

**Western University
Faculty of Engineering
Mechatronic Systems Engineering Program**

MSE 3310A/B—Electric Motors and Drives

Course Outline 2019-20

Description:

Overview of the fundamental principles related to the operation of DC and AC motors, the associated power electronic converters and drives. Emphasis will be placed on the design and integration of these devices into mechatronic systems.

Instructor: Javad Khodabakhsh
TEB 221
jkhodaba@uwo.ca
Office hours: Upon request @ TEB-221

Academic Calendar Copy:

Overview of the fundamental principles related to the operation of DC and AC motors, the associated power electronic converters and drives. Emphasis will be placed on the design and integration of these devices into mechatronic systems.

Contact Hours: 3 lecture hours, 3 laboratory hours, 0.5 course.

Antirequisite: ECE 3332A/B, ECE 4457A/B

Prerequisites: MSE 2201A/B, MSE 2233A/B,

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

CEAB Academic Units: Engineering Science 75%, Engineering Design 25%

Required Textbook: A. Hughes, *Electric Motors and Drives: Fundamentals, Types and Applications*, 4th ed. Newnes, 2013

Required Software: MATLAB, Eagle, Arduino IDE

Recommended References: R. Krishnan, *Electric Motor Drives: Modelling, Analysis and Control*, Pearson, 2001

P.C. Sen, *Principles of Electric Machines and Power Electronics*, 3rd ed., Wiley, 2013

T. Wildi, *Electrical Machines, Drives and Power Systems*, 6th edition, Pearson, 2005

N. Mohan, *Advanced Electric Drives: Analysis, Control, and Modeling Using Simulink*, Wiley, 2014

General Learning Objectives: (CEAB Graduate Attributes)

Knowledge Base	D	Use of Engineering Tools	A	Impact on Society and the Environment	
Problem Analysis	D	Individual and Team Work	A	Ethics and Equity	
Investigation	D	Communication Skills	D	Economics and Project Management	
Design	D	Professionalism		Life-Long Learning	

Notation: *x* represents the content level code as defined by the CEAB. blank = not applicable; I = introduced (introductory); D = developed (intermediate) and A = applied (advanced).

Topics and Specific Learning Objectives:**1. Power electronics converters**

At the end of this section, students will be able to:

- a. Explain the basic principles of operation of power electronics converters.
- b. Analyze and solve problems related to power electronics converters.

2. Electromechanical energy conversion

At the end of this section, students will be able to:

- a. Explain the basic principles of the electromechanical energy conversion related to electric machines.

3. Electrical machines

At the end of this section, students will be able to:

- a. Explain the electrical machines structure and their operation.
- b. Analyze and solve problems related to induction machines, conventional DC machines, brushless DC and stepper motors.

4. Electrical machine drive

At the end of this section, students will be able to:

- a. Describe the commonly used electrical machine drive operation basics.
- b. Identify the proper method to drive an electrical machine.
- c. Design and assemble a drive for an electrical machine.

Evaluation:

Course Component	Weight
Laboratory	20%
Project	25%
Assignment	5%
Final Examination	50%

Homework Assignments:

- The format may vary between online within OWL or requiring hard copy submission(Locker 237 if applicable).

- All work submitted must be clean, readable and organized. Failing one of these criteria, the report will be returned to the student for resubmission and the late submission penalty will take effect. An additional penalty of 10% may be deducted for poor grammar, incoherence or lack of flow in the written reports.
- Due dates are non-negotiable (see policy below).

Laboratory:

- It is mandatory for all students to attend all lab sessions. Absence from any session without permission will result in a zero assigned to the corresponding laboratory report.
- Students are only permitted to work on lab exercises during their registered lab section unless special permission to attend an alternate lab section is given by the instructor.
- All work submitted must be clean, readable and organized. Failing one of these criteria, the report will be returned to the student for resubmission and the late submission penalty will take effect. An additional penalty of 10% may be deducted for poor grammar, incoherence or lack of flow in the written reports.
- Lab reports are to be handed in at the end of the laboratory period or when indicated by the instructor.
- All lab reports will be submitted online through the course website on the OWL.
- Seven laboratory exercises are scheduled for the term.
 1. AC-DC diode converters
 2. AC-DC thyristor converters
 3. DC-AC converters
 4. Induction motors
 5. BLDC motors
 6. Brushed DC motors
 7. Stepper motors
- The MSE Arduino prototyping kit is required for the laboratory exercises number 5 and 7. Please ensure that yours is in proper working order before the labs commence.

Project: A group project will be completed in which students will perform a complete motor drive design and assembly process. The details of the project will be distributed in the class.

Final Examination: The final examination will be take place during the regular examination period. The exam will cover all of the material covered in class and in the labs. The final exam will be three hours long, closed book, and programmable calculators allowed. A total of 3 hours will be assigned for the completion of the exam.

Course Policies: The following course-specific policies will be enforced throughout the course:

Assignment:

- Late submissions will be penalized 10% per weekday (applied at the due time and cumulative on a daily basis).
- Submissions will not be accepted after 7 days.

Laboratory sessions:

- Attendance at all laboratory sessions is mandatory.
- Students who arrive 30 min after the scheduled lab time or miss the lab without a legitimate reason will be given a one time only chance to conduct the lab (at a rescheduled time) with 50% penalty. Any reoccurrence will count as a missed lab.

- Students who miss a lab with academic consideration are required to reschedule the lab by contacting the course instructor. Failure to do so will result in a zero mark for that lab.
- A minimum mark of 50% in each laboratory exercise, with a minimum average of 60% across all laboratory exercises is required to pass the course.

Project:

- The default assumption is that everyone contributes equally to the team effort, and hence all students will receive the same grade for the project components.
- Each student will be asked to specify the contribution made by each member of the team, including his/herself.
- Team grades may be adjusted by up to 30% for each student based on self and peer evaluation.
- A minimum of 60% must be obtained on the project in order to pass the course.

Final examination:

- To obtain a passing grade in the course, a mark of 60% or more must be achieved on the final examination. A final examination mark < 60% will result in a final course grade of 48% or less.
- If the above conditions are not met, your final grade cannot be greater than 48%. Students who have failed this course (i.e., final average < 50%) must repeat all components of the course.

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.

Attendance: All classes, laboratories, and tutorials are mandatory unless otherwise stated. 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 program, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.

Absence Due to Illness or Other Circumstances: Students should immediately consult with the instructor or program Director if they have any problems that could affect their performance in the course. Where appropriate, the problems should be documented (see the attached “Instructions for Students Unable to Write Tests or Examinations or Submit Assignments as Scheduled”). The student should seek advice from the instructor or program Director regarding how best to deal with the problem. Failure to notify the instructor or program Director immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

For more information concerning medical accommodations, see the relevant section of the Academic Handbook:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

For more information concerning accommodations for religious holidays, see the relevant section of the Academic Handbook:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Missed Midterm Examinations: If a student misses a midterm examination, the exam will not be rescheduled. The student must follow the Instructions for Students Unable to Write Tests and provide documentation to their program within 24 hours of the missed test. The program will decide whether to allow the reweighting of the test, where reweighting means the marks normally allotted for the midterm will be added to the final exam. If no reasonable justification for missing the test can be found, then the student will receive a mark of zero for the test.

If a student is going to miss the midterm examination for religious reasons, they must inform the instructor in writing within 48 hours of the announcement of the exam date or they will be required to write the exam.

Cheating and Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. University policy states that cheating, including plagiarism, is a scholastic offence. The commission of a scholastic offence is attended by academic penalties, which might include expulsion from the program. If you are caught cheating, there will be no second warning.

All required papers may be subject to submission for textual similarity review to commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents on the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the relevant section of the Academic Handbook:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Use of Electronic Devices: Turn off all sound for pagers and cell phones. Students may use laptops, tablet computers, or smart phones *only* to access the course OWL site during lectures and tutorials. Use of *nonprogrammable* calculators *only* is permitted during quizzes and examinations. No other electronic devices may be used at any time during lectures, tutorials, or examinations.

Use of Personal Response Devices (“Clickers”): If clickers are used in a course, include a statement describing how they will be used that conforms to the requirements given on p. 2 and p. 4 of the course outlines policies in the Academic Handbook,

http://www.uwo.ca/univsec/pdf/academic_policies/exam/courseoutlines.pdf

Omit this section if your course does not use clickers.

Policy on Repeating All Components of a Course: Students who are required to repeat an Engineering course must repeat all components of the course. No special permissions will be granted enabling a student to retain laboratory, assignment, or test marks from previous years. Previously completed assignments and laboratories cannot be resubmitted by the student for grading in subsequent years.

Internet and Electronic Mail: Students are responsible for regularly checking their Western e-mail and the course web site (<https://owl.uwo.ca/portal/>) and making themselves aware of any information that is posted about the course. If the student fails to act on information that has been posted on these sites and does so without a legitimate explanation (i.e., those covered under the illness/compassionate form), then there are NO grounds for an appeal.

Accessibility: Please contact the course instructor if you require material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext. 82147 for any specific question regarding an accommodation.

Support Services: Office of the Registrar, <http://www.registrar.uwo.ca/>
Student Development Centre, <http://www.sdc.uwo.ca/>
Engineering Undergraduate Services, <http://www.eng.uwo.ca/undergraduate/>
USC Student Support Services, <http://westernusc.ca/services/>

Students who are in emotional/mental distress should refer to Mental Health @ Western, http://www.health.uwo.ca/mental_health/, for a complete list of options about how to obtain help.

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.

NEW: Requests for Academic Consideration using the Self-Reported Absence Form

If you experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render you unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) you should self-declare using the online Self-Reported Absence portal. This option should be used in situations where you expect to resume academic responsibilities within 48 hours or less.

Each student will be allowed a maximum of two self-reported absences between September and April and one self-reported absence between May and August. Self-reporting may not be used for final exams or assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.

For full instructions about the Self-Reporting System refer to the Academic Calendar:

http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322

A. GENERAL REGULATIONS & PROCEDURES (other than self-reported absences)

1. All first year students will report to the Undergraduate Services Office, SEB 2097, for all instances.
2. If you are an upper year student and you are missing a test/assignment/lab or examination that is worth LESS THAN 10% of your mark, you should report to your department office to request relief. If your course work is worth MORE THAN 10% of your final grade, you will report to the Undergraduate Services Office, SEB 2097.
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 clearly 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. TERM/MIDTERM TESTS (other than self-reported absences)

1. If you are in first year and you are unable to write a midterm/term test, contact the Undergraduate Services Office, SEB 2097 PRIOR 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 PRIOR to the scheduled date of the test. 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, you should report to your department office to request relief. If the test is worth MORE THAN 10% of your final grade you will report to the Undergraduate Services Office, SEB 2097 to request relief.
3. Be prepared to provide supporting documentation to the Department Chair and/or the Undergraduate Services Office (see next page for information on documentation).
4. Discuss with the instructor if and when the test can be rescheduled. **N.B.** The approval of the Chair or the Undergraduate Services Office is required when rescheduling midterm/term tests.

C. FINAL EXAMINATIONS (cannot be self-reported)

1. If you are unable to write a final examination, contact the Undergraduate Services Office **PRIOR TO THE SCHEDULED EXAMINATION TIME** to request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message clearly 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 must obtain the approval of the Chair of the Department **and** the Associate Dean and in order to apply you must sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. 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. LATE ASSIGNMENTS

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 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. SHORT ABSENCES

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. EXTENDED ABSENCES

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. DOCUMENTATION

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, **you must 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.**

In Case of Serious Illness of a Family Member: 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).

In Case of a Death: 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. ACADEMIC CONCERNS

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.

Calendar References: Check these regulations in your 2019 Western Academic Calendar available at www.westerncalendar.uwo.ca.

Self-Reporting Absences:

http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322

Absences Due to Illness:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

Academic Accommodations for Students with Disabilities:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Academic Accommodations for Religious or Holy Days:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16

Course Withdrawals:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page_75

Examinations:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_78

Scheduling of Term Assignments:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_78

Scholastic Offences:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20

Student Medical Certificate:

<https://www.eng.uwo.ca/files/undergraduate/forms/smc.pdf>

Engineering Academic Regulations:

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

Note: 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.

Add Deadlines:

First term half course (i.e. “A” or “F”)	September 13, 2019
Full courses and full-year half course (i.e. “E”, “Y” or no suffix)	September 13, 2019
Second term half course (i.e. “B” or “G”)	January 14, 2020

Drop Deadlines:

First term half course (i.e. “A” or “F”)	November 12, 2019
Full courses and full-year half courses (i.e. “E”, “Y” or no suffix)	November 30, 2019
Second term half or second term full course (i.e. “B” or “G”)	March 7, 2020

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: cbeugrad@uwo.ca
Civil Engineering:	SEB 3005 Phone: 519-661-2139	E-mail: civil@uwo.ca
Computer, Electrical, Mechatronic Systems & Software Engineering	TEB 279 Phone: 519-661-3758	E-mail: eceugrad@uwo.ca
Integrated Engineering	ACEB 2410 Phone: 519-661-6725	E-mail: engceli@uwo.ca
Mechanical Engineering:	SEB 3002 Phone: 519-661-4122	E-mail: mmeundergraduate@uwo.ca

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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 clearly stating your name & student number and reason for your call. The department telephone numbers are given at the end of these instructions.
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PLEASE NOTE: It is the student's responsibility to check the date, time and location of the Special Examination.

D. LATE ASSIGNMENTS

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 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.
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Absences Due to Illness:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

Academic Accommodations for Students with Disabilities:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Academic Accommodations for Religious or Holy Days:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16

Course Withdrawals:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page_75

Examinations:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_78

Scheduling of Term Assignments:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_78

Scholastic Offences:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20

Student Medical Certificate:

<https://www.eng.uwo.ca/files/undergraduate/forms/smc.pdf>

Engineering Academic Regulations:

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

Note: 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.

Add Deadlines:

First term half course (i.e. “A” or “F”)	September 13, 2019
Full courses and full-year half course (i.e. “E”, “Y” or no suffix)	September 13, 2019
Second term half course (i.e. “B” or “G”)	January 14, 2020

Drop Deadlines:

First term half course (i.e. “A” or “F”)	November 12, 2019
Full courses and full-year half courses (i.e. “E”, “Y” or no suffix)	November 30, 2019
Second term half or second term full course (i.e. “B” or “G”)	March 7, 2020

Contact Information:

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