

COURSE OUTLINE

COURSE DIRECTOR:

- **Professor Mary Donnelly-VanderLoo, M.Sc., R.D. Section 530 (Room 302)**

Office hours: TBA
x55739

Email: mdonnel8@uwo.ca

COURSE DESCRIPTION:

Principles and practice of nutritional support in clinical conditions will be taught. Metabolic and physiological alterations in selected diseases as a basis for the implementation of dietary modifications will be the focus of this course.

CLASS SCHEDULE: (3 lecture hours/session 2x/week, half-course).

Tuesday and Thursday 4:30 to 7:30 St. James Building

PREREQUISITE: Biochemistry 2280a or 2288a, and Foods and Nutrition 3351a.

Registration restricted to students in the Foods and Nutrition Programs.

ANTIREQUISITE: The former Foods and Nutrition 451.

OBJECTIVES: At the end of the course, the students will be able to:

1. Discuss the metabolic and physiological alterations in selected diseases as a basis for diet modification for therapeutic purposes.
2. Explain the relationships between nutrition, illness, and immunity.
3. Research current issues on the nutritional management of selected diseases and clinical conditions.
4. Complete case studies, which will promote in-depth understanding of the relationships between clinical conditions and nutrition modifications.
5. Understand how to formulate a basic nutrition care plan, with patient-centered and measurable nutrition goals.
6. Develop critical thinking, teamwork and oral communication skills.
7. To begin to think like a clinician, and to follow patient-centered care practices
8. To act as each patients' nutritional ombudsman

FORMAT:

- Six hours of lecture per week, plus supplementary readings and exercises assigned.
- Students will be graded on written assignments, two exams and class participation.
- An interactive approach to learning will include individual and group work, patient case studies, and class discussions.
- Emphasis will be placed on the skills required to apply clinical nutrition and physiopathology knowledge into the formulation of practical nutrition care plans.

REQUIRED TEXTS:

- Nelms, M., K.P. Sucher, K. Lacey and S.L. Roth. 2014. Nutrition Therapy & Pathophysiology. 3rd edition. Wadsworth, Belmont, California.
- Pagana, K.D., and T.J. Pagana. 2012. Mosby's Diagnostic and Laboratory Test Reference. 11th edition. Elsevier Mosby, St. Louis, Missouri.
- Recent pocket size medical dictionary, such as the Stedman's Medical Dictionary for The Health Professions and Nursing (7th edition, 2011) from Lippincott, Williams & Wilkins.

Canadian Diabetes Association Clinical Practice Guidelines Expert Committee. 2013. Canadian Diabetes Association 2013 Clinical Practice Guidelines for the Prevention and Management of Diabetes in Canada. Can J Diabetes 2013;37(suppl 1):S1-S212. (This document is available for consultation online at <http://guidelines.diabetes.ca/> and can be purchased from the Canadian Diabetes Association at 1-800-BANTING or through their Web site).

- Canadian Diabetes Association. 2005. "Beyond the Basics: Meal Planning for Healthy Eating, Diabetes Prevention and Management." (poster resource). Canadian Diabetes Association, Toronto, Ontario.
- Steinecke, R. and College of Dietitians of Ontario. 2008. The Jurisprudence Handbook for Dietitians in Ontario. 2nd edition, The College of Dietitians of Ontario, Toronto, Ontario. (This document is available for consultation online at <http://www.cdo.on.ca>).

OTHER RECOMMENDED REFERENCES:

- Agins, A.P. 2011. ADA Quick Guide to Drug-Supplement Interactions. American Dietetic Association, Chicago, Illinois.
- American Dietetic Association. 2011. Pocket Guide for International Dietetics & Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. 3rd edition. American Dietetic Association, Chicago, Illinois.

- American Dietetic Association. 2011. International Dietetics & Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. 3rd edition. American Dietetic Association, Chicago, Illinois.
- Academy of Nutrition and Dietetics. 2012. ADA Nutrition Care Manual. Online resource available with subscription (<http://www.eatright.org>).
- American Dietetic Association. 2011. ADA Pediatric Nutrition Care Manual. Online resource available through Beryl Ivey Library with subscription (<http://alpha.lib.uwo.ca/record=b5869034>).
- Boullata, J.I., and V.T. Armenti, Editors. 2010. Handbook of Drug-Nutrient Interactions. 2nd edition. Humana Press Inc., Totowa, New Jersey.
- Bronner, F. 2003. Nutritional Aspects and Clinical Management of Chronic Disorders and Diseases. CRC Series in Modern Nutrition. CRC Press, New York, New York.
- Brown, J.E. 2010. Nutrition Now. 6th edition. Wadsworth Publishing, Thompson Learning, Belmont, CA.
- Buchman, A.L. 2006. Clinical Nutrition in Gastrointestinal Disease. SLACK Incorporated, Thorofare, New Jersey.
- Byham-Gray, L., and K. Wiesen. 2004. A Clinical Guide to Nutritional Care in Kidney Disease. The American Dietetic Association, Chicago, Illinois.
- Canadian Association of Nephrology Dietitians. 2010. The Essential Guide for Renal Dietitians. 3rd edition. Canadian Association of Nephrology Dietitians, Nanaimo, BC.
- Canadian Pharmaceutical Association. 2011. Compendium of Pharmaceuticals and Specialties. The Canadian Drug Reference for Health Professionals. 46th edition. Canadian Pharmaceutical Association, Ottawa, Ontario.
- Carson, J.A.S., F.M. Burke and L.A. Hark, Editors. 2004. Cardiovascular Nutrition. Disease Management and Prevention. The American Dietetic Association, Chicago, Illinois.
- Charney, P. and A. Malone. 2009. ADA Pocket Guide to Nutrition Assessment. 2nd edition. American Dietetic Association, Chicago, Illinois.
- Charney, P. and A. Malone. 2006. ADA Pocket Guide to Enteral Nutrition. American Dietetic Association, Chicago, Illinois.
- Charney, P. and A. Malone. 2007. ADA Pocket Guide to Parenteral Nutrition. American Dietetic Association, Chicago, Illinois.
- Colbert, B.J. and J. Ankney. 2007. Anatomy and Physiology for Health Professionals: An Interactive Journey. Prentice Hall, Upper Saddle River, NJ.

- College of Dietitians of Ontario. 2004. Record Keeping Guidelines for Registered Dietitians. College of Dietitians of Ontario, Toronto, Ontario. (This document is available for consultation online at <http://www.cdo.on.ca>).
- Coulston, A.M., C.L. Rock, and E.R. Monsen. 2008. Nutrition in the Prevention and Treatment of Disease. Academic Press, Elsevier, San Diego, CA.
- DeBruyne, L.K., K. Pinna and L.K., E.N. Whitney. 2012. Nutrition and Diet Therapy. 8th edition. Wadsworth/Thomson Learning Publishing Company, Toronto, Ontario.
- Diabetes Care and Education Dietetic Practice Group, T.A. Ross, J.L. Boucher and B.S. O'Connell. 2005. American Dietetic Association Guide to Diabetes Medical Nutrition Therapy and Education. American Dietetic Association, Chicago, Illinois.
- Dietitians of Canada. PEN: Practice-based Evidence in Nutrition. Online resource available with subscription. (<http://www.dietitians.ca>).
- Dirckx, J.H. (General Editor). 2011. Stedman's Medical Dictionary for the Health Professions and Nursing. Illustrated 7th edition. Lippincott, Williams and Wilkins, New York, New York.
- Eldridge, B. and K. Hamilton. 2004. Management of Nutrition Impact Symptoms in Cancer and Educational Handouts. American Dietetic Association, Chicago, Illinois.
- Enteral Nutrition Practice Recommendations Task Force: J. Bankhead, J. Boullata *et al.* 2009. "A.S.P.E.N. Enteral Nutrition Practice Recommendations." ***Journal of Parenteral and Enteral Nutrition*** 33(2), 122-167.
- Escott-Stump, S. 2012. Nutrition and Diagnosis-Related Care. 7th edition. Lippincott, Williams and Wilkins, Baltimore, Maryland.
- Evert, A.B. and A. Hess-Fischl. 2006. Pediatric Diabetes: Health Care Reference and Client Education Handouts. American Dietetic Association, Chicago, Illinois.
- Evidence-Based Recommendations Task Force 2011. "2011 Canadian Hypertension Education Program Recommendations for the Management of Hypertension." <http://www.hypertension.ca>
- Floch, M.H., K.V. Kowdley, C.S. Pitchumoni, N.R. Floch *et al.* 2010. Netter's Gastroenterology. 2nd edition. Saunders Elsevier, Philadelphia, PA.
- Foster, G.D. and C.A. Nonas, Editors. 2009. Managing Obesity: A Clinical Guide. 2nd edition. American Dietetic Association, Chicago, Illinois.
- Fragakis, A.S. with C. Thomson. 2007. The Health Professional's Guide to Popular Dietary Supplements. 3rd edition. American Dietetic Association, Chicago, Illinois.

- Genest, J., R. McPherson, J. Frolich, T. Anderson *et al.* 2009. "Canadian Cardiovascular Society /Canadian guidelines for the diagnosis and treatment of dyslipidemia and prevention of cardiovascular disease in the adult – 2009 recommendations." *Canadian Journal of Cardiology* 25 (10) 567-579.
- Gibson, R.S. 2005. Principles of Nutritional Assessment. 2nd Ed. Oxford University Press, New York, NY, pp. 403-442.
- Gottschlich, M.M., Editor-in-Chief. 2007. The A.S.P.E.N. Nutrition Support Core Curriculum: A Case-Based Approach – The Adult Patient. American Society for Parenteral and Enteral Nutrition, Silver Spring, MD.
- Hogan, M.A. and D. Wane. 2006. Nutrition & Diet Therapy Reviews & Rationales. 2nd edition. Prentice Hall, Pearson Education, Upper Saddle River, N.J.
- Holli, B.B., J. Beto, R. Calabrese and J.O. Maillet. 2008. Communication and Education Skills for Dietetic Professionals. 5th edition. Lippincott, Williams and Wilkins, New York, New York.
- Institute of Medicine of the National Academies. 1997. Dietary Reference Intakes for Calcium, Phosphorus, Magnesium, Vitamin D, and Fluoride. The National Academies Press, Washington, D.C. (and other DRI publications available for consultation at <http://www.nap.edu>)
- Institute of Medicine of the National Academies. 1998. Dietary Reference Intakes: Proposed Definition and Plan for Review of Dietary Antioxidants and Related Compounds. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2000a. Dietary Reference Intakes for Thiamin, Riboflavin, Niacin, Vitamin B6, Folate, Vitamin B12, Pantothenic Acid, Biotin, and Choline. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2000b. Dietary Reference Intakes: Applications in Dietary Assessment. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2000c. Dietary Reference Intakes for Vitamin C, Vitamin E, Selenium, and Carotenoids. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2001a. Dietary Reference Intakes: Proposed Definition of Dietary Fiber. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2001b. Dietary Reference Intakes for Vitamin A, Vitamin K, Arsenic, Boron, Chromium, Copper, Iodine, Iron, Manganese, Molybdenum, Nickel, Silicon, Vanadium, and Zinc. The National Academies Press, Washington, D.C.

- Institute of Medicine of the National Academies. 2003a. Dietary Reference Intakes: Applications in Dietary Planning. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2003b. Dietary Reference Intakes: Guiding Principles for Nutrition Labeling and Fortification. The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2004. Dietary Reference Intakes: Water, Potassium, Sodium, Chloride, and Sulfate. Prepublication copy, The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies. 2005. Dietary Reference Intakes: Energy, Carbohydrate, Fiber, Fat, Fatty Acids, Cholesterol, Protein, and Amino Acids (Macronutrients). The National Academies Press, Washington, D.C.
- Institute of Medicine of the National Academies Committee on the Scientific Evaluation of Dietary Reference Intakes. 2006. Dietary Reference Intakes: The Essential Reference for Dietary Planning and Assessment. The National Academies Press, Washington, D.C.
- Kasper, D., E. Braunwald, A. Fauci, S. Hauser, D. Longo and J. Jameson. 2008. Harrison's Principles of Internal Medicine. Vol. 1 & 2. 17th edition. McGraw-Hill Ryerson, Toronto, Ontario.
- Kopple, J.D., and S.G. Massry. 2004. Nutritional Management of Renal Disease. 2nd edition. Lippincott, Williams & Wilkins, New York, NY.
- Kravits, S. 2005. Human Anatomy & Physiology. Pearson Education Inc., Benjamin Cummings, San Francisco, CA.
- Lau, D.C.W., J.D. Douketis, K.M. Morrison, I.M. Hramiak, A.M. Sharma, E. Ur, for the members of the Obesity Canada Clinical Practice Guidelines Expert Panel. 2007. "2006 Canadian clinical practice guidelines on the management and prevention of obesity in adults and children." ***Canadian Medical Association Journal*** 176 (8 Suppl.), 1-117. (available online at www.cmaj.ca)
- Lee, R.D., and D.C. Nieman. 2010. Nutritional Assessment. 5th edition. McGraw-Hill Higher Education, Toronto, Ontario.
- Lewis, G., and L.L. Thomson. 2005. Optimizing Glycemic Control with Diabetes Technology and Diabetes Medical Nutrition Therapy with Advanced Insulin Management. The American Dietetic Association, Chicago, Illinois.
- Lutz, C.A. and K.R. Przytulski. 2010. Nutrition and Diet Therapy: Evidence-Based Applications. 5th edition. F.A. Davis Company, Philadelphia, PA.
- Lysen, L.K. 2006. Quick Reference to Clinical Dietetics. 2nd edition. Jones and Bartlett Publishers, Sudbury, MA.

- Martini, F.H., J.L. Nath and E.F. Bartholomew. 2012. Fundamentals of Anatomy & Physiology. 9th edition. Pearson Education Inc., Benjamin Cummings, San Francisco, CA.
- Marieb, E.N. and K. Hoehn. 2010. Human Anatomy & Physiology. 8th edition. Pearson Education Inc., Benjamin Cummings, San Francisco, CA.
- Maunder, R.R. 2011. Understanding Laboratory Tests. A Quick Reference. 1st edition. Elsevier Mosby, St. Louis, Missouri.
- McPherson, R., J. Frohlich, G. Fodor and J. Genest. 2006. "Canadian Cardiovascular Society position statement – Recommendations for the diagnosis and treatment of dyslipidemia and prevention of cardiovascular disease." *Canadian Journal of Cardiology* 22 (11), 913-927.
- Moore, M.C. 2009. Pocket Guide to Nutritional Assessment and Care. 6th edition. Mosby Inc., Elsevier Science, St. Louis, Missouri.
- Mullen, M.C. and J. Shield. 2004. Childhood and Adolescent Overweight: The Health Professional's Guide to Identification, Treatment, and Prevention. American Dietetic Association, Chicago, Illinois.
- Nelms, M., K.P. Sucher, K. Lacey and S.L. Roth. 2011. Nutrition Therapy & Pathophysiology. 2nd edition. Wadsworth, Belmont, California.
- Nix, S. 2009. Williams' Basic Nutrition & Diet Therapy. 13th edition. Mosby Inc., Elsevier Science, St. Louis, Missouri.
- Oncology Nutrition Dietetic Practice Group, L. Elliott, L.L. Molseed, P.D. McCallum, with B. Grant. Spring 2006. The Clinical Guide to Oncology Nutrition. 2nd edition. American Dietetic Association, Chicago, Illinois.
- Peckenpaugh, N.J. 2010. Nutrition Essentials and Diet Therapy. 11th edition. Saunders Elsevier, St. Louis, Missouri.
- Pennington, J.A.T. and J. Spungen Douglass. 2009. Bowes & Church's Food Values of Portions Commonly Used. 19th edition. Lippincott, Williams and Wilkins, Baltimore, MD.
- Porth, C.M. 2007. Essentials of Pathophysiology: Concepts of Altered Health States. 2nd edition. Lippincott Williams & Wilkins, Baltimore, MD.
- Pronsky, Z.M. and Sr. J. Crowe. 2010. Food-Medication Interactions. 16th edition. Food Medication Interactions, Birchrunville, PA.
- Puckett, R.P. and S.E. Danks. 2002. Nutrition, Diet Modifications and Meal Patterns. 3rd edition. Kendall/Hunt Publishing Company, Dubuque, Iowa.

- Renal Dietitians Practice Group of the American Dietetic Association, Council on Renal Nutrition of the National Kidney Foundation, L. Byham-Gray, and K. Wiesen. 2005. A Clinical Guide to Nutrition Care in Kidney Disease. American Dietetic Association, Chicago, Illinois.
- Rhoades, R.A., and D.R. Bell. 2008. Medical Physiology: Principles for Clinical Medicine. 3rd edition. Lippincott, Williams & Wilkins, New York, NY.
- Rodwell Williams, S. and E. Schlenker. 2003. Essentials of Nutrition and Diet Therapy. 8th edition. Mosby, Elsevier, St. Louis, Missouri.
- Rubin, E. and H.M. Reisner. 2008. Essential of Rubin's Pathology. 5th edition. Lippincott Williams & Wilkins, New York, New York.
- Rolfes, S.R., K. Pinna, and E. Whitney. 2012. Understanding Normal and Clinical Nutrition. 9th edition. Wadsworth Publishing, Thompson Learning, Belmont, CA.
- Shils, M.E., M. Shike, A.C. Ross, B. Caballero, and R.J. Cousins, Editors. 2006. Modern Nutrition in Health and Disease. 10th edition. Lippincott, Williams & Wilkins, New York, New York.
- Snell, R.S. 2008. Clinical Anatomy by Regions. 8th edition. Lippincott, Williams & Wilkins, Baltimore, MD.
- Snetselaar, L. 2006. Nutrition Counseling for Lifestyle Change. CRC Press, New York, NY.
- Snetselaar, L. 2009. Nutrition Counseling Skills for the Nutrition Care Process. 4th edition. Jones and Bartlett Publishers, Sudbury, MA.
- The Canadian Hypertension Education Program. 2011. "The 2011 Canadian Hypertension Education Program recommendations: The scientific summary – an annual update." Available online at www.hypertension.ca
- Thompson, J. and M. Manore. 2008. Nutrition: An Applied Approach. 2nd edition. Pearson Education Inc., Benjamin Cummings, San Francisco, CA.
- Tierney Jr., L.M., S.J. McPhee and M.A. Papadakis. 2008. Current Medical Diagnosis and Treatment. 47th edition. Lange Medical Books / McGraw-Hill, Toronto, Ontario.
- Vander, A., J. Sherman and D. Luciano. 2001. Human Physiology. The Mechanisms of Body Function. 8th edition. McGraw-Hill, Toronto, Ontario.
- Vogel, F.S., G.N. Fuller, and T.W. Bouldin. 2001. Essential Pathology. 3rd edition. Rubin, E., Ed. Lippincott, Williams & Wilkins, Baltimore, MD.

- Wardlaw, G.M. and A.M. Smith. 2010. Contemporary Nutrition. 8th edition. McGraw-Hill Ryerson Ltd, New York, NY.
- Weight Management Dietetic Practice Group, C.K. Biesemeier and J.Garland. 2009. ADA pocket guide to bariatric surgery. The American Dietetic Association, Chicago, Illinois.
- Whitney, E.N., L.K. DeBruyne, K. Pinna and S.R. Rolfes. 2007. Nutrition for Health and Health Care. 3rd edition. Wadsworth/Thomson Learning Publishing Company, Toronto, Ontario.
- Wiggins, K.L. and Renal Dietitians Dietetic Practice Group. 2002. Guidelines for Nutritional Care of Renal Patients. 3rd edition. The American Dietetic Association, Chicago, Illinois.
- Wiggins, K.L. and Renal Dietitians Dietetic Practice Group. 2004. Renal Care: Resources And Practical Applications. The American Dietetic Association, Chicago, Illinois.
- World Cancer Research Fund and American Institute for Cancer Research. 2007. Food, Nutrition, Physical Activity, and the Prevention of Cancer: a Global Perspective. World Cancer Research Fund International, Washington, DC.
- Yamada, T., D.H. Alpers, N. Kaplowitz, L. Laine, C. Owyang, and D.W. Powell, Editors. 2009. Textbook of Gastroenterology. Vol. 1 and 2. 5th edition. Lippincott Williams & Wilkins, Baltimore, MD.
- Yamada, T., D.H. Alpers, A.N. Kalloo, N. Kaplowitz, C. Owyang and D.W. Powell. 2009. Atlas of Gastroenterology. 4th edition. Willey-Blackwell, Toronto, Ontario.
- Yamada, T., W.L. Hasler, J.M. Inadomi, M.A. Anderson, and R.S. Brown Jr., Editors. 2005. Handbook of Gastroenterology. 2nd edition. Lippincott Williams & Wilkins, Baltimore, MD.
- "Digestive System", Plate 16 in: The Illustrated Portfolio of Human Anatomy and Pathology. 2003 Scientific Publishing Ltd, Rolling Meadows, Illinois.

Note: Other interesting reference books and journals are available at the Brescia University College library. You are strongly encouraged to consult them. Many of these books will be mentioned throughout the course lectures. A copy of the texts assigned for reading will be placed on library reserve for consultation.

EVALUATION:

• Four In-Class Case Study Assignments	20%
Weekly problem-based cases given throughout the course lectures will be marked. They will involve small group work.	
• Mid-term exam	40%
This exam will include the material covered in class and the assigned readings and exercises for lectures 1-5.	
• Final exam	40%
This exam will include material covered in class and the assigned readings and exercises for lectures 6-11.	
Total	100%

DIVISIONAL POLICIES:

Participation/Attendance: Everyone enrolled in the course is expected to participate in class discussions. Attendance at class and laboratory is mandatory. Students who have not attended at least 75% of the lectures will not be able to write the final exam.

Penalty for late assignments: Assignments are due at the beginning of class time on the date specified. There will be a deduction of 20% of the value of the assignment for late submission. NO assignment will be accepted one (1) week after due date, except in cases with proper documentation to show a confirmed personal illness or a death in the student's immediate family.

Special examination: NO special examination will be given for a student who has missed a scheduled examination except in cases with proper documentation to show a confirmed personal illness or a death in the student's immediate family.

Note: Participation and attendance in this course are evaluated through in-class assignments. For this reason, missed in-class assignments will not be re-scheduled. However, a student with proper documentation of a confirmed personal illness or a death in the student's immediate family will be excused.

Up to 10% of marks on each assignment and examination can be deducted for lack of proper English communication skills, including errors in spelling or grammar.

SPECIFIC COURSE POLICIES:

For mark components of 9% or less: The student has to request accommodation from the academic counselors for both medical & non-medical reasons with proper documentation.

TENTATIVE SCHEDULE OF LECTURES AND TOPICS:

Lecture 1: Tuesday, May 10th

- Course outline, **Living Learning Contract**
- Case study guidelines
- Anatomy, physiology and pathology of the gastrointestinal tract

Lecture 2: Thursday, May 12th

- Nutrition support: enteral nutrition

Lecture 3: Tuesday, May 17th

- Nutrition support: parenteral nutrition

Lecture 4: Thursday, May 19th

- Nutrition and peptic ulcer disease
- Nutrition and surgery of the upper gastrointestinal tract

Lecture 5: Tuesday, May 24th

- Nutrition and inflammatory bowel disease
- Nutrition and surgery of the lower gastrointestinal tract

Lecture 6: Thursday, May 26th

- Nutrition and Short Bowel Syndrome

Lecture 7: Tuesday, May 31st

- **MID-TERM EXAM** covering lectures **1 to 5** inclusively

Lecture 8: Thursday, June 2nd

- Nutrition and disease of liver and pancreas

Lecture 9: Tuesday, June 7th

- Nutrition support in liver and lung transplantation

Lecture 10: Thursday, June 9th

- Type 1 diabetes mellitus-Guest speaker

Lecture 11: Tuesday, June 14th

- Nutrition in Neurology and Stroke

Lecture 12: Thursday, June 16th

- **FINAL EXAM**, Covers lectures **6-11** inclusively.

BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

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 on medical grounds 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 her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that 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.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2015/pg117.html>

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal problem 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 may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, www.registrar.uwo.ca, for official dates). 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.*

The 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.

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.

4. POLICY ON CHEATING & ACADEMIC MISCONDUCT

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. 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 Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, 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 (see Scholastic Offence Policy in the Western Academic Calendar).

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.

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 signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

6. PREREQUISITES AND ANTIREQUISITES

Unless you have either the prerequisites for a course or written special permission from your 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 prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

7. SUPPORT SERVICES

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/> . The Western Registrar's website is at <http://www.registrar.uwo.ca/index.html> . The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/> . Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

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.