Course Outline
CS1026B Winter 2025: Computer Science Fundamentals I
Section 650 (Online Only)

1. Course Information

Course Information

CS 1026 introduces the basic concepts of computer programming and program design. It is intended for students who have interest in learning basic programming skills including those who intend to study Computer Science. This course assumes no previous programming background, although having some experience with programming is an asset. Programming skills will be developed using the Python programming language. Course topics include: data types, variables, expressions, program constructs, strings (text), functions, basic data structures (lists, tuples, sets dictionaries), objects, object-oriented design, classes, modularity, and problem- solving techniques. Programming examples and assignments are taken from a variety of disciplines.

Antirequisite(s):

Computer Science 1025A/B, Computer Science 2120A/B, Data Science 1200A/B, Engineering Science 1036A/B, Digital Humanities 2220A/B.

Please note that this outline is for Section 650 only, the online course. If you are in the in-person sections, please refer to the course outline on that OWL site.

Online Section: <u>All</u> elements of this course section can be completed online, and you will not be required to physically visit the campus for any component of the course if you are enrolled in this section 650 only. Though the content is similar to the in-person sections, please note that the requirements for the online section may differ from Section 01, 02, and 03 (the in-person sections).

Important – when speaking with a TA, please let them know you're in the online section of the course.

+++ <u>Welcome to the class</u> +++

2. Instructor Information

Instructors	Section	Email	Office	Office Hours
Dr. Luke Russell	650 *(Online Only)*	**Please send MS Teams message and not email.** luke.russell @uwo.ca	Online	By Appointment, (Tuesday late Evening approx. 9pm). *Please follow link posted on Brightspace to book slot.*

I generally try to respond to MS Teams messages as fast as possible. This usually means approx. 3 business days (non-holiday weekdays). **Please send emails only as a last resort**, and response time to emails will be much longer. It is important to start working on assignments early, such that we have enough time to respond to your questions before the due date.

If your question is not personal, you are encouraged to post your question to the course MS Teams site "Questions" tab. This will allow other students to benefit from your question and will often lead to receiving your answer sooner.

Students must use their Western (@uwo.ca) email addresses when contacting their instructors or TAs. **We will be unable to respond to e-mails sent from other email providers** for privacy reasons. Include the **course code** (CS1026B) and your **section number (650)** in the subject line of emails to avoid your emails being sent to our spam folder.

Please also note that Python source files (files ending in .py) are blocked by Western's e-mail server. If you need to send a Python file to your instructor or TA, please first place it in a zip archive or rename the file extension to .txt.

3. Delivery Mode, & Technology Requirements

Delivery Mode
This is a fully online course that utilizes an asynchronous model with some recommended (but not required) synchronous components. This means that lecture and tutorial videos will be posted weekly on the OWL course site and there will be no set meeting time. Students are expected to view the assigned videos and complete any assigned readings and required tasks before the end of each week.

Assigned videos, readings, tasks, and homework will be posted, generally on Monday of every week, to our OWL Brightspace course site. Each week a new unit will be opened with an overview page that lists all required tasks for that week. To succeed in this course, it is important that you complete these tasks each week and frequently check the course site (at least once a week, ideally more).

Live components
Students are strongly encouraged to attend at least one of the synchronous TA lab/office hour components of the class per week to ask questions or seek clarification, and complete all asynchronous materials and complete the online exercises to prepare for the assignments.

Technology Requirements

To participate fully in this course, you are required to have a computer capable of running Python 3.10 (or a more recent) and PyCharm **Community** Edition (2024 version or more recent) and a browser capable of running Google Colab (colab.google.com). This software is available for Windows, macOS, and Linux. The Community Edition of PyCharm is free of charge. Do not get the Professional version as it is not free and not required for this course.

You will also need a web browser and reliable internet connection capable of viewing YouTube videos, taking tests online, using Microsoft Teams (used for any synchronous components of the course), and submitting assignments online (via OWL Brightspace and Gradescope). You will be required to agree to accept the terms of use and privacy agreements for all required software and services to take this course.

For quizzes and the final exam, you will be required to use Proctortrack (https://proctortrack.com/). As such **you are required to have a working webcam and microphone** well in advance of the first quiz. These can be built into your laptop or external.

Tentative Topics
- Introduction to Computers & Python
- Variables & Types
- Input/Output
- Conditionals
- Loops
- Functions
- Lists, Tuples, Sets, and Dictionaries
- Exception Handling
- Sorting Fundamentals
- Recursion Fundamentals
- Introduction to Object-Oriented Programming

Key Sessional Dates

    Classes begin: January 6th, 2025
    Reading Week: February 16 – 22nd
    Classes end: April 4th, 2025
    Exam period*:   April 7 – 30, 2025

* You must be available during the exam period. Planning travel during these dates will not be grounds for a special (makeup) exam.

4. Course Materials

Required Textbook
This course has one *required* eTextbook:

Title: Programming in Python 3 *(with zyLabs)*

zyBook ISBN: 979-8-203-38661-8

zyBook Code: UWOCOMPSCI1026A-BWinter2025

Author: Bailey Miller

You may either purchase an access key from the Western Book Store or purchase the eTextbook directly from zyBook's site. The price of the text from the Book Store is $75 **Canadian,** the price of the text from zyBook's is $52.50 **USD**. **Note that these are approximately the same price with the conversion rate** (the bookstore may be cheaper after conversion fees charged by your credit card).

Each week assigned readings from this text will be posted to the OWL Brightspace course site as well as recommended homework and studying activities. **Completing these readings and homework is required and the zyBook activities and labs will makeup part of your final grade.**

You must use your correct Western e-mail address (ending in @uwo.ca) to earn credit for completing any work in the zyBook. For technical support with the zyBook, please contact the zyBook support team via https://support.zybooks.com.

Note that if you took this course previously and subscribed to the ZyBooks at that time, it may be possible that you do not have to pay again! You have to email support@zybooks.com and let them know that you previously paid and wish to subscribe to the new textbook.

Follow these steps to subscribe to the *ZyBook* now:

1. Sign in or create an account at https://learn.zybooks.com/
    *   Please use your UWO email address to ensure your mark is recorded.
2. Enter *zyBook* code
3. Subscribe

OWL Course Site
Course material will be posted to OWL: https://westernu.brightspace.com/

Students are responsible for checking the course OWL site (https://westernu.brightspace.com/), the course Microsoft Teams site, and their Western email regularly for news and updates (at *least* once a week). This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the OWL Brightspace Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

MS Teams
The course will also use Microsoft Teams for some components of the course. Please be sure to install MS Teams on your computer (do not rely on the web version).

Emergencies and Extenuating Circumstances
Life can cause challenges for everyone. If you have an emergency or extenuating circumstance not and are unable to complete a requirement, and the situation is not addressed in this outline, please discuss the situation with the instructor.

Helping peers on MS Teams:
Computer scientists often work in teams throughout our careers, and this work is more and more asynchronous in nature. To facilitate this, please ask technical questions in the MS Teams "Technical help-Questions" channel on MS Teams.

Please help your peers by replying to this channel and helping your peers. Actively helping peers is accounted in the contribution category of your grade, and may also be used to "round up" your final grade.

Class Conduct
It is expected that students behave in a professional manner, and unacceptable or unsafe conduct will not be tolerated. Out of respect for all course participants, please refrain from recording videos or audio, using SnapChat, Tiktok, Instagram, E-mail, WhatsApp etc, or in any other medium. Even if it is to share every exciting moment of the class :)

Course Recordings:
Portions of this class may be recorded by the instructor for educational purposes. These recordings may be shared with students enrolled in the course, if applicable. Students are not to initiate course recordings without prior permission.

Unauthorized Recordings/Distribution:
Unauthorized student recording of class or other academic activities (including advising sessions or office hours) is prohibited. Unauthorized recording is unethical and may also be a violation of University policy. Students requesting the use of assistive technology as an accommodation should contact the Accessibility Centre. Unauthorized use of classroom recordings – including distributing or posting them – is also prohibited.
- Under the University's Copyright Policy, instructors own the copyright to instructional materials – including those resources created specifically for the purposes of instruction, such as lectures slides, lecture notes, and presentations.
- Students cannot copy, reproduce, display, or distribute these materials or otherwise circulate these materials without the instructor's written permission.
- Students who engage in unauthorized recording, unauthorized use of a recording, or unauthorized distribution of instructional materials will be reported to the appropriate University office.

Help/TAs:
Questions regarding assignments or lecture materials can be directed to a peer, or Teaching Assistant (TA) through the "Technical Help-Questions" section on MS Teams. Questions requiring further information can be dealt with by contacting the course instructor. Peers may help you faster than the TA or instructor can get to it!

A list of teaching assistants and their contact information will be posted to OWL once available.

Time zone and Scheduling of Course Components:
All times listed in this document, Microsoft Teams, and on the OWL course site are assumed to be in Eastern Time (the local time of the Western University campus) unless otherwise stated. Lectures, quizzes, meetings, and exams will be scheduled for the Eastern Time Zone.

Students must ensure they are available during these times even if they are located outside of Ontario. No alterative deadlines, quiz dates/times, or exam dates/times will be offered for students outside of the Eastern Time Zone.

5. Methods of Evaluation

Grading Scheme and Assessment Dates

The overall course grade will be calculated as listed below:

Course Element	Weight
Final Exam	35%
zyBook Labs (x10)	1% each, 8% in total *(lowest two dropped)*
Quizzes (x2)	10% each, 20% in total
Onboarding & Orientation Quiz*	1% *(due by Jan. 30th)*
Assignments (x4)	26% in total *(see assignments section for breakdown)*
zyBook Activities	5%
Class Contribution Activities	5%

* Before being allowed to complete any assignments, quizzes, or access lecture content you MUST complete the Proctortrack onboarding & orientation quiz. OWL will not allow access to these until you complete the onboarding quiz correctly.

Essential Requirements

To be eligible to receive a grade of 50% or higher (i.e. to pass the course), you must achieve:
- at least 40% weighted average on the quizzes and final exam
- at least 40% weighted average on the four assignments

If you fail to meet **any** of these conditions, your final mark will be either 45% or your calculated grade, whichever is lower.

To be eligible to receive a grade of 65% or higher (i.e. to be eligible to take COMP 1027), you must achieve:
- at least 50% weighted average on the quizzes and final exam
- at least 50% weighted average on the four assignments

If you fail to meet **any** of these conditions, your final mark will be either 60% or your calculated grade, whichever is lower.

The weightings are based on the percent of your final grade each item is worth. If the weight of a quiz or assignment is placed on the final exam due to the flexibility rules or for any other reason. The weighted average will be based on the reweighted percentages.

5.1. Assignments

There will be Python programming assignments based on topics you learned from the lectures, labs, and zyBook readings. Each assignment will require you to implement one or more Python programs based on a given specification (assignment document).

All assignments are due via Gradescope at 11:59 PM on the given due date unless stated otherwise. If an assignment has to be cancelled **by the instructors** for any reason, the remaining assignments will be re-weighted to add up to 26%.

A **tentative** *(subject to change)* schedule of assignments is given below *(see the OWL course site for official due dates and assignment descriptions)*:

Assignment	<u>Tentative</u> Due Date	Weight *(of your final grade)*	Tentative Topics
1	Thursday Jan. 30th	4%	Basic operations, conditional statements, strings, and input/output, Conditional statements, & loops
2	Thursday Feb. 27th	6%	Functions & previous topics
3	Thursday Mar 20th	8%	Lists, dictionaries, files, exceptions, & previous topics
4	Thursday Apr. 3rd	8%	Classes, objects, & previous topics.

Assignments will typically be posted to OWL Brightspace at least one week before the official due date.

Late Coupons & Late Policy

It is expected that students budget enough time to properly submit their assignments via OWL and allow for any unforeseen technological issues. Students are expected to regularly backup their assignments and submit well before any deadline.

To allow for flexibility and any unexcepted circumstances that may impact your ability to submit assignments a late coupon system is used in this course:

1. Each student will be given **four (4)** *"late coupons"* in total for the semester that may be used to submit an assignment one day late per coupon without penalty.

2. You can use <u>at most</u> **3 late coupons per assignment**.

3. If you submit late and have no late coupons remaining, **a zero grade will be given on the assignment**.

4. If you submit more than 3 days late, **a zero grade will be given on the assignment** regardless of the number of late coupons you have remaining.

5. Late coupons will <u>**not**</u> be replenished. For example, if you use 3 late coupons on Assignment 1, you will only have 1 left for the remainder of the course.

6. Late coupons will be applied automatically when an assignment is submitted late. You are not required to inform the course instructor or TA.

7. Each late coupon is valid for a 24-hour period only. For example, if an assignment is due on February 1st at 11:59 PM and you submit on February 2nd at 12:00 am (one minute past 11:59 PM) this would require one late coupon, as would any submission between February 1st at 11:59 PM and February 2nd at 11:59 PM. After February 2nd at 11:59 PM and up to February 3rd at 11:59 PM, 2 late coupons would be required. After February 3rd at 11:59 PM and up until February 4th at 11:59 PM, 3 late coupons would be required. After February 4th at 11:59 PM, no more submissions will be accepted, and a zero grade will be given on the assignment regardless of how many late coupons you have remaining.

8. **It is the student's responsibility to keep track of how many late coupons they have available throughout the semester.** An item in the OWL gradebook may be available to be used to track your late coupons but this is not guaranteed to be active, nor will it be updated live. If it appears, it may be out of date. In case of a discrepancy, the actual number of coupons used (and not what is listed in OWL) will be used for determining any late penalty.

9. Re-submissions are allowed up to 3 days after the due date but note that re-submissions after the deadline will be considered late, regardless of when the initial submission was made. The date and time of your most recent re-submission will be used for determining lateness.

10. Late coupons must be used before any special circumstances are considered. This means that you need to consume all late coupons before applying for academic consideration for an assignment.

11. **After all late coupons are used, no extensions will be given for assignments** except for in the event of serious medical or compassionate grounds. A student must follow the procedure for Academic Accommodation for Medical Illness as given in this document and provide medical documentation to academic advising.

12. **Late coupons cannot be used on any course component except assignments.**

Assignment Rules & Policies
The following rules and polices apply to all assignments:

1. **Gradescope and Automated Tests:**

   a. All assignments must be submitted via Gradescope. No assignments will be accepted via email, Teams Message, OWL, or any other method.

   b. A large portion of each assignment's grade will come from auto-graded tests and the rest will come from programming style, formatting, logic, comments, etc. Some of the tests may be provided, but some or all of the tests may be hidden from you. You should create your own additional tests to ensure your code works properly in all cases. **It is your responsibility to ensure the tests run and pass on Gradescope in order to get full marks.**

   c. Students are excepted to leave enough time before the due date to correct any errors given by the Gradescope tests. Autograded tests will **not** be manually regraded, but you may resubmit an unlimited number of times leading up to the due date.

   d. Any attempts to "hardcode" or otherwise "fool" the autograder will result in a zero grade on that test even if the test shows as passing on Gradescope. Teaching assistants may also remove points for failing to follow rules given in the assignment (e.g. some assignments

may forbid the use of certain libraries or require that certain functional and nonfunctional requirements are met).

2. **Regrade Requests:**

   a. If you disagree with the grading of the portions of your assignment that were manually graded by a teaching assistant, or have questions about how the mark was determined

   b. You should submit a regrade request via Gradescope **within 1 week of the assignment being returned to you. <u>You must state the rationale in clear, professional language so the TA can understand and consider your view.</u>** The teaching assistant who marked your assignment will review your request and determine if any adjustment is necessary.

   c. No regrade requests will be considered if they are submitted outside of Gradescope (e.g. via email) and no regrade requests will be considered after 1 week of the assignment being returned.

      i. **Appeal:** If you feel the response to your regrade request was not sufficient, you may bring the issue to the attention of your course instructor (via MS Teams message), but note that your grade may go <u>up or down</u> in the event of an instructor grade review and will be considered final. In the event of any re-grade request to the instructor, send an MS Teams message that addresses the grade you expected based on the rubric, a full written explanation of what you believe the issue was, the TA's comments, and summary of any other contact. **<u>You must state the rationale in clear, professional language so the professor can understand and consider your view.</u>** Please first contact the TA before messaging the instructor.

   d. No regrade requests will be considered for automated tests. It is your responsibility to ensure that any automated tests on Gradescope are passed before making your final submission.

3. **Academic Integrity:**

   a. **Assignments are to be done individually,** **not in groups or with the aid of others** (including tutors or using code from online and other sources)**.** Submitted code will be run through a similarity-checking software. Any students with significantly high similarity will be referred to the department's integrity committee and will receive a zero grade (the integrity committee or Dean's office may apply additional penalties). **Do not copy or share code in any way. Do not look at or receive another student's code.**

   b. **You may <u>not</u> use generative AI or tools capable of generating code for assignments. The purpose of this course is to learn coding fundamentals, and AI tools will block your learning of this.** **Use of these tools on assignments will result in a zero grade and referral to the department's integrity committee.**

   c. **You may not use code you have previously written from past courses or past terms** without written permission from the course instructor.

   d. **You may not share or otherwise publish your code online (e.g. to GitHub) publicly** until one month after the course has completed.

   e. **You may not write code to intentionally manipulate or interfere with the function of the Gradescope autograder.** This includes attempting to reveal test cases that are intended to be hidden, falsely altering the grade given by the autograder, manipulating late coupons or due dates, or any action that would violate Gradescope's terms of use.

5.2. zyBook Labs

Each week a set of zyBook lab activities will be assigned from the eTextbook. These activities involve creating, editing, and correcting Python programs using the zyBook activity platform. Each set of activities is worth 1% of your final grade and 10% in total. In total 10-12 labs will be offered, but only 10 will be required, meaning that if more than 10 are offered, the highest 10 lab grades will count.

Each lab is graded as pass or fail (although the zyBook will show a number of points scored). To pass a lab and get full credit for completing a lab for a given week you must:

1. Have an overall score of at least 70% on the lab (based on the points shown on zyBook).
2. Have your work submitted to and graded by the zyBook autograder (no submissions via email or other means will be accepted).
3. Complete the lab before the "no late penalty period" is over.

Labs are due at 11:59 PM on Friday the week they are posted. It is expected that students make every effort to complete labs in the week they are assigned, however, no late penalties will be applied if the lab is completed before the end of the course (April 4th at 11:59 PM). After this date, any incomplete labs will be marked as 0.

You may work on labs with other students enrolled in the course however the following are still considered academic offences for labs:

1. Submitting a lab for another student for any reason. You may not use another student's Western, Gradebook, or zyBook accounts.
2. Misrepresenting another's work as your own, copying from an online source, having another person solve the lab for you, or using a tool (e.g. generative AI) to solve labs for you.
3. Submitting the work of another student as your own. You are encouraged to work with other students on labs but must have your own solution written by yourself.

5.3. Quizzes

There will be two online quizzes tentatively scheduled for **Thursday February 6th** and **Thursday March 13th**. You will be given a "range" of time approx. 24h to attempt the quiz (the schedule details will be posted on Brightspace). Each quiz will be 30 to 40 minutes in length. Quizzes will be done using Proctortrack and OWL Brightspace. To take the quiz you **must** have a webcam, microphone, and complete the Proctortrack onboarding process before the day of the quiz. The laptop and webcam can be built into your laptop.

All quizzes are individual work and closed book. You may not access any site or resource other than the quiz on OWL during the quiz period. Any violations of this rule (or any rule given on the quiz) will result in a zero grade on the quiz and a referral to the department's integrity committee. You **must** have Proctortrack running and in working order during the full length of the quiz. Any attempt to bypass Proctortrack will result in a zero grade on the quiz and a referral to the department's integrity committee.

No electronics allowed. No electronics are allowed other than the one computer, one monitor, one keyword, and one mouse you are using to take the quiz. If any other electronic device (including more than one monitor, calculators, phones, or smart watches) is visible, a zero grade will be given on the quiz and a referral will be made to the department's integrity committee.

Detailed room scan required. Before each quiz and exam, you are required to complete a detailed scan of the room you are writing the exam in. This scan must include every surface visible to you while writing the quiz, be slow enough to clearly captured every surface, show both sides of any blank paper you are using to write notes, show any water bottles/containers (must not have labels on them), and be at least 2 minutes in length. **If your personal home living environment makes this difficult, consider booking an on-campus place to take the test, e.g. Book Study Space - Calendar - Western Libraries**

No make-up quizzes will be offered. If you miss a quiz for any reason, the weight of that quiz will be placed on the final exam (no consideration request or notification is required). Note that a poor quiz grade is not grounds for moving the weight of the quiz to the final exam. The weight of a quiz will only be moved to the final exam if you do not write the quiz.

Technical issues. If any technological issues occur during the quiz that impact your writing time you must 1) report the issue to the course instructor within 24 hours of the quiz, 2) make every effort to document the issue (take screenshots for example), and 3) actively work with Western's Exam support team and Proctortrack's support team to resolve the issue. If all three conditions are satisfied, it is clear that a significant amount of your writing time was impacted, and the issues were not a result of you failing to follow the quiz instructions, the weight of your quiz will be moved to the final exam.

5.4. zyBook Activity Mark

Your zyBook grade will be based on completing the **Participation** and **Challenge** activities given in the assigned zyBook chapters each week. Note that these are not the same as the zyLabs on which your lab mark is based. Required activities are all chapters that are not marked as "optional".

Each chapter will be marked based on the score generated by Zybook, so part marks are possible. Note that the participation/challenge activities in the zyBook are not marked as completed until answered correctly, but you may retry each activity an unlimited number of times without penalty. Any textbook sections marked as optional are not counted in this percentage and do not need to be completed for a full zyBook grade.

The deadline to complete each chapter's participation activities is the first Friday at 11:59 PM after the zyBook the chapter is official assigned. It is expected that students make every effort to complete readings and activities in the week they are assigned, however, no late penalties will be applied if the activities are completed before the end of the course (Apr 4th at 11:59 PM). After this date your grade will be exported as it stands at that time.

Your participation grade will be weighted as the total score in Zybook scaled to 5%.

Any attempt to circumvent the participation system or to earn a passing participation grade without completing the work is an academic offence and will result in an overall participation grade of zero and the offence being reported to the Dean's Office. This includes but is not limited to having another person

complete the activities for you, completing the activities for another person, or using any kind of tool, program, or exploit to mark the activities as complete without doing them as intended.

5.5 Class Contribution Activity

The class contribution activities will include specific activities announced in the Brightspace material for the course. It may require the use of your webcam, microphone, or other asynchronous engagement tools. Details will be posted on Brightspace.

5.6. Final Exam

The final exam will be scheduled by the University. The exam period is from April 7th to 30th, 2025 and the exact date, time, and location for our exam will likely be announced in March. **The final exam is cumulative, closed book, and is 3 hours in length.**

You must be available during the final exam period. No special (make up) exam will be offered if you are absent due to avoidable travel conflicts.

The final exam will be held online using Proctortrack, OWL Brightspace and/or Gradescope. To take the final exam you must have a webcam, microphone, reliable internet connection, and have completed the Proctortrack onboarding process at least one week before the final exam date. Failure to meet any of these requirements may result in you being unable to write the final exam and receiving a failing grade in this course.

Final Exam Rules:

The final exam will be cumulative and is 3 hours in length.

The exam is closed book and notes. You may not access any site or resource other than the exam on OWL during the exam. Any violations of this rule (or any rule given in the exam) will result in a zero grade on the exam and a referral to the department's integrity committee. You **must** have Proctortrack running and in working order during the full length of the exam. Any attempt to bypass Proctortrack will result in a zero grade on the exam and a referral to the department's integrity committee.

No electronics allowed. No electronics are allowed other than the one computer, one monitor, one keyword, and one mouse you are using to take the quiz. If any other electronic device (including more than one monitor, calculators, phones, headphones, ear buds, or smart watches) is visible, a zero grade will be given on the exam and a referral will be made to the department's integrity committee.

Detailed room scan required. Before the final exam, you are required to complete a detailed scan of the room you are writing the exam in. This scan must include every surface visible to you while writing the quiz, be slow enough to clearly captured every surface, show both sides of any blank paper you are using to write notes, show any water bottles/containers (must not have labels on them), and be at least 2 minutes in length. **If your personal home living environment makes this difficult, consider booking an on-campus place to take the test, e.g. [Book Study Space - Calendar - Western Libraries](#)**

Face in frame. At all times while you are writing the final exam your full face must be in view of the webcam. If a significant amount of the exam is spent with only part of your face in frame (e.g. only showing the top of your head or a small part of your face) a mark penalty of at least 10% will be applied

to your final exam. This rule does not apply to times when you are permitted to leave the exam area (e.g. permitted bathroom breaks).

No other person in the room. At no point can another person be in the room with you while you are writing the exam, nor can any other person be speaking or communicating with you in any way during the exam. If it will not be possible for you to write in an empty room, you must contact the course instructor at least 2 weeks before the final exam to make alterative arrangements. Any violations of this rule will result in a zero grade on the exam and a referral to the department's integrity committee.

No food allowed. No food is allowed during the final exam (except for special cases where needed for medical or religious reasons). However, drinking water is allowed if held in a clear unlabelled container and show in detail in your room scan.

You may take notes. You are allowed to have at most 3 pieces of blank paper and a reasonable amount of writing utensils to take notes during the exam. These pages must be completely blank and each side of each page to the camera in detail during your room scan.

Technological issues. If any technological issues occur during the exam that impacted your writing time you must 1) report the issue to the course instructor within 24 hours of the end of the exam, 2) make every effort to document the issue (take screenshots for example), and 3) actively work with Western's Exam support team and Proctortrrack's support team to resolve the issue. If all three conditions are satisfied, it is clear that a significant amount (over 30 minutes) of your writing time was impacted, and the issues were not a result of you failing to follow the exam instructions or failing to onboard, you will be considered for a makeup exam.

6. Accommodations & Missed Coursework

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

This policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**, whether online or in person.

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/
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.

However, the following assessments are excluded from this, and therefore always require formal supporting documentation:

- Examinations scheduled during official examination periods (Defined by policy)
- Assignments requiring additional accommodation beyond that provided by the late coupon system (one exception allowed by course syllabus).

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

Evaluation Scheme for Missed Assessments

Labs
The two lowest lab marks will be dropped, and this includes if you miss a lab and earn a 0. No documentation or consideration request is required for the first two labs missed. As labs also have a significant no late penalty period and are at most 2 hours of work, no consideration request will be allowed unless is supported by documentation and covers at least one day before the due date and the whole no late penalty period for the lab. In such a case, where it does cover both, the weight of the lab will be placed on the final exam.

Quizzes
The weight of any missed online quiz will be moved to the final exam. No documentation or consideration request is required. Full details on online quizzes given in Section 5.3. Students do not need to request Academic Consideration for missed quizzes and Academic consideration requests will be denied for any missed quizzes (as they are already moved to the final exam).

Assignments
Assignments may be submitted up to 3 days after the due date without documentation or a consideration request **but only if the student has enough late coupons remaining.** See section 5.1 for full details and rules on late coupons. Once all late coupons are used (they must be used first) or for absences longer than 3 days, a documented consideration request is required, and the weight of the assignment covered by the consideration request will be moved to the final exam. The time window in the consideration request must cover at least one day before the official due date and the time window, and must not be possible to cover by the students existing late coupons alone (late coupons must be used first). No consideration will be accepted for requests that only cover days after the due date (i.e. the window covered by late coupons).

zyBook Participation
As each chapter's participation activities have a significant no late period penalty, no consideration request will be allowed unless it covers the final deadline (i.e., final day of the course, Apr 4).

Class Contribution Activities
If a class contribution activity is not completed, as each contribution activity will be open at least a week, the consideration will only be accepted if the consideration includes the entire period the contribution activity was active/open.

Final Exam
When a student misses the Final Exam and their Academic Consideration has been granted, they will be allowed to write the Special Examination (the name given by the University to 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.

Essential Learning Requirements

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

- The minimum requirements for the final exam, quiz, and assignments averages as defined in Section 5 of this document.

7. Additional Statements

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.

Accommodation Policies
Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf

Academic Policies
The website for Registrar Services is https://www.registrar.uwo.ca/.

In accordance with policy,

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

No calculators, phones, smart watches, headphones, or other electronic devices will be permitted during the final exam. No phones or other electronic devices may be on your person while writing the final exam.

While a laptop will be used for quizzes, you may not access any application other than a web browser to access the quiz on OWL. No other sites or resources may be used for quizzes.

The final exam and quizzes are closed book. No notes, texts, or other resources are allowed.

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:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

All required papers and assignments may be subject to submission for textual, metadata, and code similarity review using commercial plagiarism detection software under license to the University for the detection of plagiarism (i.e. Gradescope and/or Measure Of Software Similarity (MOSS)). Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Gradescope (https://www.gradescope.com/).

Support Services
Please visit the Science & Basic Medical Sciences Academic Advising webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic-related matters: https://www.uwo.ca/sci/counselling/.

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

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

https://www.uwo.ca/health/student_support/survivor_support/get-help.html

To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

http://academicsupport.uwo.ca/accessible_education/index.html

if you have any questions regarding accommodations.

Learning-skills counsellors at Learning Development and Success (https://learning.uwo.ca) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: https://www.uwo.ca/se/digital/.

Additional student-run support services are offered by the USC, https://westernusc.ca/services/.