

**Political Science 2230E Section 650**  
**The University of Western Ontario**  
**Introduction to Political Science**  
**Course Outline**

**Type:** Distance Studies (Essay) May 3 to July 23/21 (exams July 26-29)

**Place: Online/Asynchronous**

**Instructor: Dr. Robert F. Jonasson** Office: SSC 4141

E-mail address: rjonasso@uwo.ca (please e-mail anytime)

**Office Hours:** no formal hours (the current situation makes in person meetings unlikely) but e-mail anytime (more on this below)

**Prerequisite:** Pol. Sci. 1020E (former 020E); **Antirequisite:** Pol. Sci. 2223F/G; 2221F/G

**Required Reading: (hopefully available at U.W.O. bookstore)**

Stephen Brooks. Canadian Democracy. 9<sup>th</sup> Edition. (Oxford, Don Mills, Ont.: 2020.).

Canadian Democracy

[https://bookstore.uwo.ca/textbook-](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=N2021&courses%5B0%5D=650_UW/POL2230E)

[search?campus=UWO&term=N2021&courses%5B0%5D=650\\_UW/POL2230E](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=N2021&courses%5B0%5D=650_UW/POL2230E)

NOTE: You may use used copies. Please try to order a physical copy or an e-copy of the text.

**Objectives:** Political Science 2230E is in 2 major parts: Part 1 is an examination of the Canadian state and its major branches and institutions. Students will become familiar with the Canadian constitution and its historical development. Both horizontal and vertical checks and balances in the Canadian governmental system will be explored including the executive, legislative, judiciary and federalism. Political parties will also be examined closely as a key institution of the Canadian liberal democratic regime. By the end of this course, students will be able to identify the key components of the Canadian regime. Students will have an appreciation of the strengths and weaknesses of the Canadian institutions of liberal democracy - both in the past and today. Part 2 is an examination of the Canadian society and its relationship to the Canadian state. Students will become familiar with the Canadian society and its historical development. Some major societal divisions, both historical and current, for example, the Indigenous dimension of Canadian life and the challenge of Quebecois separatism, will be examined as to their political impacts on the Canadian liberal democratic regime. By the end of this course, students will be able to identify the key components of the Canadian society and their relationships to the political realm. Students will have an appreciation of the strengths and weaknesses of the Canadian institutions of liberal democracy - both in the past and today - in creating social and regional solidarity in the Canadian polity.

**OWL:** This course uses Western OWL as a learning tool on a regular basis. Login to OWL by going to <https://owl.uwo.ca/portal> and entering your user ID and password. Check that you have access to the course.

Please be aware, students will NOT receive any materials from Distance Studies. Instead, they will receive an email advising them how to access the Distance Studies website at [http://www.registrar.uwo.ca/applying/distance\\_studies/accessing\\_your\\_courses.html](http://www.registrar.uwo.ca/applying/distance_studies/accessing_your_courses.html). Here, they will find online instructions, examination schedules, instructor information, and links to their UWO email and OWL.

If you are experiencing problems with OWL, there are three ways of getting help. First, you can contact the ITS Help Desk at (519) 661-3800. Next, you can submit a question online here: <https://servlet.uwo.ca/vistahelpdesk/>. Finally, you can stop by the ITS help desk in person. Directions and hours are here: <http://www.uwo.ca/its/helpdesk/>. For hours and additional contact information please visit <http://www.uwo.ca/its/helpdesk/>. Additional OWL student help information can be found here: <https://owl.uwo.ca/portal/site/owldocs>.

**Topics:** Readings from the Brooks textbook (9<sup>th</sup> ed.) are given below.

Week 1: May 3-7

Course outline and on-line information

How to write an essay (see Essay Instructions on OWL); Major events in Canadian history (Ch.1)

Week 2: May 10-14

The Constitution (Chs.6,7)

Week 3: May 17-20 (May 21 is holiday)

The Constitution – development (Chs. 6,7)

Week 4: May 25-28 (May 24 is holiday); Friday, May 28- **Assignment due**

The Executive (Ch.9); The Legislative (Ch.9)

Week 5: May 31-June 4

The Judiciary: (Ch.9); The Bureaucracy (Ch. 10)

Week 6: June 7-11

Federalism (Ch.8); Political Parties (Ch.11)

Week 7: June 14-18

Elections and Electoral System (Ch.11)

Week 8: June 21-25

Canadian identity and political culture (Chs. 2, 4)

Week 9: June 28-July 2 (June 30 and July 1 are holidays)

Interest groups: Introduction to Canadian divisions in society (Chs.4, 12)

Week 10: July 5-9

The class divide (Ch.3); The language divide (Ch. 14); Friday, July 9 – **Essay due**

Week 11: July 12-16

The gender divide (Ch.15); Indigenous issues (Ch.16)

Week 12: July 18-23

Western Alienation (Ch. 5); Quebec issues (Ch.5)

**Final Exam:** during July 26-29 period (TBA)

- essay format: *online, take home, open book 24 hours*

### **Grade Breakdown:**

**Final Exam: 30% (TBA)**

**Essay: 50% (8-10 pages, double-spaced; due Friday, July 9/21 online submission by 11.59pm)**

**Assignment: 15% (3-5 pages, double-spaced; due Friday, May 28/21 online submission by 11.59pm)**

**On-line forum questions and responses: 5% in total (1% for each of 5)**

NOTE: All page requirements in the outline use the Times New Roman 12 standard.

**Late Penalty for Essay: 15% flat rate penalty; after 2 weeks late (including weekends), the paper gets a zero; computer breakdown is not an excuse; you must keep a backup copy of your paper (e-file); essays will be put into Turnitin**

## **POL.SCI. 2230E ESSAY**

**Length:** 8-10 pages double-spaced minimum

**Due date:** Friday, July 9/21 11.59pm – to be put into OWL – Assignments – Essay (do not wait until the last minute – lates will be strictly enforced: if you submit the wrong file, you must e-mail me the correct one before the deadline)

**Files:** the e-files must be in Word or PDF format and must have your last name as the start of the file name

**Lost Assignments:** It is your responsibility to have other copies of your paper.

**Bibliography:** You must include a bibliography.

**Citations and other items:** See Essay Instructions document on OWL.

### **Essay questions/ thesis statements**

Choose one as the core argument of your paper (you may take the reverse of each).

- 1/ Canada needs to create a universal basic income for all adult citizens..
- 2/ The separatist movement in Quebec is still powerful and remains a threat to Canadian unity.
- 3/ Canadian Medicare is threatened by a weak federal role in health care.
- 4/ Human Rights Commissions and Tribunals in Canada (both federal and provincial) have been and still are problematic for free speech rights in Canada.
- 5/ The Canadian Senate does not adequately carry out its functions and should be abolished.
- 6/ The New Democratic Party needs to move to the political center to win a federal election in Canada.

**NOTE: You may do your own thesis statement/topic with permission.**

**IMPORTANT: SEE ESSAY INSTRUCTIONS DOCUMENT ON OWL FOR MORE INFO**

## 2230E ASSIGNMENT

**Length:** 3-5 pages double-spaced minimum

**Due date: Friday, May 28/21 11.59pm– to be put into OWL – Assignments – personal view (do not wait to the last minute – lates will be strictly enforced; if you submit the wrong file, you must e-mail me the correct one before the deadline)**

**Lost Assignments:** It is your responsibility to have other copies of your paper (e-file).

**Bibliography:** not needed

**Citations:** not needed

You are simply to outline your personal view of Canadian politics. This should contain the following:

- 1/ Your view of what you think Canadian politics entails.
- 2/ Your view whether Canadian politics has been (and is) a negative or positive force (or both).
- 3/ Your view about what can be done to make Canadian politics better.
- 4/ This is not a formal essay, so you do not need a formal introduction and conclusion.
- 5/ However, write in complete sentences and paragraphs.
- 6/ The Essay Instructions document may give you some help here, so consult it, but remember this assignment is not an essay.
- 7/ This is a pass/fail assignment and will not be formally graded. It is either 15/15 or 0/15. **It will not be given comments or returned.**
- 8/ If it is late, you have until July 23/21 by 11.59pm to hand it in but you will get no more than 8/15 (if done properly).

## 2230E ON-LINE FORUM QUESTIONS AND RESPONSES

On **OWL – Forums** – you will be answering 5 questions in 5 weeks (see times below) which you will access by going to OWL- Forums at the beginning of the week (it will be up late Monday morning).

The question will be straightforward and short. You must then post an answer in Forums close to 1 double-spaced page long (you may go over this, but try to keep it near 1 page). These are opinion questions no formal research is required. *It is your post, not a response to another post that counts.* If I cannot see your post, it is not valid. Make sure you have posted it correctly.

### **DO NOT COMMENT ON THE OTHER STUDENT POSTS OR POST LINKS OR CUT AND PASTE OTHER WRITINGS**

**Due date:** The end of the week when the question was given – Sundays at 11.59pm **Do not wait until the last minute – even one minute late means I will delete your answer.**

**Marks: 5% of total grades (1% for each of 5).** You must do the task (it is a full point to do it and zero to not) and is not graded.

**Lates:** If you miss up to 1 of the weeks, you have the following option. You must e-mail me the answer but it then will be 3 pages doubled-spaced minimum for the answer. The final due date for these is July 26 /21 at 11.59pm. After this, there is no way to make-up these grades.

**Regrets:** If a topic is very sensitive to you and you do not want to have others see your posts, you may e-mail the replies to me by the due date. But I hope you have the courage to do the forum posts most, if not all, times.

### **Weeks:**

May 10 – due May 16

May 31 – due June 6

June 21 – due June 27

July 5 – due July 11

July 19 – due July 23

## COURSE PROCEDURES

1/ **E-Mail:** You may e-mail me at [rjonasso@uwo.ca](mailto:rjonasso@uwo.ca) anytime. I will check e-mail several times a day Monday to Saturday (not including any holidays) – from 10am to 7pm. I will endeavour to answer your e-mails within several hours during the above period (from 7pm to 10am, you may e-mail, but I will take longer to respond). There may be some exceptions to the above, but I will try to stick to this schedule. Please always be courteous.

2/ **Questions:** Ask questions intelligently. Do not ask questions for the sake of asking them (i.e. to show ‘interest’, to ‘stick out’ etc.). Please ask specific questions about the topics; questions like ‘can you explain this topic to me?’ are too broad. I cannot tutor each student obviously. Questions about course material can usually be answered in this course outline or on other documents. Of course, ask away! I’m especially glad to answer thoughtful questions.

3/ **Lecture Notes:** These are on OWL in Resources. They are now the most detailed ever. They are crucial to what I want you to know. The textbook is excellent but use it to illuminate the material in the notes (you must read it though!). Material in the textbook not covered in the notes will not be tested (even if I still hope you will read it!). If the notes and text disagree, go with me. Professor Brooks is not teaching this course. I have placed all the notes together by topics (in order). How you go about learning them is up to you, but the outline is suggesting a certain weekly breakdown.

4/ **Lecture files:** These will be posted in OWL –Resources and are like my usual in class lectures. How you go about learning them is up to you, but the outline is suggesting a certain weekly breakdown. They help explain the lecture notes.

5/ **Grading:** All grade values in the course outline are ‘set in stone’. There will be no re-weighting or bell-curve. No extra assignments will be given. No items will be omitted from the final grade.

The University of Western Ontario Senate has adopted a set of grade descriptors which explain the meaning of grades assigned in all university courses:

- A+ 90-100% One could scarcely expect better from a student at this level
- A 80-89% Superior work which is clearly above average
- B 70-79% Good work, meeting all requirements, and eminently satisfactory
- C 60-69% Competent work, meeting requirements
- D 50-59% Fair work, minimally acceptable
- F below 50% Fail

6/ **Appeals:** You may ask me to revisit your grades, but be aware that I mark carefully! YOU MUST PUT ALL CONCERNS IN WRITING. I will only change a grade if you prove to me that I am in error about certain pieces of factual information in your assignment, paper or exam. Please remember that I do not give grades according to your personality - try not to be personally offended by what you consider a poor grade (indeed, it is difficult to get to know students in an on-line course in any case). An appeal must go to me first. Your grade may

go up, stay the same or go down (I would give then you an average of the old grade and the new grade). You may go down if I discover critical things I missed the first time.

NOTE: Do not assume your past (eg. past grades, experience level, age) is the key to your future performance. Profs assume everyone wishes high grades. Please do not indicate to the prof that you need or expect a certain grade in the course.

7/ **Due dates:** All due dates (eg. essays, assignments, tests, exams) in the course outline are ‘set in stone’, unless they are moved to a later date by the instructor. Under no condition will due dates be made *earlier* than the dates indicated in the course outline.

8/ **Extensions:** As indicated in the policy of the dept., there are some legitimate excuses which may allow students to get limited extensions for essays, tests and exams. **ALL EXCUSES MUST BE ACCOMPANIED BY AN OFFICIAL NOTE** (eg. doctor’s note) which is shown/sent to **Academic Counselling**. Dates must be present to indicate the time period the student was affected. The Instructor must be notified by **Academic Counselling** within 2 weeks of the missed essay or test. **I must have the clear approval of Academic Counselling for any extension which requires this office.** The permission must be produced immediately in the case of the final exam. If an extension is warranted, the prof and the student will negotiate a time frame for submission. This time frame cannot be just what the student wants.

9/ **Problems with OWL/Internet:** If OWL is officially down for all students generally for a period of more than 12 hours on the day something is due, I will permit an extension to all students – generally, the next day. However, short problems cannot justify this, even to the deadline itself. My advice is do not wait to submit work to 11.59pm on due days! *Personal computer/internet/OWL issues are not valid grounds for an excuse.*

10/ If you are a student with a serious concern, whether valid or not, and you are unable to keep up with the course for a long period of time, the prof strongly advises that you drop the course. Students who get too far behind generally do not finish in any case or receive an uncharacteristically low grade. Sometimes unfortunate events occur in our lives; try to persevere, but if you cannot, it is no shame to reduce your course load in certain situations.

11/ Please do not ask the instructor for final grades (or final exam grades). These must be released by the Registrar’s Office first.

12/ I will give students basic references (for jobs, student exchange programs etc.) if their grade is above 75% in a class in which I have taught them (final grade). **For all post-graduate references (law school, grad school, teachers’ college etc.) and scholarships, students must have completed at least 3 courses (half or full) with me beyond 1020E and have a grade of 80% or better (as an average in the courses). If students took 1020E with me, they may or may not factor the grade in this class into their average, but they will need 2 more classes (half or full).** However, good character is an important consideration for promotion as well. I do not promote opportunists (eg. those who ask for higher grades without merit) or those with ‘entitlement’ attitudes. Make sure you give me at least 3 weeks notice for any deadlines and



always give me all forms and postage. **I will do a maximum of 4 paper/online references for a student in a term.**

## APPENDIX TO UNDERGRADUATE COURSE OUTLINES

### DEPARTMENT OF POLITICAL SCIENCE

#### **Prerequisite checking - the student's responsibility**

"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."

#### **Essay course requirements**

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

#### **Use of Personal Response Systems ("Clickers")**

"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

**Security and Confidentiality of Student Work** (refer to current *Western Academic Calendar*

<http://www.westerncalendar.uwo.ca/>

**"Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

### **Duplication of work**

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

### **Grade adjustments**

In order to ensure that comparable standards are applied in political science courses, the Department may require instructors to adjust final marks to conform to Departmental guidelines.

### **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 Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

### **Submission of Course Requirements**

ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS MUST BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.

**THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.**

### **Attendance Regulations for Examinations**

EXAMINATIONS/ATTENDANCE (Sen. Min. Feb.4/49, May 23/58, S.94, S.3538, S.3632, S.04-097) A student is entitled to be examined in courses in which registration is maintained,

subject to the following limitations: 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year. 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

### **Medical Policy, Late Assignments, etc.**

Students registered in Social Science should refer to

[https://counselling.ssc.uwo.ca/procedures/medical\\_accommodation.html](https://counselling.ssc.uwo.ca/procedures/medical_accommodation.html) for information on Medical Policy,

Term Tests, Final Examinations, Late Assignments, Short Absences, Extended Absences, Documentation and other Academic Concerns. Non-Social Science students should refer to their home faculty's academic counselling office.

### **University Policy on Cheating and Academic Misconduct**

**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).

**Plagiarism Checking:** "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 (<http://www.turnitin.com>)."

**Multiple-choice 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."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. [https://www.uwo.ca/univsec/academic\\_policies/index.html](https://www.uwo.ca/univsec/academic_policies/index.html)

## **PLAGIARISM\***

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

### **A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.**

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

**B. In adopting other writers' ideas, you must acknowledge that they are theirs.**

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

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Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History

August 13, 1991

**Accessibility at Western:** Please contact [poliscie@uwo.ca](mailto:poliscie@uwo.ca) if you require any information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

**SUPPORT SERVICES**

- The Registrar's office can be accessed for Student Support Services at [www.registrar.uwo.ca](http://www.registrar.uwo.ca)

- Student Support Services (including the services provided by the USC listed here) can be reached at:

<https://westernusc.ca/your-services/>

- Student Development Services can be reached at: <http://sdc.uwo.ca/>
- 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.

## Procedures for Requesting Academic Consideration

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

Submitting a Self-Reported Absence form provided that the conditions for submission are met;

- For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are **not** an appropriate basis for a self-reported absence;
- must communicate with their instructors **no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

Academic consideration **is not** normally intended for students who require academic accommodation based on an ongoing physical or mental illness (recurring or chronic) or an existing disability. These students are expected to seek and arrange reasonable accommodations with Student Accessibility Services (SAS) as soon as possible in accordance with the Policy on Academic Accommodation for Students with Disability.

Students who experience high levels of stress related to academic performance (including completing assignments, taking part in presentations, or writing tests or examinations). These students should access support through Student Health and Wellness and Learning Skills Services in order to deal with this stress in a proactive and constructive manner.

## Requests for Academic Consideration Using the Self-Reported Absence Form

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the **online Self-Reported Absence portal**. This option should be used in situations where the student expects to resume academic responsibilities **within 48 hours or less**.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

Students will be allowed:

- a maximum of two self-reported absences between September and April;
- a maximum of one self-reported absence between May and August.

Any absences in excess of the number designated above, regardless of duration, will require students to present a Student Medical Certificate (SMC) no later than two business days after the date specified for resuming responsibilities.

- The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;



- The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- Self-reported absences **will not be** allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period;
- Self-reporting **may not be** used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- students must be in touch with their instructors **no later than 24 hours** after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.

### **Request for Academic Consideration for a Medical Absence**

Students seeking academic consideration for a medical absence not covered by existing Student Accessibility Services (SAS) accommodation, will be required to provide documentation in person to Academic Counselling in their Faculty of registration in the form of a completed, signed Student Medical Certificate (SMC) where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.

### **Request for Academic Consideration for a Non-Medical Absence**

Students seeking academic consideration for a non-medical absence will be required to provide appropriate documentation to Academic Counselling in their Faculty of registration where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.