

## Arts and Humanities Associate Dean's December Newsletter

Greetings A&H undergrads,

In this month's newsletter, I address the following in the hopes of easing you into the holiday break, as well as preparing you for the return to classes in January 2015:

- A) Very important note on the final deadline for course assignments
  - B) December exam advice (scheduling conflicts, illness, sleeping in, and study rooms)
  - C) Grade submissions and extensions
  - D) Resumption of classes
  - E) Graduate School
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A) Senate regulations essentially state that no assignments for a course can be accepted at the end of the course after the last day of classes. In other words, professors cannot assign or extend a due date into the December examination period, nor can you expect an extension. The only exception to this is if there are documented compassionate or medical grounds, in which case you would have to file for an incomplete at the Academic Counselling Office (IGAB-1N20).

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B) The December exam period will soon be upon us and many of you will be writing either mid-term exams and/or finals during this time. Here are some important pieces of information to keep in mind:

1. If you happen to fall ill on the day of an exam or during an exam, please see a physician ASAP and get the proper medical documentation filled out (download the UWO Student Medical Certificate on the Arts and Humanities website -- <http://www.uwo.ca/arts/counselling/img/pdf/medicalform.pdf>). Don't wait until you're feeling better to see a doctor for a note since most will not issue one if you are not displaying symptoms. For any other situations that result in missing an exam (or missing an assignment deadline) please drop by the Academic Counselling Office (IGAB-1N20) first. You should avoid dealing with your professors directly when it comes to accommodation issues -- let the professionals handle it, namely the Academic Counsellors for the Faculty. Please visit <http://www.uwo.ca/arts/counselling/procedures/examinations.html> for more information pertaining to exams and accommodations.

2. Please be mindful of the fact that accommodations 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're not familiar with the room number for your exam, go check it out ahead of time.

3. The Arts & Humanities Building Library is now open for use to all undergraduate students. It is located in AHB room 2G30 and will be available as a study space during the exam period.

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C) Course instructors must submit grades for their courses a week after the exam or, in the case of courses that don't have a final exam, then the grades must be submitted a week after the end of classes. If your course instructor has agreed to provide you with an extension beyond the date the final grades must be submitted, then you must pick-up an Incomplete Form at the Academic Counselling Office (IGAB-1N20).

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D) Classes resume on January 5th, 2015, and the period to add a second term course ends January 13. Please note that the Office of the Registrar has done away with paper add/drop and so the January 13 date is the final day to add a second-term half course, as well as being the last online day to add/drop. You will still need to go to the Academic Counselling office to drop second-term half courses after January 13. Also be mindful of the fact that to be eligible for awards, scholarships, bursaries, etc., you need to be registered in 5.0 courses.

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E) If you are graduating soon and are planning to attend graduate school, then you should have already applied for some of the major grants and scholarships, and you should already be looking at potential graduate programs. The deadline for most graduate schools is January and February so it is wise to start looking and seeking advice now as to the best schools and programs to apply to. Excellent resources for this information are your professors, your own department's Graduate Chair, and the Internet. Don't be shy about asking, it's your future.

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I'd like to take this opportunity to wish you all the best during the holiday break (and a successful conclusion to all your courses this term).

Sincerely,

dr. john hatch  
Associate Dean (Academic)  
Faculty of Arts and Humanities