

October Associate Dean Newsletter

Hello Arts and Humanities Undergrads,

This is the second installment of my 2014-15 newsletters and this month I'll be covering the following:

- Important dates: Deadline for dropping 0.5 and 1.0 courses
- Fall Study Break
- Exam Schedule and December travel
- Academic Counselling
- Medical Accommodations
- Faculty Entrance Scholarships
- The Arts and Humanities Student Donation Fund – Application deadline
- Work Study programme

Important Dates: drop deadlines for full and half courses

Please note that the last day you can drop a Fall term half course (0.5) or Fall term full course (1.0) without academic penalty is **November 5, 2015**. There is no grace period so make sure to drop the course on or before the deadline. The drop date for Full-Year courses (1.0) and Full-Year half courses (i.e. courses with a “y” designation) without academic penalty is **November 30, 2015**.

Fall Study Break

The Fall Study Break is on October 29th and 30th this year. The most important thing to remember about the Fall Study Break is that, like the Reading Week in February, it is meant to be a break. You should have no classes or tests on those days (or on the weekend of the break either), and no assignments may be due during this period. Use it your way, as an opportunity to catch up, get ahead, and/or rest up before going into high gear for the heavy demands of November and December.

Exam Schedule and December Travel

The December exam period runs from December 11-22. Please be aware that until the final version of the exam schedule is released, you should not presume that your exam will be early in the schedule. Please do not make unalterable travel plans until you are certain of your exam schedule because travel is not considered a legitimate reason for academic accommodation.

Academic Counselling

Remember that the counsellors in our Academic Counselling Office are here to help you. If you want to discuss your academic programs, need help because of a health emergency or urgent personal circumstances that is affecting your studies, want to review your degree requirements, or have other questions about Western's Academic policies, please stop by to see Ben Hakala or Amanda Green. The counseling office is in IGAB 1N20 and our office is open from Monday to Thursday, 9:30-noon and 1-4, and Friday from 9:30 to noon. No appointments necessary. Our phone number is 519-661-3043.

Medical Accommodation

While it's obviously best to do everything you can to complete assignments on time and show up for midterms and exams, sometimes illness gets in the way of our best intentions. Please familiarize yourself with Western's Policy on Medical Accommodation, which should be stated in summary on your course outlines as follows:

Students seeking academic accommodation on medical grounds for any missed tests, exams,

participation components and/or assignments worth 10% or more of their final grade must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation cannot be granted by the instructor or department. A student seeking academic accommodation for any work worth less than 10% must contact the instructor

and follow the course examinations must be written at the scheduled time unless formal alternative arrangements for a Special Examination have been approved (by the instructor, the Department and the Home Faculty Dean's Office) based on valid documented grounds.

Please remember that if you do miss a midterm or final, fail to meet an assignment deadline, etc., for medical reasons, if the missed work is worth more than 10% of your final grade you will need to submit appropriate medical documentation to your Academic Counselling Office (IGAB 1N20) as soon as possible. This means seeing a physician and having them fill out the Student Medical Certificate, which you can find here: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf. If you fail to submit the documentation in a timely manner, you may be denied accommodation. Remember that you do not need to see each professor individually and disclose your personal situation to them. Please see the academic counsellors about any accommodation, medical or otherwise, and let them communicate with your professors.

Arts and Humanities Entrance Scholarships

If you are the recipient of one of the two Arts and Humanities entrance scholarships, payments will be made shortly. One of the conditions of the scholarship is that you are still registered as part of the Faculty by November 1 which is why there has yet to be a payment of this scholarship, and that you are registered in 2.0 Arts and Humanities courses. So if you are still with us and you meet the eligibility requirements, you should be receiving your payment by the end of November.

Arts and Humanities Student Donation Fund – Applications Due

Do you have an idea for a campus event that would enhance the University experience of students in the Faculty of Arts and Humanities? A poetry slam? A movie night? A visiting speaker? If you have an event idea that would and you have not opted out of the Student Donation Fund, you can make a direct application to the Arts and Humanities Student Donation Fund. Applications are due on October 19th. You can find the application form on the Arts and Humanities Students' Council website: <http://www.ahscwesternu.com/#!/council/c1yrz> Click on "documents→applications→SDF Application"

Work Study at Western

Western's Work Study programme offers students in financial need a unique opportunity for part-time employment in a variety of different jobs, ranging from working for the library to being a research assistant for a professor. If you're interested and eligible please visit http://www.registrar.uwo.ca/student_finances/work_study.html

A reminder to bookmark the Arts Bulletin page, which is full of useful information for A&H students only: http://www.uwo.ca/arts/current_students/undergraduate/bulletin.html

I hope everyone is having a great fall term so far. Wishing you an enjoyable Fall Study Break.

Yours sincerely,

Tracy Isaacs, Associate Dean (Academic)

Arts and Humanities