discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

Note:

another course will count as non-attendance, and will attract penalties as defined above if applicable. Instructors at Western shall not require a student to write a make-up test or similar at

to miss a class in order to write such a test, that is your choice; your absence will not be excused.

SCHOLASTIC OFFENCES, INCLUDING PLAGIARISM

The University Senate requires the following statements, and Web site references, to appear on course outlines:

specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation on medical grounds for any missed tests, exams, participation components and/ or assignments worth less than 10% of their final grade must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on non-medical grounds, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a All medical documentation must be

http://www.uwo.ca/uwocom/mentalhealth/ for a complete list of options about how to obtain help.

SPECIAL REQUESTS: SPECIAL EXAMINATIONS, INCOMPLETE STANDING, AEGROTAT STANDING

Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directl