



## Course Outline Policies 2019-2020

### Faculty Office Hours

Office hours will be noted on course outlines. By mid-September and mid-January, office hours are posted on the King's website: <https://www.kings.uwo.ca/current-students/courses-enrolment/course-information/>.

### Academic Consideration for Tests/Examinations

Students are responsible for seeking consideration as noted in the Western University Calendar: [https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/courseoutlines.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/courseoutlines.pdf)

### How to Request Academic Consideration

#### Self-Reported Absence

Students may use the Self-Reported Absence System (SRAS) for a maximum of two short-term absences affecting course components worth 30% or less of the overall course grade. The SRAS may not be used during the December and April exam periods, or for any course components worth more than 30% of the overall course grade.

#### Other Requests for Academic Consideration

King's students should refer to information on the Academic Dean's Office website regarding requests for academic consideration that fall outside of the Self-Reported Absence System (SRAS). (<https://www.kings.uwo.ca/current-students/courses-enrolment/exams-and-tests/medical-accommodation/>)

UWO Policy on Accommodation for Medical Illness:

[http://uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_medical.pdf](http://uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf)

Student Medical Certificate (SMC) - <https://www.eng.uwo.ca/files/undergraduate/student-medical-certificate.pdf>

### Support Services

Accessibility, Counselling and Student Development at King's University College  
<https://www.kings.uwo.ca/current-students/student-services/>

Students experiencing emotional or mental health distress can access services at King's University College  
<http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>

or Mental Health@Western for a complete list of options about how to obtain help.  
[https://www.uwo.ca/health/mental\\_wellbeing/](https://www.uwo.ca/health/mental_wellbeing/)

Academic Support Services at King's University College

<http://www.kings.uwo.ca/current-students/academic-support/>

University Students Council - many valuable support services for students, including the health insurance plan  
<http://westernusc.ca/services/>

### Accommodations for Religious Holidays

Students who have a Sabbath or Holy Day that conflicts with tests or exams must give written notice for accommodation by the deadlines noted in the policy above (minimum two weeks for term tests and examinations, and one week for mid-term tests). See

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_religious.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf)

<https://www.multiculturalcalendar.com/ecal/index.php?s=c-univwo>

## **Remembrance Day Policy**

Two minutes of silence observed on November 11 and 11:00 am throughout the university and that, where this is not possible, two minutes of silence be observed between 11:00 am and 12:00 noon.

Students are permitted to be absent from class to attend Remembrance Day Services, provided the instructor is informed in advance of the intended absence.

## **Statement on Use of Electronic Devices**

### *Use of Electronic Devices*

You are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations.

### *Use of Laptops, Tablets, and Smartphones in the Classroom*

King's University College at Western University acknowledges the integration of new technologies and learning methods into the curriculum. The use of electronic devices – such as laptop computers, tablets, or smartphones – can contribute to student engagement and effective learning. At the same time, King's recognizes that instructors and students share jointly the responsibility to establish and maintain a respectful classroom environment conducive to learning.

The use of electronic devices by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using electronic devices for purposes not directly related to the class may be subject to sanctions under the Student Code of Conduct; see <https://www.kings.uwo.ca/current-students/student-affairs/code-of-student-conduct1/>

Inappropriate use of electronics (e.g., laptops, tablets, smartphones) during lectures, seminars, labs, etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of electronic devices in these settings. In addition, in order to provide a safe classroom environment, students are strongly advised to operate laptops with batteries rather than power cords.

## **Statement on Academic Offences**

King's is committed to Academic Integrity.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, is posted at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

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; see <http://elearningtoolkit.uwo.ca/terms/plagiarism.html>

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.

## **Copyright re: 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 web site he/she should ask for the student's written permission.

## **Class Cancellations**

All reported class cancellations are posted at

<https://www.kings.uwo.ca/current-students/campus-life/service-disruptions/>