



Course Outline
French 3900 Language (Advanced Level III) - ONLINE
School of Humanities
2020-2021

GENERAL INFORMATION

Course:	3900 (Section 530)
Term:	Full year (1.0 course)
Year:	2020-2021
Delivery:	Both synchronous and asynchronous
Course Day and Time:	Mondays 9:30-11:30 (Zoom Meetings)

If students cannot attend the class Zoom meetings on Mondays, or need extra practice, there may be additional meetings at times convenient for students. Zoom meetings are not compulsory but recommended.

INSTRUCTOR INFORMATION

Name:	Nadine de Moras
E-mail:	ndemora@uwo.ca
Office hours:	Mondays 11:30-12:30 Wednesdays 1:30-2:30 + appointments Office hours are being held virtually with Zoom.

COURSE CALENDAR DESCRIPTION

Grammar, composition, translation and oral practice. (One hour per week in the language laboratory may be required.) 4 lecture/tutorial hours*. 1.0 course.

Prerequisite(s): French 2900 or both French 2905A/B and French 2906A/B or permission of the Department, based on Placement Test. Placement Test results do not guarantee admission into the course. Written permission must still be obtained from the Department.

Antirequisite(s): French 3905A/B, French 3907A/B, French 3908A/B.

*This is the calendar description of the course when it is offered in class (face to face). There are three hours of classes plus an hour of oral practice (tutorial).

Because this is an online course, there are no traditional lectures or tutorials. Instead, activities are done individually by the students who will watch videos of the lessons. There is one meeting per week of two hours for oral language practice. Students are expected to study 3-4 hours a week on their own before the online meetings.

REQUIRED COURSE MATERIALS

Custom Course Books **French 3900- 2020-2021**. Nadine de Moras - To be downloaded from Owl (in “Resources”).

Recommended:

Bilingual dictionaries (online translation dictionary)

<http://www.wordreference.com/>

<http://www.linguee.com/>

Spellcheck and grammar check

<https://bonpatron.com/en/>

Conjugations:

<https://leconjugueur.lefigaro>

LEARNING OUTCOMES

On successful completion of this course, students will have mastered the following fundamental components of the French language at the (low) C1 level of the Common European Framework of Reference for Languages (CEFR):

1) **In grammar:** moods and tenses, conjugations, verbal forms, subjunctive, gerund, simple past (*passé simple*), verb and adjective agreements, gender of nouns, (relative and personal) pronouns, articles and prepositions.

2) **In vocabulary:** the terminology and language of education, media, criminal justice, environment, politics, visual arts, books and literature.

In application of the preceding, students will improve their written and oral communication, production and comprehension, by:

1. Demonstrating their ability to understand various texts, documentaries, and discussions;
 2. Answering questions and speaking about the topics studied with greater confidence, accuracy, and grammatical correctness; and
 3. Demonstrating knowledge and understanding of various aspects of French and Canadian culture in fields such as health, education, media, and politics.
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BRESCIA COMPETENCIES

1. Demonstrate the communication competency by being able to:

- Demonstrate mastery of some grammatical concepts and some vocabulary topics (education, media, crimes, environment, politics, visual arts, books and literature).
- Have improved written and oral communication, production and comprehension.
- Identify and understand cultural and linguistic communication differences.
- Apply new vocabulary, and grammar in exercises, and authentic communication situations.
- Apply new knowledge and skills in oral and written comprehension and production exercises, and in authentic communication situations (understanding a dialogue from a movie or understanding songs, write an academic paper, make a presentation).
- Use existing knowledge of language and culture to enhance effectiveness of communication with Francophones using accurate language.

2. Demonstrate the Inquiry and Analysis and Information Literacy competencies by being able to:

- Evaluate evidence to identify patterns, differences, similarities, limitations, implications, etc. and relate a particular case to a general (grammatical, phonetic) rule.
 - Analyze one's own linguistic limitations and weaknesses, find the appropriate available information (in dictionary, grammar books, conjugation site, etc.) to complement and develop, knowledge and skills and to verify and information.
 - Seek language practice outside of class whenever possible: listen to songs, watch French movies, read books, etc. to improve language skills.
 - Compare different strategies (visual, auditory, kinesthetic) for personally managing and mastering information. Evaluate how information's value changes based on the context.
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TEACHING METHODOLOGY AND EXPECTATIONS OF STUDENTS

In this online course, students learn the material on their own. They read and learn the assigned material by themselves. They watch the Power Point Presentations on grammatical gender on Owl and watch the videos of the lessons. I developed the methodology of this course, based on my research in applied linguistics and language acquisition, and it is supported by the Usage Based Model. According to these principles observed in first language acquisition, learners need to learn numerous items in order to entrench a grammatical structure. Thus the Power Point Presentations on grammatical gender present the same structures numerous times, and students learn vocabulary with grammar. Vocabulary and grammar are always seen in context, in full sentences.

Explanations have been simplified and synthesized in tables for easy understanding in favor of examples and extensive practice. Students are also expected to read the cultural information. Students examine the rules and examples and **study grammar with vocabulary**. Because a large number of words need to be learned in order to learn the grammar which goes with the words (for example pronominal verbs, prepositions of verbs, conjugations of irregular verbs) students need a lot of practice to memorize the words and the corresponding grammatical concepts. Students do the written exercises in the coursebook and the quizzes on Owl. The quizzes are a direct practice of the rules and target the new grammatical structures and vocabulary. Grammar and vocabulary **CANNOT BE LEARNED** without intensive practice and repetitions.

There will be **one meeting per week of two hours on Mondays 9:30-11:30**. If students cannot attend this meeting, and can attend it on Wednesdays, another time will be possible. During this synchronous meeting I will answer questions on what was not clear, and I will also ask questions to the class to evaluate comprehension and retention. Students will practice the newly learned concepts, vocabulary, grammar, and sentence structure.

Students are expected to come to the online meetings prepared: having done some work, which is clearly explained on the website, in addition to the weekly quizzes.

COPYRIGHT AND INTELLECTUAL PROPERTY

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

EVALUATION

— Participation and engagement	5%
— Quizzes	15%
— Weekly assignments	20%
— 2 vocabulary and grammar tests (2 x 15%)	30%
— Final exam	30%

ONLINE PROCTORING NOTICE

Tests and examinations in this course will be conducted using Zoom and Owl. You will be required to keep your camera on for the entire session, hold up your student card for identification purposes, and share your screen with the invigilator if asked to do so at any time during the exam. The exam session will not be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the system requirements for Zoom and Owl.

DETAILED DESCRIPTION OF EVALUATION

— **Forum and /or Zoom attendance, participation and engagement** **5%**

Students are expected to have read the material, watched the videos, have reflected on it, have taken notes, and learned it in order to do the quizzes on Owl and do the various activities, including oral activities on Zoom.

If students regularly come to the Zoom online meetings they don't need to participate in the forums, but can if they want to. If students cannot attend any of the Zoom meetings, they will participate actively in the forums (the details of which is explained on Owl). Attendance with Zoom or participation in the forums will take into consideration the number of participations as well as their quality. **Printing the coursebooks is compulsory.** Students will show they printed them on Zoom.

If the coursebooks are not printed, students cannot do the required work. Consequently, they will not be able to receive more than 50% of the attendance grade.

— **Weekly assignments (about 1% each)** **20%**

Each week, students will write a small text of about 300-400 words, or/and answer questions relative to the topic of the week, and/or do some tasks, for which they will receive feedback. Students will demonstrate comprehension of the provided feedback by using the feedback for the next assignments; they will demonstrate mastery of vocabulary and grammatical structures, as well as cultural topics by discussing documents/topics and writing short texts with fewer linguistic mistakes. Weekly assignments prepare students for the class activities and for oral practice. Therefore these assignments cannot be submitted later.

— **Owl quizzes (about 0.83% each)** **15%**

Students are expected to learn the material and take quizzes on their own. The concepts to learn are clearly explained in the coursebook and the Power Point presentations. The 1st purpose of the quizzes is to encourage the students to do their homework regularly and have the necessary practice. The 2nd purpose is to provide students with some feedback about what they learned and what they did not. The 3rd purpose is to prepare them for the tests and final exam, as the questions will have a similar format. Quizzes are due Sunday evenings at 10:00 p.m. to prepare students for the Zoom meetings on Mondays. Missed quizzes CANNOT be done later, or replaced. Two can be missed without penalty.

— **2 vocabulary and grammar tests (2 x 15%)** **30%**

The vocabulary and grammar tests have the same format as the quizzes and the exercises in the coursebook: mainly fill-in the blanks, some translations and some writing about a specific topic. Students will receive a detailed description of the tests in advance to know exactly what to expect.

— **Final exam** **30%**

The final exam (Exam period: April 8-30) is cumulative. The content of the exam will cover all the vocabulary, grammar and culture which have been studied in the course. It will have approximately the same format as the tests, but will be longer (3 hours). Details and format will be announced later.

PARTICULARITIES OF STUDYING ONLINE

In class lessons are replaced with videos for students to watch. The lessons, exercises and work to do are explained on the Owl website, step by step. Students will have the same amount of practice as an in class course, with both oral practice during zoom meetings, and weekly assignments. The pre-recorded videos can be watched by students when they want, as many times as they want; and students can use the subtitle option that accompanies the videos.

Evaluation Breakdown:

Component	Weight	Date/ Deadline	Learning Outcome	Brescia Competencies
Attendance, participation, engagement Forum participation (written participation) Zoom meetings (Oral participation)	5%	Every week	Grammar Vocabulary Oral skills	Writ. and oral communication Inquiry and Analysis and Inf. Literacy
Weekly quizzes The average of the 20 quizzes will be counted	15%	Every week	Grammar Vocabulary	Written communication Inquiry and Analysis and Inf. Literacy
Weekly assignments Every week students will write short assignments of 300-400 words	20%	Every week	Grammar Vocabulary Culture	Written communication Inquiry and Analysis and Inf. Literacy
2 vocabulary and grammar tests (2 X 15%)	30%	- Nov.23 - March 17	Grammar Vocabulary	Written communication
Final exam	30%	Date to be announced Exam period April 8-30	Grammar Vocabulary Culture	Written communication Grammar Vocabulary Culture

COURSE CONTENT

The following grammatical concepts will be addressed in the course

I. GRAMMAR

1. Parts of speech and grammatical functions

2. Nouns

- Gender of countries, prepositions of cities and countries
- Gender of inanimate nouns
- Plural of nouns
- Feminine of regular and irregular nouns

3. Adjectives

- Feminine of adjectives
- Plural of adjectives
- Particular cases
- Place of adjectives

4. Articles

- Use of articles
- Articles with mute and aspirated H

5. Verbs

- Conjugations
- Infinitive
- Present
- Pronominal verbs
- Past tenses (passé composé, imparfait, passé simple)
- Indirect discourse
- Usage and tense sequencing
- Present and past conditional
- Subjunctive
- Present participle and gerund
- Passive voice

6. Pronouns

- Relative pronouns
- Personal pronouns
- Indefinite pronouns

7. Miscellaneous structures

- Savoir /connaître. Il est / c'est...

8. Prepositions

II. VOCABULARY

- Education
- Media
- Crimes and law enforcement
- Environment
- Politics
- Visual arts
- Performing arts and music
- Books and literature

III. CULTURE

Francophone culture will always be associated with the vocabulary part of the course.

For example, in order to understand what le CAPES, l'agrégation, concours d'enseignement are, one needs to understand the French educational system.

Vocabulary and culture will always be linked to grammar, spelling, pronunciation, and overall communication. This is why vocabulary and culture are in the center of the diagram on next page.

Rationale for the sequence of the grammatical and vocabulary part of the course

The first chapters of the grammar part of the course are the most important ones: verbal forms, conjugations, agreement of verbs and adjectives. Mastering these chapters is necessary to speak and write at least at an intermediate level (B2). The last chapters are more specific and independent. Vocabulary chapters are organized from the more general and more common, to the more specific.

WHAT THE COURSE IS NOT ABOUT

Activities will rarely be “open”, spontaneous conversations. Instead, there will be mostly practice of certain vocabulary, grammar and structures and semi-guided conversations. This work will consist in using a structure, describing pictures, writing texts, etc. As much as possible, the exercises will simulate real communication situations. For example, when discussing crimes, students will use specific vocabulary: embezzlement, be charged with murder, first degree murder, life sentence, etc. **It is only once the assigned grammar and vocabulary are acquired by the class, that students will use them in more spontaneous speech**, simulating real-life situations. Students will have debates about the cultural topics, after they watched the videos, did written assignments, and completed the quizzes.

ACADEMIC ACCOMMODATION

For course components worth 10% or more of the total course grade (Tests and Final Exam), please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar. Submit medical or relevant documentation to your Academic advisor. Whenever possible, students should provide notification in advance of due dates. If advance notification is not possible, the course instructor should be contacted within two business days. If there is documentation and accommodation, the missed assignments and tests grades will be reported to the final exam. If there is accommodation (agreed by both the advisor and professor), components worth MORE than 10% (tests) will be taken within one week after the due date. If not possible within a week, they will be added to the final exam. Missed Zoom and forum participation, and quizzes and assignments will be given 0 (zero) after the 3rd missed attendance and quiz (2 can be missed without penalty) and cannot be postponed or replaced.

Weekly organizer – 2020-2021

Voc: vocabulary **As.:** Assignment **Q:** Quiz (Owl) **G:** Grammatical gender presentations

	Sept-Dec2020	Grammar course book 1	Vocabulary course book 2	Gender	Tests	Quiz
0	09-Sept.	Presentation class, prof. & students	Course & modules presentation			
1	14-16 Sept.	Nature and function of words p. 9-34	Learn to learn, quizzes on owl		As. 1	
2	21-23 Sept.	Verbal forms p. 35-46 Gender of nouns	Countries & prep. CB1 p.49-61	G1	As. 2	Q1
3	28-30 Sept.	Plural of animated nouns p.116-121	Voc chap 1: education p.27-48	G2	As. 3	Q2
4	05-07 Oct.	Regular feminine nouns p. 122-136	Voc chap 1: education p.27-48	G3	As. 4	Q3
5	13-15 Oct. (Mond.Oct.12 Thanksgiving)	Regular and irr. fem. nouns p.136-148	Voc chap 2: the media p.49-64	G4	As. 5	Q4
6	19-21 Oct.	Feminine adjectives p. 149-171	Voc chap 2: the media p.49-64	Q5	As. 6	Q5
7	26-28 Oct.	Fem. & plural adj. p. 172-190	Voc chap 3: crime p. 65-77	G6	As. 7	Q6
	02-04 Nov.	Reading Week				
8	09-11 Nov.	Place of adj. + special cases p. 191-203	Voc chap 3: crime p. 65-77	G7	As. 8	Q7
9	16-18 Nov.	Articles p. 207-224	Voc chap 4: environ.p. 81-92	G8	As. 9	Q8
10	23-25 Nov.	TEST 1 Monday November 23	Articles p. 225-248		TEST1	
11	30 Nov-2 Dec	Infinitive p. 225-248	Voc chap 4: environ. p. 81-92	G9	As. 10	Q9
12	07-09 Dec.	Imp. & Present (1 st & 2 nd) p. 261- 289	The present tense	G10		Q10
	Jan-Apr.2021	Grammar course book 1	Vocabulary		Tests	Quiz
1	04-06 Jan.	Present p. 290-318	The present tense	G11	As. 11	Q11
2	11-13 Jan.	Pronominal verbs (refl., rec.) p. 319-336	Voc chap 5: politics p. 93-110	G12	As. 12	Q12
3	18-20 Jan	Passé composé p. 337-363	Voc chap 5: politics p. 93-110	G13	As. 13	Q13
4	25-27 Jan.	Passé composé p. 363-387	Voc chap 6: arts p. 111-124	G14	As. 14	Q14
5	01-03 Feb.	Passé composé & imparfait p. 389-404	Voc chap 6: arts p. 111-124	Q15	As. 15	Q15
6	08-10 Feb.	Indirect style + conditional p. 405-48	Voc chap 7: cinema p. 125-156	G16	As. 16	Q16
	15-17 Feb.	Reading Week				
7	22-24 Feb.	Usage and tense sequencing + past conditional p. 419-436	Voc chap 7: cinema p. 125-156	G17	As. 17	Q17
8	01-03 Mar.	Subjunctive p. 437-454	Voc chap 8: books & lit. p. 157-172	G18	As. 18	Q18
9	08-10 Mar.	Present participle / gerund p. 455-464	TEST 2 – Wedn. March 10		TEST2	
10	15-17 Mar.	Passé simple & passive voice p. 465-490	Voc chap 8: books & lit. p. 157-172	G19	As. 19	Q19
11	22-24 Mar.	Relative pronouns p. 492-498	Personal pronouns p. 499-512	G20	As. 20	Q20
12	29-31 Mar.	Indef. pronouns & adjectives p. 513-523	<i>Savoir vs connaître</i> , p. 527-530 <i>C'est /il est</i> p. 531-535			Q21 Opt.
13	April 5	Prepositions p. 537-548				

	ZOOM MEETINGS DATES	TOPICS - ACTIVITIES
	First Term	
	On Mondays, except when Mondays are not possible	
0	Wednesday September 09	Presentation course, pedagogy, expectations
1	Monday September 14	Grammar and vocabulary activities
2	Monday September 21	Grammar and vocabulary activities
3	Monday September 28	Grammar and vocabulary activities
4	Monday October 05	Grammar and vocabulary activities
5	Wednesday October 15	Monday October 12 is Thanksgiving
6	Monday October 19	Grammar and vocabulary activities
7	Monday October 26	Grammar and vocabulary activities
	Monday November 02	Reading week (no meeting)
8	Monday November 09	Grammar and vocabulary activities
9	Monday November 16	Grammar and vocabulary activities
10	Wednesday November 25	TEST 1 Monday November 23
11	Monday November 30	Grammar and vocabulary activities
12	Monday December 07	Grammar and vocabulary activities
	Second Term	
1	Monday January 04	Grammar and vocabulary activities
2	Monday January 11	Grammar and vocabulary activities
3	Monday January 18	Grammar and vocabulary activities
4	Monday January 25	Grammar and vocabulary activities
5	Monday February 01	Grammar and vocabulary activities
6	Monday February 08	Grammar and vocabulary activities
	February 15-17	Reading week (no meeting)
7	Monday February 22	Grammar and vocabulary activities
8	Monday March 01	Grammar and vocabulary activities
9	Monday March 08	Grammar and vocabulary activities
10	Monday March 15	Grammar and vocabulary activities
11	Monday March 22	Grammar and vocabulary activities
12	Monday March 29	Grammar and vocabulary activities
13	Monday April 5	Grammar and vocabulary activities

2020-21 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such

requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](http://www.brescia.uwo.ca/academics/registrar-services/), <http://www.brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements may be different than for synchronous or in-person courses.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage 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.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see

the Student Academic Appeals – Undergraduate in the Academic Calendar

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the 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 prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.
