



**DEPARTMENT OF CIVIL ENGINEERING
COLLEGE OF ENGINEERING AND AGRO-
INDUSTRIAL TECHNOLOGY**

**MANUAL FOR FACULTY AND
STUDENTS**

Prepared by:

The Department Faculty

August 2019

FOREWORD

The purpose of this handbook is to provide the faculty and the students guidelines on academic policies and procedures of the Department. It contains information concerning registration and other matters of general interest to BSCE students. In this document, old curriculum refers to the five-year BSCE curriculum implemented on First Semester 2011-2012. New curriculum refers to the four-year BSCE curriculum to be implemented on First Semester 2018-2019.

This handbook was prepared and deliberated upon by the faculty after a series of workshops. We sincerely hope that this handbook will be of value to students during their stay in the university. Other publications of interest to students are available at the www.ceat.uplb.edu.ph website.

*The Faculty
Department of Civil Engineering*

HISTORY OF CE DEPARTMENT

The roots of the Department of Civil Engineering (DCE) can be traced back to 1991, when the UP Board of Regents approved the BS Civil Engineering program for UPLB. Former Dean of CEAT, Dr. Wilfredo P. David formed the DCE with 3 BSCE staff members of the Engineering Science Department as joint faculty and with Dr. Danielito T. Franco, Chairman of the Engineering Science Department, as interim OIC. In 1992, Dr. Victor S. Luis, Jr. of the Department of Land and Water Resources took on the helm as full-time OIC and it was during this term that the first students of the BSCE program were admitted.

In 1995, Dr. Senen M. Miranda, a BSCE graduate of UP Diliman, succeeded Dr. Luis as the first Department Chairman. During his term, he oversaw the full development of the program. DCE began to offer major courses in civil engineering and to provide for the demand, the department outsourced lecturers from various government and non-government agencies in Los Baños.

In 1997, the department bore witness to its first set of graduates and hired its first top graduate, Engr. Marish S. Madlangbayan as an instructor along with esteemed professionals like Engr. Hector Palma, Engr. Jovita M. Saguing, and Engr. Glenn M. Pintor. In the succeeding years, the department kept hiring its top graduates like Engr. Ferdinand F. Bengusta, Engr. Carlo F. Moya, Engr. Mylene M. Palaypayon, Engr. Ramil G. Mijares, Engr. Allan Karlo S. Abrogena, and Engr. Michael Ryan R. Barile.

Dr. Miranda retired in 2003, leaving behind a legacy of excellence in the Department of Civil Engineering. In 2004, Asst. Prof. Marloe B. Sundo briefly became chair but later that year was replaced by Dr. William T. Tanzo. In 2006, now-Professor Sundo regained the chairmanship and hired several of its graduates as faculty. In 2009, Dr. Marish S. Madlangbayan, having finished his PhD, rejoined the faculty along with Dr. Eliseo V. Ana. In 2010, Dr. Madlangbayan became department chair and several other professors returned from their graduate studies, including Asst. Prof. Perlie Velasco, who later became the chairwoman of the department and Dr. Richelle G. Zafra, who succeeded Asst. Prof. Velasco in 2018.

Through the years, the department has grown with a faculty of only three to 13. The number of freshmen students admitted annually has also grown from 50 in the first batch and now numbering 100. At present, the department has the largest student population in the college.

VISION, MISSION, AND PROGRAM EDUCATIONAL OBJECTIVES

VISION

As prime movers, builders, problem solvers, and agents of change, Civil Engineers seek to constantly improve the quality of life. Committed in higher ethical standards in its pursuit of academic excellence in education, research and extension across a broad spectrum of disciplines in Civil Engineering and in multidisciplinary areas that integrate technology, planning, design, construction and management of infrastructure and other built environments.

MISSION

To produce quality Civil Engineering students with a strong sense of professionalism by:

- a. Continually upgrading the BSCE program;
- b. Producing well-rounded education that includes an appreciation for the humanities, a commitment to the protection of the environment, and a deep sense of ethical principles for sound and professional practice; and
- c. Conducting scholarly research and development from the different niches of Civil Engineering with highest international standards.

PROGRAM EDUCATIONAL OBJECTIVES

1. Engage in teaching civil engineering subjects for HEI, consultation, inspection and management services on the design and construction of civil engineering projects;
2. Occupy responsible position in public or private institutions involved in civil engineering projects;
3. Own or manage civil engineering-based business enterprise;
4. Hold leadership in research and development, training and extension work, and consultancy services in the different fields of civil engineering; and
5. Pursue advanced studies in civil engineering and other emerging related fields.

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I. Waiving of Courses

A. The following CE courses can be waived provided that the student did not fail the prerequisite course due to excessive absences and has passed at least 1/3 of the exams.

1. CE 132 – Structural Engineering II (Pr. CE 131 – Structural Engineering I)
2. CE 133 – Structural Engineering III (Pr. CE 131 – Structural Engineering I)

B. The following courses can be waived by graduating students provided that the student satisfies all of the conditions stated below:

- has presented a certificate of graduating standing for the semester for which the course to be waived is taken;
 - had previously enrolled and fully attended the prerequisite course.
1. CE 136 must be concurrently taken with its prerequisite CE 134 (Structural Engineering IV).
 2. CE 137 must be concurrently taken with its prerequisite ENSC 21 (Mathematical Methods in Engineering) and must have passed CE 132 (Structural Engineering II).
 3. CE 171 must be concurrently taken with its prerequisite CE 134 (Structural Engineering IV) and must have passed ABE 180 (Soil Engineering).

Note: These courses can also be waived and petitioned at the same time.

If a student has satisfied the minimum prerequisites to waive a specific course, then he/she can be enlisted via SAIS by consulting any member of the DCE Registration Committee.

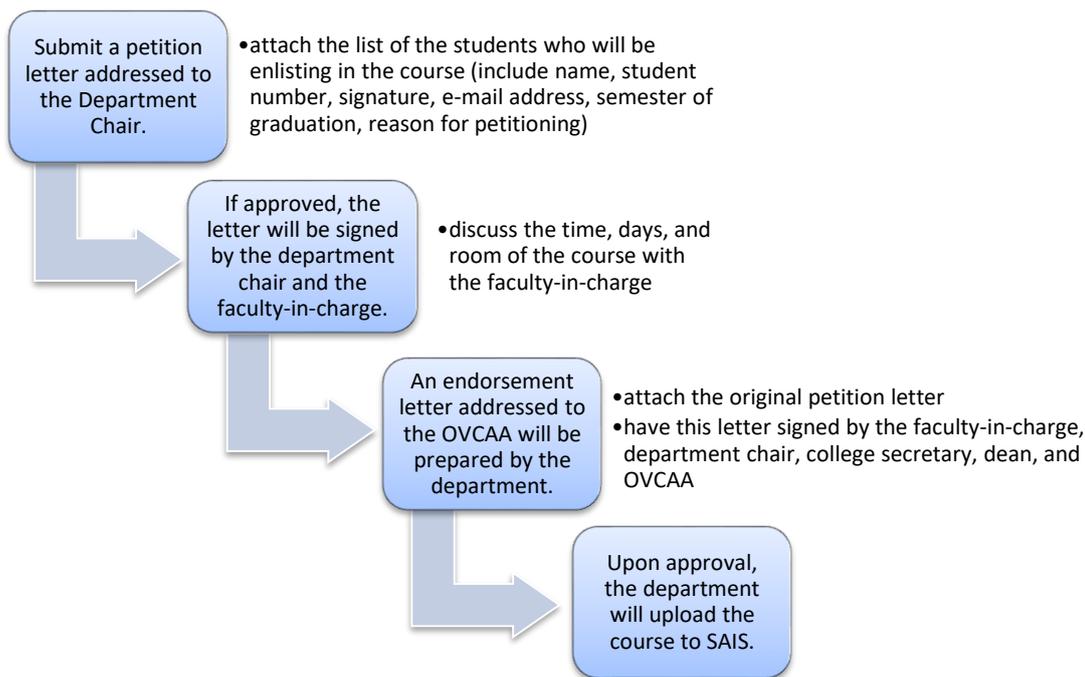
II. Petitioning of Courses

The following courses not offered for the current semester can be petitioned provided that the department agrees to offer the course:

- CE 135 – Structural Engineering V
- CE 136 – Prestressed Concrete (not applicable for the four-year curriculum)
- CE 137 – Structural Dynamics and Earthquake Engineering
- CE 141 – Hydraulic Engineering
- CE 171 – Foundation Engineering

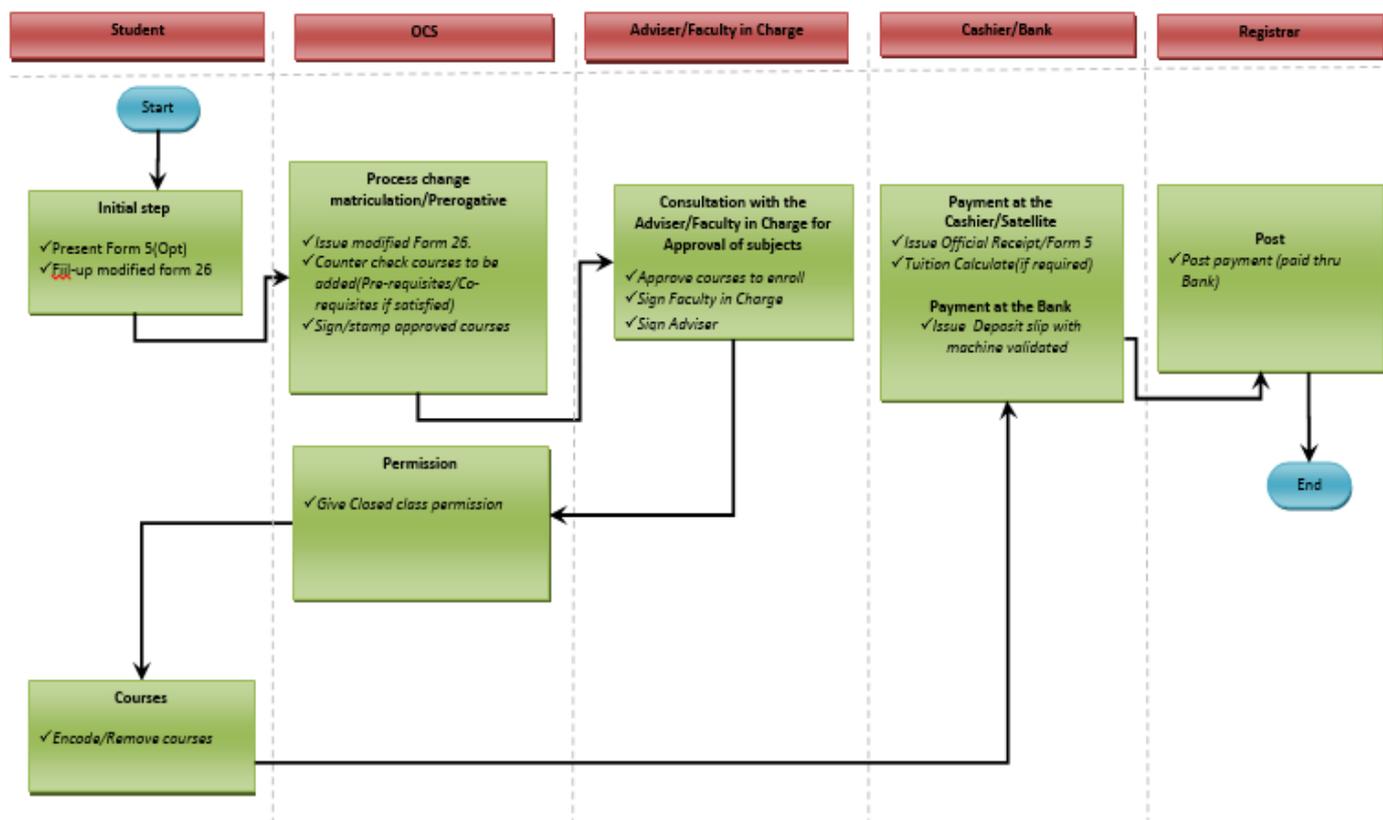
Note: For special cases, other courses may be petitioned upon the discretion of the department.

How to petition a course?



III. Change of Matriculation (“Prerog”)

As per the CEAT-OCS, the procedure for the change of matriculation under SAIS is as follows:



IV. Guidelines for Thesis and Practicum

A. Registration Matters

- Must be a graduating student for the succeeding school year
- Minimum Required Courses:
 - CE 200: Must have taken the following courses (depending on the specialization)
 - Structural: CE 134
 - Construction: CE 161
 - Geotech: ABE 180 or CE 170
 - Sanitary: CE 152
 - Water Resources: ENSC 16.1
 - Transportation: CE 122
 - CE 200a: Must have taken CE 132 and other courses depending on the scope of work as indicated in the MOU
- Must accomplish COI for thesis/practicum before enlisting the subject every semester.

Notes on accomplishing the COI form for CE 200/200a:

1. Proper number of units of the course must be specified. Three units of CE 200/200a must be registered for two semesters. After earning 6.0 units of "S", one unit of the course must be registered until the student gets a numerical grade. The one unit can be registered for a maximum of three terms. However, the course should be finished within 9.0 units; else, the student will be given a grade of U and re-enrol a total of 6 units.

OC Memorandum No. 105, Series of 2008, August 26, 2008

- a. For undergraduate thesis/practicum (course 200/200a) and master's thesis (course 300), the six (6) units total credit should be broken down for registration each term in equal fractions of 3-3. For doctoral dissertation (course 400), the semestral distribution of the 12 units total credit should be 3-3-3-3 and 4-4-4.
- b. A grade of "S" or "U" should be given at the end of each term while work is in progress. Upon completion of the work (when the student is ready to submit the required number of copies of the approved manuscript), a numerical grade should be given instead of "S" or "U".
- c. A student who has already registered a total of 6 units for undergraduate thesis/practicum or master's thesis, or 12 units of doctoral dissertation but still unable to finish the work, should continue registering one (1) unit per term until he/she is able to submit the copies of approved manuscript, but only up to a maximum of 3 terms (2 semesters, 1 summer) for undergraduate thesis/practicum and 6 terms (4 semesters, 2 summers) for graduate thesis/dissertation.

If at the end of this time limit, the student is still unable to submit copies of the approved manuscript, he/she shall be given a grade of "U" and should re-enroll all the 6 or 12 units. The same policies as in the first enrollment will apply in this case. However, a student who is a candidate for

graduation during the semester and/or only has thesis/practicum /dissertation to enroll, may be allowed to register the whole six (6) units total credit for 200/200a/300 courses and twelve (12) units total credit for a 400 course. (**OC Memorandum No. 124, Series of 2008, October 28, 2008**)

2. For CE 200 (thesis), check the appropriate boxes according to the following:
 - Outline: for first three units
 - Write up: for second three units
 - Survey/experiment: upon consultation with the adviser
3. For CE 200a (practicum), check the appropriate boxes according to the following:
 - OJT: for first three units
 - Manuscript writing: for second three units
4. The registration adviser will sign the COI for the first three units. The department will then assign the adviser for each student after the topic defense in the first three units. The assigned adviser will sign the COI for the second three units.
5. A deadline for the submission of the COI will be set by the OCS prior to the registration and strictly no COI will be accepted thereafter.

B. Thesis – CE 200 Options (Always consult with your adviser)

- Six units total credit: 3.0 unit per semester
- Option 1



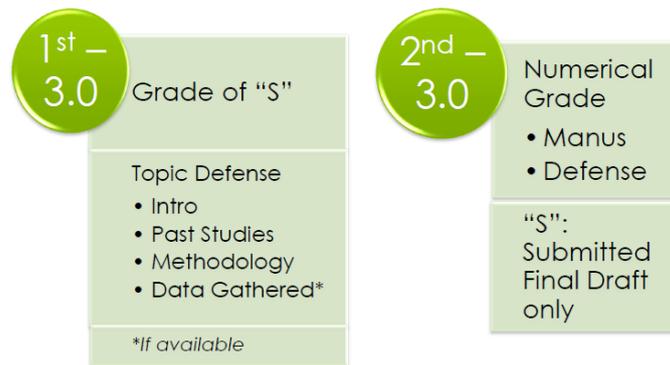
- Option 2



- Option 3



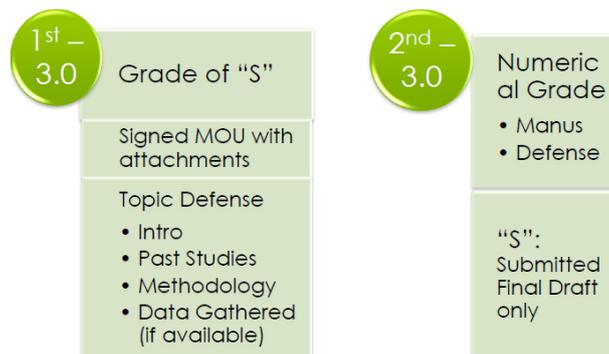
C. Grading of Thesis – The following are the required milestones for a grade of “S”



D. Practicum – CE 200a Track (Consult with your adviser)



E. Grading of Practicum



F. Additional Requirements for CE 200a

- Memorandum of Understanding (MOU)
 - c/o CSO
 - Attached Copy of Insurance
 - Accomplished on or before midyear term registration
 - Scanned copy to be included later in the Manuscript (Appendix)
- Evaluation Form
 - Form c/o CE Department
 - To be accomplished, signed and sealed by the supervisor
 - Submitted to the Adviser before the end of Manuscript writing
- Certificate of Completion (at least 180 hours)
 - c/o company
 - Attached in the Manuscript (Appendix)
- Documentation (digital photographs)

- Actual date taken should be included in the photographs.
- Section in the Manuscript (Appendix)

G. General Rules on Grading of CE 200/a (with reference to items C and E of this section)

- **A grade of S**
Minimum requirements were accomplished
- **A grade of U**
Minimum requirements were NOT met (no valid reason)
- **Numerical Grade (final 3.0 units or 1.0 unit)**
 - Hardbound manuscript (signed by Chair)
 - 8-page Journal-type Summary

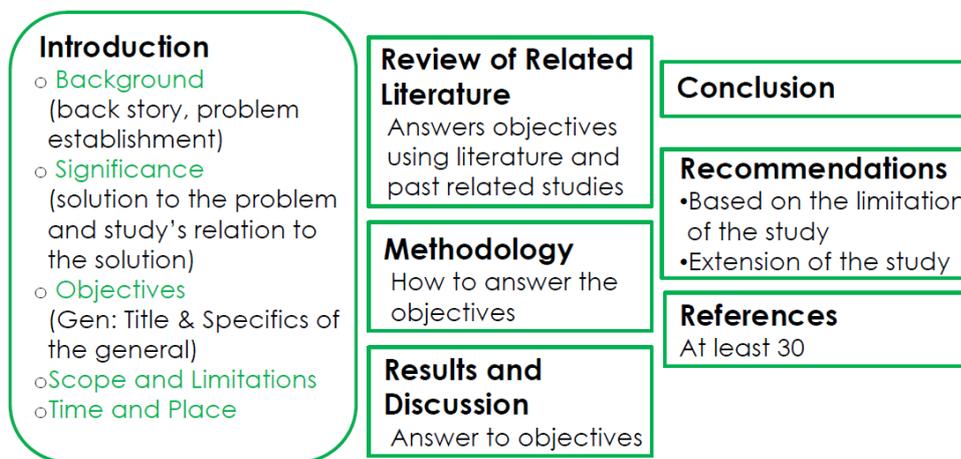
H. Tips for Write-Up

- Download the CEAT Guidelines for Manuscript Writing (CEAT website: www.ceat.uplb.edu.ph)
- Read other manuscripts

I. Tips for Topic Identification

- It must be your field of interest
- It must follow scientific method
- You may consult with the faculty of the same interest

J. Manuscript Content



V. Application of Overload/Underload Permit

A. Overload Permit

Overload is defined as number of units exceeding **18 units** without laboratory classes or **21 units** with laboratory classes (except for 1 unit excess) for a regular semester, and 6 units during Midyear. Unless a student is a candidate for graduation, a student is required to accomplish an overload permit from the Office of College Secretary. To file an overload permit, the student must seek the approval of his

Academic Adviser and the Department Chair. Valid reasons only include scholarship requirements, lack of units due to limited slots in SAIS enlistment, a semester whose course that is not available in a specific term, etc.

B. Underload Permit

Underload is defined as number of units less than **15 units**. This is a ground for disqualification to graduate with Latin honors, i.e., cum laude, magna cum laude. Hence, for a valid reason such as medical condition, lack of slots in SAIS of the courses as required by GE Plan of Coursework or Mini-Checklist, or a working student, a student must file for an underload permit for him/her not to be banned from being a Latin awardee. This form is available in the Office of College Secretary. In accomplishing this form, the student is required to present a proof of his or her underload semester. For a medical condition which requires lower number of units, present a medical certificate signed by a duly registered physician of the student which will attest the medical condition of the student. For lack of units, gather all the data that can attest this claim (all of the GE and all the fundamental/core courses that you can enlist and the number of students enrolled in each of these courses). For working students, kindly present a letter from parents/legal guardian claiming that you need to work while studying and a proof of employment, e.g., ID, certificate of employment and pay slip.

VI. Grading System

The Department of Civil Engineering must use the transmutation table below for converting percentage grade to numerical grade.

Final Grade	Numerical Grade
96-100	1.00
92-95	1.25
87-91	1.50
82-86	1.75
77-81	2.00
72-76	2.25
68-71	2.50
64-67	2.75
60-63	3.00
55-59	4.00
Below 55	5.00

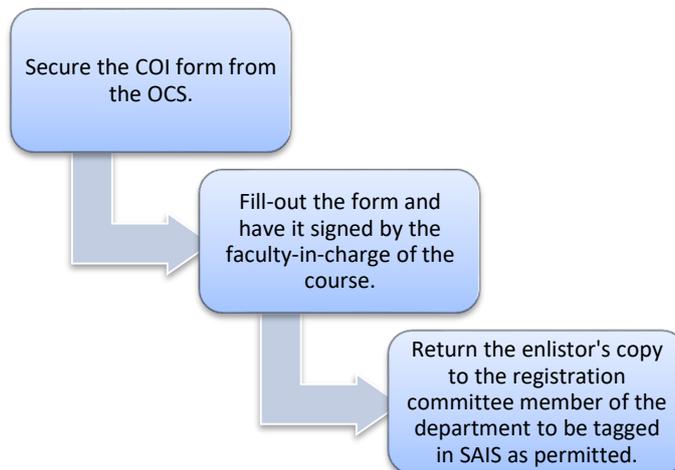
VII. Consent of Instructor (COI) for CE Courses

There are two kinds of COI forms for students: the first one is for the regular courses, and the second one is CE 200 or 200a. The former will be discussed in this section; the latter is already discussed in Section IV.

The following courses require COI forms to be able to enlist:

1. CE 162 – Construction Project, Planning and Management (renumbered as CE 164 for new curriculum)
 - must have earned at least 15 units of CE courses, and
 - must have taken CE 132
2. CE 163 – Civil Engineering Laws, Contracts, and Ethics
 - must be graduating for the academic year (for old curriculum)
 - must be junior standing (for new curriculum)

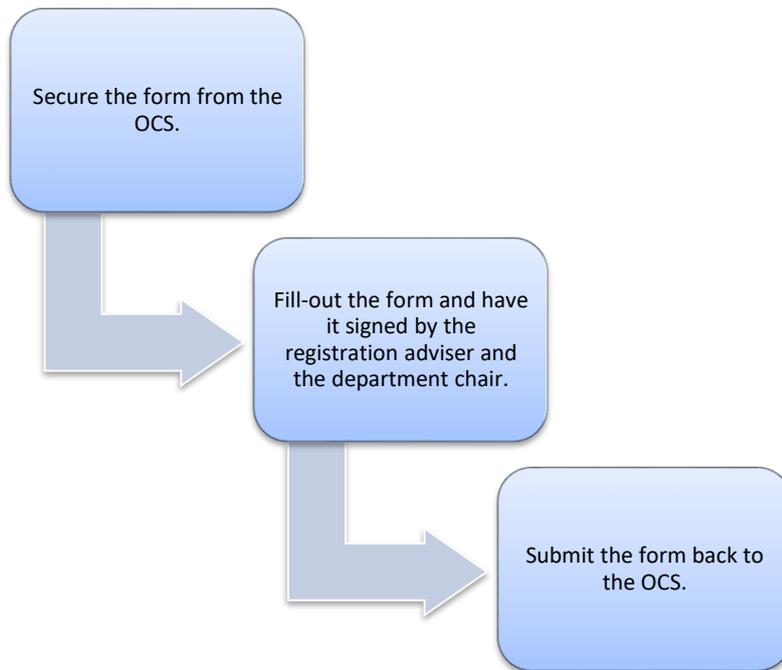
Accomplishing the COI:



Note: For courses offered by other departments, e.g. ENSC 26, the COI should be submitted to the registration committee member of that department, i.e., ENSC department. Also, the instructor's copy of the COI should be submitted to the instructor of the course at the start of the classes.

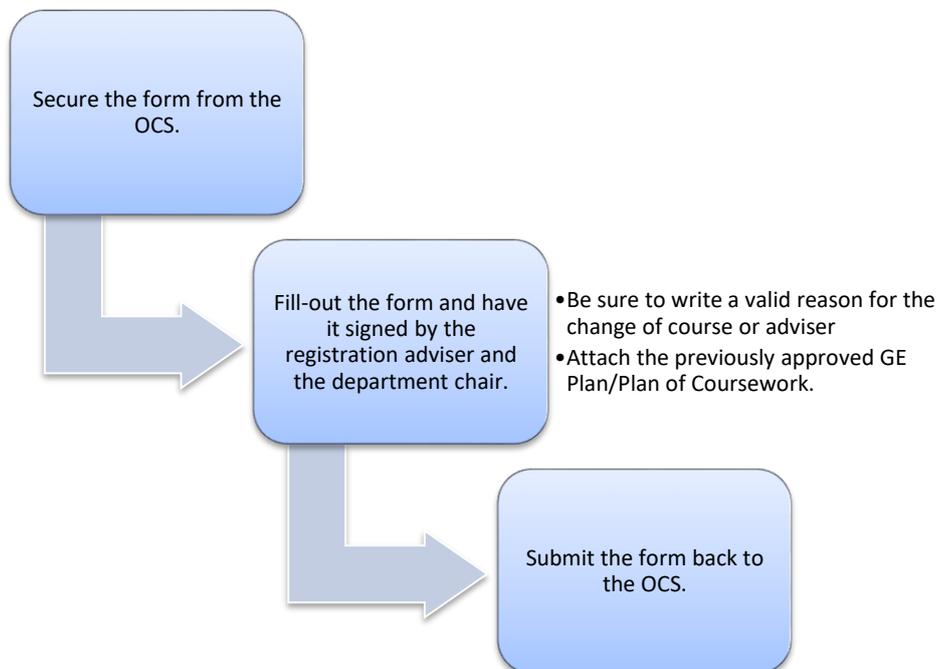
VIII. Signing of Forms

A. GE Plan of Coursework



Note: The list of the advisers of every student is available from the administrative assistant of the department.

B. Change of Courses/Major Adviser



Note: In the case of change of adviser, have your previous adviser countersign beside his/her name, and have your new Major Adviser sign the form below for *Conforme*.

C. Form 5/Form 5a

Make sure that all the courses enlisted by the student via Form 5a are signed by the faculty-in-charge of the enlisted courses in SAIS before going to the registration advisers. Also, always bring your Mini-Checklist whenever you need your forms to be signed. Follow the steps in SAIS Manual provided by the SAIS website in Help.

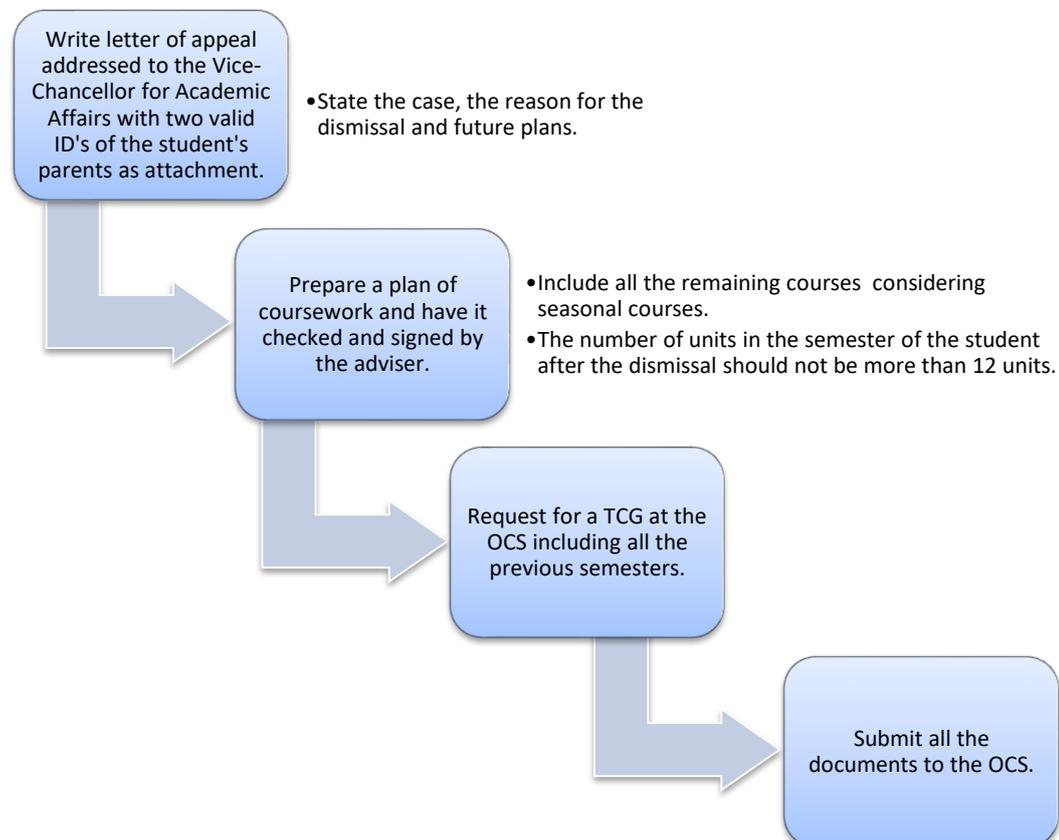
The registration advisers will check the number of units the advisee has in his/her Form 5. The prerequisites of the enlisted courses will be checked whether satisfied or not based on the Mini-Checklist of the student. **No Mini-Checklist, no signature for the student.**

D. Readmission

Readmission is required for students with PD or dismissed status:

- a.) He or she obtains two consecutive **probationary status**. Probationary status means 50% to 75% of the total academic units enrolled by the student have failing marks
- b.) He or she obtains **dismissed status**. Dismissed status means more than 75% but less than 100% of the total academic units enrolled by the student have failing marks.

For 100% of the units having a grade of 5.00, the student is **permanently disqualified** from enrolling to the university and is required to transfer to another university. Also, for the second readmission of the student, he/she is also classified as permanently disqualified and thus, must also seek another university to transfer. In other words, a student is only entitled **one readmission** in his/her college life, unless otherwise deemed excusable by the University.



Only the **first readmission** is endorsed by the department provided that all requirements are satisfied. Succeeding readmissions may be approved or disapproved on a case to case basis by the department.

IX. Other Matters

A. Change in Room/Time/Schedule of Courses

The department reserves the right to change room/time/section assignments for the courses offered depending on schedule conflicts, teaching load of the instructors and other issues. The change will be processed by the registration committee member of the department by sending a letter of request of change to the OUR.

B. Continuous Offering/Dissolution of Courses

When the number of students enlisted in a course is less than 10, the department reserves the right to either dissolve a course or offer it continuously. The department registration committee will send a letter addressed to the OVCAA with regards to the action of the department about this matter.

C. Curriculum Checklist and Flowchart

Old curriculum, which applies to Batch 2017 and below, refers to the five-year BSCE curriculum first implemented on First Semester 2011-2012. New curriculum, which applies to Batch 2018 and above, refers to the four-year BSCE curriculum. Note that implementation of the new curriculum this First Semester 2018-2019 is applicable only to the courses in the first year as approved by the UP President. The courses in the remaining three years are yet to be approved by the UP Board of Regents.

Old Curriculum

Curriculum Leading to the Degree of Bachelor of Science in Civil Engineering* Effective First Semester 2011-2012

FIRST SEMESTER	UNIT	SECOND SEMESTER	UNIT
FIRST YEAR			
ENG 1(AH) College English	3	CHEM 15 Fundamentals of Chemistry	3
ENSC 1 Introduction to Engineering	1	CHEM 15.1 Fundamentals of Chemistry Laboratory	2
GE OPTION Social Sciences and Philosophy	3	ENG 2(AH) College Writing in English	3
MATH 17 Algebra & Trigonometry	5	MATH 36 Mathematical Analysis	5
GE OPTION Math, Science, and Technology	3	GE OPTION Math, Science, and Technology	3
GE OPTION Social Sciences and Philosophy	3	STAT 1 Elementary Statistics	3
PE 1 Foundations of Physical Fitness (2)	(2)	PE 2 Sports	(2)
Total	18	Total	19
SECOND YEAR			
ENSC 10a Engineering Graphics I	2	SPCM 1(AH) Speech Communication	3
GE OPTION Social Sciences and Philosophy	3	ENSC 11 Statics of Rigid Bodies	3
GE OPTION Arts and Humanities	3	GE OPTION Arts and Humanities	3
MATH 37 Mathematical Analysis II	5	PI 10(SSP) Life and Works of Jose Rizal	3
PHYS 81 Fundamental Physics I	5	MATH 38 Mathematical Analysis III	3
PE 2 Sports	(2)	PHYS 82 Fundamental Physics II	5
NSTP 1 Basic Course	(3)	PE 2/3 Sports/Advanced Course	(2)
		NSTP 2 Basic Course	(3)
Total	18	Total	20
THIRD YEAR			
ABE 70 Fundamentals of Surveying	3	CE 12 Higher Surveying	3
ENSC 13 Strength of Materials	3	CE 131 Structural Engineering I	3
ENSC 12 Dynamics of Rigid Bodies	3	ENSC 16 Fluid Mechanics	3
EE 1 Basic Electrical Engineering	3	ENSC 18 Materials of Engineering	3
GE OPTION Social Sciences and Philosophy	3	ENSC 21 Mathematical Methods in Engineering	3
ENSC 10b Engineering Graphics II	2	FPPS 183 Engineering Economic Analysis	3
Total	17	Total	18
FOURTH YEAR			
ABE 71 Field Hydrology	3	CE 122 Transportation Engineering II	3
ABE 180 Soil Engineering	3	CE 134 Structural Engineering IV	3
CE 121 Transportation Engineering I	3	CE 152 Sanitary Engineering II	3
CE 132 Structural Engineering II	3	CE 161 Construction Materials & Testing	3
CE 133 Structural Engineering III	3	CE 162 Construction Project, Planning & Management	3
CE 151 Sanitary Engineering I	3	CE 137 Structural Dynamics and Earthquake Engineering	3
ENSC 14 Basic Thermodynamics	3	ENSC 16b Fluid Mechanics Laboratory	2
Total	21	Total	20
FIFTH YEAR			
CE 135 Structural Engineering V	3	ABE 72 Irrigation & Drainage Engineering	3
CE 141 Hydraulic Engineering	3	CE 136 Pre-Stressed Concrete	3
CE 163 Civil Eng. Laws, Contracts & Ethics	2	CE 199 Seminar	1
CE 171 Foundation Engineering	3	ChE 180 Agro-Industrial Waste Management	3
ENG 10 Writing of Scientific Papers	3	GE OPTION Math, Science, and Technology	3
ENSC 26 Computer Applications in Eng.	3	CE 200/a Thesis/Practicum	3
CE 200/a Thesis/Practicum	3	Cognate Cognate/Major CE Course**	3
Total	20	Total	19

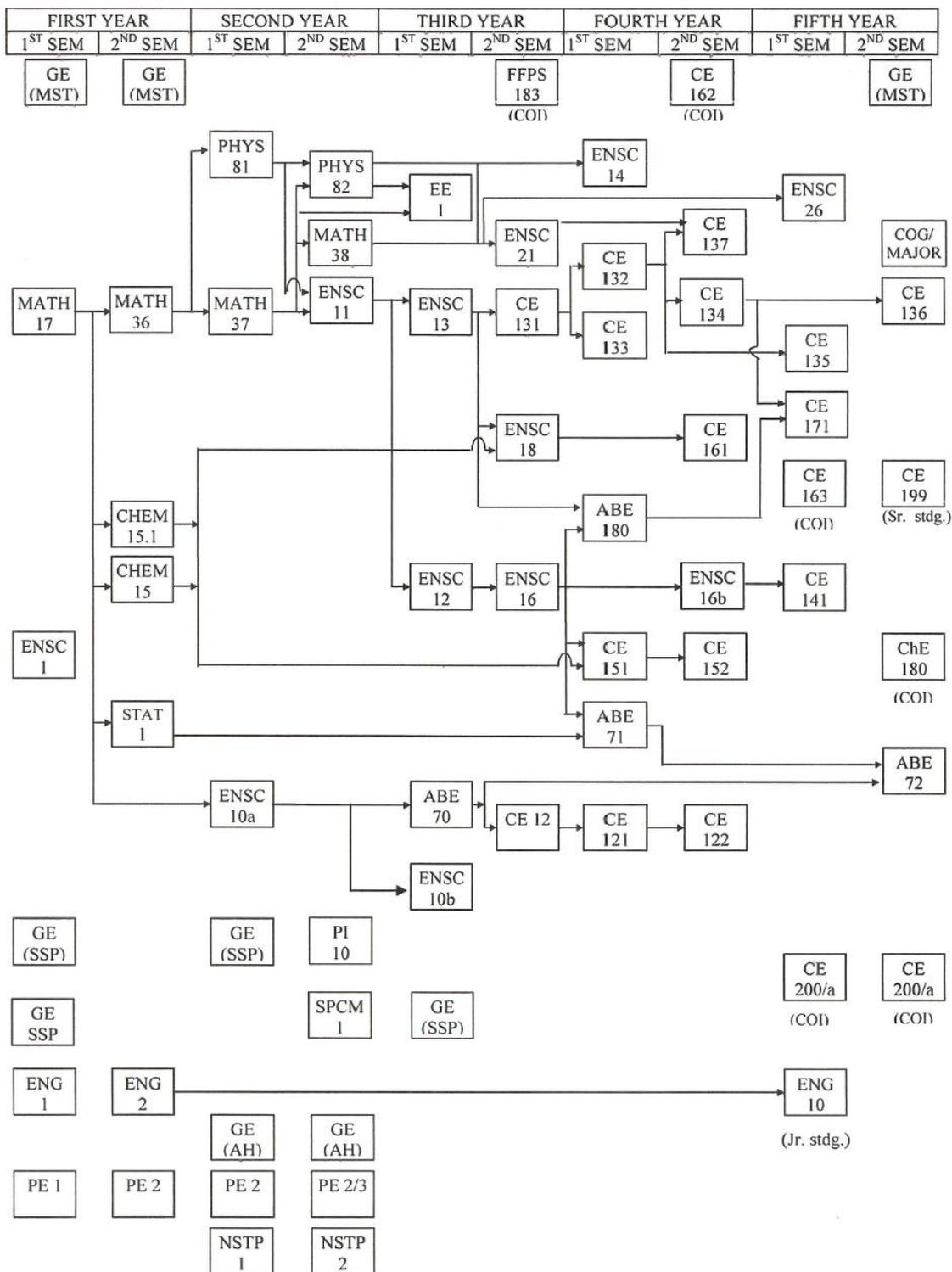
TOTAL UNITS = 190

*The student should enrol a 3-unit GE Course on Philippine studies in any domain (AH/SSP/MST).

**To be taken/chosen with Department's approval

Old Curriculum

FLOWCHART OF THE BSCE CURRICULUM



Thesis (CE 200) or Practicum (CE 200a)
 CE 200 may be taken three times at two units each CE 200a may be started during Summer before the fifth year.

New Curriculum

BACHELOR OF SCIENCE IN CIVIL ENGINEERING Implementation of First Year Courses effective First Semester 2018-2019

FIRST YEAR

First Semester		Units	Second Semester		Units
ARTS 1	Critical Perspectives in the Arts	3	ABE 48	Fundamentals of Surveying	3
CE 10	Fundamentals of Civil Engineering	1	ENSC 11	Statics of Rigid Bodies	3
ENSC 10.1	Engineering Graphics Laboratory	2	MATH 28	Analytic Geometry and Calculus III	3
KAS 1/HIST 1	Kasaysayan ng Pilipinas	3	PHYS 72	University Physics II	4
MATH 27	Analytic Geometry and Calculus II	3	PHYS 72.1	University Physics II Laboratory	1
PHYS 71	University Physics I	4	STS 1	Science, Technology and Society	3
PHYS 71.1	University Physics I Laboratory	1	GE Elective*		3
HK 11	Wellness and Basic Injury Management	(2)	HK 12	Human Kinetics Activities	(2)
		<u>17</u>			<u>20</u>

SECOND YEAR

First Semester		Units	Second Semester		Units
EE 1	Basic Electrical Engineering	3	CHEM 18	University Chemistry	3
ENSC 12	Dynamics of Rigid Bodies	3	CHEM 18.1	University Chemistry Laboratory	2
ENSC 13	Strength of Materials	3	CE 120	Higher Surveying	3
ENSC 21	Mathematical Methods in Engineering	3	CE 131	Structural Analysis I	3
STAT 101	Statistical Methods	3	ENSC 16	Fluid Mechanics	3
GE Elective*		3	ETHICS 1	Ethics and Moral Reasoning in Everyday Life	3
GE Elective*		3	PI 10	The Life, Works, and Writings of Rizal	3
HK 12	Human Kinetics Activities	(2)	HK 13	Advanced Human Kinetics Activities	(2)
NSTP 1	National Service Training Program I	(3)	NSTP 2	National Service Training Program II	(3)
		<u>21</u>			<u>20</u>

THIRD YEAR

First Semester		Units	Second Semester		Units
ABE 57	Field Hydrology	3	CE 122	Transportation Engineering II	3
CE 121	Transportation Engineering I	3	CE 134	Design of Reinforced Concrete Members	4
CE 132	Structural Analysis II	3	CE 152	Sanitary Engineering II	3
CE 133	Design of Timber Members	3	CE 161	Construction Materials and Testing	3
CE 151	Sanitary Engineering I	3	CE 163	Civil Engineering Laws, Contracts and Ethics	2
CE 170	Geotechnical Engineering	3	ENSC 16.1	Fluid Mechanics Laboratory	2
FPPS 183	Engineering Economic Analysis	<u>3</u>	IE 184	Project Development and Management	<u>3</u>
		<u>21</u>			<u>20</u>

Midyear		Units
CE 198	Internship	<u>3</u>
		<u>3</u>

FOURTH YEAR

First Semester		Units	Second Semester		Units
CE 135	Design of Steel Members	3	ABE 67	Irrigation & Drainage Engineering	3
CE 137	Structural Dynamics and Earthquake Engineering	3	CE 197	Civil Engineering Project Integration	3
CE 141	Hydraulic Engineering	3	CE 199	Undergraduate Seminar	1
CE 164	Construction Project Planning and Management	4	CE 200	Undergraduate Thesis or	
			CE 200b	Innovationeering	3
CE 171	Foundation Engineering	3	COMM 10	Critical Perspectives in Communication	3
CE 200	Undergraduate Thesis or		ENG 10	Writing of Scientific Papers	3
CE 200b	Innovationeering	<u>3</u>	ENSC 26	Computer Applications in Engineering	<u>3</u>
		<u>19</u>			<u>19</u>

TOTAL NUMBER OF UNITS160

* May choose from MATH 10, SAS 1, WIKA 1, PHILARTS 1, SCIENCE 10, SCIENCE 11

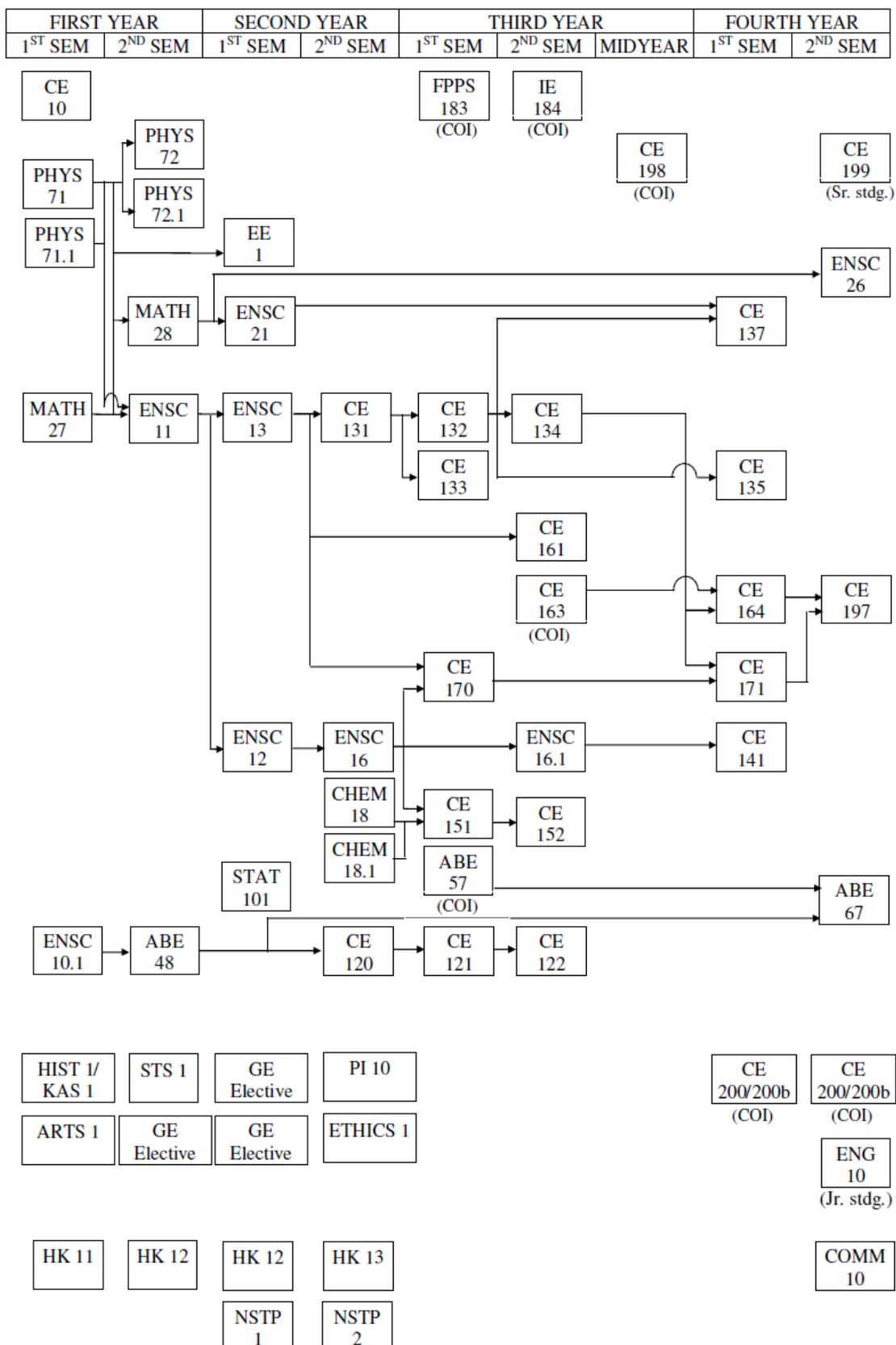
All students are required to undergo NSTP (6 units) for one year with an option of ROTC, CWTS, or LTS as a requirement for graduation.

All students are required to take HK 11 (2 units) and HK 12/13 (6 units).

Students have the option to take 6 units (3-3) of CE 200 (Undergraduate Thesis) or CE 200b (Innovationeering). For CE 200b, this should be taken by group consisting of 3 students coming from at least 2 different engineering degree program.

New Curriculum

FLOWCHART OF THE FOUR-YEAR BSCE CURRICULUM



D. Seasonal Courses

The following courses are offered only for a semester:

- CE 163 Civil Engineering Laws, Contracts and Ethics
- CE 162 Construction Project Planning and Management (renumbered as CE 164 in new curriculum)

E. Requirements for Signing of Manuscript

- 1) Prepare four (4) hard-bound copies. These copies are for: a) Department, b) Adviser, c) Student, and d) CEAT Library
- 2) Prepare five (5) CDs containing the PDF of the thesis. Attach this at the inside back cover of the manuscript. These are for: a) Department, b) Adviser, c) Student, d) CEAT Library, and e) Main Library.
- 3) The CD for the Adviser should contain a) PDF/word file of the whole manuscript including the scanned acceptance sheet (signed up to the Dean's level), b) Eight-page summary (word format), c) Input files for software (i.e. STAAD, ETABS), d) Pertinent calculation sheets (i.e. excel), and e) PPT file of the final presentation.
- 4) The other four CDs should contain a) PDF file of the whole manuscript including the scanned acceptance sheet (signed up to the Dean's level), b) Eight-page summary (PDF format), and c) Input files for software (i.e. STAAD, ETABS).
- 5) The manuscripts should be signed up to the Dean's level before it is submitted to the Department and Adviser. You are advised to accomplish your clearance so that the Department Chairman and Adviser can sign on your clearance when you submit the hardbound copies.

F. Requirements for Clearance

- 1) Signed clearance by the thesis adviser.
- 2) Counter-signature of the secretary (Ms. Merin) and the laboratory technician (Mr. Deriquito), beside the name of the Department Chairman in the Clearance form.
- 3) Hardbound Manuscript with complete signatures at the title page and the approval page.
- 4) CD attached at the inside back cover of the hardbound manuscript with contents following Item E.3