

Western University
Department of Political Science

Power in the City

Political Science 3363F
Fall 2021

Instructor: Martin Horak
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Office Hours: by appointment on Zoom
Physical Office: SSC4223

Class Time and Location: Wednesdays, 10:30am – 12:30pm, AHB 2B04

Course Description

Most people now live in cities. As a result, politics is today profoundly urban in character. It takes place largely in cities, it is shaped by urban processes, and it responds to distinctly urban problems, ranging from local economic development and housing inequality to public transit and immigrant integration. This course aims to introduce you to leading theories of urban politics, which we will apply to compare urban political processes in Canada, the United States, and Western Europe. Our main focus will be on *local* government in cities, but we will also examine the ways in which urban politics is inherently multi-level in, and how other levels of government help to shape responses to urban policy issues. We will discuss how contrasting national traditions and institutional structures shape the terrain of urban politics; we will investigate the role played in urban politics at the local level by politicians, business, and community actors, and compare how they operate in various settings; and we will focus on three specific urban political issues that the class will select in discussion with the instructor.

The course will also give you the opportunity to learn about politics in an ‘adopted city’ of your choice, and to conduct a detailed independent research project in which you analyze some aspect of urban politics in your ‘adopted city’ and/or another city or cities of your choice, using theories and concepts drawn from the course.

Prerequisites

You must have taken at least 1.0 full course equivalent in Political Science at the 2200 level to enroll for this course. Previous courses related to local politics and/or urban studies will be an asset but are not required. This course is useful preparation for both **POL4210 Globalization and Urban Politics** and **POL4211 Multilevel Governance**.

Course Format

This is a mixed format course. I will usually introduce key concepts with a brief lecture, but much of the class time will be reserved for discussion. *You must be committed to reading all the assigned material before each class.* Advance reading is a prerequisite for doing well in this course (see “Course Evaluation” below) and will help make the seminar discussions exciting and

dynamic for all of us. *All readings will be posted under “Resources” on our course OWL site unless otherwise noted. There is no textbook.*

The course also has an element of curriculum co-design: during the week of October 27th, students will collectively choose three topics in urban politics that we will engage with in Weeks 11 to 13 of the course (Nov 24, Dec 1, Dec 8).

Please note: While we are scheduled to meet in person throughout the term, if COVID-19 conditions change, I reserve the right to shift our class to Zoom format if necessary.

Course Requirements

The final grade for this course will be composed of three main elements:

1. *Participation in class discussion (15%).*

Discussion among students in the class is at the heart of this course. Attendance in every class of the term is mandatory, and you are expected to participate actively in our discussion. If for any reason you do not feel comfortable participating in class discussion, please let me know as soon as possible, so we can address the challenge and make alternative arrangements as necessary. For every week except the first week of the course, I will post **discussion questions** for reading material on the OWL site. Please come to class prepared with thoughtful answers to these questions. 5% of your participation grade will be based on your attendance record, while 10% will be based on the quality of your contribution to discussion.

2. *Writing assignments on your adopted city (40%).*

By September 15th, you will choose an “adopted city” whose politics you will learn about in some detail. You will do this on a poll in OWL. You will be expected to bring your knowledge of politics in your city to our class discussions. Between Week 3 and Week 7 of the course, you will write a total of four 2-page (about 500 word) assignments on some aspect of politics in your adopted city. These assignments will respond to factual questions about politics in your city. I will post the questions on OWL one week before the day in which they are due. These assignments must be written up in full sentence form with source citations. Each assignment is worth 10% of your course grade.

Below you will find a list of suggestions for “adopted” cities. You can also choose one that is not on the list, with my prior approval (the main concern is that you choose a city on which there is enough information available). If you want to choose a city that is not on the list, please enter “other” in the OWL poll:

Amsterdam	Atlanta	New Orleans	Moscow	London (UK)	Sydney
Vancouver	New York	Chicago	Montreal	Detroit	Paris
Glasgow	Barcelona	Houston	Portland	Los Angeles	Berlin
London (ON)	Miami	Calgary	San Francisco	Baltimore	Winnipeg
Prague	Boston	Pittsburgh	Phoenix	Manchester	Toronto

3. Research project (45%)

A significant proportion of your grade in this course will be based on your research project. This project is a chance for you to investigate in depth some aspect of urban politics that you are particularly interested in. You may select an aspect of urban politics in your ‘adopted city’ and investigate it in depth using concepts from the course; or you may compare aspects of urban politics across two or more different cities. The research project has two components:

a. Proposal for your research paper (10%)

By November 10th, you will put together a 500 to 750-word research proposal. The aim of the proposal is to focus your research question and develop a strategy for the rest of your research. Full guidelines will be handed out and discussed approximately mid-way through the term.

b. Research paper (35%)

The final product of your research project will be a 3000-4000 word paper on your research topic. The paper must be presented in formal format: double spaced with a consistent referencing style and a complete bibliography at the end. Full guidelines will be handed out and discussed approximately mid-way through the term.

Course Policies

Submitting assignments: All written work should be submitted via the course’s OWL site. Work handed in late will be subject to a penalty of 2% for each day past the deadline, weekends included. Extensions due to illness require a medical certificate. If you foresee problems meeting submission deadlines please consult the instructor early; accommodations can always be made with adequate advance notice. This means *at least one week before the deadline*.

Academic integrity: To protect and uphold academic integrity in the class, it is the responsibility of each student to be able to demonstrate the originality of his or her work. At a minimum, for every assignment, the sources of all information and ideas must be properly referenced using a standard academic referencing style such as Chicago, APA, or MLA. Failure to properly reference ideas, concepts, and quotations in an assignment that are not your own will result in academic penalties as required by university policy:

<http://www.uwo.ca/univsec/pdf/academicpolicies/appeals/scholasticdisciplineundergrad.pdf>.

All upper-year students are expected to have a thorough understanding of the rules and conventions of academic writing. If you are unclear about what constitutes plagiarism or how to reference sources, please visit the Writing Support Centre <http://www.sdc.uwo.ca/writing/> or review information at: <http://www.lib.uwo.ca/tutorials/plagiarism/>

Instructor contact: I encourage you to bring any questions or concerns about course material, requirements or assignments to me. My office hours will be held on Zoom by appointment. Questions or concerns can also be sent my e-mail to: mhorak@uwo.ca. I will usually respond within 24 hours, except on weekends and holidays.

Help with writing: Learning to express ideas clearly is a central goal of the university experience. If academic writing does not come easily to you, you are strongly encouraged to make use of the Writing Support Centre: <http://www.sdc.uwo.ca/writing/>

Accommodations on medical grounds: Students seeking academic accommodation on medical grounds for any missed participation components and/or assignments must apply to the Academic Counseling office and provide documentation. Academic accommodation cannot be granted by the instructor or department. Please refer to the Policy on Accommodation for Medical Illness <https://studentservices.uwo.ca/secure/index.cfm> and download a Student Medical Certificate (SMC): <https://studentservices.uwo.ca/> under the Medical Documentation heading. Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

Course Schedule and Required Readings

Week 1 (Sept 8): Introduction: Cities and Urban Politics

Our first session will include an overview of the structure, aims and requirements of the course. We will also discuss what a ‘city’ is, what urban politics is, and why it is important. Both to our daily lives, and as an object of study in political science.

Wirth, Louis. 1938. “Urbanism as a Way of Life.” *American Journal of Sociology* 44(1). **Read excerpt, pp. 1-18 only.**

John, Peter. 2009. “Why Study *Urban Politics*?” In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed., pp. 17–23. Los Angeles: Sage.

Part I: Urban Political Institutions in Comparative Perspective

Week 2 (Sept 15): Local and Urban Politics: Differing National Traditions

* Choose your “adopted” city *

Keating, Michael. 1991. “Systems of Local Government: Culture and Structure.” In *Comparative Urban Politics: Power and the City in the United States, Canada, Britain and France*, pp. 13-35. Aldershot: Edward Elgar.

Taylor, Zack. 2014. "If Different Then Why? Explaining the Divergent Political Development of Canadian and American Local Governance." *International Journal of Canadian Studies* 49:53–79.

Week 3 (Sept 22): Local Elections and Political Parties

Keating, Michael. 1991. “Parties and Elections.” In *Comparative Urban Politics: Power and the City in the United States, Canada, Britain and France*, pp.43-49. Aldershot: Edward Elgar.

Moore, Aaron. 2017. “The Potential and Consequences of Municipal Electoral Reform.” *IMFG Perspectives* No. 20
https://tspace.library.utoronto.ca/bitstream/1807/78793/1/IMFG_perspectives_20_electoral_reform_AaronMoore_Oct_17_2017.pdf.

Sayers, Anthony, and Jack Lucas. 2017. “Policy responsiveness and political accountability in city politics.” *University of Calgary, The School of Public Policy*.
<https://www.policyschool.ca/wp-content/uploads/2017/03/Policy-Responsiveness-Sayers-Lucas.pdf>

*** Short Writing Assignment #1 Due Sept. 22 ***

Week 4 (Sept 29): Local Political Leadership

Greasley, Stephen and Gerry Stoker. 2009. "Urban Political Leadership." In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed. pp. 125–136. Los Angeles: Sage.

Sancton, Andrew. 2015. "Mayors and Local Political Leadership" in *Canadian Urban Politics*, 2nd ed. Toronto: Oxford. **Excerpts: "Models of Mayoral Leadership" (pp. 239–247) and "How Mayors Become Powerful" (pp. 232–236) — in that order.**

Stoker, Gary and Harold Wolman. 1992. "Drawing Lessons from U.S. Experience: An Elected Mayor for U.K. Local Government." *Public Administration* 70: 241–267.

*** Short Writing Assignment #2 Due Sept. 29 ***

Part II: Power in the City

Week 5 (Oct 6): The Community Power Debate: Who Governs?

Harding, Alan. 2009. "The History of Community Power." In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed. Los Angeles: Sage. **Excerpt: pp. 27–33.**

Hunter, Floyd. 1953. *Community Power Structure: A Study of Decision Makers*. Chapel Hill, NC: University of North Carolina Press. **Excerpt from Ch. 4: pp. 60–81.**

Dahl, Robert A. 2007 [1961]. "Who Governs?" In Elizabeth Strøm and John Mollenkopf, eds., *Urban Politics Reader*, pp. 110-119. New York: Routledge.

Bachrach, Peter and Morton S. Baratz. 1962. "Two Faces of Power." *American Political Science Review* 56 (4): 947–952.

Week 6 (Oct 13): Business and Pro-Growth Interests

Harding, Alan. 2009. "The History of Community Power." In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed. Los Angeles: Sage. **Excerpt: pp. 33–39.**

Peterson, Paul E. 2007 [1981]. "The Interests of the Limited City." In Elizabeth A. Strøm and John H. Mollenkopf, eds., *Urban Politics Reader*, pp.120-129. New York: Routledge.

Molotch, Harvey and Serena Vicari. 1988. "Three Ways to Build: The Development Process in the United States, Japan, and Italy." *Urban Affairs Quarterly* 24 (2): 188-214.

Strom, Elizabeth. 1999. "In Search of the Growth Coalition: American Urban Theories and the Redevelopment of Berlin." *Urban Affairs Review* 31 (4): 455-481.

*** Short Writing Assignment #3 Due Oct. 13 ***

Week 7 (Oct 20): Community Activism and Urban Social Movements

Rabrenovic, Gordana. 2009. "Urban Social Movements." In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed., pp. 239-254. Los Angeles: Sage.

Goetz, Edward and Mara Sidney. 1994. "Revenge of the Property Owners: Community Development and the Politics of Property." *Journal of Urban Affairs* 16 (4): 319-344.

Novy, Johannes and Claire Colomb. 2013. "Struggling for the Right to the (Creative) City in Berlin and Hamburg: New Urban Social Movements, New 'Spaces of Hope'?" *International Journal of Urban and Regional Research* 37 (5): 1816–1838.

*** Short Writing Assignment #4 Due Oct. 22 ***

Week 8 (Oct 27): Bringing it Together: Urban Regimes and Governing Capacity

Stone, Clarence. 1993. "Urban Regimes and the Capacity to Govern: A Political Economy Approach." *Journal of Urban Affairs* 15 (1): 1-28.

Pierre, Jon. 2014. "Can Urban Regimes Travel in Time and Space? Urban Regime Theory, Urban Governance Theory, and Comparative Urban Politics." *Urban Affairs Review* 50 (6): 864-889.

Taylor, Zack and Neil Bradford. 2020. "Governing Canadian Cities." In Markus Moos et al., eds., *Canadian Cities in Transition: Understanding Contemporary Urbanism*, 6th ed., pp. 33-50. Toronto: Oxford University Press.

*** Students Choose Course Topics for Weeks 11 – 13 ***

*** Fall Reading Week (Nov 1 – 5) ***

Part III: Urban Politics Beyond the Local

Week 9 (Nov 10): Governing Metropolitan Areas

Savitch, Hank and Ron Vogel. 2009. "Regionalism and Urban Politics." In Jonathan Davies and David Imbroscio, eds., *Theories of Urban Politics*, 2nd ed., pp. 106-124. Los Angeles: Sage.

Kantor, Paul. 2006. "Regionalism and Reform: A Comparative Perspective on Dutch Urban Politics." *Urban Affairs Review* 41 (6): 800-829.

Horak, Martin. 2013. "State Rescaling in Practice: Urban Governance Reform in Toronto." *Urban Research & Practice* 6 (3):311–28.

*** Research Paper Proposal Due November 10 ***

Week 10 (Nov 17): Cities in Multi-Level Political Systems

Hooghe, Lisbet and Gary Marks. 2003. "Unraveling the Central State, but How? Types of Multi-level Governance." *American Political Science Review* 96(2): pp. 233–243.

Horak, Martin. 2012. "Conclusion: Understanding Multi-Level Governance in Canada's Cities." In Martin Horak and Robert Young, eds., *Sites of Governance: Multilevel Governance and Policy Making in Canada's Big Cities*. Montréal: McGill-Queen's University Press. 339–370.

Good, Kristen. 2019. "Municipalities Deserve More Autonomy and Respect." *Policy Options*, <https://policyoptions.irpp.org/magazines/november-2019/municipalities-deserve-more-autonomy-and-respect/>.

Part IV: Selected Issues in Urban Politics

Weeks 11 to 13 (Nov 24, Dec 1, Dec 8):

As noted earlier, topics for these three weeks will be selected in consultation with the students early in the term. Possible topics may include the politics of social inequality in cities, environment and climate change in relation to cities, urban policing, the development of transit infrastructure, and many more. I will produce a list of possible topics that we will choose from.

*** Final Papers Due on OWL December 13th ***

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

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 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

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.

*Reprinted by permission of the Department of History

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 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
- 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.