



**MOS3370A 570**  
**Management Accounting**  
**Fall 2025**

Instructor: Ruth Ann Strickland  
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**Course Information**

**Mode of Instruction:** In Person

**Calendar Description:**

What does it cost? This question is asked in every organization. The determination of cost is a key accounting process that supports decision making. This course will cover management accounting techniques related to cost: behaviour, allocation, determination, and strategic cost management.

**Pre-requisite(s):** Business Administration 2257, or MOS 2228A/B, and enrolment in third or fourth year of BMOS, Honours Specialization in Urban Development or Music Administrative Studies (MAS).

**Anti-requisite(s):** Business Administration 3307K.

**Extra Information:** 3 lecture hours.

**Course Weight:** 0.50

**Breadth:** CATEGORY A

**Subject Code:** MOS

Notice: Unless you have either the requisites for this course (fulfilment of pre-requisites, no anti-requisite conflicts), or special permission from your Dean to enrol 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.



## **MOS 3370a – 570 - Management Accounting Fall 2025 Course Syllabus**

### **Instructor**

Ruth Ann Strickland, CPA

[rstrickl@uwo.ca](mailto:rstrickl@uwo.ca)

Office hours: See OWL Brightspace

### **Course Description**

Management Accounting: What does it cost? This question is asked in every organization. The determination of cost is a key accounting process that supports decision making. This course will cover management accounting techniques related to cost: behavior, allocation, determination, and strategic cost management.

Antirequisite: Business Administration 3307K

Prerequisite(s): Business Administration 2257, or MOS 2228, and enrolment in third or fourth year of BMOS, Honors Specialization in Urban Development or Music Administrative Studies (MAS).

Unless you have either the requisites for this course or written special permission from your Dean's Designate 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.

### **Course Objectives**

Think of a time you had to make an important decision. What steps did you take? What information did you use? Did you consult anyone? Were there financial considerations? How did you feel about the process of making the decision? How did you feel about the outcome?

In MOS 3370 we look at important decisions that businesses make, and we examine how financial information is used in making those decisions. The objective of this course is for students to practice and to become comfortable making data-driven decisions. In this process, students will develop an understanding of basic transactions, profits, cost behavior, relevant costs, and control systems, and will incorporate these into their analysis of business problems. Regardless of career objectives, all students will have to deal with some form of accounting information in their day-to-day activities. The task of this course is to ensure a thorough understanding of the nature and behavior of costs so that this type of information can be positively incorporated into the decision-making process.

### **Learning Outcomes**

The learning outcomes for this course include:

- Understand the roles and responsibilities of managerial accountants.

- Understand the role of data analytics in business decisions. Use Excel to perform various analytic processes.
- Prepare a Statement of Cost of Goods Manufactured
- Classify costs as fixed, variable, or mixed
- Determine break-even levels given the cost structure and calculate operating profit at various levels.
- Predict the cost for manufacturing overhead using a scatter graph, hi-lo method, and regression analysis. Predict total cost at various levels.
- Distinguish between various costing systems – Job Order Costing, Process Costing, Activity Based Costing.
- Prepare, compare, and reconcile financial statements prepared under Absorption versus Variable Costing.
- Prepare and analyze various types of budgets.
- Analyze manufacturing (cost) variances and marketing variances to explain differences between Budgeted and Actual results.
- Understand centralized/decentralized organizations, segment reporting, responsibility centers, transfer pricing, departmental cost allocations, cost of quality.
- Distinguish between relevant and nonrelevant costs in decision making.
- Analyze various short-term decision situations. Add/drop a product or service; make or buy decisions; special orders; utilization of a constrained resource, joint product costing, linear programming, pricing.
- Understand procedures and issues related to determining the price of a product.

This course covers the management accounting competencies required by CPA. You are expected to know and to apply the material from this course if you pursue post-graduate CPA studies, including Western's Graduate Diploma in Accounting (G-Dip) program.

This course also provides the opportunity to develop the CPA Enabling Competencies:

1. Acting ethically and demonstrating professional values
2. Leading
3. Collaborating
4. Managing self
5. Adding value
6. Solving problems and making decisions
7. Communicating

**Mode of Instruction** – In person, 3 hours per week

### **Course Materials - Textbook**

**Required Textbook:** Garrison, Managerial Accounting – 13<sup>th</sup> Edition – McGraw Hill.

**eBook:** ISBN 9781265750756 - Cost = \$99.00 at Western University Bookstore.

**OR**

**Printed Copy:** ISBN: 9781265772703 - Cost = \$183.55 at Western University Bookstore.

All other course material will be posted to OWL: <https://westernu.brightspace.com/>

Students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) regularly for news and updates. This is the primary method by which information will be shared with all students in the class.

## OWL Page

The course OWL page has all the important course related information such as the weekly schedule, lecture materials, and grades. Course changes, updates, and announcements will be communicated to students through the course OWL site. Please check OWL frequently to ensure that you are up to date on all course information.

## Method of Evaluation

Weekly In-Class Professionalism	10%
In-Class Hand-In Problems – (see weekly schedule)	10%
Midterm Test – Saturday, October 25 – 9:00 am	35%
Cumulative Final exam - scheduled by the Registrar	45%

Students are responsible for material covered in the lectures as well as the assigned chapters in the textbook.

Exam questions may include MCQ, calculations, schedules, financial statements, t-accounts, journal entries, and short written responses.

Students **must pass the final exam to pass this course.**

**Grades will not be adjusted based on need.** Extra assignments to improve grades **will NOT** be permitted. It is important to monitor your own performance. Remember: *You* are responsible for *your* grades in this course.

Cheating will not be tolerated and, regardless of the reason, will be reported as an academic offense. It will result in a grade of 45% / Fail for the course.

The use of artificial intelligence (AI), including programs such as ChatGPT, is not permitted for this course. It is considered an academic offense which will result in a grade of 45% / Fail for the course.

All exams are **closed book. No collaboration, assistance, or documentation of any kind may be used during exams.** This includes, but is not limited to, classmates, all other people, phones, watches, dictionaries, translation tools, and/or spelling tools, etc. **Violations will result in a grade of 45% / Fail for this course.** Exams will be compared for unusual patterns of answers which may be indicative of, and used as supporting evidence for, cheating.

BRING TO EXAMS: Your student ID card, a non-programmable calculator, and a dark pencil or pen.

### **Make-Up Tests:**

**Mid-Term Test:** Students who have been granted an approved absence from academic counselling for this test will be permitted to write a make-up test.

**Final Exam:** Students who have been granted an approved absence from academic counselling will be permitted to write the Special Examination (the name given by the University for a makeup Final Exam). See the Academic Calendar for details (under Special Examinations), especially for those who miss multiple final exams within one examination period.

The date and time of the make-up examination will be determined by the professor and the University Special Examination dates as outlined in the Academic Handbook:  
[https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/definitions.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/definitions.pdf).

## Teaching Methodology and Expectations

Class time will consist of lectures, problem solving, and discussion. This is not a class to sit back and watch. Each student is expected to come to class prepared to actively contribute to class discussions. Some in-class group work is expected. Some problems done during class will be submitted through OWL during class or at the end of class.

Excel will be used extensively in class. Because of this, students should bring their computers to class and should be prepared to use them for in-class work.

This course has a NO PHOTOS/NO RECORDING policy. Students are not permitted to take pictures, screenshots or videos of work done in class by the professor. Official solutions to the assigned problems will be made available on OWL after the relevant material is covered by all sections for the week. Students can check their own solutions and thereby determine their understanding of the material. Students will need to take their own notes of material worked on during class.

Mastery of managerial accounting concepts will require considerable time reading the textbook and attempting problems. To perform well in this course, students must spend sufficient time completing problems and reviewing the answers to check their understanding. To maximize learning, students should make an honest attempt at completing assigned problems before reviewing the solution.

Students will likely find that there is a direct correlation between the number of problems they practice, the adequacy of their understanding of those problems, their attendance in class, and their course grade.

## How to succeed in this course

This is a fast-paced course that is difficult for many students. It requires considerable time spent outside of the classroom. Students may feel lost if they come to class unprepared. The best learning outcomes result from keeping up to date week by week. Do not wait until just before a test to try to learn all the material for the test. You will need time to digest the material being taught. The following approach is recommended:

BEFORE CLASS: Listen to the video lecture and go through the publisher's PowerPoint slides in detail. This will give you background to be prepared for the in-class work. Use the textbook to enhance your understanding of topics. It provides additional explanations and examples.

DURING CLASS: Bring your computer, and the ability to work in Excel. Participate in the discussion of the topic(s) for the day. Follow along with problems done during class. Work in groups on some problems. Submit any problems that may be assigned for hand-in for a particular day.

AFTER CLASS: Continue to practice problems until you are comfortable with the formats and calculations. Be sure that you also understand the work so that you can comment on the implications of solutions.

## Technical Requirements

A computer with Excel is required for completing problems during class.

## General information about missed coursework

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration\\_Sep24.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf),

This policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**.

The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage:

[https://registrar.uwo.ca/academics/academic\\_considerations/](https://registrar.uwo.ca/academics/academic_considerations/)

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All Academic Consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. The following assessments are excluded from this, and therefore always require formal supporting documentation:

- Midterm Test
- Final Exam - scheduled by the Registrar's Office during official examination periods

When a student *mistakenly* submits their one allowed Academic Consideration request **without supporting documentation** for the assessments listed above or those in the **Coursework with Assessment Flexibility** section below, the request cannot be recalled and reapplied. This opportunity is forfeited.

### **Essential Learning Requirements**

Even when Academic Considerations are granted for missed coursework, the following are deemed essential to earn a passing grade:

- Students must attend and participate in at least 75% of classes (8) to write the final exam. Attendance includes being on time and staying for the full length of the class session.
- Students must pass the final exam to pass the course.

Students who miss too many assessments due to illness, and who have approval from Academic Counselling to receive course credit, will be given an opportunity to complete the missed assessments with the next offering of the course at King's. Students in this situation will receive a grade of Incomplete (INC) and their maximum course load may be reduced during the term in which they complete their course requirements.

## Coursework with Assessment Flexibility

### In-Class Hand-In Problems

Some classes will have in-class problems that will be submitted in OWL for grading at the end of class. Please see the Weekly Schedule for dates. Students that miss any of these weeks will have the weight of the assignment transferred to the final exam. As a result, there will be no make-ups for these assignments, and academic consideration will not be accepted for them.

### Weekly In-Class Professionalism

Students are expected to attend all class sessions, and to act in a professional manner that is respectful toward the instructor and other students. Class participation and engagement is an integral part of the learning experience in this course. Therefore, it is expected that every student will be prepared for each class and will be a willing participant in discussions. Voluntary class participation is expected; however, students who do not volunteer answers may be called upon to answer questions related to material being worked on. For classes to run smoothly it is essential that all students are fully prepared for every class. Some in-class work will be done in small groups. Some class work will be submitted on the course OWL site during or at the end of class.

This course has 11 class sessions. Professionalism will be graded on the 10 best classes. The lowest class will be dropped. As a result, academic consideration requests will be denied for the first missed class. Should extenuating circumstances arise, students may use their one academic consideration without documentation for an additional missed class. If academic consideration is used for a second missed class, the Professionalism grade will be based on the best 9 out of 11 classes.

Students who miss more than 3 weeks will not be permitted to stay in this course.

The following rubric will be used to assess professionalism:

- 0 – Student was late for class, did not attend class, or attended class but worked on other things during class. Minimal engagement. Demonstrated a lack of professionalism.
- 1 – Attended on time, worked on assigned in-class problems, and demonstrated professionalism throughout class session - but did not ask or answer any questions unless called upon by the professor. Submitted any in-class work that was requested.
- 2 – In addition to 1, the student voluntarily asked and/or answered questions. Worked effectively in groups when group work was assigned.
- 3 – In addition to 1 and 2, the student voluntarily contributed to class discussion throughout the class session. Added considerable value to the class.

Students are expected to:

- Arrive at class on time and remain in class for the full duration of the class and participate in class discussion and activities. Coming late or leaving early will mean that the class is considered a 'missed class'.
- Use electronic devices (i.e. laptop, tablet, etc.) for class purposes ONLY.
- Use of air pods or other similar listening devices is not permitted during class.
- Refrain from accessing or using phones or email during class session.
- Contribute to making the class session better for everyone by words and actions.

Please be aware that the classroom is a public space, and others can easily see what is on your computer screen. During class you are not permitted to use your computer for anything other than assigned class work.

It is an academic offense to have someone sign your name on the attendance sheet when you are absent from class. Please be aware that this will result in a grade of zero for participation for the entire course and will be reported as an academic offense for both the signor and the student whose name was signed.

## Lecture and Examination Schedule

The Weekly Schedule is posted on the course OWL site.

## Instructor Course Policies

These policies are in addition to any policies mentioned in other sections of this syllabus.

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not as redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of materials completed during class. If you miss a class, please obtain any missed material from another student.

- **Respect**

Please act respectfully towards the classroom, the instructor, and other students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during class, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and to the instructor. If other students are distracting your attention from the material, please ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see your instructor.

Late arrivals are also distracting. Please arrive on time for classes.

- **No Recording of Classes**

Students are not permitted to make audio or video recordings of any portion of a class.

- **Copyright Notice**

Lectures and course materials, including recorded lectures, class presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes and other course materials publicly and/or for commercial purposes. This includes websites such as Course Hero, etc.

- **Academic Integrity / Plagiarism**

All work submitted in this course must be personally completed by the student that submits it. Artificial Intelligence (AI), such as ChatGPT is not permitted for this course. Turn-it-in and other AI detection software will be utilized. Students that violate this policy will receive a grade of zero for the assessment and will have an academic offense reported to the chair of MEM.

## Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not as redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not provide copies of materials used in class. Therefore, if you miss a lecture, you should try to obtain this material from another student.

### **Exam Policies**

- Bring student ID card to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, your student ID card, and a non-programmable calculator.
- Do not wear baseball caps to exams
- Do not bring or wear smart watches, music players, cell phones, or other electronic devices of any kind to exams

### **E-mail Policies**

The following policies apply to all emails between students and the instructor. Please respect the fact that your Instructor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

- **UWO.CA Email Addresses Only**  
For privacy reasons, students must use their Western email accounts to contact their Instructor. The Instructor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).
- **Subject Line Must Include Course and Section Number**  
The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Instructor teaches different courses and sections and cannot properly respond to questions if they do not know which course or section you are enrolled in.
- **Acceptable Emails**
  - questions about the course content or materials
  - asking to set up an appointment to ask questions or review an exam
  - notification of illness or other special circumstances
  - providing constructive comments or feedback about the course
- **Unacceptable Emails**
  - questions that may be answered on OWL or on this course outline
  - asking when grades will be posted
  - asking what grade a student received
  - asking where or when an exam is scheduled or the material covered on an exam
  - requests for grade increases, extra assignments, or reweighting of course components

### **Attendance**

It is expected that students will attend all classes. The instructor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

- **Short Absences.**

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

- **Extended Absences.**

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

## **Grade Fairness**

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. No extra work or assignments will be provided for extra credit or to “make up” for a course component that was missed or performed poorly.

**You, the student, are responsible for the grades earned.**

## **Posting of Grades**

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

## **University Policy Regarding Illness, Absence and Accommodation**

### **Illness**

Students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty Academic Counselling office to obtain more information about the relevant documentation.

For privacy reasons, individual instructors should not receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.

For details on the Policy on Accommodation for Medical Illness, go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf)

Students can download the Student Medical Certificate (SMC) here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

## Accessible Education

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf)

Students needing access to Accessible Education should register here:

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

## Religious Accommodation

When conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as early as possible but not later than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays: <https://www.edi.uwo.ca>.

## University Policy on Cheating and Academic Misconduct

Scholastic offences are taken seriously and students are directed to read 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)

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar.

Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The use of AI, translation tools, and dictionaries is not permitted unless permission is granted by the instructor for specific circumstances. Any work submitted must be the work of the student in its entirety unless otherwise disclosed.

A copy of guidelines about how to avoid cheating can be obtained from the Office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, [ombuds@uwo.ca](mailto:ombuds@uwo.ca).

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a grade of Fail for the course. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other

students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

### **Procedures For Appealing Academic Evaluations**

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, they may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Office of the Ombudsperson.

### **Academic Concerns**

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

# KING'S UNIVERSITY COLLEGE

## GENERAL COURSE POLICIES

### 2025-2026

#### **1. Academic Accommodations, Consideration for Absences**

##### **Academic Accommodation (Accessibility)**

Accessibility Services works to ensure that academic programs are accessible to all students, and supports students who may have a condition related to, but not limited to, vision, hearing, mobility, different ways of learning, mental health, chronic illnesses, chronic pain, autism spectrum disorder, ADD/ADHD, and temporary conditions (beyond short-term academic consideration). Accessibility Services provides recommendations for accommodation based on medical documentation or psychological and cognitive assessment. The accommodation policy can be found here [Academic Accommodation for Students with Disabilities](#). Information on Accessibility Services at King's can be found [here](#).

##### **Academic Consideration for Student Absence**

If a student is unable to meet a course requirement due to substantial but temporary extenuating circumstances (medical or compassionate), they should follow the procedures below.

In some cases, where instructors have built flexibility into their assessments, this flexibility will already address consideration needs.

Requests for academic consideration should be directed to the Academic Advising Office of your faculty/college of registration. Requests must be made as soon as possible and no later than 48 hours after the missed assessment.

As a rule, documentation is required for academic consideration. For academic consideration requests on medical grounds, the Student Medical Certificate is available at [https://www.kings.uwo.ca/kings/assets/File/currentStudents/courses\\_enrollment/exams\\_and\\_tests/SMC-Feb-2025.pdf](https://www.kings.uwo.ca/kings/assets/File/currentStudents/courses_enrollment/exams_and_tests/SMC-Feb-2025.pdf).

Students are permitted one academic consideration request without supporting documentation per term per course.

Instructors may designate one assessment per half-course weight as requiring formal supporting documentation. Please refer to the course outline for each course.

For further information, please see:

[https://uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration\\_Sep24.pdf](https://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf)

##### **Absences from Final Examinations**

If you miss the Final Exam, contact the Academic Advising Office of your faculty/college of registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, or more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](#)).

## **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give notice in writing to the instructor and Academic Advising Office if a course requirement will be affected by a religious holiday/observance. Notice must be given as early as possible, and no later than two weeks prior to an examination, and one week prior to a midterm test date. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

## **2. Support Services**

Accessibility, Counselling and Student Development at King’s University College:

<https://www.kings.uwo.ca/current-students/student-services/>

Students experiencing emotional or mental health distress can access services at King’s University College: <http://www.kings.uwo.ca/current-students/campus-services/student-support-services/personal-counselling/>

Good2talk is a good online and phone 24/7 resource for students and is available in English, Mandarin, and French: <https://good2talk.ca>, 1-866-925-5454

MentalHealth@Western provides a complete list of options about how to obtain help:

[https://www.uwo.ca/health/mental\\_wellbeing/](https://www.uwo.ca/health/mental_wellbeing/)

Academic Support Services at King’s University College:

<https://www.kings.uwo.ca/current-students/academic-resources/>

### **GBSV Support:**

King’s 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.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

You can reach someone supports at Kings by emailing [Care@kings.uwo.ca](mailto:Care@kings.uwo.ca) or calling 519-930-4640 to reach a social worker who can offer help.

You can also reach Western’s Gender-Based Violence & Survivor Support Case Manager by [email](#) or by calling 519-661-3568.

Further supports can be found on this website: <https://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

See also [https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html)

University Students' Council offers many valuable support services for students, including the health insurance plan: <http://westernusc.ca/services/>

### 3. Statement on Use of Electronic Devices

**Use of Electronic Devices:** Unless explicitly stated otherwise, you are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations. Unauthorized possession of such a device during a test or examination constitutes an academic offence.

**Use of Laptops, Tablets, and Smartphones in the Classroom:** King's University College at Western University acknowledges the integration of new technologies and learning methods into the curriculum. The use of electronic devices such as laptop computers, tablets, or smartphones can contribute to student engagement and effective learning. At the same time, King's recognizes that instructors and students share jointly the responsibility to establish and maintain a respectful classroom environment conducive to learning.

The use of electronic devices by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using electronic devices for purposes not directly related to the class may be subject to sanctions under the Student Code of Conduct; see <https://www.kings.uwo.ca/current-students/student-affairs/code-of-student-conduct1/>

Inappropriate use of electronics (e.g., laptops, tablets, smartphones) during lectures, seminars, labs, etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of electronic devices in these settings. In addition, in order to provide a safe classroom environment, students attending in-person class sessions are strongly advised to operate laptops with batteries rather than power cords.

### 4. Statement on Academic Offences

King's is committed to academic integrity. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, is posted at

[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)

It is expected that students will submit work that is truly their own, completed without external assistance (human or artificial) except as explicitly permitted by the course instructor. Check with your instructor on what tools, including generative AI (ChatGPT, translation tools, grammar-checking tools) are permitted in the course. Because a tool is permitted in one course, that does not mean it is permitted in other courses.

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; see <https://elearningtoolkit.uwo.ca/tools/Originality Reports - TurnItIn.html>.

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.

### **5. Copyright of Course Material**

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member. Unauthorized sharing of class content is subject to academic discipline.

Similarly, students own copyright in their own original papers and exam essays. If a faculty member wishes to post a student's answers or papers on the course website, they should ask for the student's written permission.

### **6. Use of Recordings**

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation and/or the participant has the prior written permission of the instructor. Unauthorized recording and/or sharing of class content is subject to academic discipline.

### **7. Policy on Attendance**

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.