

## Course Outline – FN2232: Principles of Food Science

### School of Food and Nutritional Sciences

#### General Information

Course #: FN2232

Section #:

Lecture Section 530 – Wednesday	3:30pm-6:30pm	BR-303
Lecture Section 534 – Thursday	9:30am-12:30am	BR-303
Lab Section 531 – Friday	8:30am-11:30am	BR-1001
Lab Section 532 – Friday	8:30am-11:30am	BR-1009
Lab Section 533 – Thursday	9:30am-12:30pm	BR-1001
Lab Section 535 – Wednesday	8:30am-11:30am	BR-1001
Lab Section 536 – Wednesday	8:30am-11:30am	BR-1009
Lab Section 537 – Wednesday	3:30pm-6:30pm	BR-1009

Term: Fall/Winter

Year: 2019/2020

#### 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

#### 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

#### 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

## Laboratory Technician

Name: Matthew Nguyen

E-mail: matthew.nguyen@uwo.ca

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

Office hours for students: By appointment

Office location: BR 1011

## 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.

**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)

OR

Scheule, B., & Bennion, M. 2015. Introductory Foods (14<sup>th</sup> ed.). Pearson. (previous edition also accepted)

2. FN 2232 Laboratory Manual
3. FN 2232 Recipe Manual
4. Ministry of Health and Long-Term Care's Provincial Food Handler Training Manual, revised September 2018, available online:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/docs/training\\_manual.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/docs/training_manual.pdf)

The following apparel is required for the Food Lab:

White chef's uniform or lab coat

Closed-toe, non-slip, clean white shoes (indoor shoes may be required for winter months)

Hairnet (or appropriate head covering)

Closed-toe, non-slip, flat soled shoes

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

(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 behavior 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 test, midterm tests, and a final exam
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 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 or 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.

## 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:

Component	Weight	Date/ Deadline	Learning Outcome	Brescia Competencies
<b>Midterm 1</b>	15%	Nov 16, 2019	1, 3	Problem Solving
<b>Midterm 2</b>	15%	Feb 8, 2020	1, 3	Problem Solving
<b>Online Lab Quizzes (20 x 1% each)</b>	20%	Weekly, due every Friday, 12 pm	1, 2, 4	Problem Solving, Self- Awareness and Development
<b>Demonstration Presentation</b> <ul style="list-style-type: none"> <li>• <b>Topic Selection due week of Jan 6, 2020 (through OWL)</b></li> <li>• <b>Proposal Outline due week of Feb 10, 2020 (through OWL)</b></li> <li>• <b>Final Outline and Presentations due week of Mar 23 and Mar 30, 2020 (in lab)</b></li> </ul>	10%	See assignment outline for dates	1, 2, 4, 5	Communication, Problem Solving, Self- Awareness and Development
<b>Food Handler's Certification Test</b>	10%	Thu, Oct 3, 2019, 9:30 am - 10:30 am (Sec. 534)  Wed, Oct 9, 2019, 4:00 pm - 5:00 pm (Sec. 530)	1, 3, 4	Problem Solving
<b>Final Exam</b>	30%	Date TBA - Final Exam Period (Apr 2020)	1, 3	Problem Solving

## 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:

Lecture	Date	Description	Assignments and/or Readings Due
	THU (Sec. 534)/ WED (Sec. 530)	e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
<b>1</b>	Sep 5/Sep 11	Introduction, Food Safety, Equipment and Recipe Basics	15 <sup>th</sup> ed.: Ch. 2-4 14 <sup>th</sup> ed.: Ch. 2-4
<b>2</b>	Sep 12/Sep 18	Food Composition and Chemistry, Heat Transfer in Cooking	15 <sup>th</sup> ed.: Ch. 5, Ch. 7 14 <sup>th</sup> ed.: Ch. 6, Ch. 9
<b>3</b>	Sep 19/Sep 25	Fruits and Fruit Preparation	15 <sup>th</sup> ed.: Ch. 20 14 <sup>th</sup> ed.: Ch. 21
<b>4</b>	Sep 26/Oct 2	Vegetables and Vegetable Preparation	15 <sup>th</sup> ed.: Ch. 18 14 <sup>th</sup> ed.: Ch. 20
<b>5</b>	Oct 3/Oct 9	Vegetarian Diets, Alternative Proteins <b>Food Handler's Certification Test</b>	15 <sup>th</sup> ed.: Ch. 19 14 <sup>th</sup> ed.: N/A
<b>6</b>	Oct 10/Oct 16	Salads, Emulsions, Gels, Gelation	15 <sup>th</sup> ed.: Ch. 21 14 <sup>th</sup> ed.: Ch. 22
<b>7</b>	Oct 17/Oct 23	Starch	15 <sup>th</sup> ed.: Ch. 11 14 <sup>th</sup> ed.: Ch. 13
<b>8</b>	Oct 24/Oct 30	Cereal Grains, Noodles, and Pasta	15 <sup>th</sup> ed.: Ch. 12

			14 <sup>th</sup> ed.: Ch. 14
<b>9</b>	Oct 31/ Nov 20	Milk, Cheese, and Other Milk Products	15 <sup>th</sup> ed.: Ch. 10, Ch. 22 14 <sup>th</sup> ed.: Ch. 12, Ch. 23
		FALL READING WEEK (NOV 4 – NOV 10)	
-	Nov 13/ Nov 14	Midterm Review/Lecture Catch-Up (if needed)	NOV 16: MIDTERM 1 (15%) COVERS LECTURES 1-8
<b>10</b>	Nov 21/Nov 27	Eggs and Egg Cookery	15 <sup>th</sup> ed.: Ch. 23 14 <sup>th</sup> ed.: Ch. 24
<b>11</b>	Nov 28/Dec 4	Sugars and Sugar Cookery	15 <sup>th</sup> ed.: Ch. 9 14 <sup>th</sup> ed.: Ch. 11
		MID-YEAR EXAM PERIOD (DEC 2019)	
<b>12</b>	Jan 8/Jan 9	Fat Chemistry, Deep Fat Frying	15 <sup>th</sup> ed.: Ch. 8 14 <sup>th</sup> ed.: Ch. 10
<b>13</b>	Jan 15/Jan 16	Meat and Meat Cookery	15 <sup>th</sup> ed.: Ch. 24 14 <sup>th</sup> ed.: Ch. 25
<b>14</b>	Jan 22/Jan 23	Poultry	15 <sup>th</sup> ed.: Ch. 25 14 <sup>th</sup> ed.: Ch. 26
<b>15</b>	Jan 29/Jan 30	Fish and Seafood	15 <sup>th</sup> ed.: Ch. 26 14 <sup>th</sup> ed.: Ch. 27
<b>16</b>	Feb 5/Feb 6	Flour Mixtures: Batters and Doughs	15 <sup>th</sup> ed.: Ch. 13 14 <sup>th</sup> ed.: Ch. 15 FEB 8: MIDTERM 2 (15%) COVERS LECTURES 9-15
<b>17</b>	Feb 12/Feb 13	Quick Breads	15 <sup>th</sup> ed.: Ch. 14 14 <sup>th</sup> ed.: Ch. 16



		WINTER READING WEEK (FEB 17 – FEB 21)	
<b>18</b>	Feb 26/Feb 27	Pastry, Cakes, Cookies	15 <sup>th</sup> ed.: Ch. 16, Ch. 17 14 <sup>th</sup> ed.: Ch. 18, Ch. 19
<b>19</b>	Mar 4/Mar 5	Yeast Breads	15 <sup>th</sup> ed.: Ch. 15 14 <sup>th</sup> ed. Ch. 17
<b>20</b>	Mar 11/Mar 12	Beverages	15 <sup>th</sup> ed.: Ch. 27 14 <sup>th</sup> ed.: Ch. 28
<b>21</b>	Mar 18/Mar 19	Factors Affecting Food Choice, Seasonings, Flavourings, Food Additives, Sensory Evaluation	15 <sup>th</sup> ed.: Ch. 1, Ch. 6 14 <sup>th</sup> ed.: Ch. 1, Ch. 8
<b>22</b>	Mar 25/Mar 26	Fat Replacers, Sugar Alternatives	15 <sup>th</sup> ed.: Ch. 6, Ch. 9 14 <sup>th</sup> ed.: Ch. 8, Ch. 11
<b>23</b>	Apr 1/Apr 2	Microwave Cooking, Food Packaging and Preservation	15 <sup>th</sup> ed.: Ch. 28 14 <sup>th</sup> ed.: Ch. 29
		FINAL EXAM PERIOD (APR 2020)	FINAL EXAM (30%) COVERS ALL LECTURES

Lab Weekly Organizer:

Class/Topic	Date	Description	Assignments and/or Readings Due
	WEEK OF	e.g., topic, content, associated readings, activities.	e.g., quiz, paper, group project, exam.
<b>1</b>	Sep 16	Introduction, Food Safety	Quiz 1 closes Sep 27, 12 pm
<b>2</b>	Sep 23	Measurement, Food Costing	Quiz 2 closes Oct 4, 12 pm
<b>3</b>	Sep 30	Fruits	Quiz 3 closes Oct 11, 12 pm
<b>4</b>	Oct 7	Vegetables	Quiz 4 closes Oct 18, 12 pm
<b>5</b>	Oct 14	Vegetable Protein	Quiz 5 closes Oct 25, 12 pm
<b>6</b>	Oct 21	Salads and Salad Dressings	Quiz 6 closes Nov 1, 12 pm

<b>7</b>	<b>Oct 28</b>	Gelatin and Starch	Quiz 7 closes Nov 8, 12 pm
		FALL READING WEEK (NOV 4 – NOV 10)	
<b>8</b>	<b>Nov 11</b>	Cereals, Pasta, and Rice	Quiz 8 closes Nov 22, 12 pm
<b>9</b>	<b>Nov 18</b>	Milk, Cream, and Cheese	Quiz 9 closes Nov 29, 12 pm
<b>10</b>	<b>Nov 25</b>	Eggs	Quiz 10 closes Dec 6, 1 pm
		MID-YEAR EXAM PERIOD (DEC 2019)	
<b>11</b>	<b>Jan 6</b>	Sugar	Quiz 11 closes Jan 17, 12 pm Demonstration Topic Selection (through OWL)
<b>12</b>	<b>Jan 13</b>	Deep Fat Frying and Fish	Quiz 12 closes Jan 24, 12 pm
<b>13</b>	<b>Jan 20</b>	Meats	Quiz 13 closes Jan 31, 12 pm
<b>14</b>	<b>Jan 27</b>	Poultry and Soups	Quiz 14 closes Feb 7, 12 pm
<b>15</b>	<b>Feb 3</b>	Quick Breads 1	Quiz 15 closes Feb 14, 12 pm
<b>16</b>	<b>Feb 10</b>	Quick Breads 2	Quiz 16 closes Feb 21, 12 pm Proposal Outline (submit through OWL)
		WINTER READING WEEK (FEB 17 – FEB 21)	
<b>17</b>	<b>Feb 24</b>	Pastry	Quiz 17 closes Mar 6, 12 pm
<b>18</b>	<b>Mar 2</b>	Shortened Cakes and Foam Cakes	Quiz 18 closes Mar 13, 12 pm
<b>19</b>	<b>Mar 9</b>	Yeast Breads	Quiz 19 closes Mar 20, 12 pm
<b>20</b>	<b>Mar 16</b>	Cookies and Beverages	Quiz 20 closes Mar 27, 12 pm
<b>21</b>	<b>Mar 23</b>	Demonstration Presentations	Demonstration Presentation and Final Outline (in lab)
<b>22</b>	<b>Mar 30</b>	Demonstration Presentations	Demonstration Presentation and Final Outline (in lab)

# 2019-20 BRESCIA 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.

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. 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&ArchivelD=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchivelD=#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&ArchivelD=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchivelD=#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&ArchivelD=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchivelD=#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/>.

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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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