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**FAMILY STUDIES AND HUMAN DEVELOPMENT 2235  
INTRODUCTION TO COUNSELLING 2021-2022**

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**Office:**  
**Phone Number:** 519-476-2608  
**Office hours:** Remote appointments can be scheduled via phone or Zoom  
**Class time/room:** Online - Asynchronous

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### **CALENDAR DESCRIPTION**

This online course introduces students to the basic foundations of counselling within the context of the study of Family Studies. Students will learn about the history of the counselling profession, will gain an understanding of various approaches, skills, and contexts that utilize counselling, and will consider the role of counselling among diverse populations, including adolescents, couples, and families. Topics include ethical and legal aspects, assessment, individual and group counseling, research, use of technology, and multicultural issues related to counselling.

### **COURSE OBJECTIVES**

1. Appreciate the historical development of counseling theory and approaches.
2. Demonstrate an understanding of the purpose and objectives of counseling.
3. Develop an understanding of the principals and values of ethical practice.
4. Develop an understanding of the therapeutic relationship and therapeutic process.
5. Explore the various counselling theories, specialties, and applicable client populations.
6. Understand and develop self-care strategies for professional practice.

### **LEARNING OUTCOMES**

This online course is designed to create a learning environment in which you will develop competency in the following areas:

1. Demonstrate an understanding of selected foundation theories that guide the practice of counselling. *Inquiry and Analysis- Level 3*
2. Demonstrate an appreciation of the importance of communication (verbal/non-verbal and remote), cultural humility, and diversity in interpersonal helping and social interaction. *Communication- Level 3*
3. Demonstrate basic competency in articulating the procedural and ethical components involved in the counselling relationship. *Valuing/Critical Thinking- Level 2*

4. Understand the role of counselling in various contexts (education, justice, community, health etc.). *Critical Thinking- Level 2*
5. Develop a basic understanding of the importance of research and evaluation with respect to ensuring evidence based/informed practice. *Inquiry and Analysis- Level 2*
6. Demonstrate competency in application of counselling skills, ethics, communication, theoretical approaches, assessment, and the importance of context through creation of a client case file. *Critical Thinking- Level 3/Problem Solving- Level 2*
7. Develop increased awareness of self and others within a group context in order to better understand case consultation models of interprofessional practice and team-based collaboration. *Self-awareness and Development/Social Awareness and Engagement.- Level 2*
8. Develop an awareness of self and related coping techniques to foster healthy self-care practices imperative for ethical practice as a professional clinician. *Self-awareness and Development/Social Awareness and Engagement.- Level 2*

## PREREQUISITE

Any Family Studies 1000-level course or permission of the instructor.

## REQUIRED E-TEXT

Pearson e-text for: **Counseling: A Comprehensive Profession, Eighth Edition**

Purchase of the electronic text does not require the “MyLab” component of the text. For those wanting to purchase used copies of the textbook this will be sufficient for the most part.

Registration instructions will be posted to the course OWL site.

[https://bookstore.uwo.ca/textbook-search?campus=BR&term=N2021&courses%5B0%5D=530\\_BR/FAS2235](https://bookstore.uwo.ca/textbook-search?campus=BR&term=N2021&courses%5B0%5D=530_BR/FAS2235)

What is eText: [What is eText?](#)

How to Register: [How to Register for eText](#)

Pearson eText App: [Pearson eText Mobile App](#)

Should students require Technical Support, students will receive 24/7 support through the following link: <https://support.pearson.com/getsupport/s/contactsupport>

\*\*\***Note:** This is the fastest way student inquiries can be resolved\*\*\*

**Additional readings and resources may be assigned and/or posted electronically for topics in this course. These readings and resources are to be accessed by the students through the use of OWL.**

## COURSE POLICY

The teaching methods used in this course may include Zoom and/or PowerPoint content that will be posted on OWL each week. Given the sensitive nature of this course, most weeks there will be a Zoom Consultation Session (one hour) where students are invited to attend a virtual meeting for further discussion of course content. These meetings are intended to provide an interactive component to the course and an opportunity to more fully understand the various dynamics of counselling. Confidentiality and respect for all will be expected. There may be the use of videos, online activities, and additional resources to supplement your understanding of course material posted to OWL.

**Please note that given the nature of this course and disclosure of sensitive information, recording devices will not be allowed for any portion of the Zoom Consultation sessions.**

In order to facilitate an optimum remote learning environment for all class members, please note the following instructions for the safe use of Zoom.

## **Zoom**

Zoom will be utilized for the interactive components of this course. Please download the Zoom app prior to commencing the course: [https://wts.uwo.ca/zoom/getting\\_started.html](https://wts.uwo.ca/zoom/getting_started.html)

Participation in the Zoom component of this course will require you to have a reliable internet connection and a device that meets the system requirements for Zoom. Information about the system requirements are available at the following link:

<https://support.zoom.us/hc/en-us>.

To ensure the best experience for everyone, please honor the following rules of etiquette:

- please try to “arrive” to the Zoom meeting on time
- please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material – use headphones or earbuds
- to minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- unless invited by your instructor, do **not** share your screen in the meeting
- to ensure only those enrolled in the course are in attendance, please identify yourself with the same name as shown on your UWO student card when on the Zoom screen
- it is preferable that video cameras are on during the meeting
- please do not post group pictures of your meeting on social media without consent from each participant;
- please be mindful of what is in your background during your meeting – there are virtual backgrounds for download;
- please use the options within Zoom to control screen/whiteboard sharing and who has access to your meeting (waiting room, password, distribution of link);
- when sharing screens, ensure no private information is open on your desktop.

The course instructor or designate will act as moderator for the meeting and will deal with any questions from participants. To participate please consider the following:

- if you wish to speak, use the “raise hand” function and wait for the instructor to acknowledge you before beginning your comment or question
- remember to unmute your microphone and turn on your video camera before speaking
- please self-identify when speaking.
- remember to mute your mic after speaking

General considerations of “netiquette”:

- Keep in mind and be respectful of the different cultural and linguistic backgrounds of the students in the course.

- Be respectful toward the instructor, your colleagues/peers, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. “Flaming” is never appropriate.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

Missed assignments and/or online activities may not be made up later and may result in the reduction of marks where legitimate exceptions such as illness, death in the family etc. have not been documented. There will not be any make-up examinations or extra work for the purpose of improving grades. There may be a deduction of marks for late assignments.

The Instructor will be available for consultation. Please request a meeting with the Instructor (via email) and a mutually agreed upon time will be set for consultation. When you do so, please use your UWO email account and provide your class code in the subject area. Email will be accepted for simple questions/issues; however, if the question/issue is lengthy, an appointment may be necessary.

**Note:** Given the many issues related to COVID-19, it is understandable that some students may experience difficulties related to stress, work schedules, caregiving commitments, health/mental health issues, and other concerns. As your instructor, I am committed to supporting and accommodating students in finding creative ways to remain engaged and fully involved in the learning process. Communicating your particular circumstances early on is an important step in planning for a successful completion of this course.

### **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.

### **Process for Addressing Concerns**

Should you have any issues/concerns regarding any part of the course, you will be expected to contact your instructor via email as the first step in resolving the issue/concern. There may be the need to refer the matter to another resource as the best means for resolution.

### **Course Website – OWL**

As this is an online course, everything for this course will be accessed via the OWL course website. The course website (<https://owl.uwo.ca/>) is accessible to all students registered in this course. It contains the course outline, announcements, remote conferencing via Zoom,

PowerPoint lecture slides, video links, drop boxes for the submission of assignments, and assignment guidelines. You can also access your assignment results on this website. It will be used extensively throughout the course.

## COURSE REQUIREMENTS AND GRADING STRUCTURE

<u>Course Requirements</u>	<u>Weight</u>
Online Test	20%
Self-Care Assignment	20%
Group Assignment	25%
Final Assignment	35%

### Online Test (20% each)

The format of the online test may include multiple choice and short answer questions based on any course-related material provided up to the date of the test.

### Self-Care Assignment (20%)

Students will create a personal Wellness Plan based on self-care strategies and content covered in the course.

### Group Assignment (25%)

There will be the requirement to create a counselling case that will apply material covered in the course. Students will be assigned randomly to small teams. A handout for this assignment will be provided with assignment of teams at the beginning of the course. If you miss the assignment of teams it will be your responsibility to connect with the professor to be assigned to a team no later than the third week into the course.

### Final Assignment (35%)

There will be a final assignment based on a case scenario that will be cumulative and require application of all course content.

## ONLINE COURSE OUTLINE

Please note that the following course outline is subject to revision. That is, throughout the term, circumstances may arise that will alter the ordering of the topics. It is your responsibility to review all available course content for your optimal understanding. Further, you are expected to participate in the group work with your colleagues. If, for whatever reason, you are unable to fulfill your participation requirement, please consult your group peers in order to catch up on any administrative details, or course content that you may have missed.

<b>Week of:</b>	<b>Topic</b>	<b>Readings</b>
<b>1<sup>st</sup> Term</b>		
Sept. 8, 2021 – Online Zoom – Date to be posted on OWL	Personal & Professional Aspects of Counselling Conflict Resolution in Group Dynamics Zoom Meeting - Course Structuring & Zoom Meetings	Chapter 1 No Reading/Slides Only

Sept. 13, 2021 – Online Zoom	Professional Self Care and Wellness Self-Care Module 1 Zoom Meeting –Self-Care Assignment, Team Assignments and Group Project Explanation	No Reading/Slides Only No Reading/Slides Only
Sept. 20, 2021 - Online Zoom	Ethical & Legal Aspects of Counselling Self-Care Module 2 Zoom Meeting	Chapter 2 No Reading/Slides Only
Sept. 27, 2021 – Online Zoom	Cultural Considerations in Counselling Self-Care Module 3 Zoom Meeting	No Reading/Slides Only No Reading/Slides Only
Oct. 4, 2021 – Online Zoom	Counselling with Diverse Populations Self-Care Module 4 Zoom Meeting	Chapter 4 No Reading/Slides Only
Oct. 11, 2021 – Online Zoom	Building Counselling Relationships Self-Care Module 5 Zoom Meeting	Chapter 5 No Reading/Slides Only
Oct. 18, 2021 – Online Zoom	Working in and Closing a Counselling Relationship Virtual Counselling Self-Care Module 6 Zoom Meeting	Chapter 6  No Reading/Slides Only No Reading/Slides Only
<b>Released Oct. 28, 2021 9:00am. Closed Oct. 29, 2021 9:00pm.</b>	<b>Online Test via OWL (Tests &amp; Quizzes) based on the course content covered up to and including the week of October 18, 2021</b>	
<b>Nov.1, 2021</b>	<b>Fall Reading Week</b>	<b>No Content</b>
Nov. 8, 2021 – Online Zoom	Theories of Counselling Zoom Meeting	Chapters 7 & 8
Nov. 15, 2021 – Online Zoom	Groups in Counselling Zoom Meeting	Chapter 9
Nov. 22, 2021 – Online Zoom	Consultation and Supervision Zoom Meeting	Chapter 10
Nov. 29, 2021 – Online Zoom	Evaluation and Research Zoom Meeting	Chapter 11
<b>Dec. 3, 2021 2<sup>nd</sup> Term</b>	<b>Wellness Assignment Due Via OWL Dropbox</b>	
Jan. 3, 2022 – Online Zoom	Testing, Assessment and Diagnosis in Counselling – <b>Focus will be on Assessment</b> Zoom Meeting	Chapter 12
Jan. 10, 2022 – Online Zoom	Career Counselling over the Life Span Zoom Meeting	Chapter 13
Jan. 17, 2022 Zoom	Couple and Family Counselling Zoom Meeting	Chapter 14
Jan. 24, 2022 – Online Zoom	Professional School Counselling – Child & Adolescents Zoom Meeting	Chapter 15
Jan. 31, 2022 – Online Zoom	College Counselling and Student Life Services Zoom Meeting	Chapter 16
Feb. 7, 2022– Online Zoom	Abuse, Addictions and Disabilities Zoom Meeting	Chapter 17

<b>Feb. 19, 2022</b>	<b>Spring Reading Week</b>	<b>No Content</b>
Feb. 14, 2022 – Online Zoom	Abuse, Addictions and Disabilities (continued) Zoom Meeting <b>Group Project Assignment Due Via OWL Dropbox</b>	Chapter 17
<b>Feb. 19, 2022</b>	<b>Spring Reading Week</b>	<b>No Content</b>
Feb. 28, 2022 – Online Zoom	Clinical Mental Health and Private Practice Counselling Zoom Meeting	Chapter 18
Mar. 7, 2022 – Online Zoom	Trauma & Counselling Zoom Meeting	No Reading/Slides Only
Mar. 14, 2022 – Online Zoom	Counselling for Grief and Loss Human Sexuality: Considerations for Counselling Zoom Meeting	No Reading/Slides Only No Reading/Slides Only Guest Lecture
Mar. 21, 2022 – Online Zoom	Course Review Zoom Meeting – Practice Case Study for Final Assignment	
<b>Released Mar. 28, 2022 9:00 am. Closed Apr, 1, 2022 9:00 pm.</b>	<b>Final Assignment via OWL (Test &amp; Quizzes) Cumulative covering the entire course content</b>	

## 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 may be 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>) and **Health and Wellness at Western**, <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>.

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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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