

## Course Outline – FN3342B: Advanced 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 Dean and by the course instructor.

#### General Information

Course #: **FN3342B: Blended**

Section #:

Lecture 230	Wednesday	11:30am-2:30pm	BR-302
Lab 231	Thursday	8:30am-11:30am	BR-2006
Lab 232	Wednesday	8:30am-11:30am	BR-2006
Lab 233	Tuesday	8:30am-11:30am	BR-2006

Term: Winter

Year: 2023

Course Day and Time: **Wednesday 11:30am-2:30pm**

Course Location: **BR-302**

#### Instructor Information

Name: Dr. Shari Hekmat

E-mail: [hekmat@uwo.ca](mailto:hekmat@uwo.ca)

Telephone number: 519-432-8353 Ext. 28227

Office hours for students: By appointment

Office location: Academic Pavilion 2009B

#### Lab Instructor Information

Name: Jessica White

E-mail: [jwhit44uwo.ca](mailto:jwhit44uwo.ca)

Telephone number for office appointments: TBA

Office hours for students: TBA

Office location: Academic Pavilion 1011 or UH210

## Special Circumstances

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 Dean and by the course instructor.

## Course Description

Selected processing methods and their effect on the nutritive value and acceptability of a product; properties and uses of food carbohydrates, fats and enzymes used in the food industry. Emphasis will be placed on the knowledge of processing methods and their effects on the nutritive values and acceptability of a product, the chemical properties and uses of carbohydrate, fat and protein in food preparation and in the food industry. Food processing, chemistry and analysis will be stressed in the food lab.

**Prerequisite(s):** Chemistry 2003A/B or Chemistry 2213A/B and Foods and Nutrition 2232.

\*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 listed.

**Extra Information:** 3 lecture hours, 3 laboratory hours.

**Lab Fees:** \$45.00 per student

**Lab Requirements:** Lab Coat/Hairnet/Face Mask

*(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.)*

## Required Course Materials

Hekmat, S. 2023. Advanced Food Science Laboratory Manual.

**Recommended On-Line Textbook:** Damodaran, S., and Parkin, K.L. 2017, Fennema's Food Chemistry. 5<sup>th</sup> edition.

## Optional Course Materials

1. Nielsen, S. 2017. Food Analysis. 5th edition.
2. Kodali, D. R. 2014. Trans Fats Replacement Solution.
3. Cruz, R. M. S., Khmelinskii, I., Vierira, M. C. 2014. Methods in Food Analysis.
4. Delgado, A. M., Almeida, M. D. V., and Parisi, S. 2017. Chemistry of the Mediterranean Diet.
5. Hosseinian, F., Oomah, B. D., and Campos-Vega, R. 2017. Dietary Fiber Functionality in Food and Nutraceuticals from Plant to Gut.

6. Preedy, V. R. 2015. Processing and Impact on Active Components.
7. Topp, E. and Howard, M. 2017. The Complete Book of Small- Batch Preserving.
8. Lawrence, M. 2013. Food Fortification.
9. Redman, N. E. and Morrone, M. 2017. Food Safety. 3rd edition.
10. Institute of Medicine, National Research Council of the National Academies. 2003. Scientific Criteria to Ensure Safe Food.
11. Sun, D. 2016. Computer Vision Technology for Food Quality.
12. Pawsey, R. K. 2002. Case Studies in Food Microbiology for Food Safety and Quality.
13. Damodaran, S. and Paraf, A. 1997. Food Proteins and their Applications.
14. Mazza, G. 2002. Functional Foods: Biochemical and Processing Aspects.
15. Satin, M. 2006. Food Irradiation: A Guidebook. 2nd ed.
16. Barbosa-Canovas, G. V. 1995. Food Preservation by Moisture Control.
17. Akoh, C. C. and Min, D. B. 2008. Food Lipids, Chemistry, Nutrition and Biochemistry.
18. Zapsalis, C. and R. A. Beck. 1986. Food chemistry and Nutritional Biochemistry. Framingham, Massachusetts. John Wiley & Sons Inc.
19. Cliver, D.O. 2002. Foodborne Disease. San Diego, Calif.
20. Sim, D. S., S. Nakai and Guenter, W. 1999. Egg Nutrition and Biotechnology.
21. Whitaker, J. R. 1994. Principles of Enzymology for Food Sciences.
22. Vieira, E. R. 1997. Elementary Food Science, New York: Van Nostrand Reinhold.

### Learning Outcomes

Upon successful completion of this course, students will be able to demonstrate the Brescia Competencies as follows:

- 1) Recognize and appreciate the modern food technology used in food processing and food preservation (Critical Thinking, Inquiry and Analysis, Level 4)
- 2) Acquire information on food microbiology and safety (Critical Thinking, Inquiry and Analysis, Problem Solving, Level 4)
- 3) Study the importance of carbohydrate, fat and protein in product formation (Critical Thinking, Inquiry and Analysis, Problem Solving, Level 4)
- 4) Demonstrate their acquired knowledge of food processing, food preservation, food microbiology, food safety and food composition in written midterm and final exams (Critical Thinking, Inquiry and Analysis, Problem Solving, Level 4)
- 5) Research, design and conduct a questionnaire on an assigned food science topic as a group project (Critical Thinking, Self-Awareness and Development, Social Awareness and Engagement, Level 4)

- 6) Describe and discuss the questionnaire results through a group presentation and written report (Critical Thinking, Self-Awareness and Development, Social Awareness and Engagement, Interpersonal Communication, Level 4)

## Brescia Competencies

### **Communication**

The ability to exchange information and meaning across cultures, space, and time appropriately and correctly. This competency includes oral, written, and interpersonal communication, and the ability to use current or innovative media.

### **Critical Thinking**

The ability to engage in thinking characterized by the rational, informed, independent, and open-minded exploration of issues, ideas, and events before accepting or formulating a conclusion.

### **Inquiry and Analysis**

The ability to ask questions, examine issues, and reach informed conclusions by breaking down complex issues, exploring evidence, and describing relationships among persons, things, or events.

### **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 alternatives, 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 emotions and patterns of thinking, their impact on others, and make a commitment to personal growth.

### **Social Awareness and Engagement**

The ability to respect and be open to diversity (e.g., cultural, religious, political) and social justice. Students take personal responsibility to actively engage in and contribute to creating positive change in local, regional, national, or global communities and societies.

### **Valuing**

The ability to make decisions or choose actions based on the consistent application of principles expressing fundamental values that are accepted on account of reason or spiritual insight.

## ICDEP Competencies

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

Lectures (in-class and/or on-line), visual aids, discussions, assigned readings and lab experience are all methods used to acquire a knowledge and understanding in certain areas of food and food analysis.

### Topics

- 1) Food Microbiology and Safety: Fermentation, Food Spoilage, Food Poisoning
- 2) Food Processing: Canning, Refrigeration, Freezing, Dehydration, Radiation
- 3) Food Chemistry: Carbohydrate, Protein, and Fat Chemistry

### Course Specific Policies

- 1) Failure to attend at least 75% of laboratories or studios will result in failure in the laboratory or studio and an "incomplete" in the course. Successful completion of the laboratory/studio will be necessary in order to receive credit in the course.
- 2) Assignments are due at time and date noted. The mark will be reduced by 20% on assignments submitted within seven (7) days of the due time. Assignments submitted after seven days will not be accepted for marking, except with documentation to show a confirmed personal illness or a death in her/his immediate family.
- 3) There will be no make-up mid-term test for a student who has missed a test, except with documentation to show a confirmed personal illness or a death in her/his 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:

<b>Component</b>	<b>Weight</b>	<b>Date/ Deadline</b>	<b>Learning Outcome</b>	<b>Brescia Competencies</b>
<b>Midterm Exam</b>	32%	March 1, 2023	1,2,4	<i>Communication, Critical Thinking, Inquiry &amp; Analysis, Problem Solving</i>
<b>Lab Test</b>	16%	April 5, 2023	1,2,3	<i>Communication, Critical Thinking, Inquiry &amp; Analysis, Problem Solving</i>
<b>Class Project</b>	12%	Throughout the Semester	1, 2, 5, 6	<i>Critical Thinking, Self- Awareness and Development, Social Awareness and Engagement, Interpersonal Communication</i>
<b>Final Exam</b>	40%	TBD (Check Final Exam Schedule)	1, 2, 3, 4	<i>Communication, Critical Thinking, Inquiry &amp; Analysis, Problem Solving</i>

### 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 medical documentation will be required for course components worth less than 10% of the course grade. If medical documentation is required, such documentation must be submitted by the student directly to their academic advisor.]

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 will be covered in the order listed and any dates listed are meant as a guideline.

### Weekly Organizer: Class Exercises and Projects will be posted on OWL.

Class/Topic	Date	Description	Assignments/Project
		Topics	Class Projects
<b>1</b>	Jan. 11, 2023	<b>Introduction (In-Person).</b> <b>Lecture 1 &amp; 2</b> (Food Safety and Microorganisms) video and PPT will be posted <b>on OWL</b> . Microorganisms in Food, Bacteria growth, and morphology, Food-borne illnesses, Food spoilage and handling, Food microbiology, and fermentation. Classification of food-borne diseases, Food infection, and intoxication, HACCP principles.	Class Exercises
<b>2</b>	Jan. 18, 2023	<b>Overview of Lectures 1 and 2 (In-Person).</b> <b>Lecture 3</b> (Freezing and Concentration) video and PPT will be posted <b>on OWL</b> . Freezing and concentration, Chilling storage, Methods of freezing and concentration used in the food industry, Packaging materials, Factors affecting freezing rate.	Class Exercises
<b>3</b>	Jan. 25, 2023	<b>Lecture 4, Part: 1-2</b> (Canning, Jams, and Jellies) videos and PPT will be posted <b>on OWL</b> . Canning principles, Food classification, D, F, Z, values used in the food industry, Purpose, and type of heat processing, Heat penetration, Spoilage of canned foods, Jams and Jelly principles.	Class Exercises

<b>4</b>	Feb. 1, 2023	<p><b>Overview of Lectures 3 and 4 (In-Person).</b></p> <p><b>Lecture 5</b> (Dehydration) video and PPT will be posted <b>on OWL</b>.</p> <p>Principles of dehydration, Heat transfer, Methods of drying used in the food industry, Drying rate, Isotherm curve.</p>	Class Exercises, Class Projects, Genetically Modified Organisms, Post-harvest technology, the impact of consumers' demands and trends on food processing, etc.
<b>5</b>	Feb. 8, 2023	<p><b>Lectures 6 and 7</b> (Irradiation and Browning Reactions) videos and PPT will be posted <b>on OWL</b>.</p> <p>Principles of food irradiation, labeling requirements, Application, and safety of irradiation.</p>	Class Exercises, Class Projects, Cannabis in the food industry, Liquid Nitrogen, BPA in the food industry, etc.
<b>6</b>	Feb. 15, 2023	<p><b>Overview of Lectures 5, 6, and 7 (In-Person).</b></p> <p>Lecture PPT will be posted <b>on OWL</b>.</p>	Class Exercises, Class Projects, Nitrate in meat, Food Nanotechnology, Organic foods, etc.
<b>7</b>	Feb. 22, 2023	<b>Spring Reading Week (No Classes)</b>	
<b>8</b>	March 1, 2023	<b>Midterm (In-Person)</b>	
<b>9</b>	March 8, 2023	<p><b>Lecture 8</b> (CHO) video and PPT will be posted <b>on OWL</b>.</p> <p>CHO chemistry, Mono-Di-saccharide structures, and functions. Disaccharide structures and functions, Sugar processing and hydrolysis, Reduction reactions, Sugar alcohols, Polysaccharide structures, and functions, and Browning reactions.</p>	Class Exercises, Class Projects, Kombucha Tea, High pressure for food processing, Antibiotics in food supplies, etc.
<b>10</b>	March 15, 2023	<p><b>Overview of Lecture 8 (In-Person).</b></p> <p><b>Lecture 9</b> (Fats and Lipids) video and PPT will be posted <b>on OWL</b>.</p> <p>Fats and lipid chemistry, Fatty acids structures and functions, Fat classification and deterioration, Major fats and oils, Processing of fats and oils, Polymorphism of fats.</p>	Class Exercises, Class Projects, Smart and edible food packaging, Acrylamide, Artificial meat, meat replacers, etc.



<b>11</b>	March 22, 2023	<p><b>Lecture 10</b> (Proteins and Enzymes) video and PPT will be posted <b>on OWL</b>.</p> <p>Protein chemistry, Structures, and functions, Proteins in food, Protein processing, Denaturation, Hydrolysis, Oxidation and Reduction reactions, Protein analysis, pH, and PKa concepts. Enzymes used in the food industry, Enzyme kinetics, Structures and functions, Enzyme classification, and Enzyme inhibitors.</p>	Class Exercises, Class Projects, Food allergies, Gut microflora and health, Ultrasound in food processing, etc.
<b>12</b>	March 29, 2023	<p><b>Overview of Lectures 9 and 10 (In-Person)</b>.</p> <p>Lecture PPT will be posted <b>on OWL</b>.</p>	Class Exercises, Class Projects, Alternative proteins (Insects/chickpeas/pulses), Factory fish farming, Biofuels (food, energy, environment), etc.
<b>13</b>	April 5, 2023	<p><b>Lab Test</b> will be during the regular lecture time in the classroom <b>(In-Person)</b>.</p>	

### Descriptions:

1. Food processing and its effect on the nutritive value of food:
  - I. Keeping quality of food, spoilage agents, food and micro-organisms.
  - II. Canning - history, acid and low-acid foods, pH-temperature relationship, heat penetration, canning methods, spoilage of canned foods, effects of canning on nutrient retention of canned foods.
  - III. Jelly and related products - gel formation, pectin substances, types of pectin, roles of essential ingredients in gel formation, jelly failure and possible causes.
  - IV. Freezing - effects of freezing on micro-organisms in food, freezing process and methods, pre-treatment of food, physical and chemical changes during freezing, storage and thawing, effect of freezing on the nutrient retention in frozen food.
  - V. Dehydration - changes in food during drying, selection of drying methods and freeze-dehydration, dehydration of coffee, tea, fruits and fruit juice products, and dry milk products, influence of drying in food acceptability and nutrient retention.
  - VI. Radiation - discovery, radioactive decay, unit of radiation, ionizing radiation, radiation effect on micro-organisms and nutrients of food, wholesomeness and acceptability of radiation-stabilized food.

2. Food proteins:
  - I. Type, structure and classification of amino acids and protein, chemical and physical properties of protein, determination of protein in food, meat protein, soy protein and microbial protein.
3. Food carbohydrates:
  - I. Classification, chemistry, structure of cellulose and hemicellulose, crude fibre, browning reaction, sweeteners and sweetness, natural vegetable gums.
4. Food fats:
  - I. Chemistry, properties, processing of fat, commercial fats and oils, rancidity, antioxidants.
5. Food enzymes:
  - I. Distribution of enzymes in food materials, factors affecting enzymatic activity, use of enzymes in food processing, enzymatic browning.
6. Food additives:
  - I. Classification, functions, applications, safety for use, health protection and food laws in Canada.

#### 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 practices, 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 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-centered care, and effectively and safely manage food service operations.

## 2022-23 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at [https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](https://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 ([https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](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. 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](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](#) can be viewed at:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](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 ([https://www.brescia.uwo.ca/enrolment\\_services/academic\\_advising/index.php](https://www.brescia.uwo.ca/enrolment_services/academic_advising/index.php) ). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to <http://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](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](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](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 **Health & Wellness at Brescia** ([https://brescia.uwo.ca/student\\_life/health\\_and\\_wellness/index.php](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](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](https://brescia.uwo.ca/safe_campus/sexual_violence/index.php).

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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.

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