

Course Outline – FN 2232 Principles of Food Science School of Food and Nutritional Sciences

In the event of a COVID-19 resurgence during the course that necessitates the course moving away from in-person delivery, course content may be delivered 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). There may also be changes to any remaining assessments at the discretion of the course instructor. In the event of a COVID-19 resurgence, detailed information about the impact on this course will be communicated by the Office of the Provost and by the course instructor.

General Information

Course #: FN2232

Section #:

Lecture Section 530 – Online Jessica Cusovich	Asynchronous	
Lecture Section 531 – In-person Jessica White	Tuesday 3:30pm - 6:30pm	BR-2001B
Lab Section 532 – Thursday (Davidson)	2:30pm - 5:30pm	BR-1009
Lab Section 533 – Wednesday (White)	3:30pm - 6:30pm	BR-1001
Lab Section 534 – Tuesday (Davidson)	2:30pm - 5:30pm	BR-1009
Lab Section 535 – Wednesday (Davidson)	3:30pm - 6:30pm	BR-1009
Lab Section 536 – Thursday (White)	2:30pm - 5:30pm	BR-1001

Term: *Full Year*

Year: 2022-23

Lecture Instructor Information

Name: Jessica Cusovich

E-mail: jcusovic@uwo.ca

Office hours for students: By appointment

Office location: N/A

Lecture Instructor Information

Name: Jessica White, MScFN, RD

E-mail: jwhit44@uwo.ca

Office hours for students: By appointment
Office location: UH 210

Lab Instructor Information

Name: Katey Davidson, MScFN, RD
E-mail: kdavid32@uwo.ca
Office hours for students: By appointment
Office location: UH 203

Lab Instructor Information

Name: Jessica White, MScFN, RD
E-mail: jwhit44@uwo.ca
Office hours for students: By appointment
Office location: UH 210

Laboratory Technician

Name: Matthew Nguyen
E-mail: matthew.nguyen@uwo.ca
Telephone number for office appointments: 519-423-8353 x28206
Office hours for students: By appointment
Office location: BR 1011

Course Description

A study of the physical structure, chemical composition and nutritive value of foods with emphasis on the effect on a finished product of the physical and chemical conditions, the proportion of ingredients and manipulative techniques. Discussion of aesthetic qualities and food economics.

Students who enrolled in the HSp Nutr Diet prior to fall 2019 will be able to complete the module with the previous modular requirements and pre-requisites. For this course, these include:

Pre-or Corequisite(s): Foods and Nutrition 1030 or Foods and Nutrition 1070A/B and Foods and Nutrition 1241A/B, Chemistry 2003A/B or Chemistry 2213A/B.

Extra Information: 3 lecture hours, 3 laboratory hours.

Required Course Materials

Textbook and Manuals:

1. Scheule, B., & Frye, A. 2020. Introductory Foods (15th ed.). Pearson. (newest edition)
 - a. Can be purchased at the Western Book Store (ebook is also available for purchase)
2. FN 2232 Recipe Book
 - a. Can be purchased at the Brescia Bottega (in Claire Hall next to the Starbucks)

The following apparel is required for the Food Lab:

White chef's uniform or lab coat

Hairnet (or appropriate head covering) (first one will be provided, replacement is \$1.00)

Closed-toe, non-slip, flat soled shoes

You will not be permitted in the lab without proper lab attire and will result in an incomplete lab.

Lab Fees: \$90.00 per student

(Laboratory fees are billed along with your tuition. A receipt for payment of laboratory fees must be submitted to the instructor by the end of the third week of classes in order to continue in the course)

Optional Course Materials

N/A

Learning Outcomes

Upon successful completion of this course, students will be able to demonstrate the Brescia Competencies of communication, problem solving, self-awareness, and development by:

1. Acquiring information on the fundamental nature of the ingredients used in food preparation and the basic scientific principles underlying their behaviour through weekly lectures and laboratories
2. Applying this information to food preparation in the lab
3. Demonstrating their knowledge of these scientific food principles through lab and tests
4. Recognizing high quality foods and how to use them in daily food choices and food preparation
5. Integrating their nutritional knowledge and gained practical food preparation experience to complete a food preparation demonstration
6. Demonstrating understanding of current food science topics through participation in class and lab discussions

Brescia Competencies

Communication

The ability to exchange information and meaning across cultures, space, and time through appropriate modes of communication. Includes oral, written, and interpersonal or group communication, as well as the ability to use current or innovative media.

Problem Solving

The ability to create and execute a strategy to answer a question or achieve a goal. Includes being able to anticipate the consequence of a potential solution, select a strategy among several alternative, and decide when an acceptable outcome has been reached.

Self-Awareness and Development

The ability to draw meaning, knowledge, and value from honest and fair reflection and self-evaluation. Students are able to recognize their values and their impact on others, and make a commitment to personal growth.

ICDEP Competencies (Specific to the School of Food and Nutritional Sciences)

The ICDEP were created by The Partnership for Dietetic Education and Practice (PDEP), a network of professionals from education, regulatory, and professional bodies/associations across Canada. There are 7 inter-related Domains (areas) of Practice Competencies: Food and Nutrition Expertise, Professionalism and Ethics, Communication and Collaboration, Management and Leadership, Nutrition Care, Population Health Promotion, and Food Provision.

For more information on ICDEP competencies please visit the [UWO OWL FN UNDERGRADUATE RESOURCES AND INFORMATION](#) site.

Teaching Methodology and Expectations of Students

Stress

The course is a study of the physical structure, chemical composition, and nutritive value of foods with emphasis on the effect of the physical and chemical environment on a finished product. An experimental approach will demonstrate the principles and method of food preparation. The topics for discussion include carbohydrate foods (fruits, vegetables, cereals, starch, sugar), protein foods (milk, cheese, eggs, meat, fish, poultry, legumes, nuts), beverages (coffee, tea), and flour mixtures (flour, leavening agents, quick breads, bread, cakes, pastry).

Approach

Lectures, videos, readings, discussions, class, and lab assignments will be integrated with experiments and recipes done in the food laboratory.

Specific Course Policies

1. For mark components of 10% or higher, any student who misses these requirements can request for accommodation from the academic advisors on medical or non-medical grounds with proper documentation submitted. The academic advisors will then make the request of accommodation to the faculty as necessary.
2. Missing more than three (3) laboratories, without accommodation, will result in failure in the laboratory and an "incomplete" in the course. Successful completion of the laboratory will be necessary in order to receive credit for the course.
3. Assignments are due at the time and date noted. The mark will be reduced by 20% on assignments submitted late. Assignments submitted after seven days will not be accepted for marking, except with documentation to show a confirmed illness or death in the student's immediate family.

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

Evaluation Breakdown:

Component	Weight	Date/ Deadline	Learning Outcomes	Brescia Competencies
Test 1 (Through OWL) <i>Covers lectures from week 1-5</i>	12.5%	Sat Oct 22, 2022 at 9am	1, 3	Problem Solving
Test 2 (Through OWL) <i>Covers lectures from week 6-9</i>	12.5%	During December Exam Period TBD	1, 3	Problem Solving
Test 3 (Through OWL) <i>Covers lectures from week 10-13</i>	12.5%	Sat Feb 11, 2023 at 9am	1, 3	Problem Solving
Test 4 (Through OWL) <i>Covers lectures from week 14-18</i>	12.5%	During April Exam Period TBD	1, 3	Problem Solving
Assignment 1: Reflective Learning <i>(Submit through Turnitin via OWL)</i>	10%	November 28 2022 at 11:59pm	6	Communication, Problem Solving, Self- Awareness and Development
Assignment 2: Menu Planning/Costing <i>(Submit through Turnitin via OWL)</i>	10%	Feb 27, 2023 at 11:59pm	1, 4, 5	Communication, Problem Solving
Lab Demonstration Presentation	10%	During the final two weeks of lab see lab schedule below and	1, 2, 4, 5	Communication, Problem Solving, Self- Awareness and Development

		assignment details on OWL		
TrainCan's Advanced Food Safety Certification	10%	Dec 2, 2022 at 11:59pm	2, 3, 5, 6	Problem Solving
Lab Participation <i>Please note that mark deductions for lab participation (0.25% per offence) may occur during labs for lateness (under 30 minutes) or unclean lab stations. After 30 minutes, you will receive an incomplete participation (deduction of 1 mark) for the lab. This along with other lab expectations will be discussed during the first lab.</i>	10%	Ongoing	1, 2, 6	Communication, Problem Solving, Self-Awareness and Development

Academic Accommodation

For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

Instructors must indicate whether documentation will be required for course components worth less than 10% of the course grade. If documentation is required, such documentation must be submitted by the student directly to their academic advisor, not to the course instructor.

If you will require documentation:

For course components worth less than 10% of the total course grade, documentation will be required. Medical or other supporting documentation should be submitted to your Academic Advisor.

If you will not require documentation:

For course components worth less than 10% of the total course grade, documentation is not required. Whenever possible students should provide notification in advance of due dates or absence. If advance notification is not possible, the course instructor should be contacted within two business days.

Course Content

Topics to Be Covered:

- *Factors Important in Food Preparation:* Food composition, simple and complex carbohydrates, heat, measurement.
- *Fruits:* Classification, structure of plant cell, composition and nutritive value, plant pigments, enzymatic browning, Maillard browning, flavor constituents, and selection of fruits.

- *Vegetables*: Classification, composition and nutritive value, flavor of vegetable, storage of vegetables, texture of vegetables and effects of cooking.
- *Milk and Cheese*: Milk – Composition and nutritive value, production of milk for market, constituents of milk, physical properties of milk, coagulation of milk, types and uses of milk. Cheese – Brief history, classification, manufacturing, ripening of cheese, processed cheese, composition and nutritive value, and cheese cookery.
- *Eggs*: Structure, composition and nutritive value. Egg quality, coagulation, binding and emulsification, egg white foams, and egg cookery.
- *Sugar and Sugar Cookery*: Chemical structure of sugars, market forms, syrups, relative sweetness of sugars, solubility of sugar, and crystallization of sugar. Candies – Classification and principles for candy making.
- *Starch*: Sources, composition and molecular structure, gelatinization, gel structure, and problems in starch cookery.
- *Cereals*: structure of cereal kernel, enriched cereals, different types of cereals, alimentary pastes, and cereal cookery.
- *Gelatin*: Market forms, nutritive value, and gel formation.
- *Fat*: Characteristic and composition of food fats, rancidity of fat, and uses and care of frying fat.
- *Meat*: Structure of meat cut, composition and nutritive value of meat, post-mortem changes and aging, inspection and grading, meat cuts and identification, tenderness of meat, care of meat at home, and meat cookery.
- *Poultry*: Classification, processing, composition, and cooking poultry.
- *Fish*: Classification, composition and nutritive value, market forms, shellfish, and fish cookery.
- *Flour*: Milling process, types of flour, constituents of flour and gluten development.
- *Leavening Agents*: Types, individual leavening agents and their characteristics.
- *Flour Mixtures*: Classification and factors affecting texture of baked products; Quick Breads – Popovers, griddle cakes, waffles, muffins, and biscuits; Cakes – Classification, ingredients and mixing method for different types of cake and cake mixes; Bread – Types of bread, ingredients and proportions, methods of mixing, and staling of bread; Pastry – Shortening power of fat and oil in pastry, tenderness and flakiness of plain pastry and puff pastry.
- *Tea and Coffee*: History and popularity, processing, composition, and factors affecting quality.

Weekly Lecture Organizer:
Part A

Class/Week	Date	Description	Assignments and/or Readings Due
	WEEK OF	e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
1	Sept 12, 2022	Introduction, Food Safety, Equipment and Recipe Basics	15 th ed.: Ch. 2-4
2	Sept 19, 2022	Food Composition Heat Transfer in Cooking	15 th ed.: Ch. 5, Ch. 7
3	Sept 26, 2022	Fruits Vegetables Alternative Proteins	15 th ed.: Ch. 20 15 th ed.: Ch. 18 15 th ed.: Ch. 19
4	Oct 3, 2022	Sugar Fermentation	15 th ed.: Ch. 9 15 th ed.: Ch. 21, pg 562-564
	Oct 10, 2022	Thanksgiving (Week Off)	No lecture
5	Oct 17, 2022	Starch Gelatin	15 th ed.: Ch. 11 15 th ed.: Ch. 21, pg 568-574
	Oct 22, 2022	Test #1	Covers lectures from week 1-5
6	Oct 24, 2022	Fat Chemistry	15 th ed.: Ch. 8 15 th ed.: Ch. 27, pg 761-762
	Oct 31, 2022	Fall Reading Week (No Lecture)	
7	Nov 7, 2022	Milk, Cheese, Ice Cream	15 th ed.: Ch. 10, Ch. 22
8	Nov 14, 2022	Eggs	15 th ed.: Ch. 23
9	Nov 21, 2022	Meat Poultry Seafood	15 th ed.: Ch. 24 15 th ed.: Ch. 25 15 th ed.: Ch. 26
	TBD	Test #2 – During the December Exam Period	Covers lectures from week 6-9

Part B

Class/Week	Date	Description	Assignments and/or Readings Due
		e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
10	Jan 9, 2023	Factors Affecting Food Choice (Intro to Food Literacy, Food Insecurity, Financial Resources, Origin of Food)	15 th ed.: Ch. 1, pg 1-18
11	Jan 16, 2023	Understanding Recipes and Recipe Modifications/Menu & Meal Preparation/Use of Leftovers/Cost Analysis	
12	Jan 23, 2023	Cereal Grains Flour Mixtures	15 th ed.: Ch. 12 15 th ed.: Ch. 13
13	Jan 30, 2023	Quick Breads Yeast Breads	15 th ed.: Ch. 14 15 th ed.: Ch. 15
14	Feb 6, 2023	Cakes, Pastry and Cookies	15 th ed.: Ch. 16, Ch. 17
	Feb 11, 2023	Test #3	Covers lectures from week 10-13
	Feb 20, 2023	Winter Reading Week (No Lecture)	
15	Feb 27, 2023	Beverages	15 th ed.: Ch. 27, pg 744-761, 763-764
16	Mar 6, 2023	Sensory Evaluation, Seasonings, Flavourings	15 th ed.: Ch. 1, pg 18-24 15 th ed.: Ch. 6, pg 102-120
17	Mar 13, 2023	Food Additives and Food Regulations	15 th ed.: Ch. 6, pg 121-125
18	Mar 20, 2023	Food Preservation and Food Packaging	15 th ed.: Ch. 28
	TBD	Test #4 – During the April Exam Period	Covers lectures from week 14-18

Lab Policies (Specific to the School of Food and Nutritional Sciences)

Laboratory activities provide diverse hands-on experiences and expose students to learning about, and working with, different foods, which prepares them to work in any food and nutrition field. During food labs, students are required to prepare, process, store, and dispose of any type of food product, including **dairy, eggs, meat, fish, and poultry**, according to safe-food-handling principles and regulations. Further, students are required to clean and sanitize, according to regulations and best practice, all pots, dishware, utensils, and surfaces that have come in contact with **all food products**. Personal beliefs and practices which conflict with these course requirements are **not** grounds for academic accommodation.

Students in accredited Food and Nutrition programs are expected to meet the Practice Competencies in the Integrated Competencies for Dietetic Education and Practice and/or the Competencies of the Canadian Society of Nutrition Management. Students must demonstrate, prior to graduation, that they can actually perform required tasks. For example, students must demonstrate food preparation techniques and participate in the storage and disposal of food. This ensures that graduates will be able to meet the dietary needs of others, provide client-centred care, and effectively and safely manage food service operations.

Weekly Laboratory Organizer:

Part A

Class/Week	Date	Description	Assignments and/or Readings Due
		e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
1	Sep 20-22, 2022	Introduction: Food preparation basics (measurement, energy transfer)	
2	Sept 27-29, 2022	Knife Skills (introduction to cutting techniques, EP, prepare soup)	
3	Oct 4-6, 2022	Fruits and Vegetables (Experiment Week)	
4	Oct 11-13, 2022	Work on Food Safety Course (no lab)	
5	Oct 18-20, 2022	Fruits and Vegetables (Cooking week)	
6	Oct 25-27, 2022	Plant-based proteins	

	Nov 1-3, 2022	Fall Reading Week (No Labs)	
7	Nov 8-10, 2022	Gelatin and Starches	
8	Nov 15-17, 2022	Cereal Grains and Pasta	
9	Nov 22-24, 2022	Sugar and Chocolate	
10	Nov 29-Dec 1, 2022	Costing Week (Online)	

Part B

Class/Week	Date	Description	Assignments and/or Readings Due
		e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
1	Jan 10-12, 2023	Eggs, Cheese, and Milk (Experiment)	
2	Jan 17-19, 2023	Eggs, Cheese and Milk (Cooking)	
3	Jan 24-26, 2023	Meat and Poultry	
4	Jan 31-Feb 2, 2023	Week Off	
5	Feb 7-9, 2023	Deep Frying and Fish	
6	Feb 14-16, 2023	Flours and Quick Breads	

	Feb 21-23, 2023	Winter Reading Week (No Labs)	
7	Feb 28-March 2, 2023	Cakes	
8	March 7-9, 2023	Pastries	
9	March 14-16, 2023	Yeast Breads and Beverages	
10	March 21-23, 2023	Food Demos	
11	March 28-30, 2023	Food Demos	

2022-23 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding Accommodation for Illness - Undergraduate Students can be found at https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_135

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 (https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&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. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
2. 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.

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 https://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.

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 (https://brescia.uwo.ca/enrolment_services/academic_advising/book_an_appointment.php). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please contact your Academic Advisor or see the list of sessional dates in the Academic Calendar (<https://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

(https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#Page_64).

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:

https://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.

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

https://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 Development & Success 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 **Health & Wellness at Brescia**, https://brescia.uwo.ca/student_life/health_and_wellness/index.php 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 https://brescia.uwo.ca/safe_campus/sexual_violence/index.php.

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.
