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7A@@5MĐ9 G@79ĐF5=@@A? 6Đ9 89 Đ9BSĐ9E <=FADCG9E 7A@79Đ25F >5 BĐF-CG9 89 >5 >@ G-FF-CG9 5=@E=
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AD 5@9E ? B>CGTE 85@E >9 B<T@A? S@9 5=@E=CG9 >9GDDY >9 85@E >5 BDA8G7F-A@89E EA@E' >9 FAGF 9@
GF=>E5@F >5 F9Đ @A>A; >9: D5@C5-E9

BAGHA=D: ACD@DG@9 89E7DBF-A@5ĐF=7G>5FA=Đ9 89E 7A@EA@@9E' 89E E9? = 7A@EA@@9E 9F 89E HAK9>>9E
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F97<@CG9E 8Z5@5-KE9 5BBDE 9@7>5EE9 +E E9DA@F TH5-GTE BAGD>Z9J 57F#G89 89E 5@5-KE9E 5 7>5DFT
89 >Z9J BD9EE-A@ >5 CG5>FT 8G : D5@C5-E 9F >9 6A@GE5 9 89 >5 F9D? @A-A; >9 BDTE9@FT9 85@E 79 7AGD
. AGE 89? 5@8A@E 5GJ TFG8-5@FE 89 7A@E9DH9DG@9 7AB-9 89E F5H5GJ BDF-CG9E/

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IMPORTANT ACADEMIC AND ADMINISTRATIVE INFORMATION

1. Plagiarism, Cheating and Other Scholastic Offences

- UWO statement on plagiarism: “Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>. [1]
- The Department of French Studies considers plagiarism, defined as “the act or instance of copying or stealing another’s words or ideas and attributing them as one’s own” (cited from *Black’s Law Dictionary* in UWO Scholastic Offence Policy [2]), to be a serious scholastic offence and will apply the UWO policy to deal with all cases detected.
- Sometimes students commit plagiarism without being fully aware they are doing so. It is each student’s responsibility to become informed about what constitutes plagiarism and to take steps to avoid committing this scholastic offence by learning how to make proper use of sources. If you are uncertain about how to acknowledge sources you have used,

2. Prerequisites and Antirequisites

- UWO Statement on requisites: “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.” [1]
- Please note that you are responsible for ensuring that you have successfully completed the prerequisites for this course. Lack of prerequisites cannot be used as grounds for an appeal. You are responsible for ensuring that this course is not an anti-requisite for another course you have already taken.
- The French Placement Test is a mandatory requirement for any student taking a French course for the first time at Western who has not successfully completed Grade 12U French. You must submit the results of the test to the Department of French Studies office so that they will appear on your academic record. The Department of French Studies reserves the right to place you in a course that 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, due to circumstances beyond your control such as illness, you have to miss class for an extended period and/or you cannot meet assignment deadlines or write tests/exams at the scheduled times, you should arrange to submit documentation of the circumstances to the academic counseling office of your Home Faculty.
- 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. Contact the Student Success Centre at: (519) 661-3559. After hours, contact the London Mental Health Crisis Service at: (519) 433-2023. The Academic Counsellors in your Home Faculty can also direct you to services where you can get assistance.

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 Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading. 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 Faculty, with the approval of the Dean's Office, the Department, and the instructor.
- Final examinations must be written at the scheduled time unless formal alternative arrangements for a Special Examination have been approved (by the instructor, the Department and the Home Faculty Office) based on the documentation submitted to the Academic Counselling office of her or his Home Faculty, with the approval of the Dean's Office, the Department, and the instructor.
- Academic accommodation is given to students with documented disabilities on a case-by-case basis. The student must provide documentation of the disability to the Academic Counselling office of their home Faculty, with the approval of the Dean's Office, the Department, and the instructor.