

## Course Outline – FN 2232: Principles of Food Science

### School of Food and Nutritional Sciences

#### General Information

Course #: FN 2232

Section #:

Lecture Section 530 – Online Jessica Cusovich	8:30am - 11:30am	
Lecture Section 230 – Blended* Jessica White	5:30pm - 8:30pm	BR-2001
*Please note that in-person lectures will take place every other week, see lecture schedule below for details		
Lab Section 231 – Thursday (White)	2:30pm - 5:30pm	BR-1001
Lab Section 232 – Wednesday (White)	2:30pm - 5:30pm	BR-1001
Lab Section 233 – Tuesday (White)	2:30pm - 5:30pm	BR-1001
Lab Section 235 – Thursday (Davidson)	2:30pm - 5:30pm	BR-1009
Lab Section 236 – Wednesday (Davidson)	2:30pm - 5:30pm	BR-1009

Term: Fall/Winter

Year: 2021/2022

#### Lecture Instructor Information

Name: Jessica Cusovich, MSc

E-mail: [jcusovic@uwo.ca](mailto:jcusovic@uwo.ca)

Office hours for students: By appointment

Office location: UH 208 (please note all appointments will occur virtually through Zoom)

#### Lecture Instructor Information

Name: Jessica White, MScFN, RD

E-mail: [jwhit44@uwo.ca](mailto:jwhit44@uwo.ca)

Office hours for students: By appointment

Office location: UH 210 (please note all appointments will occur virtually through Zoom)

#### Lab Instructor Information

Name: Katey Davidson, MScFN, RD

E-mail: [kdavid32@uwo.ca](mailto:kdavid32@uwo.ca)

Office hours for students: By appointment

Office location: UH 203 (please note all appointments will occur virtually through Zoom)

### Lab Instructor Information

Name: Jessica White, MScFN, RD

E-mail: [jwhit44@uwo.ca](mailto:jwhit44@uwo.ca)

Office hours for students: By appointment

Office location: UH 210 (please note all appointments will occur virtually through Zoom)

### Laboratory Technician

Name: Matthew Nguyen

E-mail: [matthew.nguyen@uwo.ca](mailto:matthew.nguyen@uwo.ca)

Telephone number for office appointments: 519-423-8353 x28206

Office hours for students: By appointment

Office location: BR 1011

### Special Circumstances

In the event of a COVID-19 resurgence during the course that necessitates the course moving away from in-person delivery, course content may be delivered online either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). There may also be changes to any remaining assessments at the discretion of the course instructor. In the event of a COVID-19 resurgence, detailed information about the impact on this course will be communicated by the Office of the Dean and by the course instructor.

### Course Description

A study of the physical structure, chemical composition and nutritive value of foods with emphasis on the effect on a finished product of the physical and chemical conditions, the proportion of ingredients and manipulative techniques. Discussion of aesthetic qualities and food economics.

Students who enrolled in the HSp Nutr Diet prior to fall 2019 will be able to complete the module with the previous modular requirements and pre-requisites. For this course, these include:

**Pre-or Corequisite(s):** Foods and Nutrition 1030 or Foods and Nutrition 1070A/B and Foods and Nutrition 1241A/B, Chemistry 2003A/B or Chemistry 2213A/B.

**Extra Information:** 3 lecture hours, 3 laboratory hours.

### Required Course Materials

Textbook and Manuals:

1. Scheule, B., & Frye, A. 2020. Introductory Foods (15<sup>th</sup> ed.). Pearson. (newest edition)
  - a. Can be purchased at the Western Book Store (ebook is also available for purchase)

2. FN 2232 Recipe Manual
3. FN 2232 Experiment Book

The following apparel is required for the Food Lab:

White chef's uniform or lab coat

Hairnet (or appropriate head covering) (first one will be provided, replacement is \$1.00)

Closed-toe, non-slip, flat soled shoes

Disposable face mask (will be provided)

You will not be permitted in the lab without proper lab attire and will result in an incomplete lab.

### **Lab Fees: \$90.00 per student**

(Laboratory fees are billed along with your tuition. A receipt for payment of laboratory fees must be submitted to the instructor by the end of the third week of classes in order to continue in the course)

### **Optional Course Materials**

N/A

### **Learning Outcomes**

Upon successful completion of this course, students will be able to demonstrate the Brescia Competencies of communication, problem solving, self-awareness, and development by:

1. Acquiring information on the fundamental nature of the ingredients used in food preparation and the basic scientific principles underlying their behaviour through weekly lectures and laboratories
2. Applying this information to food preparation in the lab
3. Demonstrating their knowledge of these scientific food principles through lab and tests
4. Recognizing high quality foods and how to use them in daily food choices and food preparation
5. Integrating their nutritional knowledge and gained practical food preparation experience to complete a food preparation demonstration
6. Demonstrating understanding of current food science topics through participation in class and lab discussions

## Brescia Competencies

### **Communication**

The ability to exchange information and meaning across cultures, space, and time through appropriate modes of communication. Includes oral, written, and interpersonal of group communicate, as well as the ability to use current or innovative media.

### **Problem Solving**

The ability to create and execute a strategy to answer a question or achieve a goal. Includes being able to anticipate the consequence of a potential solution, select a strategy among several alternative, and decide when an acceptable outcome has been reached.

### **Self-Awareness and Development**

The ability to draw meaning, knowledge, and value from honest and fair reflection and self-evaluation. Students are able to recognize their values and their impact on others, and make a commitment to personal growth.

## Teaching Methodology and Expectations of Students

### **Stress**

The course is a study of the physical structure, chemical composition, and nutritive value of foods with emphasis on the effect of the physical and chemical environment on a finished product. An experimental approach will demonstrate the principles and method of food preparation. The topics for discussion include carbohydrate foods (fruits, vegetables, cereals, starch, sugar), protein foods (milk, cheese, eggs, meat, fish, poultry, legumes, nuts), beverages (coffee, tea), and flour mixtures (flour, leavening agents, quick breads, bread, cakes, pastry).

### **Approach**

Lectures, videos, readings, discussions, class, and lab assignments will be integrated with experiments and recipes done in the food laboratory.

### **Specific Course Policies**

1. For mark components of 10% or higher, any student who misses these requirements can request for accommodation from the academic advisors on medical or non-medical grounds with proper documentation submitted. The academic advisors will then make the request of accommodation to the faculty as necessary.
2. Missing more than three (3) laboratories, without accommodation, will result in failure in the laboratory and an "incomplete" in the course. Successful completion of the laboratory will be necessary in order to receive credit for the course.
3. Assignments are due at the time and date noted. The mark will be reduced by 20% on assignments submitted late. Assignments submitted after seven days will not be accepted for marking, except with documentation to show a confirmed illness or death in the student's immediate family.

## ICDEP Competencies

The ICDEP were created by The Partnership for Dietetic Education and Practice (PDEP), a network of professionals from education, regulatory, and professional bodies/associations across Canada. There are 7 inter-related Domains (areas) of Practice Competencies: Food and Nutrition Expertise, Professionalism and Ethics, Communication and Collaboration, Management and Leadership, Nutrition Care, Population Health Promotion, and Food Provision.

For more information on ICDEP competencies please visit the UWO OWL FN UNDERGRADUATE RESOURCES AND INFORMATION site.

## 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

## Evaluation

Evaluation Breakdown:

<b>Component</b>	<b>Weight</b>	<b>Date/ Deadline</b>	<b>Learning Outcome</b>	<b>Brescia Competencies</b>
<b>Test 1 (Through OWL)</b> <i>Covers lectures 1-4</i>	12.5%	October 23, 2021 at 9am	1, 3	Problem Solving
<b>Test 2 (Through OWL)</b> <i>Covers lectures 5-9</i>	12.5%	During December Exam Period (Time and Date TBD)	1, 3	Problem Solving
<b>Test 3 (Through OWL)</b> <i>Covers lectures 10-13</i>	12.5%	February 2022 Time and Date TBD	1, 3	Problem Solving
<b>Test 4 (Through OWL)</b> <i>Covers lectures 14-19</i>	12.5%	During April Exam Period (Time and Date TBD)	1, 3	Problem Solving

<b>Participation in Forum Discussions - Lecture (Through OWL)</b> <i>See OWL for rubric</i>	10%	Ongoing	6	Communication, Problem Solving, Self-Awareness and Development
<b>Group Topic Presentation</b> <i>See OWL for rubric</i>	10%	TBD	1, 6	Communication, Problem Solving, Self-Awareness and Development
<b>TrainCan's Advanced Food Safety Certification</b>	10%	November 8, 2021 at 11:59 pm	2, 3, 5, 6	Problem Solving
<b>Lab Demonstration Presentation</b>	10%	During the final two weeks of lab see lab schedule below and assignment details on OWL	1, 2, 4, 5	Communication, Problem Solving, Self-Awareness and Development
<b>Lab Participation</b> <i>Please note that mark deductions for lab participation (0.25% per offence) may occur during labs for lateness (under 30 minutes) or unclean lab stations. After 30 minutes, you will receive an incomplete participation (deduction of 1 mark) for the lab. This along with other lab expectations will be discussed during the first lab</i>	10%	Ongoing	1, 2, 6	Communication, Problem Solving, Self-Awareness and Development

### 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.

For course components worth less than 10% of the total course grade, documentation is not required. Whenever possible students should provide notification in advance of due dates or

absence. If advance notification is not possible, the course instructor should be contacted within two business days.

## Course Content

### Topics to Be Covered:

- *Factors Important in Food Preparation:* Food composition, simple and complex carbohydrates, heat, measurement.
- *Fruits:* Classification, structure of plant cell, composition and nutritive value, plant pigments, enzymatic browning, Maillard browning, flavor constituents, and selection of fruits.
- *Vegetables:* Classification, composition and nutritive value, flavor of vegetable, storage of vegetables, texture of vegetables and effects of cooking.
- *Milk and Cheese:* Milk – Composition and nutritive value, production of milk for market, constituents of milk, physical properties of milk, coagulation of milk, types and uses of milk. Cheese – Brief history, classification, manufacturing, ripening of cheese, processed cheese, composition and nutritive value, and cheese cookery.
- *Eggs:* Structure, composition and nutritive value. Egg quality, coagulation, binding and emulsification, egg white foams, and egg cookery.
- *Sugar and Sugar Cookery:* Chemical structure of sugars, market forms, syrups, relative sweetness of sugars, solubility of sugar, and crystallization of sugar. Candies – Classification and principles for candy making.
- *Starch:* Sources, composition and molecular structure, gelatinization, gel structure, and problems in starch cookery.
- *Cereals:* structure of cereal kernel, enriched cereals, different types of cereals, alimentary pastes, and cereal cookery.
- *Gelatin:* Market forms, nutritive value, and gel formation.
- *Fat:* Characteristic and composition of food fats, rancidity of fat, and uses and care of frying fat.
- *Meat:* Structure of meat cut, composition and nutritive value of meat, post-mortem changes and aging, inspection and grading, meat cuts and identification, tenderness of meat, care of meat at home, and meat cookery.
- *Poultry:* Classification, processing, composition, and cooking poultry.
- *Fish:* Classification, composition and nutritive value, market forms, shellfish, and fish cookery.
- *Flour:* Milling process, types of flour, constituents of flour and gluten development.
- *Leavening Agents:* Types, individual leavening agents and their characteristics.

- *Flour Mixtures*: Classification and factors affecting texture of baked products; Quick Breads – Popovers, griddle cakes, waffles, muffins, and biscuits; Cakes – Classification, ingredients and mixing method for different types of cake and cake mixes; Bread – Types of bread, ingredients and proportions, methods of mixing, and staling of bread; Pastry – Shortening power of fat and oil in pastry, tenderness and flakiness of plain pastry and puff pastry.
- *Tea and Coffee*: History and popularity, processing, composition, and factors affecting quality.

Lecture Weekly Organizer:

Class/Topic	Date		Assignments and/or Readings Due
	WEEK OF	e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
<b>1</b>	Sept 13, 2021	Introduction, Food Safety, Equipment, and Recipe Basics	15 <sup>th</sup> ed.: Ch. 2-4 (Section 230 In-Person)
<b>2</b>	Sept 20, 2021	Food Composition and Chemistry, Heat Transfer in Cooking	15 <sup>th</sup> ed.: Ch. 5, Ch. 7 (Section 230 Online)
<b>3</b>	Sept 27, 2021	Fruits Vegetables Vinegar	15 <sup>th</sup> ed.: Ch. 20 15 <sup>th</sup> ed.: Ch. 18 15 <sup>th</sup> ed.: Ch 21, pg 562-564 (Section 230 In-Person)
<b>4</b>	Oct 4, 2021	Vegetarian Diet, Alternative Proteins	15 <sup>th</sup> ed.: Ch. 19 (Section 230 Online)
	Oct 11, 2021	Thanksgiving (Week Off/Catch-Up Week)	No lecture or Forum Topic Discussion
	October 23, 2021 at 9am	Test #1	Covers lectures 1-4



<b>5</b>	Oct 18, 2021	Sugars and Sugar Cookery	15 <sup>th</sup> ed.: Ch. 9 (Section 230 Online)
<b>6</b>	Oct 25, 2021	Starch	15 <sup>th</sup> ed.: Ch. 11 (Section 230 In-Person)
	Nov 1, 2021	Fall Reading Week (Week Off)	No lecture or Forum Topic Discussion
<b>7</b>	Nov 8, 2021	Cereal Grains, Noodles and Pasta Gels	15 <sup>th</sup> ed.: Ch. 12 15 <sup>th</sup> ed.: Ch 21, pg 569-571 (Section 230 Online)
<b>8</b>	Nov 15, 2021	Fat Chemistry Part 1	15 <sup>th</sup> ed.: Ch. 8, pg 152-182 (Section 230 In-Person)
<b>9</b>	Nov 22, 2021	Fat Chemistry Part 2 - Deep Fat Frying, Emulsions, Chocolate	15 <sup>th</sup> ed.: Ch. 8, pg 182-193 15 <sup>th</sup> ed.: Ch 27, pg 761-762 (Section 230 Online)
<b>10</b>	Nov 29, 2021	Milk, Cheese and Other Milk Products	15 <sup>th</sup> ed.: Ch. 10, Ch. 22 (Section 230 In-Person)
	TBD	Test #2 – During December Exam Period	Covers Lectures 5-9
	Jan 3, 2022	Extended Holiday (Week Off)	No Lecture or Forum Topic Discussion
<b>11</b>	Jan 10, 2022	Eggs and Egg Cookery	15 <sup>th</sup> ed.: Ch. 23 (Section 230 In-Person)
<b>12</b>	Jan 17, 2022	Meat and Meat Cookery	15 <sup>th</sup> ed.: Ch. 24 (Section 230 Online)

<b>13</b>	Jan 24, 2022	Poultry Fish and Seafood Gelatin	15 <sup>th</sup> ed.: Ch. 25 15 <sup>th</sup> ed.: Ch. 26 15 <sup>th</sup> ed.: Ch 21, pg 568 - 574 (Section 230 In-Person)
	Jan 31, 2022	Week Off/Catch-Up Week	No lecture or Forum Topic Discussion
	TBD	Test #3	Covers Lectures 10-13
<b>14</b>	Feb 7, 2022	Flour Mixtures: Batters and Doughs	15 <sup>th</sup> ed.: Ch. 13 (Section 230 Online)
<b>15</b>	Feb 14, 2022	Quick Breads Yeast Breads	15 <sup>th</sup> ed.: Ch. 14 15 <sup>th</sup> ed.: Ch. 15 (Section 230 In-Person)
	Feb 21, 2022	Reading Week	No lecture or Forum Topic Discussion
<b>16</b>	Feb 28, 2022	Pastry, Cakes and Cookies	15 <sup>th</sup> ed.: Ch. 16, Ch. 17 (Section 230 Online)
<b>17</b>	March 7, 2022	Beverages	15 <sup>th</sup> ed.: Ch. 27, pg 744-761, 763-764 (Section 230 In-Person)
<b>18</b>	March 14, 2022	Factors Affecting Food Choice, Seasonings, Flavourings, Food Additives, Sensory Evaluation	15 <sup>th</sup> ed.: Ch. 1, Ch. 6 (Section 230 Online)
<b>19</b>	March 21, 2022	Food Packaging and Preservation	15 <sup>th</sup> ed.: Ch. 28 (Section 230 In-Person)
	Date/ Time TBD	Test #4 – During April Exam Period	Covers Lectures 14-19

Lab Weekly Organizer:

NOTE: Due to the current COVID-19 pandemic, the lab schedule is subject to change. Notice of cancelled labs will be given as early as possible. Please stay up to date with OWL and e-mail announcements.

Class/Topic	Date	Description	Assignments and/or Readings Due
<b>1</b>	Sep 28-30, 2021	Introduction, Food Safety, Measurement	
<b>2</b>	Oct 5-7, 2021	Knife Skills	
<b>3</b>	Oct 12-14, 2021	Week off lab to work on TrainCan's Advanced Food Safety Certification (Online, No Lab)	
<b>4</b>	Oct 19-21, 2021	Fruits and Vegetables	
<b>5</b>	Oct 26-28, 2021	Plant-based proteins	
	Nov 2-4, 2021	Fall Reading Week (No Labs)	
<b>6</b>	Nov 9-11, 2021	Online Lab	
<b>7</b>	Nov 16-18, 2021	Cereal Grains and Pasta	

<b>8</b>	Nov 23-25, 2021	Sugar and Chocolate	
<b>9</b>	Nov 30-Dec 2, 2021	No Lab	
		Winter Break	
	Jan 6, 2022	Extended Week (No Labs)	
<b>10</b>	Jan 11-13, 2022	Eggs, Cheese, Milk	
<b>11</b>	Jan 18-20, 2022	Meat and Poultry	
<b>12</b>	Jan 25-27, 2022	Fish and Deep Frying	
<b>13</b>	Feb 1-3, 2022	Online Lab	
<b>14</b>	Feb 8-10, 2022	Flours and Quick Breads	
<b>15</b>	Feb 15-17, 2022	Cakes and Pastries	
	Feb 22-24, 2022	Winter Reading Week (No Lab)	

<b>16</b>	March 1-3, 2022	Yeast Breads and Beverages	
<b>17</b>	March 8-10, 2022	Food Demos	
<b>18</b>	March 15-17, 2022	Food Demos	
	March 22-24, 2022	Catch-up week (if needed)	

## 2021-22 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

### 1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at [https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](https://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 ([https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&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.

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:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. 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.

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

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.

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.

#### 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 ([https://www.brescia.uwo.ca/enrolment\\_services/academic\\_advising/index.php](https://www.brescia.uwo.ca/enrolment_services/academic_advising/index.php)). If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to <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.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

**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 **Health & Wellness at Brescia** ([https://brescia.uwo.ca/student\\_life/health\\_and\\_wellness/index.php](https://brescia.uwo.ca/student_life/health_and_wellness/index.php) ) 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 [https://brescia.uwo.ca/safe\\_campus/sexual\\_violence/index.php](https://brescia.uwo.ca/safe_campus/sexual_violence/index.php) .

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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.

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