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POLICIES

Prerequisites

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may 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

Covid -19 Contingency Plan for 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.

In the event of a COVID -19 resurgence during the course that necessitates the course delivery moving away from face -to-face interaction , tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on _s ã ü s Ë X Å ã Ês N x ü s » Ë x O ühtrēs trixe fotès recorded.

Late assignments

Assignments must not be missed unless there is a medical condition, family emergency, or other unforeseen circumstances. A note from your Physician

Attendance and Classroom Behaviour (online and/or in -person)

Code of Student Conduct defines the standard of conduct expected of students

Are advised that all necessary documentation, forms, etc. are to be submitted to academic advising office within two business days after the date specified for resuming responsibilities

Support Services

There are various support services around campus and these include, but are not limited to:

- 1. Student Development Centre -- http://academicsupport.uwo.ca/
- 2. Student Health -- https://www.uwo.ca/health/
- 3. Ês¶ÞãÜË ËÅ ãttpw/w̄vÞvØesgistrar.uwo.ca/
- 4. Ombudsperson Office -- http://www.uwo.ca/ombuds/

Health and Wellness

The undergraduate experience is rewarding and challenging socially, emotionally, and intellectually. Finding ways to balance scholarly life with our ¼sËãxX 6 6ÞZsã O X Es üx ¶ì° E ü ÞüÅã ÞN¼xËü Xü üx 6s Western provides several health and wellness-related services to students, which may be found at http://www.health.uwo.ca/. You can also check out the Recreation Centre the McIntosh Campus or Gallery http://www.mcintoshgallery.ca/), for alternative spaces to reconnect with your bodies and restore your spirit. You may also want to access local resources that are closer to where you are living during the school year. Recalibrating ourselves emotionally begins with slowing down, reminding ourselves that we are ok, and taking a few deep, slow breaths. This remarkably effective strategy brings the body from stress mode into a more relaxed state.

If you are in emotional or mental distress should refer to Mental Health@Western Mental Health Support - Health & Wellness - Western University (uwo.ca) for a complete list of options about how to o btain help or Thames Valley Family Servicesh ttps://www.familyservicethamesvalley.com/), a trusted provider within the community. To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: Health & Wellness - Western University (uwo.ca) Ý ü Å ã 6 ã x _ Z Þ ã E 6 s ü x Ì Z s `s 6 6 X s ã ã ā ¬s ü t ¼ 6 X Þ ¬t x _ foixn liseividesi ü x Ë s O Ì x Having the numbers of a few trusted individuals is another strategy.

Common Concerns Guidelines

The table below summarizes a list of common student concerns and how they are to be resolved. If you have a concern that is not listed here, then please email your instructor.

Concern	How to address concern		
Course	Readthrough the course outline or		
administrative	email instructor is question cannot be		
matters	answered from information in the course		
	outline		
Course	Refer to the OWL Resources (notes,		
content	calendar, etc). Email the instructor.		
questions	carerradir, etoji ziman ure metracien		
queduene			
Grade	A student requesting an appeal to a		
disputes and	specific course with respect to a grade		
requests for	for an assignment or examination much		
appeals	first contact their instructor to discuss		
	such manners.		
	Visit the following website for guide on		
	submitting an appeal:		
	https://uwo.ca/fhs//policies/appeals.html		