





# HORAIRE DU COURS




is appropriate to your level, based on the level of secondary school French you have completed. For example, if you have completed grade 12U French, you will not normally be eligible to enroll in French 1002 or 1010.

Under no circumstances will a student will be allowed to take a language course in the series 1002, 1010, 1900E/1910, 2900, 2905A/B-2906A/B or 3900, concurrently with another language course that is a prerequisite for it.

### 3. Where to Go for Help

The website of the Office of the Registrar is a valuable resource for information about many administrative aspects of your studies at Western: <http://www.registrar.uwo.ca/>

If you have any concerns about your progress with the academic material in a course, you should not hesitate to contact your instructor.

For advice on courses and programs / modules offered by the Department of French Studies, you should inquire at the Department office (UC 138) to find out the office hours of our academic advisors, who will be pleased to counsel you on your options.

If you are feeling extremely stressed out or overwhelmed by your studies and/or personal circumstances, or if you feel you might be suffering from depression, the University has services to help you. Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of option

### 4. Accommodations for Work Missed Due to Problems

Students are required to respect all deadlines for submission of assignments and to write tests, mid-terms and exams on the scheduled dates, unless circumstances beyond their control prevent them from doing so.

Please take note of the UWO Policy on Accommodation for Medical Illness:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>, downloadable Student Medical

According to this policy, students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. Please note that in all courses offered by the Department of French Studies, this same requirement will also apply to assignments worth less than 10% of the final grade.

No term work may be submitted after the last day of classes for a course unless the student has successfully petitioned for Incomplete Standing on the basis of documentation submitted to the Academic Counselling office of her or his Home

a Special Examination have been approved (by the instructor, the Department and the Home

Academic accommodation is given for Religious Holidays students should be careful to check the policy well in advance and be sure to follow the proper steps outlined in the University Calendar. [4]

#### 5. Debarment from Final Examination for Excessive Unjustified Absence

With the exception of distance studies and on-line courses, attendance in all classes is an obligatory component of all courses in the Department of French Studies.

The UWO Handbook of Academic and Scholarship Policy [5] states the following: *Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.*

#### 6. Academic Appeals

The UWO Handbook of Academic and Scholarship Policy sets out the policy for grade appeals [6] Students should note that the first step to take if they wish to contest a mark is to discuss the matter with the instructor. A student who wishes to pursue an appeal after consulting the instructor must appeal in writing to the Undergraduate Chair of the Department of French Studies, Dr. Karin Schwerdtner, [kschwerd@uwo.ca](mailto:kschwerd@uwo.ca).

Instructors in the Department of French Studies will not entertain requests to have a mark

external reasons (e.g. maintaining a scholarship or gaining admission to a professional school or other academic program). In order to be given consideration, any academic appeal or informal request for reconsideration of a grade must be based on appropriate grounds of the kind set out in the UWO appeals policy.

#### 7. References

[1] <http://www.uwo.ca/univsec/handbook/exam/crsout.pdf>

[2] <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>

[3] <http://www.uwo.ca/ombuds/student/cheating.html>

[4] [http://www.uwo.ca/univsec/handbook/appeals/accommodations\\_religious.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodations_religious.pdf)

[5] <http://www.uwo.ca/univsec/handbook/exam/attendance.pdf>

[6] <http://www.uwo.ca/univsec/handbook/appeals/appealsundergrad.pdf>

[7] <http://www.uwo.ca/univsec/handbook/appeals/appealsgrad.pdf>