

Mathematics 0110A – Sections 001, 550, 570
Introductory Calculus

September - December 2019

Mathematics 0110A co-coordinators: V. Olds (volds@uwo.ca) and J. Turnbull (jturnbu7@uwo.ca)

Section	Instructor	Class Day/Time	Class Location	Email
001	A. Tomberg	TuTh 7:00 – 9:00 PM	Main B&G 0165	atomberg@uwo.ca
550	M. Mollahajaghaei	MTWF 1:30 - 2:30	Huron V207	mmollaha@uwo.ca
570	J. Turnbull	TuTh 10:30 - 12:30	King's SA151	jturnbu7@uwo.ca

Office location and office hours for each instructor will be posted to OWL.

TEXTBOOK: *Custom package (text and student solutions manual).*
Introductory Calculus: Math 0110A/B. ISBN 0176849491.

WHAT IS EXPECTED OF THE STUDENT?

- working knowledge of, and any needed review of, all relevant pre-Calculus concepts; this includes:
 - factoring, expanding (including factoring quadratics, collecting like terms, FOIL, etc)
 - add, subtract, multiply, divide (including with fractions)
 - knowing how the ‘number line’ works and how to plot (x,y) coordinates on a graph
 - knowing how to solve for x in linear expressions like $2(3 + 2x) = 7 + 3(x - 1)$
 - using the laws of exponents, including for fractional exponents
- regular attendance at classes. Attendance may be monitored at instructor discretion.
- completion of all assigned work.
- assumption of complete responsibility to follow-up regarding any assessments which are missed.
- awareness of items on the OWL forum and use of materials posted on the course OWL web site.
- it is up to the student to seek out help when needed.

PREREQUISITES:

MCR3U or equivalent.

Note: Acceptable prerequisites include (but are not limited to): Mathematics 0105A/B, Mathematics 0109A/B, Ontario High School MHF4U. If unsure, please contact the course coordinators for clarification.

Students are responsible for ensuring that they have successfully completed all course prerequisites. If you do not have the prerequisites for this course, and you do not have written special permission from your Dean to enroll in this course, you will 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.

ANTIREQUISITES:

Mathematics 1225A/B, 1230A/B, Calculus 1000A/B, the former 1100A/B, 1500A/B, Applied Mathematics 1413.

COURSE OUTLINE:

Limits, continuity, definition of derivative, rules for differentiation, higher-order derivatives, velocity, acceleration, implicit differentiation, related rates, exponential functions, logarithmic functions, differentiation of exponential and logarithmic functions, maxima and minima, concavity, curve sketching, optimization.

COURSE WEB SITE:

Various supplemental materials, such as practice tests, are posted on the course OWL web site. In addition, there are forums on which students may post questions. Important information will be posted on the NEWS forum and/or on the class page on the web site. All students are expected to be aware of information, and make use of materials, posted on the course web site.

INSTRUCTOR CONTACT INSTRUCTIONS:

Any email sent to an instructor **SHOULD say Math 0110A in the subject line.**

Note: do not trust email "autocomplete" to default to your instructor's email addresses. Type it in.

Please contact your course instructor if you require material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Services for Students with Disabilities for any specific question regarding an accommodation.

EVALUATION OF STUDENT PERFORMANCE:

Students will be assessed based on:

- Class Work (10%)
- Test 1 (25%)
- Test 2 (25%)
- Final Exam (40%)

Information about how the Class Work component will be assessed, and details of the timing, will be announced in class and posted on the OWL web site.

The two Term Tests, each 90 minutes in length, will be held on

Thursday, October 17, 2019, from 7:00 - 8:30 p.m.

and **Thursday, November 14, 2019**, from 7:00 - 8:30 p.m.

Locations of these tests will be announced in class and/or on the course web site. The Final Exam will be 3 hours in length, covering all the course material. This exam will be scheduled by the Registrar's Office during the December Exam Period. To help you prepare, practice tests and practice exams are available on the course OWL page.

Your mark in the course will be the mark that you earn based on your demonstrated understanding of the course content, assessed using the outlined criteria. Extra credit assignments are not available, and tests and exams cannot be rewritten to obtain a higher mark.

Notes:

1. The Tests and Examination will all have some multiple-choice questions and some written answer questions.
2. **NO calculators or other electronic devices or any other aids are allowed on tests and exams. Use of any electronic communication device during a quiz, test or exam will result in an automatic grade of zero on that assessment, plus any additional penalties applied by the Dean's Office.**
3. See Absence / Missed Work policy on next page.
4. *If the student's final exam mark is higher than a test mark (for a test which the student wrote), the weight from that test will be shifted to the final exam. This may apply to either, or both, of the term tests. This policy does not apply to the class work – the final exam grade will not replace lower-scoring assignments, quizzes, etc.*

Examples:

Student A: 75% on test 1, 60% on test 2, and 70% on the final exam.
Result: drop test 2. Exam goes from 40% of total grade to 65% of total grade.

Student B: 75% on test 1, 60% on test 2, and 80% on the final exam.
Result: drop test 1 and 2. Exam goes from 40% of total grade to 90% of total grade.

Student C: 75% on test 1, 60% on test 2, and 50% on the final exam.
Result: no change; exam worth default 40% of total grade.

Student D: 75% on test 1, 85% on test 2, and 80% on the final exam.
Result: drop test 1; exam goes from 40% of total grade to 65% of total grade.

Student E: skip test 1, or skip test 2, or skip both test 1 and test 2.
Result: score of 0 applied for any skipped test, and the weight is NOT shifted to the final exam. If you skip a test, you may also be debarred from the final exam, and you will be advised to drop the course and take it again. Students who miss a test for a valid reason (such as illness): see the absence policy on the next page.

IMPORTANT NOTE: The provision in note 4 about the weighting of the final exam is intended to allow students who struggle with the course material, but DO master it by the end of the term, to receive a grade which reflects their understanding at the end of the course. It DOES NOT mean that it's okay to ignore the course until just before the final exam. Most of the students who take this course find that the material does not come easily. Students need to work steadily at this course THROUGHOUT the term to have any realistic hope of a successful result.

SENATE POLICY ON PREREQUISITES:

Prerequisite checking is the **student's responsibility**. Unless you have either the prerequisites 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.

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 Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

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.

Plagiarism is an academic offense and will be treated as such. Students who are in doubt as to the nature of this offence should consult their instructor, Department Chair, or Dean's Office, as well as the Huron University College Statement on Plagiarism, available at the Reference Desk in the Huron University College Library and at www.huronuc.on.ca. In addition, students may seek guidance from a variety of current style manuals available at the Reference Desk in the Huron University College Library.

Information about these resources can be found at www.huronuc.on.ca/library&computing~styleguides

ABSENCE / MISSED WORK:

If you are unable to meet a course requirement due to illness or other serious circumstances, you must provide valid medical or other supporting documentation *to your Dean's Office as soon as possible* and contact *your instructor immediately*. Students also have two self-reported absences available for the entirety of the academic year (not per course – for all courses, total), which can be used in lieu of medical documentation.

It is the student's responsibility to make alternative arrangements with his or her instructor once the accommodation has been approved and the instructor has been informed. In the event of a missed final exam, a "Recommendation of Special Examination" form must be obtained from the Dean's Office immediately.

A student requiring academic accommodation due to illness should use the Student Medical Certificate when visiting an off-campus medical facility or request a Record's Release Form (located in the Dean's Office) for visits to Student Health Services. The form can be found here: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

A makeup will be held for each term test as well as for the final exam. **Only students with prior permission from academic counselling will be allowed to write the makeup for a test.** Only students with a Recommendation for Special Exam from their Dean's Office will be allowed to write a makeup for the Final Exam. Any student who misses a portion of the Class Work component of the grade for any legitimate reason should contact your instructor as soon as possible. Supporting documentation may be required to perform any kind of class work re-weighting for missed work. Note: there are no circumstances for which the class grade component can count for more than 10% of the final grade. The final exam will count for a minimum of 40% of the course grade, class work grades cannot substitute for test or exam grades, and test grades cannot substitute for the exam grade.

SUPPORT SERVICES

Office of the Registrar

UWO

<http://www.registrar.uwo.ca>

King's

<http://www.kings.uwo.ca/academics/academic-deans-office/>

Student Development Services

<http://www.sdc.uwo.ca/>

Learning Skills Services

<http://www.sdc.uwo.ca/learning>

USC

<http://westernusc.ca/your-services>

Academic Calendar

<http://www.westerncalendar.uwo.ca/>

WTS

<https://wts.uwo.ca/helpdesk/>

Students who are in emotional/mental distress should refer to Mental Health @ Western via the link given below for a complete list of the options about how to obtain help:

<http://www.uwo.ca/uwocom/mentalhealth/>

Mathematics 0110A Recommended Exercises - Fall 2019

Section	Page	Problems
Pre-Calculus Review (you could be tested/quizzed)		
0.3	18	odd 1-15, odd 21-29, odd 37-43, odd 45-51.
0.4	24	odd 9-17, odd 35-45.
0.5	32	odd 1-13, 19, 25, 27, 29.
Homework Problems		
1.3	65	odd 1-25, odd 27-35, odd 37-47, 49, 53.
1.4	78	odd 21-33, 37, 39.
1.5	91	3, 5, odd 17-21, odd 23-45, odd 51-59.
1.6	101	odd 1-21, 25, 27, 45.
Ch. 1 Review	108	1, 3, odd 43-51, 69 (no graph), 73, odd 79-89, 105, 107, 111, 113.
2.1	123	15, 17, 19, 23, 25, 27, 31, 37, odd 51-59.
2.2	134	odd 5-27, odd 29-33, odd 35-47, 53, 55.
2.3	143	odd 3-7 (no graph, and only find the average rate of change on interval).
2.4	155	odd 1-15, odd 17-23, odd 25-33, 41 (no graph), 43 (no graph), 47, 65.
2.5	165	odd 1-13, odd 23-35, odd 39-45 (no graph), odd 51-65, 69 (no graph).
2.6	172	odd 1-33, 35, 41.
Ch. 2 Review	178	odd 9-15, 17, 21, 23, all 25-28 , 31, 39, odd 49-65, odd 73-79.
4.1	279	odd 1-7, all 13-18 , 31b.
4.2	285	1, 3, all 5-10 , 11, 13.
4.4	302	all 9-12 , odd 23-27, odd 31-39, odd 41-45, 51, 53, 57, 59, 63, 67, 86 (calculator).
4.3	293	odd 5-15, 17, 21, 23, 25.
4.5	311	odd 5-17, 23, odd 39-47, 49, 51, 55, 57, 61, 65.
Supplement	343	all 1-8.
Ch 4 Review	338	odd 1-13, 25, 27, 31, 33, odd 45-51, odd 69-83, odd 93-105, 111, 113, 125, 127.
App B1	190	odd 1-23, 25, 27.
App B2	196	1, 3, 5, 7, 9, 11, 15.
3.1	207	odd 1-7, odd 9-15, odd 19-25, odd 29-35.
3.2	217	odd 1-9, odd 13-17, odd 19-23, 29.
3.3	226	odd 1-21, all 27-30 , 31, 35, 39, 43.
3.4	235	1, 3, 5, 7, 11, 17, 19.
3.5	246	odd 1-9, odd 13-19, odd 29-39.
3.6	256	odd 1-11, 17, 19, 23, 27, 37.
4.3	293	29.
4.5	311	67.
Ch 3 Review	269	odd 1-7, odd 11-19, odd 21-29, odd 33 – 43, 49, 53, 57, odd 59-65.

- Chapter 0 problems are for review by the student and should be completed as soon as possible.

- Page numbers and text references refer to the custom text for Math 0110A/B.

- Any changes to this list will be announced on the NEWS and/or Homework forums in the OWL web site.

- Answers for odd numbered questions are in the back of the text. See OWL for solutions to the even-numbered questions.

Appendix to Course Outlines: Academic Policies & Regulations 2019/2020

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.

In the 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 to be seated 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: sit in an aisle seat and 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 is 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.

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.

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.

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.

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

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 at: <https://owl.uwo.ca/portal>, and on the Huron website at www.huronuc.on.ca/about/accessibility.

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: www.huronuc.ca/student-life-campus/student-services/academic-advising.

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at: www.huronuc.ca/student-life-campus/art-social-science and at www.huronuc.ca/student-life-campus/management-and-organizational-studies.

Adding / Dropping Courses

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Huron website,

[huronuc.ca/student-life-campus/student-services/academic-advising](http://www.huronuc.ca/student-life-campus/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.

Mental Health & Wellness Support at Huron and at Western

Students who are stressed, emotionally distressed or in mental health crisis please refer to:
[huronuc.ca/student-life-campus/student-services/health-wellness](http://www.huronuc.ca/student-life-campus/student-services/health-wellness) for a complete list of options about how to obtain help, or email Huronwellness@huron.uwo.ca to access your wellness staff directly.

Additional supports for Health and Wellness may be found and accessed at Western through www.uwo.ca/uwocom/mentalhealth/.

Huron is committed to providing a safe, welcoming campus for students, staff and faculty by providing confidential assistance to those who have personal safety concerns. Providing a safe and welcoming campus for students, staff and faculty is one of Huron's top priorities.

The Student Emergency Response Team (SERT) provides medical response to 9-1-1 calls on Main, Brescia and Huron campuses which operates 24 hours a day, 7 days a week during the academic year. SERT is dispatched through the campus community Police Service (CCPS) to any medical emergency on campus at (519) 661-3300. For more information about SERT please visit: sert.uwo.ca/about-sert/about-sert/.

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 and 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 a 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 Western University and Turnitin.com.

Computer-Marked Tests/exams

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

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.

Policy on “Special” Accommodation

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://www.sdc.uwo.ca/ssd/index.html> .

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

Students who require academic 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://www.sdc.uwo.ca/ssd/index.html>.

- (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 , 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 .

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 your Instructor directly.

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

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.

Requests for Academic Consideration Using the Self-Reported Absence Form

The full Policy on Academic Consideration for student Absences – Undergraduate Students in First Entry Programs is available at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf .

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.

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

- a.** students will be allowed **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
- b.** 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. Please see section 4 below for more details.

c. The duration of the excused 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;

d. The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;

e. The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;

f. 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;

g. 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.

h. 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.

Important Dates and Directory at Huron and Western

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>
- **Western – Academic Calendar & Sessional Dates:** <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>
- **Huron Directory – Faculty, Staff and Administration:** <https://huronuc.ca/index.php/contact/contact-directory>
- **Western Directory – Faculty, Staff and Administration:** <https://www.uwo.ca/directory.html>