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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 <https://www.proctoring.com>.*

### *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. Registrar -- <http://www.registrar.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 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 Campus Recreation Centre or the McIntosh 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 \(uwo.ca\)](http://www.mentalhealthsupport.uwo.ca/) for a complete list of options about how to obtain help or Thames Valley Family Services (<https://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 \(uwo.ca\)](http://www.healthandwellness.uwo.ca/). 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.*

<i>Concern</i>	<i>How to address concern</i>
<i>Course administrative matters</i>	<i>Readthrough the course outline or email instructor if question cannot be answered from information in the course outline</i>
<i>Course content questions</i>	<i>Refer to the OWL Resources (notes, calendar, etc). Email the instructor.</i>
<i>Grade disputes and requests for appeals</i>	<p><i>A student requesting an appeal to a specific course with respect to a grade for an assignment or examination must first contact their instructor to discuss such matters.</i></p> <p><i>Visit the following website for guide on submitting an appeal:</i> <a href="https://uwo.ca/fhs/policies/appeals.html"><u>https://uwo.ca/fhs/policies/appeals.html</u></a></p>