**Course delivery with respect to the COVID-19 pandemic**

Although the intent is for this course to be delivered in-person, the changing COVID-19 landscape may necessitate some or all of the course to 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). The grading scheme will not change. Any assessments affected will be conducted online as determined by the course instructor.

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**ENVIRSCI 1021G Section 551:**
Environmental Science and Sustainability
Winter 2022

1. **Course Overview and Important Dates**

   **Instructor:**  Kelly Hollingshead  
   E-mail: khollin2@uwo.ca  
   **Grading Assistant:**  TBA  
   **Office Hours:**  I am available by appointment Monday to Friday. To schedule an appointment, please email me from your UWO email address.  
   **Email Hours:**  Emails will be monitored daily, Monday to Friday.  
   **Lectures:**  Our class block is Mondays from 1:30-4:30 pm ET; Location HC H221 or online via Zoom.  
   **Course Prerequisites:**  There are no prerequisites for this course.

<table>
<thead>
<tr>
<th>Classes Start</th>
<th>Reading Week</th>
<th>Classes End</th>
<th>Study day(s)</th>
<th>Exam Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10</td>
<td>February 22-27</td>
<td>April 8</td>
<td>April 9</td>
<td>April 10-30</td>
</tr>
</tbody>
</table>

2. **Course Description**

   Every day the media reports on a large number of environmental issues, including the loss of insect pollinators, the development of oil pipelines, and the changing climate. This course is intended to give you the scientific background necessary to think critically about these issues. We will use readings from the textbook and from online news articles and additional sources to provide us with a basis of discussion in lectures.
3. Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Assess the impact of human behaviours on environmental issues and solutions.
2. Recognize that environmental issues are multi-faceted and challenges are global.
3. Develop environmental literacy and critical thinking skills.
4. Navigate various literature sources (TV, newspaper, journals, magazines, etc.).
5. Evaluate environmental issues presented in various literature sources through well-formulated questions, information collection, and analysis.
6. Explain scientific concepts behind environmental issues addressed in media, policy, legislation, and business decisions.
7. Apply the skills developed in this class to make informed and well thought-out life choices regarding environmental issues.
8. Collaborate effectively in a team environment.

4. Textbook and Readings

The textbook for the course is: Scientific American Environmental Science for a Changing World (fourth edition) by Susan Karr. The text is available for purchase at the UWO Bookstore: https://bookstore.uwo.ca/product/cebcodeid38858. I’m also working with the library to have a copy put on reserve.

We will be using the textbook as well as online news articles throughout the semester to provide us with a starting point for our lectures. Textbook readings will be posted in OWL each week. Students are expected to complete these readings and answer a short quiz on OWL before class. More information on these quizzes is given below. Further readings will be on OWL as part of the online learning to be completed through the week. It is not necessary to own a copy of the textbook, but I recommend that you take steps to ensure you can keep up with the readings.
5. Course Format

Real-Time Interaction: Our class block is Mondays from 1:30 – 4:30 pm ET. Every Monday starting at 1:30 pm ET, we will come together in HC-H221 for an in person session or on Zoom. We will cover topics that require interactivity, whether small group discussion, an exercise with a partner or triad, or Q and A with the large group. Some weeks the library or Writing Centre will be joining us to build skills related to the written assignment. The remainder of the block and week can be used for meeting with your group and completing the online components of the course.

Online Learning Interaction: Within OWL, each week you will find lessons, videos, assignments, online discussions, and quizzes that must be completed before the end of the week. Our week will run from our class block time on Monday to the following Monday’s class block.

Short readings are assigned most weeks, from the textbook or an online article. After the class block on Monday, a short quiz will become available on OWL and will close before the next class block begins the following Monday. The reading and quiz for each week are due prior to the class block (i.e., Monday at 1:30 pm ET). The remaining online learning for that week’s topic (e.g., lessons, online discussions, videos, etc.) are to be completed following the class block with a deadline of the beginning of the next class block.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Dates</th>
<th>Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person or online (synchronous)</td>
<td>Mondays</td>
<td>1:30 pm ET (1-3 hours)</td>
<td>weekly</td>
</tr>
<tr>
<td>Virtual asynchronous (weekly lecture content, including readings)</td>
<td>N/A</td>
<td>2-3 hours (varies by week)</td>
<td>weekly</td>
</tr>
<tr>
<td>In person, virtual synchronous, and virtual asynchronous (studying and working on assignments (e.g., group project))</td>
<td>N/A</td>
<td>3-4 hours (varies by week)</td>
<td>weekly</td>
</tr>
</tbody>
</table>

All course material will be posted to OWL: http://owl.uwo.ca. Any changes will be indicated on the OWL site and discussed with the class.

If students need assistance, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk.

6. Course Content and Schedule (subject to change)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date (2022)</th>
<th>Topic</th>
<th>Tutorial</th>
<th>Assignment(s) due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 10</td>
<td>Introduction &amp; Philosophy of the Environment</td>
<td>Description of group assignment</td>
<td>Week one reflection due (NOTE: this must be completed during week one in order to write the midterm)</td>
</tr>
<tr>
<td>Week</td>
<td>Date (2022)</td>
<td>Topic</td>
<td>Tutorial</td>
<td>Assignment(s) due</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
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<td>-------------------</td>
</tr>
<tr>
<td>2</td>
<td>January 17</td>
<td>Environmental Issues &amp; Scientific Literacy</td>
<td>Find a group Library: Introduction to research practices; finding and assessing primary &amp; secondary sources</td>
<td>Weekly quiz (covers Food &amp; Land I readings; opens Jan 17 after class block, closes Jan 24 before class block begins. The same format applies for each week, i.e., reading and quiz due prior to the class block).</td>
</tr>
<tr>
<td>3</td>
<td>January 24</td>
<td>Food &amp; Land I – Grasslands &amp; Agriculture</td>
<td>Meet with groups</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>4</td>
<td>January 31</td>
<td>Food &amp; Land II – Agricultural Inputs &amp; Forests</td>
<td>Library: Annotated bibliographies part I - Annotating sources; discussion on referencing and plagiarism Meet with groups</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>5</td>
<td>February 7</td>
<td>Waste</td>
<td>Meet with groups</td>
<td>Weekly quiz Group contract due</td>
</tr>
<tr>
<td>6</td>
<td>February 14</td>
<td>Air Pollution</td>
<td>Library: Annotated bibliographies part II – Editing annotation draft in groups Meet with groups</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>_</td>
<td>February 21</td>
<td>READING WEEK – NO CLASS</td>
<td>-</td>
<td>Annotated bibliography due Feb. 18 at 4:00 pm (10%)</td>
</tr>
<tr>
<td>7</td>
<td>February 28</td>
<td>Midterm</td>
<td>-</td>
<td>Midterm (20%)</td>
</tr>
<tr>
<td>8</td>
<td>March 7</td>
<td>Water I – Fish &amp; Oil</td>
<td>Writing Centre: Integrating research into writing Meet with groups</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>9</td>
<td>March 14</td>
<td>Water II – Coral Reefs &amp; Invasive Species</td>
<td>Writing Centre: Media writing &amp; editorial writing Group work time on final project</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>Week</td>
<td>Date (2022)</td>
<td>Topic</td>
<td>Tutorial</td>
<td>Assignment(s) due</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>-------</td>
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<td>-------------------</td>
</tr>
<tr>
<td>10</td>
<td>March 21</td>
<td>Energy I – Fossil Fuels</td>
<td>Group work time on final project</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>11</td>
<td>March 28</td>
<td>Energy II – Green Energy</td>
<td>Writing Centre: Guided peer review of final project</td>
<td>Weekly quiz</td>
</tr>
<tr>
<td>12</td>
<td>April 4</td>
<td>Climate Change</td>
<td>-</td>
<td>Final project due (20% individual component, 10% group component)</td>
</tr>
<tr>
<td>-</td>
<td>April exam period</td>
<td>-</td>
<td>-</td>
<td>Final exam (30%) Submit participation marks for your fellow group members by final exam</td>
</tr>
</tbody>
</table>

7. Participation and Engagement

☒ Students are expected to participate and engage with content as much as possible.
☒ Students can participate during lectures.
☒ Students can also participate by interacting in the online discussions with their peers and instructor.

8. Communication

☒ Students should check the OWL site regularly.
Regular updates will be provided on OWL announcements.
This course will use Microsoft Teams as a main communication tool.
Students should post all course-related content on MS Teams so that everyone can access answers to questions.
MS Teams will be monitored daily, Monday to Friday.
If students have questions specific to them, they are to send an email to the course instructor. Emails will be monitored daily from Monday to Friday; students will receive a response in 24-48 hours. If a student does not receive a reply after two days, they are encouraged to send a reminder email.
9. **Evaluation**

Below is the evaluation breakdown for the course. Any deviations will be communicated.

<table>
<thead>
<tr>
<th>Format</th>
<th>Weighting</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>Weekly</td>
</tr>
<tr>
<td>Annotated bibliography for research paper</td>
<td>10%</td>
<td>February 18 at 4:00 pm</td>
</tr>
<tr>
<td>Final research paper</td>
<td>20%</td>
<td>April 4</td>
</tr>
<tr>
<td>Group component of research paper</td>
<td>5%</td>
<td>Submitted with research paper on April 4</td>
</tr>
<tr>
<td>Participation on research paper</td>
<td>5%</td>
<td>Assigned by group members, by final exam</td>
</tr>
<tr>
<td>Midterm</td>
<td>20%</td>
<td>February 28</td>
</tr>
<tr>
<td>Final exam</td>
<td>30%</td>
<td>Date TBD by Registrar’s Office</td>
</tr>
</tbody>
</table>

Students are responsible for material covered in lectures (in person and online) as well as the assigned chapters/sections in the text.

**Online Quizzes:**

Short readings are assigned most weeks, from the textbook or an online article. After the class block on Monday, a short quiz consisting of two multiple choice questions will become available on OWL. This quiz will remain open until the beginning of class the following Monday. An announcement will be given if there will not be a quiz for the following week. The lowest quiz grade will be dropped at the end of the course. **No make-up quizzes or assignments will be given for missed quizzes.**

**Final Group Project:**

This is a mixed group/individual project. Most of the work will be done individually, but you will work in a group of three to put together a mini-magazine that discusses a common theme. Each magazine should have the following:

A cover page with a picture that highlights your theme, a title, and a list of the articles with the authors;

1. An unsigned ‘editorial’ written by the group which is one page in length. It should summarize the importance of the issue and explain how each article discusses the issue; and
2. Three articles, with each article written by a single member of the group.

You may choose to include additional elements such as a table of contents page, or page numbers on the cover page, if you think that these would help a reader navigate your magazine. The articles should be tied together by a common theme. For example, you might choose a theme of water quality. Each group member will write a different article related to the common theme of water quality (e.g., microplastics in the Great Lakes). The cover page could show an aerial view of the Great Lakes, and the editorial might communicate statistics that describe the type and amount of pollutants found within the Great Lakes watershed. Groups are encouraged to discuss their ideas with the instructor.
Working well as a group on the final project is worth 10% of your total mark for the course. 5% of that will be marks based on the quality of the cover page and the editorial. The remaining 5% is based on a participation mark assigned to you by your fellow group members.

Group Contract:
For effective teamwork to occur, group members need to align their expectations before going into assignments. A group contract is a document that a team creates to formalize the group members' expectations, which will be provided by the instructor. Students are required to complete the group contract before February 7. Groups that fail to complete the group contract before the deadline will receive penalties on the final group participation grade.

Annotated Bibliography:
To ensure that you are on the right track with your final research project, you are expected to submit an Annotated Bibliography by February 21. This is an individual assignment to be submitted using the Assignments section on OWL. In an annotated bibliography, you are expected to give a short outline of your final paper, and include at least five references, of which a minimum of two should be primary sources. The remainder can be secondary sources. There is no maximum number of references. With each of your references, you should give at least one piece of information that clearly shows how the article contributes to the point you are trying to make in your final paper.

Be sure to give the names of your two group members and mention the theme that your magazine will discuss. The annotated bibliography will be 1-2 pages long. The annotated bibliography should follow APA style guide.

Final Research Paper:
The individual component of the group project will be an individually written article in the magazine and should be 6-8 double-spaced pages in length. The article should include a title, the name of the author, and a list of references. You may choose to include additional information such as graphs, tables, maps, or images that will not count towards your page allotment, but if you do include these items, make sure that you refer to them in the text and include a caption that makes it clear what each graph, table, map, or image is showing. These additional elements may improve the readability, information level, or appearance of your article, but they are not required or expected.

References:
It is important that you research your topics thoroughly and give credit to the original authors for their ideas. This means citing the author within the text when their idea is used, and again in the reference section at the end of the article. Citing well-established authors has the additional benefit of giving your article’s message some further credibility. References in your assignments should follow the APA style guide.

Midterm:
The midterm is scheduled for class on February 28, and is worth 20% of your final mark. The midterm is a reflection paper building on week one reflection, and will draw on material up to and including the week of February 14. It is imperative that week one reflection is completed during the week of January 10 (no later than January 17) in order to complete the midterm. If
week one reflection is not completed during week one, the midterm reflection will not be able to be written. Further details will be posted on the OWL course website.

Final Exam:
The final exam will be scheduled by the Registrar’s office for a date between April 10 and April 30. The final exam is worth 30% of your final mark. The exam will include written questions, and will draw on the material from the entire course, with an emphasis on material from the midterm to the end of the course. Some questions may assess your ability to integrate information from the first and second halves of the course. Further details will be posted on the OWL course website.

- All assignments are due at 1:30 pm ET unless otherwise specified.
- All assignments should be submitted electronically using these file types: Word 97-2003 (.doc), Word 2007+ (.docx).
- Written assignments will be submitted to Turnitin.
- After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, reach out within 7 days.

Information about late or missed evaluations:
- Late assessments without illness self-reports will be subject to a late penalty 10%/day.
- Late assessments with illness self-reports should be submitted within 24 hours of submission of the last illness self-report.
- An assessment cannot be submitted after it has been returned to the class.

10. How to Be Successful in this Class:

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Follow weekly checklists created on OWL or create your own to help you stay on track.
4. Take notes during lectures and as you go through the online lesson material. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively.
5. Connect with others. Try forming a study group and meet on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact your instructor.
7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.
10. Course delivery with respect to the COVID-19 pandemic

Although the intent is for this course to be delivered in-person, the changing COVID-19 landscape may necessitate some or all of the course to 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). The grading scheme will not change. Any assessments affected will be conducted online as determined by the course instructor.

When deemed necessary, tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western’s Remote Proctoring website at: https://remoteproctoring.uwo.ca.

11. Information on COVID-19

Course Absences due to Daily COVID Screening Questionnaire

Missed assessments (e.g., presentations, essays, quizzes, tests, midterms, etc.) require formal academic considerations (typically self-reported absences and/or academic counselling). [Methods for dealing with missed work and course content are at the discretion of the instructor(s). Students should be aware that some learning outcomes cannot be easily made up and may need to be completed in a subsequent year. Your instructor will provide you with further information as to how this applies within this course. Students who demonstrate a pattern of routinely missing coursework due to self-reported COVID symptoms, and therefore do not demonstrate mastery of the learning outcomes of the course, will not receive credit for the course.]
12. Professionalism & Privacy

Students are expected to follow the Code of Student Conduct. Additionally, the following expectations and professional conduct apply to this course:

- All course materials created by the instructor(s) are copyrighted and cannot be sold/shared.
- Recordings are not permitted (audio or video) without explicit permission.
- Permitted recordings are not to be distributed.
- All recorded sessions will remain within the course site or unlisted if streamed.
- Students are expected to follow online etiquette expectations below. Note that disruptive behaviour of any type during classes, including inappropriate use of the chat function, is unacceptable and may result in disciplinary measures under the Code of Student Conduct.

Remote learning sessions for this course may be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course. The recordings may be disclosed to other individuals under special circumstances. Please contact the instructor if you have any concerns related to session recordings. Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

13. Online Etiquette

Some components of this course may involve online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- Please “arrive” to class on time.
- Please use your computer and/or laptop if possible (as opposed to a cell phone or tablet).
- Ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material.
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise.
- Please be prepared to turn your video camera off at the instructor’s request if the internet connection becomes unstable.
- Unless invited by your instructor, do not share your screen in the meeting.

The course instructor will act as moderator for the class and will address any questions from participants. To participate please consider the following:

- If you wish to speak, use the “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question.
- Remember to unmute your microphone and turn on your video camera before speaking.
- Self-identify when speaking.
- Remember to mute your mic after speaking (unless directed otherwise).

General considerations of “netiquette”: 
• Keep in mind the different cultural and linguistic backgrounds of the students in the course.
• Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
• Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.
• Be professional and scholarly in all online postings. Cite the ideas of others appropriately.


Mandatory Use of Masks in Classrooms
Students will be expected to wear triple layer non-medical masks at all times in the classroom as per Huron policy and public health directives. Students are now permitted to drink water in class by lifting and replacing the mask each time a drink is taken. Students will be able to eat and drink outside of the classroom during scheduled breaks.

Students unwilling to wear a mask as stipulated by Huron policy and public health directives will be referred to the Dean's Office, and such actions will be considered a violation of the Huron Student Code of Conduct.

Pandemic Contingency
In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, typically using a combination of synchronous instruction (i.e., at the times indicated in the timetable) and asynchronous material (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online at the discretion of the course instructor. In the unlikely event that changes to the grading scheme are necessary, these changes will be clearly communicated as soon as possible.

Student Code of Conduct
Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at:

Prerequisite and Antirequisite Information
Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will
receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**Attendance Regulations for Examinations**

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.

2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Review the policy on Attendance Regulations for Examinations here: [https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf).

**Statement on Academic 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 the following website: [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf). The appeals process is also outlined in this policy as well as more generally at the following website: [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf).

**Turnitin.com**

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](http://www.turnitin.com)).

**Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

**Statement on Use of Personal Response Systems (“Clickers”)**

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:
• the use of somebody else’s clicker in class constitutes a scholastic offence
• the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

**Academic Consideration for Missed Work**
Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is **48 hours or less** and the other conditions specified in the Senate policy at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf are met.

Students whose absences are expected to last **longer than 48 hours**, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation. Further details concerning policies and procedures may be found at: http://academicsupport.uwo.ca/

**Policy on Academic Consideration for a Medical/Non-Medical Absence**

(a) **Consideration on Medical Grounds** for assignments worth **less than 10%** of final grade: Consult Instructor Directly and Contact Academic Advising

When seeking consideration on **medical grounds** for assignments worth **less than 10%** of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor may require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. If documentation is requested, the student will need to complete and submit the **Student Medical Certificate**. The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

(b) **Consideration on Non-Medical Grounds**: Consult Huron Support Services/Academic Advising, or email huronsss@uwo.ca.

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the
maximum number of permissible Self-Reported. All consideration requests must include a completed Consideration Request Form. Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf. Consult Huron Academic Advising at huronsss@uwo.ca for any further questions or information.

Support Services

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron’s Student Support Services at huronsss@uwo.ca. An outline of the range of services offered is found on the Huron website at: https://huronatwestern.ca/student-life/student-services/.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at: https://huronatwestern.ca/contact/faculty-staff-directory/.

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Advising website, https://huronatwestern.ca/student-life/student-services/academic-advising/ or review the list of official Sessional Dates on the Academic Calendar, available here: http://www.westerncalendar.uwo.ca/SessionalDates.cfm.

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 and/or Scholarship/Bursary eligibility.

Huron Student Support Services: https://huronatwestern.ca/student-life/student-services/

Office of the Registrar: https://registrar.uwo.ca/

Student Quick Reference Guide: https://huronatwestern.ca/student-life/student-services/#1

Academic Support & Engagement: http://academicsupport.uwo.ca/

Huron University College Student Council: https://huronatwestern.ca/student-life/beyond-classroom/hucsc/

Western USC: http://westernusc.ca/your-services/#studentservices

Mental Health & Wellness Support at Huron and Western

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit https://huronatwestern.ca/student-life-campus/student-services/wellness-safety for more information or contact staff directly:

Wellness Services: huronwellness@huron.uwo.ca
Community Safety Office: safety@huron.uwo.ca
Chaplaincy: gthorne@huron.uwo.ca
Additional supports for Health and Wellness may be found and accessed at Western through, https://www.uwo.ca/health/.