

FOODS & NUTRITION 4455B
CLINICAL NUTRITION III
Sections 530 and 531

COURSE OUTLINE

COURSE DIRECTORS:

- Dr. Colleen O'Connor Ph.D., R.D. (Section 530)
Office hours: TBA
Ursuline Hall, MRW RM 151.
Tel.: 519-432-8353 ext.28249 Email: colleen.o'connor@uwo.ca

- Dr. Janet Madill, Ph.D., R.D. (Section 531)
Office hours: As per student request
St James Building, room 151,
Tel: 432-8353 ext 28240 Email: jmadill7@uwo.ca

COURSE DESCRIPTION:

An examination of the role of nutritional care in the management of selected disorders. Case study approach. Limited enrolment.

CLASS SCHEDULE: Thursdays 11:30 AM – 2:20 PM

PREREQUISITE: Foods and Nutrition 4453A/B (previously FN 453A) with a mark of at least 70%, and permission of the Division of Food and Nutritional Sciences.

ANTIREQUISITE: The former Foods and Nutrition 451.

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

1. Discuss the metabolic and physiological alterations in selected diseases.
2. Demonstrate communication and research skills relating to issues of the nutritional management of selected diseases and clinical conditions.
3. Complete case studies and other assignments, which will provide an in-depth understanding of the relationship between clinical conditions and diet modifications.
4. Participate in and experience some of the daily activities of a dietitian in a hospital or a clinical setting, including management of patient's nutritional needs and development of patient education tools.

FORMAT:

- **Approach:** An interactive approach to learning will include individual and group work, visiting lecturers, patient case studies, student presentations, class exercises and discussions. Emphasis will be placed on the skills required to apply clinical nutrition and physio-pathology knowledge into the formulation of practical nutrition care plans. Students will be graded on assignments, a class presentation, two tests and a final exam.
- **Readings:** Students will be required to do background reading in preparation for each weekly topic and related case studies. In most cases, readings will be assigned from current literature and practice guidelines. Supplementary readings and exercises to lecture handouts will be assigned.
- **Visiting Lecturers:** Selected topics will be presented by dietitian specialists from the local teaching hospitals. Presentations will be about two hours followed by a case study presentation. Handouts will usually be posted up to one week before the presentation and the student will be responsible for presenting the slides.
- **Group case study and research topic assignment:** Each student is required to lead a group case study and research topic presentation and discussion on a selected topic in nutrition and human disease. The report and presentation will be completed in small group. The presentation will be followed by class discussion and questions. It is expected that the report and presentation will extend beyond the assigned readings. The group will be required to prepare a three-page summary with references and to hand it in to the course director one week before the class presentation. Please see separate case study and research topic guideline document.

Self-evaluations are important for self-improvement, a mandatory component of the quality assurance program of many health care professions, and a necessary step to prepare candidates for dietetic internship. Self-evaluations and peer evaluations will be an important part of this course and should be taken seriously by the students. Students are responsible to reflect on their performance and that of others with honesty and integrity.

REQUIRED TEXTS:

- Steinecke, R. and College of Dietitians of Ontario. 2011. The Jurisprudence Handbook for Dietitians in Ontario. Web update of Sept. 2011. The College of Dietitians of Ontario, Toronto, Ontario. (Available for consultation online at <http://www.cdo.on.ca>).
- Recent laboratory test reference, such as the Mosby's Diagnostic and Laboratory Test Reference. (10th edition, 2011) from 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.

OTHER RECOMMENDED REFERENCES: (most of them are available at Brescia Library)

- Academy of Nutrition and Dietetics. Nutrition Care Manual. Online resource available with subscription (<http://www.eatright.org>).
- Academy of Nutrition and Dietetics. Pediatric Nutrition Care Manual. Online resource available with subscription (<http://www.eatright.org>).
- Academy of Nutrition and Dietetics. 2011. International Dietetics & Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. 3rd edition. Academy of Nutrition and Dietetics, Chicago, Illinois.
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- Academy of Nutrition and Dietetics. 2006. Nutrition Diagnosis: A Critical Step in the Nutrition Care Process. Academy of Nutrition and Dietetics, Chicago, Illinois.
- Agins, A.P. 2011. ADA Quick Guide to Drug-Supplement Interactions. Academy of Nutrition and Dietetics, Chicago, Illinois.
- American Dietetic Association. 2003. Pediatric Manual of Clinical Dietetics. 2nd edition. Academy of Nutrition and Dietetics, Chicago, Illinois.
- American Dietetic Association and Dietitians of Canada. 2000. Manual of Clinical Dietetics. 6th edition, Academy of Nutrition and Dietetics, Chicago, Illinois.
- Arabi, Y.M., S.H. Haddad, H.M. Tamim, A.H. Rishu *et al.* 2010. "Near-Target Caloric Intake in Critically Ill Medical-Surgical Patients Is Associated With Adverse Outcomes." ***Journal of Parenteral and Enteral Nutrition*** 34 (3) 280-288.
- Atkins, M., C. Basualdo-Hammond and B. Hotson. 2010. "Canadian Perspectives on the Nutrition Care Process and International Dietetic and Nutrition Terminology." ***Canadian Journal of Dietetic Practice and Research*** 71 (2), e18-e20.
- Boullata, J.I., and V.T. Armenti, Editors. 2010. Handbook of Drug-Nutrient Interactions. 2nd edition. Humana Press Inc., Totowa, New Jersey.
- Browner, 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 Academy of Nutrition and Dietetics, Chicago, Illinois.
 - Canadian Association of Nephrology Dietitians. 2010. The Essential Guide for Renal Dietitians. 3rd edition. Canadian Association of Nephrology Dietitians, Nanaimo, BC.
- 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.
 - 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 Academy of Nutrition and Dietetics, Chicago, Illinois.
 - Charney, P. and A. Malone. 2006. ADA Pocket Guide to Enteral Nutrition. Academy of Nutrition and Dietetics, Chicago, Illinois.
 - Charney, P. and A. Malone. 2007. ADA Pocket Guide to Parenteral Nutrition. Academy of Nutrition and Dietetics, Chicago, Illinois.
 - Charney, P. and A. Malone. 2009. ADA Pocket Guide to Nutrition Assessment. 2nd edition. Academy of Nutrition and Dietetics, 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.
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- Diabetes Care and Education Dietetic Practice Group, T.A. Ross, J.L. Boucher and B.S. O'Connell. 2005. Academy of Nutrition and Dietetics Guide to Diabetes Medical Nutrition Therapy and Education. Academy of Nutrition and Dietetics, Chicago, Illinois.
- Dietitians of Canada. PEN: Practice-based Evidence in Nutrition. Subscription to this online resource is available through <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.
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- Escott-Stump, S. 2012. Nutrition and Diagnosis-Related Care. 7th edition. Lippincott, Williams and Wilkins, New York, NY.
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- 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.
- Fuhrman, M.P., P. Charney and C.M. Mueller. 2004. "Hepatic Proteins and Nutrition Assessment." ***Journal of the American Dietetic Association*** 104 (8), 1258-1264.
- Genest, J., J. Frohlich, G. Fodor and R. McPherson (The Working Group on Hypercholesterolemia and other Dyslipidemias). 2003. "Recommendations for the management of dyslipidemia and the prevention of cardiovascular disease: 2003 update." ***Canadian Medical Association Journal*** 168 (9), 921-924. (available online)

- 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.
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- Golden, N.H., M.S. Jacobson, W. Meyer Sterling and S. Hertz. 2008. “Treatment Goal Weight in Adolescents with Anorexia Nervosa: Use of BMI Percentiles.” ***Journal of Eating Disorders*** 41 (4), 301-306.
- 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.
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Manganese, Molybdenum, Nickel, Silicon, Vanadium, and Zinc. The National Academies Press, Washington, D.C.

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- Lysen, L.K. 2006. Quick Reference to Clinical Dietetics. 2nd edition. Jones and Bartlett Publishers, Sudbury, MA.
- Mahan, L.K., S. Escott-Stump and J.L. Raymond, Editors. 2012. Krause's Food and the Nutrition Care Process. 13th edition. W.B. Saunders Company, Philadelphia, PA.
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- Marieb, E.N. and K. Hoehn. 2010. Human Anatomy & Physiology. 8th edition. Pearson Education Inc., Benjamin Cummings, San Francisco, CA.
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- Pontes-Arruda, A., A.M. Aragao and J.D. Albuquerque. 2006. "Effects of enteral feeding with eicosapentaenoic acid, gamma-linolenic acid, and antioxidants in mechanically ventilated patients with severe sepsis and septic shock." ***Critical Care Medicine*** 34 (9) 2325-2333.
- Port, A.M. and C. Apovian. 2010. "Metabolic support of the obese intensive care unit patient: a current perspective." ***Current Opinion in Clinical Nutrition & Metabolic Care*** 13 (2) 184-191.
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- Public Health Agency of Canada. 2011. The sensible guide to a healthy pregnancy. HC Pub.: 5830, Cat.: HP5-33/2011E. Public Health Agency of Canada, Ottawa, Ontario. (available online at <http://www.phac-aspc.gc.ca/hp-gs/pdf/hpguide-eng.pdf>)
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- 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.
- Rolfes, S.R., K. Pinna, and E. Whitney. 2012. Understanding Normal and Clinical Nutrition. 9th edition. Wadsworth Publishing, Thompson Learning, Belmont, CA.

- Rosenbek, J.C. and H.N. Jones. 2009. Dysphagia in Movement Disorders. A volume in the Clinical Dysphagia Series, Plural Publishing Inc., San Diego, California.
- Rubin, E. and H.M. Reisner. 2008. Essential of Rubin's Pathology. 5th edition. Lippincott Williams & Wilkins, New York, New York.
- Sauberlich, H.E. 1999. Laboratory tests for the assessment of nutritional status. 2nd edition. CRC Press, New York, New York.
- 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, NY.
- Snell, R.S. 2008. Clinical Anatomy by Regions. 8th edition. Lippincott, Williams & Wilkins, Baltimore, MD.
- 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.
- Thompson, T. 2006. Celiac Disease Nutrition Guide. 2nd edition. Academy of Nutrition and Dietetics, Chicago, Illinois.
- 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.
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- Vogel, F.S., G.N. Fuller, and T.W. Bouldin. 2001. Essential Pathology. 3rd edition. Rubin, E., Ed. Lippincott, Williams & Wilkins, Baltimore, MD.
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- Weight Management Dietetic Practice Group, C.K. Biesemeier and J. Garland. 2009. Pocket Guide to Bariatric Surgery. Academy of Nutrition and Dietetics, Chicago, Illinois.
- Welch, P., J. Porter and J. Endres. 2003. "Efficacy of a Medication Pass Supplement Program in Long-Term Care Compared to a Traditional System." *Journal of Nutrition in Gerontology and Geriatrics* 22 (3), 19-28.

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- Wiggins, K.L. and Renal Dietitians Dietetic Practice Group. 2002. Guidelines for Nutritional Care of Renal Patients. 3rd edition. The Academy of Nutrition and Dietetics, Chicago, Illinois.
- Wiggins, K.L. and Renal Dietitians Dietetic Practice Group. 2004. Renal Care: Resources And Practical Applications. The Academy of Nutrition and Dietetics, 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.
- Writing Group of the Nutrition Care Process/Standardized Language Committee of the American Dietetic Association. 2008. "Nutrition Care Process and Model Part I: The 2008 Update." ***Journal of the American Dietetic Association*** 108 (7), 1113-1117.
- Writing Group of the Nutrition Care Process/Standardized Language Committee of the American Dietetic Association. 2008. "Nutrition Care Process Part II: Using the International Dietetics and Nutrition Terminology to Document the Nutrition Care Process." ***Journal of the American Dietetic Association*** 108 (8), 1287-1293.
- 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. Wiley-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.

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.

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 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.

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.

EVALUATION:

• Case study and research topic assignment	25%
Group presentation and written report (Note 5% of mark for professionalism)	
• Nutrition assessment of a client	15%
This assignment will include doing a nutrition interview with a client, completing a nutrition assessment and charting a nutrition progress note. (Note 5% of mark for professionalism)	
• Mid-term Exam on Lectures 1-5	30%
This test will include the material covered in class and the assigned readings and exercises for lectures.	
• Final examination	30%
This exam will include material covered in class and the assigned readings and exercises for lectures 6 to 12 inclusively.	
Total	100%

TENTATIVE SCHEDULE OF LECTURES AND TOPICS:

Lecture 1: Thursday January 8 (full lecture)

- ❖ *Course outline: Living Learning Contract*
- ❖ *Guidelines for assignments*
- ❖ *Standardized language an overview*
- ❖ *Current topics: Evidence Based Practice*
- ❖ *Guest speaker: Dr. Carole Chatalalsingh RD, CDO*

Lecture 2: Thursday January 15

- ❖ *Current topics in dietetic practice: CAM Use and Transplantation*
- ❖ *Guest speaker: Dr. Janet Madill, RD*
- ❖ *Nutrition assessment and charting exercise*

Lecture 3: Thursday January 22

- ❖ *Current topics in dietetic practice: Introduction to Nutrigenomics*
- ❖ *Lisa Cianfrini*
- ❖ *Nutrition assessment and charting exercise*

Lecture 4: Thursday January 29

- ❖ *Current topics in dietetic practice: Nutritional management of Burns and Sepsis*
- ❖ *Guest speaker: Prof Mary Donnelly-Vanderloo, MSc, RD*
- ❖ *Nutrition assessment and charting exercise*

Lecture 5: Thursday February 5

- ❖ *Current topics in dietetic practice: Nutrition and Pediatrics*
- ❖ *Guest speaker: Jessica Cane RD*
- ❖ *Nutrition assessment and charting exercise*

**Saturday Feb 7th Mid-term including lectures 1-5
Auditorium 9-12**

Lecture 6: Thursday February 12

- ❖ *Independent Research Day*

Reading Week: February 19 – NO CLASSES

Lecture 7: Thursday February 26

- ❖ *Current topics in dietetic practice: Ketogenic Diets for Epilepsy and Blenderized Diets*
- ❖ *Guest speaker: Sarah Denomme, RD*
- ❖ *Nutrition assessment and charting exercise*

Lecture 8: Thursday March 5

- ❖ *Current topics in dietetic practice : Hospital Malnutrition*
- ❖ *Guest speakers : Sylvia Rinaldi and Sarah Roney*
- ❖ *Nutrition assessment and charting exercise*

Lecture 9: Thursday March 12

- ❖ *Current topics in dietetic practice: Natural Health Products and Functional Foods*
- ❖ *Guest speaker: Dr. Colleen O'Connor RD*
- ❖ *Nutrition Assessment and Charting*

Lecture 10: Thursday March 19

- ❖ *Current topics in dietetic practice : Renal Disease*
- ❖ *Guest Speaker: Sheryl Forest RD*
- ❖ *Nutrition Assessment and Charting*

Lecture 11: Thursday March 26

- ❖ *Presentation of case study and research topic assignments*

Lecture 12: Thursday April 2 (last lecture)

- ❖ *Presentation of case study and research topic assignments*

FINAL EXAM

- Please see final exam schedule (Examination period: April 2015)
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➤ 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/2014/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://www.brescia.uwo.ca/academics/registrar_services/index.html . The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm> . 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.

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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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