

## Management and Organization Studies 2320A/3320A, section 530

### Marketing for MOS

**CONTACT**

Instructor: Emily Chen-Bendle  
E-mail: echenben@uwo.ca  
Office Hours: By appointment.

**CLASS**

Day: Thursdays  
Time: 11:30 am - 2:30 pm  
Room: BR-135

**COURSE DESCRIPTION**

An introduction to the role of marketing in the organization including information systems, corporate strategy, opportunities assessment, product differentiation, pricing strategies, distribution, communication and advertising.

**COURSE LEARNING OUTCOMES**

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

1. Demonstrate professionalism expected by an employer.
2. Demonstrate effective written and oral communication skills.
3. Describe aspects of marketing, including: marketing strategy, social responsibility, consumer behaviour, segmentation and targeting, products and services, the marketing mix, and marketing planning.
4. Apply marketing concepts in real business situations.

Student competency levels on these outcomes will vary. You can expect to achieve these outcomes if you honour course policies, attend classes regularly, complete all assigned work in good faith and on time, demonstrate comprehension of the course content, and meet all other course expectations of you as a student.

**BRESCIA UNIVERSITY COLLEGE COMPETENCIES**

Primary competencies developed in this course include:

Competency #	Competency	Level
1	Communication	3
2	Critical Thinking	3
3	Inquiry and Analysis	2
4	Problem Solving	2

1. Communication includes the articulation of one's ideas, developing informative and persuasive arguments in all forms of communication, understanding the communication context. Students will also develop interpersonal communication skills including working with others in groups, sharing opinions, resolving conflicts, offering ideas, listening to others, asking questions, and demonstrating effective nonverbal behaviours.
2. Problem Solving includes the development of a problem statement, identification of proposed solutions, selection of a solution, evaluation of that solution, iteration based on communication and feedback from the proposed customer. The student will be able to identify what she knows about the problem, her assumptions and biases, and will test her assumptions.
3. Inquiry and Analysis involves the methodical practice of exploring issues and posing questions to seek information, knowledge, or clarity in order to gain a more comprehensive understanding of what is true. Inquiry and analysis begins with the collecting of information, the examination of the knowledge, and then converting the material into valuable new knowns. Knowledge is therefore discovered over time because investigation is continual, as is the testing of new knowledge. Once the evidence has been organized and synthesized, conclusions about the question or problem are developed that logically follow from the inquiry process.
4. Critical Thinking involves reasoning, a process where we create arguments by connecting thoughts together so that some thoughts (premises) provide support for other thoughts (conclusions). There are three basic skills involved in critical thinking: interpretation, verification and reasoning. The first skill comprises understanding how words express or fail to express thoughts, expressing clearly what we mean, and discerning an argument's structure. The second skill involves determining whether premises are acceptable. And the third skill encompasses evaluating whether premises make it reasonable accept the conclusion.

See <http://brescia.uwo.ca/academics/brescia-competencies/> for a detailed description of each competency.

### **COURSE MATERIALS**

Marketing, 4th Canadian Edition (Grewal, Levy, Lichtl), 2018, McGraw-Hill Print: ISBN-10 1-25926876-4

### **COURSE PREREQUISITES AND ANTIREQUISITES**

Antirequisite(s): MOS 3320A/B and MOS 2320A/B.

Prerequisite(s) for 2320A: Business Administration 1220E or both MOS 1021A/B and MOS 1023A/B and enrolment in BMOS.

Prerequisite(s) for 3320A: Business Administration 2257, or MOS 2227A/B and MOS 2228A/B and enrollment in BMOS.

### **COPYRIGHT AND INTELLECTUAL PROPERTY**

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

## COURSE STRUCTURE AND CONTENT

Date	Topic	Readings
Week 1 Sep 5	Introduction to course Overview of Marketing	Chapter 1
Week 2 Sep 12	Social Responsibility & Ethics (see OWL for add. material) Developing Marketing Strategies and a Marketing Plan Analyzing the Marketing Environment <b>Deadline: group lists for Group Project must be handed in at the end of class</b>	Chapters 2, 3
Week 3 Sep 19	Global Marketing only through page 537 Segmentation, Targeting and Positioning	Chapter 17, 6
Week 4 Sep 26	Marketing Research Review Group Project topic with instructor <b>Deadline: Submit your Group Project topic at the start of class.</b>	Chapters 7
Week 5 Oct 3	Consumer Behaviour Business-to-Business Marketing	Chapter 4,5
Week 6 Oct 10	Developing New Products Product, Branding, Packaging	Chapters 8, 9
Week 7 Oct 17	<b>Analysis and Objective Group Presentations</b> <b>Deadline: Analysis and Objective Group Presentations due at start of class</b>	

Week 8 Oct 24	Services Pricing	Chapters 10, 11
Week 9 Oct 31	Distribution Channels Retailing	Chapters 12, 13

Reading Week Nov 7	Reading Week	
Week 10 Nov 14	Integrated Marketing Communication Online (see OWL for add. material)	Chapter 14
Week 11 Nov 21	Advertising, Sales Promotions, Personal Selling <b>Deadline: Marketing Plan Report due at the start of class</b>	Chapter 15
Week 12 Nov 28	Group Project Final Presentations <b>Deadline: Final Presentations due at the start of class</b>	
Week 13 Dec 5	Group Project Final Presentations <b>Deadline: Final Presentations due at the start of class</b>	
TBA	Final Exam – During Exam Period December 8-19	

The course outline and schedule are subject to change at the discretion of the course instructor.

## EVALUATION

Component	Timing	Learning Outcomes	Brescia Competency	Weight
Class Contribution	Weekly	1,2,3	1,2,3,4	20%
Final Exam	During Exam Period	1,2,3	1,4	30%
Group Project: Analysis and Objective Presentation	Week 7	1,2,3,4	1,3,4	15%
Group Project Marketing Plan Report	Week 11	1,2,3,4	1,2,3,4	25%
Group Project Final Presentation	Week 12, 13	1, 2,3,4	1,2,3,4	10%

With the exceptions of the presentations, class time will be used for lectures and activities designed to facilitate student comprehension of the material.

### Academic Accommodation

For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar. Students must visit their Academic Advisor for accommodations for **all** assignments. This includes missed classes for all circumstances except for recruiting events or job interviews, in which documentation of the event must be supplied directly to the instructor.

Students must **complete all elements of evaluation** to receive a passing grade in the course. There will be no re-weighting of components within the course unless a student has received an academic accommodation. Please note that grades cannot be adjusted based on need. Your mark in the course will be the mark that you earn based on your demonstrated understanding of the course content. Extra credit assignments are not available and tests and exams cannot be rewritten to obtain a higher mark.

Once a student has written a test or examination she is committed to the mark earned. Late assignments without an academic accommodation will receive a "0". All required assignments are subject to submission for textual similarity review to the commercial plagiarism detection software under license to source documents in the reference database to detect

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 (<http://www.turnitin.com>).

### **Evaluation Component Descriptions**

Please refer to all additional details regarding grading components provided through OWL and in class lectures.

### ***Class Contribution***

Students will be expected to come to class prepared to actively engage in class – this will not be possible without careful readings of the assignments prior to class. Contribution will include active, engaged listening to the instructor and other students, active, respectful participation in class discussions and exercises. Missed classes, tardy attendance or disengaged attendance (for example, using social media during class) will negatively affect contribution marks. Please see instructor early in the semester if you have any concerns or questions about contribution.

### ***Final Exam***

The final exam will cover all material in the text and all content covered during class time over the course of the semester. The format may include multiple choice, short answer, long answer, essay and case analysis. The exam will take place during the Final Exam Period (December 8-19)

### ***Group Project***

Over the course of the semester, the group project will provide you with an opportunity to apply the course content to a real world situation. It is comprised of three major deliverables, together worth 50% of your total grade for this course. You may pick your topic for this project, but it must be either a marketing plan for a small existing business (a local shop or restaurant for example), or a marketing plan for a new business you are creating or considering creating. Your marketing plan must be an ORIGINAL marketing plan – for example if you choose an existing business you cannot simply observe and report on their existing marketing strategy.

Please make a note of the project deadlines in the weekly course schedule above. Please be aware that group lists (due end of Week 2) and Group Project topics (due beginning of class Week 4) must be submitted in hard copy only. I will assign groups for any class members who do not find a group on their own.

### ***Group Project: Analysis and Objectives Group Presentation***

Your presentation should address the following:

- *Analysis of the macro environment, including:* demographics, culture, the economic environment, the technological environment, the political and legal environment, social and natural trends
- *Analysis of the micro environment, including:* competitor analysis, company analysis, corporate partner analysis
- *STP analysis, including:*
  - A discussion of appropriate segmentation base
  - A discussion of targeting strategy
  - A detailed description of the proposed target market, including a discussion of segment attractiveness as discussed in the course text. Please note this MUST include a quantitative component (a segmentation profitability calculation is sufficient as a starting place – potential growth or contraction would ideally also be assessed)
  - A discussion of positioning, which MUST include a positioning statement.
- Implications of the Analysis: Please do not underestimate the importance of this section
- Preliminary objective statement for the Marketing Plan, created using the SMART format discussed in class.

Content should be conveyed in a way that maximizes the opportunities of “presentation” as a medium. For example, students might include thoughtful use of visuals and videos. Student should limit reliance on notes and find ways to interest and connect with the audience. Presentations should be well organized, should include an agenda slide and should begin with introductions of the members of the team and end with concluding remarks. Business attire is not required but is strongly suggested. All presentations must be properly cited and referenced using APA.

- Each team must hand in a hard copy of the project, as well as submitting it through Turnitin
- The time limit will be announced in week 1
- Additional information and requirements about the project will be provided in class during week 1.

### ***Group Project Marketing Plan Report***

The content and structure of the Group Project Marketing Plan Report will be discussed in week 1. A brief revision and summary of the Analysis and Objectives Presentation must be included, including especially the objective statement, targeting strategy, target market and positioning statement. **A detailed marketing strategy MUST be included.** It is extremely important that you draw on course content, tools and frameworks to explain the reasoning for the marketing strategy decisions you make, and that you use course language, content, and tools to describe the decisions you make.

Your project will be assessed on:

- Complete development of all required content
- Correct and thorough application of course concepts
- Clear, concise and professional communication of your ideas
- Consistency throughout the presentation. For example, all activities described in the plan should connect to the objective statement.
- Adherence to formatting requirements, including:
  - Inclusion of a cover page with each student’s name and student ID
  - A table of contents
  - Each team must hand in a hard copy of the project, as well as submitting it through Turnitin
  - Report should be 15 double spaced pages long, excluding table of contents, appendices, exhibits, references, and cover page. APA formatting is strongly recommended throughout the paper.
  - **APA style citations and references must be included for ALL sources. Secondary research will be necessary to properly complete this project.** Please ask if you have any questions.
  - The main body of the paper must be able to be read (“standalone”) without the appendices, and any all appendices must be referred to in the main body of the paper.
  - Additional information and requirements about the project will be provided in class during week 1.

### ***Group Project Final Presentation***

The presentation of the group project is worth 10% of your overall final grade. Every group member must present.

The Group Project Final Presentation should be a “pitch” of your Marketing Plan Report. Key elements of the Analysis and Objectives Group Presentation and Marketing Plan Report must be included, and conveyed in a way that maximizes the opportunities of “presentation” as a medium. For example, students might include thoughtful use of visuals and videos. Student should limit reliance on notes and find ways to interest and connect with the audience. Presentations should be well organized, should include an agenda slide and should begin with introductions of the members of the team and end with concluding remarks. Business attire is not required but is strongly suggested. All presentations must be properly cited and referenced using APA.

- Each team must hand in a hard copy of the project, as well as submitting it through Turnitin
- The time limit will be announced in week 1.

- Additional information and requirements about the project will be provided in class during week 1.

### A Note Regarding Email

Please refer to the following guidelines regarding the use of email in this course:

1. Email is fine for sharing information and for setting up meetings and appointments.
2. It is useful for simple questions of clarification, but not ideal for anything more complex. In those cases, please make an appointment with me. This includes questions about grades or group dynamics.
3. Please ensure you use tone and language appropriate to a professional environment in your emails. If you are unclear about what this might entail, don't hesitate to reach out.
4. **I will check email on a daily basis Monday through Friday during normal business hours during the term. I will respond to your emails as promptly as possible, usually within one business day. (Please keep this in mind especially as you approach key deadlines and tests/exams so you don't get stuck!)**

### Appointments

Please make an appointment if you wish to meet with me. Appointments can be arranged by approaching me after class or by sending an email to set up a mutually convenient time.

Make sure to be on time, have an objective for the discussion and bring a copy of your paper or exam if you wish to discuss it.

### Privacy

In order to respect privacy laws, and the privacy of individual students, the only methods student grades will be communicated will be via OWL, direct contact with me or on a test/exam/report/essay paper. I am not able to email your grade to any email address.

Student grades are confidential. Please take this into consideration when sharing your grades or asking others to share their grades. Your choice to share your grades will not be taken into consideration in any grading decision made and in order to respect the privacy of each student, I will only discuss individual grades with the student in question.

The University is committed to protecting specific types of information, which, if disclosed, could reasonably be expected to result in harm to the University, an identifiable individual, or a third party. As a result, I am not able to release any information including, but not limited to, a student's personal information, attendance or grade records, to anyone other than the individual involved.

### Dropping a Course

In order to drop a course without academic penalty, you must drop the course by the following date: Fall Term Half Credit Course November 12

For further details, check the online academic calendar in the registrar's website or check with your academic advisor.

To book an appointment with one of Brescia's Senior Academic Advisors, call 519.432.8353, extension 28266.



## 2019-20 BRESCHIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

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

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10)).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

1. Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

2. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
3. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
4. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

5.

#### 6. Requests for Academic Consideration Using the Self-Reported Absence Portal

7. Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

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

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;

5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24** hours after the end of the period covered by the Self-Reported Absence form to clarify how they will fulfil the academic expectations they may have missed during the absence.

9.

#### 10. Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](http://brescia.uwo.ca/academics/registrar-services/), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

### 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory ([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68)).

### 4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20).

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

#### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

## **6. PREREQUISITES**

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

## **7. SUPPORT**

### **Support Services**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

### **Mental Health and Wellness**

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia**

(<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**,  
[http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html).

### **Sexual Violence**

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

---

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.

---