INTEGRATION OF ADVANCED AND COMPLEX CONCEPTS FOR NURSING PRACTICE

NURSING 4401W

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Office Hours: By Appointment

2024 - 2025

**INTEGRATION OF ADVANCED AND COMPLEX CONCEPTS
FOR NURSING PRACTICE: NURSING 4401W**

CLASS TIME AND LOCATION: Online, Asynchronous

Please Note: The final exam for this course will be <mark>Online, Synchronous, and Proctored</mark>. Students are to complete the final exam independently. Date and time of the Final Exam will be scheduled by the Office of the Registrar. Further information are included within the syllabus and will also be shared by the course instructor.

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Calendar Description: Students integrate multiple sources of knowledge and practice application to engage in management of complex health conditions. Recognition of urgent and rapidly changing client scenarios is practiced through use of critical thinking to implement interventions that improve client outcomes.

Expanded Description: This course will provide an opportunity for students to synthesize the theoretical, philosophical, and ethical dimensions of the profession and nursing practice they have explored throughout their program of study. Students will demonstrate thinking and acting like a nurse, incorporating relational inquiry into their practice. Students will also be provided with an opportunity to further consider, integrate, and advance their understanding of health and nursing concepts, underpinned by evidence-informed clinical judgment/decision-making models. In addition, students will also engage in active learning and application related to the nursing management of urgent and emergent health challenges experienced by clients across the lifespan. To facilitate the learning goals and outcomes of this course, various teaching-learning approaches will be used, such as case study, self-directed learning, group and/or individual written assignments, and tests. Through the various assignments, students will demonstrate an integrated and advanced application of nursing clients with complex health issues.

Course Weight: 1.0 FCE

Course Delivery: Online, Asynchronous; Final Exam will be **ONLINE**

Pre or Corequisites: Registration in Year 4 of the Western-Fanshawe Collaborative BScN program or Compressed Time Frame BScN program.

Antirequisites: Nursing 4400A/B

Important Note: Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this 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. If you wish to enroll in this course without the stated pre-requisite(s), you must obtain written approval from the course instructor. The approval should then be forwarded to your academic advisor.

Technical Requirements: Stable Internet Connection;
Laptop/Computer (with functioning microphone and camera)

Note: All course material will be posted to OWL Brightspace: https://westernu.brightspace.com If students need assistance with OWL Brightspace, they can seek support on the OWL Brightspace Help page. Alternatively, they can contact the Western Technology Services Helpdesk online or by phone at 519-661-3800 or ext. 83800 for technical support. Current versions of all popular browsers (e.g., Safari, Chrome, Edge, Firefox) are supported with OWL Brightspace; what is most important is that you update your browser frequently to ensure it is current. All JavaScript and cookies should be enabled.

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Course Learning Outcomes:

1. Demonstrate advanced application of the concepts of the metaparadigm of nursing.
2. Demonstrate advanced clinical judgment based on Tanner's (2006) Clinical Judgment Model.
3. Utilize a strengths-based approach and relevant evidence in cases involving individuals and families across the lifespan.
4. Demonstrate an integrated approach in the development of nursing care for clients experiencing complex health challenges.
5. Demonstrate ability to provide constructive feedback.
6. Describe an advanced understanding of the role of the nurse within an interprofessional collaborative team and the importance of the therapeutic nurse-client relationship.
7. Incorporate scholarship and critical reflection into course learning activities.
8. Articulate the relevance of professional, interprofessional and nursing informatics competencies, ethical standards, and professional accountability in nursing.

Entry-to-Practice Competencies for Registered Nurses (CNO, 2019) addressed in this course:

- Clinician: 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.12, 1.13, 1.14, 1.15, 1.19, 1.21, 1.22, 1.23, 1.25, 1.26, 1.27
- Professional: 2.1, 2.7
- Communicator: 3.7, 3.8
- Collaborator: 4.1, 4.2, 4.3, 4.5
- Coordinator: 5.5, 5.6, 5.7, 5.8
- Leader: 6.1, 6.3, 6.10, 6.11
- Advocate: 7.1, 7.3, 7.4, 7.9, 7.11
- Educator: 8.3, 8.4
- Scholar: 9.1, 9.2, 9.5, 9.7

Course Materials:

Required Resources and Texts:

El Hussein, M., & Osuji, J. (Eds.). (2020). *Brunner & Suddarth's Canadian textbook of medical-surgical nursing* (4th ed.). Wolters Kluwer.

NurseAchieve: NCLEX/NCLEX-RN Preparation Program.

Recommended Resources and Texts

Webster, J., Sanders, C., Ricci, S. S., Kyle, T., & Carman, S. (2020). *Canadian maternity and pediatric nursing* (2nd ed.). Wolters Kluwer.

Gottlieb, L. N. (2013). *Strengths-based nursing care: Health and healing for person and family*. Springer Publishing Company.

Additional Resources and Texts

Any supplementary resources and readings will be outlined in the weekly learning activities.

Weekly Schedule

Please Note: While unanticipated, weekly topics/lecture schedule may be subjected to changes. Any changes will be shared and communicated to students in advance.

Week (Dates)	Weekly Topics	Assessments/ Evaluation
Week 1 (Sept 9-15)	Course Overview and Advanced Concepts for Nursing Practice	*Proctortrack Onboarding Quiz Opens*
Week 2 (Sept 16-22)	Nursing Management of Respiratory Emergencies	*Week 2 Knowledge Checkpoint Opens*
Week 3 (Sept 23-29)	Nursing Management of Cardiac and Circulatory Emergencies	*Week 3 Knowledge Checkpoint Opens*
Week 4 (Oct 1*-6)	Nursing Management of Neurological Emergencies *Please Note: Sept 30th Non-Instructional Day in recognition of National Day for Truth and Reconciliation*	*Week 4 Knowledge Checkpoint Opens*
Week 5 (Oct 7-11)	Nursing Management of Gastrointestinal/Abdominal Emergencies	*Week 5 Knowledge Checkpoint Opens*
Week 6	**Thanksgiving & Fall Reading Week (October 11 – 20; No Assigned Learning Activities, Assessments, or Evaluations)**	
Week 7 (Oct 21-27)	Nursing Management of Endocrine Emergencies	*Week 7 Knowledge Checkpoint Opens*
Week 8 (Oct 28- Nov 3)	Nursing Management of Infections, Infectious Diseases, and Sepsis	*Week 8 Knowledge Checkpoint Opens*
Week 9 (Nov 4-10)	Special Topics: Independent, Self-Directed Learning via Nurse Achieve (Choice of 2 Module/Quiz)	*Nurse Achieve Quizzes Opens*
Week 10 (Nov 11-17)	Transitions in Care and Services: Discharge Planning and Transfer of Care	*Week 10 Knowledge Checkpoint Opens*
Week 11 (Nov 18-24)	Principles of Resuscitation and Post-Resuscitative Care	*Please complete any remaining assessments*
Week 12 (Nov 25-Dec 1)	Death & Dying: Foundational Concepts, Principles, and Nursing Management	*Please complete any remaining assessments*
Week 13 (Dec 2-6)	Integration of Advanced Concepts & Course Review	*Please complete any remaining assessments*

Assessments and Evaluation

Please Note: Please also review detailed description below which also includes specific policies regarding **assessment completion/assignment submission**, **the use of plagiarism detection software**, **academic consideration requests**, and **other relevant information**.

ASSESSMENT/EVALUATION	VALUE	DUE DATE	COURSE GOALS
1. Proctortrack Onboarding Quiz	Pass/Fail	September 27, 2024 @ 11:55pm (Eastern Time) ✓ Flexibility Built-In	-
2. Generating NCLEX-RN Style Questions (Group Submission)	15%	Group Submission Due: October 25 @ 11:55pm (Eastern Time) ✓ Flexibility Built-In	1-8
3. Independent, Self-Directed Learning via Nurse Achieve (Opens Week 9) (Student's choice of 2 Module/Quiz for 5% each)	10%	Opens: Nov 4, 2024 Due: December 6, 2024 @ 11:55pm (Eastern Time) ✓ Flexibility Built-In	1-8
4. Knowledge Checkpoints* - *Proctored* Best 6 of 7 (5% each x 6)	30%	Due: December 6, 2024 @ 11:55pm (Eastern Time) ✓ Flexibility Built-In	1-8
5. Final Exam** - *Proctored*	45%	During the University Final Examination Period	1-8
Total	**100%**		

** Please review the detailed description and policy within this course syllabus regarding the use of online remote proctoring service for all **knowledge checkpoints** and the **final exam***

**Date and time of the Final Exam (proctored) to be scheduled by the Office of the Registrar.

Assessments and Evaluation: Detailed Description

1. Proctortrack Onboarding Quiz (Pass/Fail)
Due: September 27, 2024 @ 11:55pm Eastern Time

As remote proctoring will be required in this course, each student must onboard in Proctortrack via the course site, to create a profile, and complete the Onboarding Quiz. This process will ensure Proctortrack is compatible with your computer/laptop device, to provide an opportunity for you to become familiar with the testing environment, and to troubleshoot any challenges.

Students who have previously completed the onboarding process for evaluations in other course(s) **must** also complete the onboarding quiz for this course, in order to ensure their profile is updated/renewed for the remainder of the academic term.

Students who do not complete the onboarding process and the onboarding quiz prior to the due date will receive a "Fail" grade for this assessment, which may impact their overall grade and completion of this course.

More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: https://remoteproctoring.uwo.ca

Students who are experiencing any technical difficulties during the onboarding and quiz completion process are advised to contact Western's Remote Proctoring Services at examcentral@uwo.ca (**please also cc your course instructor on your initial email correspondence for documentation and verification purposes**).

Note: As flexibility (flexible deadline window) is built-in for this assignment, any academic considerations may be denied.

2. Generating NCLEX-RN Style Questions (15%)
   Due: October 25, 2024 @ 11:55pm Eastern Time

Intended to support student's learning of course content and understanding of the NCLEX-RN test plan, students (working in groups of five (5)) will prepare and submit five (5) well-structured and complete NCLEX-RN style questions based on any course readings and/or concepts presented in weeks 1 to 7, inclusive.

Group Work: Students will be provided with the opportunity to self-select members of their own group, or to be assigned to a specific group by the course instructor. Students acknowledge that all group members will be assigned the same grade, and it is the student's responsibility to ensure that any plans for group work include considerations regarding each student member's professional (e.g., placement) and personal commitments. All groups are encouraged to initiate the discussion of a group timeline as early as possible to ensure timely submission.

Submission: Only **one (1) submission per group** via the course site is required.

Plagiarism: Upon submission, the assignment will be processed through Turnitin, a plagiarism detection software. Please see further information regarding academic offenses and plagiarism in the course syllabus.

Additional information regarding this assignment, including further description, instructions, and criteria for evaluation will be made available on the course site.

Note: As flexibility (flexible deadline window) is built-in for this assignment, any academic considerations may be denied.

3. **Independent, Self-Directed Learning via Nurse Achieve (10%)**
   Opens: November 4, 2024
   Due: December 6, 2024 @ 11:55pm Eastern Time

This assessment activity is intended to provide students with a designated time and dedicated opportunity to engage in independent, self-directed learning to explore additional content of interest to supplement their course and previous learnings.

During Week 9 of this course, students will be provided with a dedicated opportunity to access, review, and complete specific modules/quizzes of their choice from a list of topics/concepts via NurseAchieve. Students are encouraged to access and review any content that complements their current learning and professional development.

Once the modules/quizzes are made available at the beginning of Week 9, students will be provided with the opportunity to complete the required modules/quizzes at their own pace and at any time prior to the due date.

For the purposes of this assessment and evaluation, students will be required to complete a **minimum of two (2) modules/quizzes via NurseAchieve**, which can be self-selected from a list of topics/concepts indicated by the course instructor. Each module/quiz will be worth 5%, for a total of 10%. Students who complete more than two (2) modules/quizzes will have their **two (2) highest-scoring quizzes used** for the grade calculation of this assessment.

Note: As flexibility (flexible deadline window) is built-in for this assignment, any academic considerations may be denied.

4. **Knowledge Checkpoints (30%)**
   All Knowledge Checkpoints Due: December 6, 2024 @ 11:55pm Eastern Time

Starting on Week 2 and throughout this course, each student will be provided with an opportunity to independently complete up to **seven (7) knowledge checkpoints** via the course site and Proctortrack. The **six (6) highest-scoring** knowledge checkpoint scores will be included in the course grade calculations. Each knowledge checkpoint will be made available as designated in the weekly schedule, and will remain open until the end of Week 13.

Students are invited to complete the knowledge checkpoints as they become available.
All knowledge checkpoints must be completed and submitted prior to the due date of
December 6, 2024 @ 11:55pm Eastern Time.

Each knowledge checkpoint is worth 5% of the course grade and will consist of 10 multiple choice questions (MCQs) based on the content of the related learning module. Students will have 20 minutes to complete each checkpoint in one attempt only.

Note: As flexibility (flexible deadline window; best six of seven scores) is built-in for this assignment, any academic considerations may be denied.

5. **Final Exam (45%)**
   Date and Time: To be scheduled by the Office of the Registrar.

An **individual, online, synchronous, and proctored** final exam will be scheduled by the Office of Registrar. The final exam will cover course content from weeks 1 through 13, inclusive. The exam will provide an opportunity for students to demonstrate their understanding of course concepts and any relevant applications to their nursing care and management of complex health issues.

This final exam will be "closed book" and will be completed by each student independently.

The course instructor will endeavour to provide any relevant information regarding the final exam at the earliest opportunity. However, it is also the responsibility of the student to review any University/School policies related to final examination prior to the final exam. Student responsibilities and University/School policies regarding the final exam include:

- Double checking the examination schedule for their courses
- Ensure that any examination conflicts are dealt with ahead of time
- Not make any travel plans until after the last day of exams, particularly before the final exam schedule is posted
- Be aware that morning examinations are typically held at 9 a.m.; except Sundays, which are at 10 a.m.
- Review policies and initiate contact with adamic advisor regarding any conflicts with final exam, and/or accommodation requests
- All other inquiries regarding the final exam should be made at the earliest opportunity

Academic Policies and Statements

Undergraduate Program Site
All students are required to visit the Undergraduate Program Site and be familiar with its contents. The Undergraduate Program Manual and full list of School of Nursing Policies can be accessed:

Western: Requires login with UWO username and password:

https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb 675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36

Attendance
Students are expected to demonstrate professional responsibility through regular attendance at, and participation in, all course learning activities. Much of the learning that takes place is a result of preparation and engagement with the material, as well as active dialogue with colleagues and faculty. Students are expected to organize their schedules such that weekly preparation for class is completed, and classes are attended, with consistency.

Scholarly Requirements
All scholarly writing will follow the 7th edition of the *Publication manual of the American Psychological Association* (2020). All other types of writing will follow APA (7th ed.) format when citing or referencing another author's work or ideas. Failure to do so is unethical and is plagiarism.

Support Services
There are various support services around campus and these include, but are not limited to:
1. Academic Support and Engagement - http://academicsupport.uwo.ca
2. Wellness and Well-being - https://www.uwo.ca/health/
3. Registrar's Office -- http://www.registrar.uwo.ca/
4. Ombuds Office -- http://www.uwo.ca/ombuds/

The websites for Registrarial Services (http://www.registrar.uwo.ca), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: http://westernusc.ca/services/) and the Student Development Services, should be provided for easy access.

Students who are in emotional/mental distress should refer to Mental Health@Western (https://www.uwo.ca/health/) for a complete list of options about how to obtain help.

Statement on Gender-Based and Sexual Violence
Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have

experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at: **https://www.uwo.ca/health/student_support/survivor_support/get-help.html**.

Student Code of Conduct
The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit https://www.uwo.ca/univsec/pdf/board/code.pdf

Absence from Course Commitments
Students must familiarize themselves with the Policy on Academic Consideration – Undergraduate Students in First Entry Programs

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request at the central academic consideration portal. Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes), when there is flexibility in the submission timeframe (e.g. 72 hour no late penalty period), or when timed assessments (e.g., quizzes) are available over an extended period of time (e.g., when you are given a 72 hour time period to start – and finish – the assessment).

Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the Student Medical Certificate or, where that is not possible, equivalent documentation by a health care practitioner.

Accommodation for Religious Holidays
Students should review the policy for Accommodation for Religious Holidays. Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

Special Examinations
A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examination dates. The Faculty of Health Sciences has set School-specific dates for these Special Examinations. Please speak with your instructor about the date on which the Special Examination for this course will be held.

Academic Offences
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 website: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Plagiarism
Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All 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 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 Western University and Turnitin.com (www.turnitin.com).

Use of Artificial Intelligence for the Completion of Course Work
Within this course, you may only use artificial intelligence tools (e.g., "ChatGPT") in ways that are specifically authorized by the course instructor. All submitted work must reflect your own thoughts and independent written work.

Re-submission of Previously Graded Material
Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Use of Statistical Pattern Recognition on Multiple Choice 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.

Accessibility Statement
Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review The policy on Accommodation for Students with Disabilities

Correspondence Statement
The centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner. Students are further expected to attend to announcements presented through Brightspace, and to read emails generated in this way.

Use of Electronic Devices

During Exams
Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices (e.g., cell phones, tablets, cameras, smart glass, smart watches, or iPods) during ANY tests, quizzes, midterms, examinations, or other in-class evaluations. **These devices MUST either be left at home or with your belongings at the front of the room. They MUST NOT be at your test/exam desk or in your pocket. <u>Any student found with a prohibited device will receive an automatic grade of zero on the test or exam.</u>**

During Lectures and Tutorials
Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class.

Copyright and Audio/Video Recording Statement
Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. Unless <u>explicitly</u> noted otherwise, you may <u>not</u> make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.

Contingency Plan for an In-Person Class Pivoting to 100% Online Learning
In the event of a situation that requires this course to pivot to online content delivery, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on Brightspace for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course instructor.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other

serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

Online Proctoring
Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: https://remoteproctoring.uwo.ca.

Social Media
It is a breach of privacy and confidentiality, and highly unprofessional, to post information on any social media platform about:

- Peers
- Class activities/discussion
- Clients
- Agencies
- Laboratories
- Simulations
- Communications with professors

Students will be reported to the Associate Director (Western). Such behaviour may compromise a student's standing in the program.

Review of Graded Assignments
After a graded assignment is returned, a student's first step is to take time to reflect on the assignment description in the syllabus, on the feedback provided by the original marker within the assignment, and on the marking rubric. If a student cannot understand the meaning or intent behind the feedback received, they may submit a written request to the original marker for an informal consultation to review the assignment grade. The request must include documentation of grounds, based on the marker's feedback, to support the assignment review. An assignment will not be reviewed simply because a student is unhappy with the grade received, or they believe the mark does not reflect the effort they put into completing the assignment.

Appealing a Grade Within this Course
You have the right to appeal any grade within this course. The grounds for a grade appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the student's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Appeals generally proceed in this order:

1. Course instructor (informal consultation)
2. Department Chair (submission of written request)
3. The Dean of the Faculty (submission of written request)

In the case of perceived procedural unfairness, steps 2 and 3 are carried out within the Department and Faculty offering the course. In the case of extenuating medical or compassionate circumstances that impact on a grade, steps 2 and 3 are carried out within a student's Home Department and Faculty.

A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the Department within three weeks of the date that the mark was issued. In the case of a final grade in a course, the written request for relief must be submitted to the Chair of the department by January 31st (for first-term half courses) or June 30th (for second-term half courses or full-year courses