

Greetings Arts & Humanities students,

This is my last newsletter of the 2013-14 academic year and I'll be addressing the following in this issue:

- final exams
- incompletes
- graduation
- summer courses

Final exams:

As final exams are just around the corner, please be mindful that accommodations for missed exams are not granted for sleeping in, misreading the exam timetable, or not being able to find your exam room, so make sure you have a back-up alarm, that you've double checked the time of your exam, and if you are not familiar with the room for your exam, go check it out ahead of time. There is, by the way, an excellent website to help find rooms, go to westernclassfind.com, which provides a step by step visual guide to make your way to your exam room. (thank you AHSC for that info).

If you are genuinely sick the day of an exam, do not write the exam and please go see a doctor as soon as you can (and while you're still sick), and make sure to download the Student Medical Certificate (http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) and have your doctor fill it out. Once that is done, go see your academic counsellor to arrange for the accommodation.

Lastly, if you have two exams at the same time, or three exams scheduled within a 23 hour time period, four in 47 hours, or five in 71 hours, you need to request alternative arrangements from your academic counsellor NOW.

Grade submissions and incompletes:

Course instructors must submit grades for their course a week after the final exam or, in the case of a course that doesn't have a final exam, a week after the end of classes. If you are unable to complete your course requirements because of documented reasons (usually medical) then you can apply for an extension by filing for an incomplete through the academic counselling office (UC-112G).

Graduation:

If you forgot to apply to graduate and are eligible, you can still do so, although there is a late application fee. To do so, you must apply in person at the Student Central on the main floor of the Western Student Services building.

Summer courses:

You can now register for Summer courses. The Academic Counselling Office (UC-112G) has plenty of Summer calendars, so please don't hesitate to stop by and pick one up if you are planning to take summer courses.

Best of luck with your final exams. Hope you all have a wonderful summer. If you are graduating, then congratulations, you'll be missed, and all the best for the future. If you're coming back in September, then I look forward to seeing you in the Fall.

Yours truly,

Dr. John Hatch
Associate Dean (Academic)