Although this academic year might be different, Huron and Western University are committed to a thriving campus. We encourage you to check out the Digital Student Experience website to manage your academics and well-being. Additionally, the following link provides available resources to support students on and off campus: https://www.uwo.ca/health/.

Technical Requirements Suggested:

- Stable internet connection
- Laptop or computer
- Working microphone
- Working webcam

Students can call into Collaborate and Zoom sessions if they are experiencing technical difficulties.

1. Course Overview and Important Dates:

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Material posting and office hour</td>
<td>W. Class Collaborate/ Zoom discussions/ group work</td>
<td>2:30-3:30</td>
</tr>
</tbody>
</table>

*Details about design and delivery of the course are listed below in Section 4

<table>
<thead>
<tr>
<th>Classes Start</th>
<th>Reading Weeks</th>
<th>Classes End</th>
<th>Study day(s)</th>
<th>Exam Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td>November 2 - 8</td>
<td>December 9</td>
<td>December 10</td>
<td>December 11 - 22</td>
</tr>
<tr>
<td>January 4</td>
<td>February 13 - 21</td>
<td>April 5</td>
<td>April 6 and 7</td>
<td>April 8 - 30</td>
</tr>
</tbody>
</table>

*November 30, 2020: Last day to drop a full course and full-year half course without penalty

2. Contact Information

<table>
<thead>
<tr>
<th>Course Instructor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Michelle Hartley</td>
<td><a href="mailto:mhartley@uwo.ca">mhartley@uwo.ca</a></td>
</tr>
<tr>
<td></td>
<td>Messages left at 519.438.7224 ext. 277 will be forwarded to me, but email is best.</td>
</tr>
</tbody>
</table>

Sign onto OWL and click on “Read Me First” for more information!

3. Course Description – from the Academic Calendar: Readings from significant books written for children, selected primarily for literary quality. Some attention will be given to the historic evolution of “Children's
Literature” as a separate class, but the principal aim of the course will be to consider the nature and development of the two major genres: nonsense verse and romance.

Antirequisite(s): English 2730F/G (King's).

Instructor Description:

English 2033E explores forms of and approaches to literature for children and young adults. A core of required texts by nineteenth- and early twentieth-century authors of significance to the historical development of children's literature will be supplemented by more contemporary classics and popular writings. Works may be considered from historical, cultural, generic, multicultural and/or theoretical perspectives. Attention will also be given to Canadian children's literature.

Course Delivery:

Students need to read the primary material listed in the timetable each week in time for the delivery of asynchronous lecture/assignment material on Mondays and the synchronous lectures/class and group discussions on Wednesdays that will be held on OWL via Zoom and Collaborate. Students should read ahead during weeks with light reading (picture books, etc.) as some novels like Treasure Island and Anne of Green Gables tend to take far more time.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Dates</th>
<th>Time</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online synchronous</td>
<td>Wednesdays</td>
<td>3:30-5:00</td>
<td>weekly</td>
</tr>
<tr>
<td>Virtual asynchronous</td>
<td>N/A</td>
<td>5-6 hours</td>
<td>weekly</td>
</tr>
</tbody>
</table>

- Asynchronous pre-work should be completed prior to synchronous sessions. Reading the course texts, novels, picture books, and shorter works is vital to participation and knowledge of the course material. We will be discussing and analyzing the texts assuming that you have read the material so that story synopsis will not be given.
- Participation and engagement at synchronous sessions is recommended.
- Missed work should be completed within 48 hours. Missed lectures can be reviewed, so that you can then answer questions on the forums. Forum discussion should demonstrate good knowledge of the texts and include pertinent quotations as evidence.
- A recording or powerpoint/word file lecture notes will be provided for synchronous sessions, but this does not take the place of participation.

All course material will be posted to OWL: http://owl.uwo.ca. Any changes to the syllabus will be indicated on the OWL site and announced to the class. Please ensure that you are forwarding announcements from OWL to your regular email. I will frequently update the class and send reminders using this method.

If students need assistance, they can seek support on the OWL Help page. Alternatively, they can contact the Huron IT or Western Technology Services Helpdesk. Western can be contacted by phone at 519-661-3800 or ext. 83800.

Google Chrome or Mozilla Firefox are the preferred browsers to optimally use OWL; update your browsers frequently. Students interested in evaluating their internet speed, please click here.

4. Learning Outcomes
Upon successful completion of this course, students will be able to:

- place individual texts in their context within the historical development of children’s literature
- recognize and understand the features of genres such as the fairy tale, nonsense, adventure, gothic fiction, and fantasy
- display a knowledge of several classic children's novels, as well as more recent contributions to the genre
- use and understand terms common to the genre
- analyze texts employing the skills of literary analysis, considering features such as narrative technique, symbolism, rhyme and rhythm, layout and illustrations, etc.
- understand some of the political and philosophical underpinnings of the books on the course
- communicate ideas effectively in writing (through discussion, presentation and persuasive essays)
- develop a specific, focused argument and support it with textual evidence from both primary and secondary sources

5. Online Participation and Engagement

☐ Students are expected to participate and engage with content as much as possible
☐ Students can participate during live sessions or post on the OWL forums after watching the recording

6. Communication:

☐ Students should check the OWL site every 24 – 48 hours
☐ A weekly update will be provided on the OWL announcements on Mondays.
☐ Students should email me for non-course related questions at mhartley@uwo.ca
☐ Emails will be monitored daily except on weekends; students will receive a response in 24 – 48 hours during the week.
☐ This course will use the OWL forum for discussions
☐ Students should post all course-related content on the discussion forum so that everyone can access answers to questions
☐ The discussion forums will be monitored daily during the week, but my “participation” tends to take the form of prodding questions or silence, leaving the discussion up to the class.

7. Course Content and Schedule * (check each Week for the primary readings listed on your lecture page)
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic – Tentative schedule there could be changes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept 9</td>
<td>Introduction to the course and children’s literature</td>
</tr>
<tr>
<td>2</td>
<td>Sept 14 – 16</td>
<td>Nursery Rhymes and Nonsense</td>
</tr>
<tr>
<td>3</td>
<td>Sept 21 – 23</td>
<td>Fairy Tales</td>
</tr>
<tr>
<td>4</td>
<td>Sept 28 – 30</td>
<td>Fairy Tales cont’d – paper feedback session</td>
</tr>
<tr>
<td>5</td>
<td>Oct 5 – 7</td>
<td>MacDonald, “The Light Princess”</td>
</tr>
<tr>
<td>6</td>
<td>Happy Thanksgiving Oct 14</td>
<td>Picture Book responses – <em>The Girl and the Wolf</em> and <em>Wolf in the Snow</em></td>
</tr>
<tr>
<td>7</td>
<td>Oct 19 – 21</td>
<td>Carroll, <em>Alice’s Adventures in Wonderland</em></td>
</tr>
<tr>
<td>8</td>
<td>Oct 26 – 28</td>
<td>Rushdie, <em>Haroun and the Sea of Stories</em></td>
</tr>
<tr>
<td>9</td>
<td>Nov 2 – 8</td>
<td>Reading Week</td>
</tr>
<tr>
<td>10</td>
<td>Nov 9 – 11</td>
<td>Stevenson, <em>Treasure Island</em></td>
</tr>
<tr>
<td>11</td>
<td>Nov 16 – 18</td>
<td>Montgomery, <em>Anne of Green Gables</em></td>
</tr>
<tr>
<td>12</td>
<td>Nov 23 – 25</td>
<td>Burnett, <em>The Secret Garden</em></td>
</tr>
<tr>
<td>13</td>
<td>Nov 30 – Dec 2</td>
<td>Barrie, <em>Peter Pan</em></td>
</tr>
<tr>
<td>14</td>
<td>Dec 7 – 9</td>
<td>Review and catch-up</td>
</tr>
<tr>
<td>15</td>
<td>Jan 4 – 6</td>
<td>Nesbit, <em>The Story of the Amulet</em></td>
</tr>
<tr>
<td>16</td>
<td>Jan 11 – 13</td>
<td>Woodson, <em>Harbor Me</em></td>
</tr>
<tr>
<td>17</td>
<td>Jan 18 – 20</td>
<td>Research – YA</td>
</tr>
<tr>
<td>18</td>
<td>Jan 25 – 27</td>
<td>Pratchett, <em>Nation</em></td>
</tr>
<tr>
<td>19</td>
<td>Feb 1 – 3</td>
<td><em>Nation</em> cont’d</td>
</tr>
<tr>
<td>20</td>
<td>Feb 8 – 10</td>
<td>Dimaline, <em>The Marrow Thieves</em></td>
</tr>
<tr>
<td>21</td>
<td>Feb 15 – 17</td>
<td>Reading Week</td>
</tr>
<tr>
<td>22</td>
<td>Feb 22 – 24</td>
<td>Research Week and Mid-term</td>
</tr>
<tr>
<td>23</td>
<td>Mar 1 – 3</td>
<td>Potter, <em>The Tale of Peter Rabbit</em> and Seton, “Raggy-Lug”</td>
</tr>
<tr>
<td>24</td>
<td>Mar 8 – 10</td>
<td>White, <em>Charlotte’s Web</em></td>
</tr>
<tr>
<td>25</td>
<td>Mar 15 – 17</td>
<td>Browne, <em>Voices in the Park</em></td>
</tr>
<tr>
<td>26</td>
<td>Mar 22 – 24</td>
<td>Lewis, <em>The Lion, The Witch, and the Wardrobe</em></td>
</tr>
<tr>
<td>27</td>
<td>Mar 29 – 31</td>
<td>Gaiman, <em>Coraline</em></td>
</tr>
<tr>
<td>28</td>
<td>Apr 5</td>
<td>Catch up</td>
</tr>
</tbody>
</table>
8. Evaluation

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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
<th>Due Date</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning cell</td>
<td>10%</td>
<td>Sept 28*</td>
<td>750-1000 words</td>
</tr>
<tr>
<td>Passage analysis</td>
<td>5%*2 =10%</td>
<td>Analysis is due the Monday following the lecture.</td>
<td>250-300 words each</td>
</tr>
<tr>
<td>Film/Lit analysis</td>
<td>15%</td>
<td>December 9*</td>
<td>1200 words</td>
</tr>
<tr>
<td>YA research</td>
<td>5%</td>
<td>January 20*</td>
<td></td>
</tr>
<tr>
<td>Mid-Term</td>
<td>15%</td>
<td>February 24*</td>
<td></td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>5%</td>
<td>March 8*</td>
<td></td>
</tr>
<tr>
<td>Research Essay</td>
<td>25%</td>
<td>March 29*</td>
<td>2000 words</td>
</tr>
<tr>
<td>Participation</td>
<td>15%</td>
<td>Weekly</td>
<td></td>
</tr>
</tbody>
</table>

☐ All assignments are due at 11:55 pm EST unless otherwise specified
☐ Written assignments will be submitted to Turnitin (statement in policies below)
☐ Read assignment sheets carefully and submit any questions to the Forum.
☐ 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

The table below outlines the University-wide grade descriptors.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>One could scarcely expect better from a student at this level</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td>Superior work which is clearly above average</td>
</tr>
<tr>
<td>B</td>
<td>70-79</td>
<td>Good work, meeting all requirements, and eminently satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>60-69</td>
<td>Competent work, meeting requirements</td>
</tr>
<tr>
<td>D</td>
<td>50-59</td>
<td>Fair work, minimally acceptable</td>
</tr>
<tr>
<td>F</td>
<td>below 50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Information about late or missed evaluations:

☐ Late assessments without illness self-reports will be subject to a late penalty 1%/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; an alternate assessment will be assigned OR the weight will be transferred to the final research paper depending upon circumstance. Shorter assignments are designed to prepare students for later assignments.
9. Office Hours:

Office hours will be held remotely using Zoom at the following address:
https://westernuniversity.zoom.us/j/3504723635?pwd=Q0tLc1BkOTc4U3I6YmRWSnORTl0xUT09

I will send out an invite via OWL announcement/email in the first week. I will be available Mondays from 2:30-3:30 and Thursdays 9:30-10:30AM or by appointment.

10. Resources

As a literature class, there are many required texts. I have linked to free online editions where possible. Please buy the more recent texts as soon as possible from bookstore.uwo.ca or ascertain their availability at your local library. I will send out a list of texts unavailable online via OWL announcement.

While I will post writing resources on your MLA and Writing sites tab on OWL, buying a writing handbook with up to date MLA guidelines, etc. is advised.

For the film and literature assignment you will have to find one of the required films online via Netflix, Youtube, etc. or get it on loan from your local library.

11. Professionalism & Privacy:

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

- Students are expected to follow online etiquette expectations provided on OWL
- 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
- Students may be expected to take an academic integrity pledge before some assessments
- All recorded sessions will remain within the course site, and I will warn the class before I begin recording.

12. 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. Children’s literature is fun to read, but there is a lot of reading. Falling behind will put more pressure on you, so try to stay on top of course readings.

2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class. Be sure to check announcements. Be sure to post to forums before the end of the week. The forums are for the class, not just the individual, so late posts will only receive partial marks.

3. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading or watching the videos.

4. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.

5. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact me. That’s what my office hours are for.
Appendix to Course Outlines: Academic Policies & Regulations 2020 - 2021

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 enrol in it without them, you may be removed from this course and it will be deleted from your record. If you enrol in this course despite having already taken an antirequisite you may be removed from this course and it will be deleted from your record. Removals for these reasons 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 or for having already taken the antirequisites.

Conduct of Students in Classes, Lectures, and Seminars
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. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

While in the physical classroom or online classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: enter and leave quietly. Please see the Code of Student Conduct at: www.huronuc.on.ca/sites/default/files/pdfs/Code%20of%20Student%20Conduct.pdf.

Technology
It is not appropriate to use technology (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.

Adding / Dropping Courses
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 Huron website, https://huronatwestern.ca/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.

Class Cancellations
In the event of a cancellation of class, every effort will be made to post all relevant information on the OWL class site and on the Huron website at, https://huronatwestern.ca/about/accessibility.

**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.

Please see the policy on Attendance Regulations for Examinations here: https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf.

**Academic Student 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/academic-advising.

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/contact-directory.

**Copyright Regarding Course Material**

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member. Similarly, students own copyright in their own original papers and exam essays. If a faculty member is interested in posting a student’s answers or papers on the course website he/she should ask for the student’s written permission.

**Statement on Academic Integrity**

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
• Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
• Unauthorized resubmission of course work to a different course;
• Helping someone else cheat;
• Unauthorized collaboration;
• Fabrication of results or sources;
• Purchasing work and representing it as one’s own.

Academic Integrity: Importance and Impact
Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another’s work or ideas is not only an offence against the community of scholars, it is also an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual’s university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university’s work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual’s, and the public’s, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university’s reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction, to failure in the course, to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Dean’s Office, and this record of the offence will be retained in the Dean’s Office for the duration of the student’s academic career at Huron University College.

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, as per the Academic Calendar: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#SubHeading_189.

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 (https://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.

**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 Accommodation for Students With Disabilities**
Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at: http://academicsupport.uwo.ca/.

Please review the full policy at, https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf.

**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/Academic_Consideration_for_absences.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.

**Requests for Academic Consideration Using the Self-Reported Absence Form**

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) 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 or less.

Please note the following conditions that are in place for self-reporting of medical or extenuating circumstances:

- Students will be allowed a maximum of two self-reported absences between September and April and one self-reported absence between May and August;
- Any absences in excess of the number designated in clause a above, regardless of duration, will require students to present a Student Medical Certificate (SMC), signed by a licensed medical or mental health practitioner, detailing the duration and severity of illness, or appropriate documentation supporting extenuating circumstances to the Academic Counselling unit in their Faculty of registration no later than two business days after the date specified for resuming responsibilities.
- Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term.
- Self-reporting may not be used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- Students must be in touch 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 be expected to fulfil the academic expectations they may have missed during the absence.

Please review the full policy at, [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf).

**Policy on “Academic” Accommodation - Medical / Non-Medical Grounds**

**(a) Medical Grounds for assignments worth 10% or more of final grade:** Go directly to Huron Support Services/ Academic Advising, or email huronsss@uwo.ca.

University Senate policy, which can be found at, [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf), requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at: [https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

The documentation is submitted in confidence and will not be shown to instructors. 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.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor’s decision is appealable to the Dean.

(b) Accommodation on Medical Grounds for assignments worth less than 10% of final grade: Consult Instructor Directly

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, 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. 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.

The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Dean. The instructor’s decision is appealable to the Dean.

(c) Non-Medical Grounds: Consult Huron Support Services/ Academic Advising

Where the grounds for seeking accommodation are not medical (e.g. varsity sports, religious, compassionate, bereavement) the student should contact an academic advisor directly. All accommodation requests must include a completed Accommodation Request Form. Late penalties may apply at the discretion of the instructor.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student’s request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student’s ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Dean. The instructor’s decision is appealable to the Dean.

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, www.uwo.ca/uwocom/mentalhealth/.

**Important Dates & Directory**

For a current and up-to-date list of important dates and campus directories, please visit:

- **Huron – Important Dates**: [https://huronuc.ca/important-dates-and-deadlines](https://huronuc.ca/important-dates-and-deadlines)
- **Academic Calendar & Sessional Dates**: [http://www.westerncalendar.uwo.ca/SessionalDates.cfm](http://www.westerncalendar.uwo.ca/SessionalDates.cfm)
- **Huron Directory – Faculty, Staff and Administration**: [https://huronuc.ca/index.php/contact/contact-directory](https://huronuc.ca/index.php/contact/contact-directory)
- **Western Directory – Faculty, Staff and Administration**: [https://www.uwo.ca/directory.html](https://www.uwo.ca/directory.html)