



**MOS3370A 570**  
**Management Accounting**  
**Summer 2026**

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**Course Information**

**Mode of Instruction:** Online Synchronous

**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 3370 – 570 - Management Accounting May 2026 Course Syllabus

### Course Materials

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

**eBook:** ISBN 9781265750756 - Cost = \$99 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.

### Brightspace Site

The course Brightspace site 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 site. Please check frequently to ensure that you are up to date on all course information.

### 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

## Teaching Methodology and Expectations

This is not an easy course. It teaches important concepts and techniques for making common business decisions and solving common business problems. Students who take this course in the 6-week condensed online format during Intersession must be dedicated to attending every class session, fully participating, and spending significant time studying outside of the class. This course will go by very quickly and will end with a cumulative final exam at a time set by the registrar.

Please do not take this course if you do not intend to treat it seriously and to give it your very best effort.

Class time will consist of lectures, problem solving, discussion, and breakout rooms. Webcams must be turned on, and microphones must work. Classes attended without a working webcam or a working microphone will be treated as a class not attended. Please make sure that you have a suitable back-up plan in case of issues with technology or connectivity. It is your responsibility to ensure that you are able to attend all class sessions.

Excel will be used extensively during class. Students will need an up-to-date version of Excel. Some work will be done in breakout rooms. Most classes will have work to submit at the end of the class session.

Before each class, students are required to listen to a video lecture about the topic and to review the publisher's power point slides. These are on Brightspace. After each class, students must continue to practice problems and to ensure that they can do them without looking at solutions. I will often teach how to complete problems by using pre-created templates during class. This is for efficiency and so that we can cover the material thoroughly. You are expected to complete problems on the final exam without being given templates. By the time of the exam, you should know how to set up problems on your own. Please ensure that you practice by handwriting solutions.

May 13, May 19, and May 27, will have specific Excel problems that will take most of the class session. May 13 will have a synchronous zoom session to accompany the work for the class. May 27 and June 17 will have problems to be done independently during the regular class time. There will not be a zoom class on those days. Instead, the problems will become available on Brightspace at the start of the class period and will be submitted prior to the end of the class period.

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.

## Technical Requirements

A computer with an up-to-date version of Excel is required for completing problems during class. A webcam and a microphone are required. These may be built into your computer or may be accessories – as long as they work consistently.

## Evaluation

Daily Class Participation & daily class submissions	15%
Hand-In Problems – May 13, May19, May 27	5%
Management Accounting Assignment – see OWL for due date	10%
Comprehensive final exam	70%
Set by Registrar's Office	

This course will administer its final exam **in-person**. By way of registering in this course, students are automatically registered to write their final exam in London. Students may opt-in to write at one of King's authorized testing centre locations in Toronto, Vancouver or Beijing.

For those opting to write in Beijing, Toronto or Vancouver, you must register to write at those locations. Instructions with a link to the registration form are available on the front page of the course Brightspace site.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** and are **REQUIRED TO PASS THE CUMULATIVE FINAL EXAM** to pass this course.

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

**Grades will not be adjusted based on need.** Extra assignments to improve grades **will NOT** be permitted. Course components will not be reweighted. 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 Fail for the course.

This is a course designed for Human Intelligence (HI). The use of Artificial Intelligence (AI) is not permitted for this course. It is considered an academic offense which will result in a grade of Fail for the course.

### **Daily Class Participation – 15% of grade**

This course has 10 synchronous zoom class sessions. Participation will be based on the best 9. The lowest will be dropped. A second can be dropped with an undocumented absence. Please be aware that every class session covers important topics. Students who miss a class session will need to cover the missed material using resources on Brightspace.

Students who miss more than 2 classes will not be permitted to write the final exam and will not pass 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. Often distracted and / or exhibited distracting behaviour. Demonstrated a lack of professionalism. Had camera off. Submitted any in-class work that was required. Worked effectively in groups when group work was assigned.
- 1 – In addition to 0, 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.
- 2 – In addition to 1, 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 and added considerable value to the class.

### **May 13, May 19, May 27 Hand-In Problems – 5% of grade**

- May 13 is about Regression Analysis and will be completed during a synchronous zoom class.
- May 27 is a budget problem that will be completed during the time for the class session but will not have a zoom class. The question will become available at the start of the class time and must submitted prior to the end of the class time.
- June 17 is a Data Analytics assignment that will be completed during the time for the class session but will not have a Zoom class. The question will become available at the start of the class time and must submitted prior to the end of the class time.

There are no make-ups for these problems. Students who do not complete and submit the problems at the required time will have the weight transferred to the final exam.

### **Management Accounting Assignment – 10% of grade**

This assignment will be completed individually, and outside of class time. It requires students to apply management accounting concepts to a company of their choice. Students must pick a company that no one else is using. The first person to pick a company will get that company.

Students must demonstrate an understanding and application of course concepts. Students will need to prepare a 5-minute video as part of this assignment. This assignment is due on Thursday, June 12 and will be accepted without penalty until Sunday, June 15. Assignments not submitted by this time will receive a grade of zero. This assignment must be completed to qualify to write the final exam.

### **Final Exam – 70% of grade – 4 hours; date and time to be determined by the registrar**

This exam covers all concepts from this course OTHER THAN: Regression analysis using Excel, budgets, and data analytics. Questions may include multiple-choice, short written analysis, calculations, schedules (such as Cost of Goods Manufactured), and financial statements. Students must pass this exam to pass the course.

The final exam is **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 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.

Students may be required to have an in-person meeting with the professor before getting a grade for this course.

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

### **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:

- Management Accounting Assignment
- Examinations scheduled during official examination periods (i.e. – final exams - defined by policy)

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 8 of 10 classes to write the final exam. Attendance includes being on time, having your camera on, and staying for the full length of the class session. Students who arrive late or leave early (without specific approval from the professor) will be counted as absent for the entire class.
- Students must complete and submit the management accounting assignment.
- Students must pass the final exam.

Students who miss the final exam, and who have approval from Academic Counselling to receive course credit, will be given an opportunity to write the exam the next time the course is offered in person at Kings. This will be in the winter term of 2027. 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 (details provided earlier in this document.)**

#### **Hand-In Problems (5%)**

No make-ups, weight of missed assignments will be transferred to the final exam.

#### **Weekly In-Class Professionalism (15%)**

Best 9 out of 10 classes will be included. (Best 8 out of 9 if an undocumented absence is used for one class.)

### **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 instructor, and other students. Acting respectfully means arriving on time, having webcams on, and refraining from doing other things during the class session. Acting respectfully provides a better learning experience for everyone.

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 this course and will have an academic offense added to their file.

## **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 bring or wear smart watches, 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. 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**

Course grades will be posted on OWL once they 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. 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 who are 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 [here](#).

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://mykings.ca/intranet/app/#/academics/academic-advising/academic-consideration-requests-and-student-absence-portal>

### **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 [https://academicsupport.uwo.ca/accessible\\_education/exams/index.html](https://academicsupport.uwo.ca/accessible_education/exams/index.html).

## **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://mykings.ca/intranet/app/#/student-supports-and-services>

Students experiencing emotional or mental health distress can access services at King's University College: <https://mykings.ca/intranet/app/#/student-supports-and-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/psych/index.html>

Academic Support Services at King's University College:

<https://mykings.ca/intranet/app/#/academics/academic-advising>

## **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://mykings.ca/intranet/app/#/student-supports-and-services/campus-safety-and-reporting/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.

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://mykings.ca/intranet/app/#/student-supports-and-services/campus-safety-and-reporting/student-code-of-conduct>

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 [here](#).

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 you 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/OriginalityReports-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.