. "E", "Y" or no suffix)
September 15, 2023	
	Second term half course (i.e. "B" or "G")
January 16, 2024	
Drop Deadlines:	First term half course without penalty (i.e. "A" or "F")
November 13, 2023	
	Full courses and full-year half courses without penalty (i.e. "E","Y" or no suffix)
November 30, 2023	
	Second term half or second term full course without penalty (i.e. "B" or "G")
March 7, 2024	

Contact Information:

Undergraduate Services Office:	SEB 2097	Phone: 519-661-2130	E-mail:
engugrad@uwo.ca			
Chemical & Green Process Engineering:	TEB 477	Phone: 519-661-2131	E-mail:
<u>cbeugrad@uwo.ca</u>	app		
Civil Engineering:	SEB 3005	Phone: 519-661-2139	E-mail:
	TED 270	N 510 ((1 2750	т ч
Computer, Electrical, Mechatronic Systems & Software Engineering	TEB 279	Phone: 519-661-3/58	E-mail:
Integrated Engineering	ACED 241	Dhone: 510 661 6725	E maile
engeeli@uwo.ca	ACED 2410	JI none. 519-001-0725	E-man.
Mechanical Engineering:	SEB 3002	Phone: 519-661-4122	E-mail:
mmeundergraduate@uwo.ca			