

COMPSCI 2120A/9642A/DIGIHUM 2220A Course Outline Fall 2026

1. Course Information

Course Description – COMPSCI 2120A/9642A/DIGIHUM 2220A

Essential information processing and coding skills for students. Includes core concepts of algorithms and data structures; creating programs and scripts to address problems that arise in applied research; examples of data sets and analyses drawn from a variety of disciplines. No previous programming background assumed.

Antirequisites

Computer Science 1025A/B or Computer Science 1026A/B, Data Science 1200A/B, Engineering Science 1036A/B, Digital Humanities 2220A/B.

List of Prerequisites

None.

2. Instructor and Contact Information

Instructors	Email	Office	Office Hours
Dr. Duff Jones			
TA - TBA			
TA - TBA			

Email Policy

Occasionally, email messages may be sent to the entire class or to individual students. Email will be sent to your UWO email address as assigned to you by Western Technology Services (WTS). **It is your responsibility to read this email on a frequent and regular basis.**

You should note that email at the university and through other providers have quotas or limits on the amount of space that is dedicated to each account. Unchecked email may accumulate beyond those limits, and you may be unable to retrieve important messages from the university. Losing email is not an acceptable excuse for not knowing about the information that was sent.

Please consider the following before emailing your instructor:

Topics Specific to You

You must use your Western (@uwo.ca) email address when contacting the instructor and teaching assistants. **Please include the course code in the subject line of the email** to avoid the possibility of your email being overlooked (e.g., *DIGIHUM 2220 – Absence*).

An example of a topic specific to you would be informing your instructor of an absence. **You should not email the instructor, nor the TAs, to ask questions about course content (or assignments) that would be of interest to other students**—that’s what OWL Discussions are for. For individual help with an assignment, please attend office hours or make an appointment.

NOTE: In the subject line, please include your course code (e.g., 2120). Include a title or topic description of the contents of the email in the subject line and send e-mails from your @uwo.ca e-mail account. The instructor will be unable to respond to questions about your personal grades, assignment, etc. if they are not sent via a known @uwo.ca e-mail account for security and privacy reasons.

Topics Impacting Everyone

Please use OWL Discussions. Any question you have about course content or assignments has almost certainly come up for your classmates. By using the Discussions section of OWL instead of email, everyone can benefit from the answer.

When you post a question, please provide an informative title. For example, if you are asking a question about Python naming conventions, then the post title should be something like, “Python Naming Conventions.” If you can be more specific, that’s even better (e.g., “Python’s Use of Underscores in Variable Names”). That way, anyone who has a question about Python naming conventions knows that their question may have already been answered. Try to keep threads to one topic; it makes finding a previous answer a lot easier.

If you know an answer to a classmate’s question, please go ahead and answer it. If you see a mistake, offer a fix. Computer science and programming, like other areas of science, are collaborative, and Discussions allow for collaboration with your classmates. It should go without saying, but **OWL Discussions are not Reddit**, so please stick to the subject matter of the course and be courteous to each other.

Discussions will be arranged into a variety of topics, so please try to post to the right place. If it could go in two places, flip a coin to make the choice. Or, better yet, write a small program to flip a coin for you.

Please do not post your assignment code to the Discussions. This may be deemed an academic offence. Questions requiring the instructor or TA to see your code should be asked **during office hours**.

Office Hours

Office hour locations and times are listed in the table above. Office hours can be used to ask assignment questions, but we encourage students to drop by to ask questions related to course materials as well. There is often not enough time during lecture to answer more complex questions; office hours are the best time for that.

3. Course Syllabus, Schedule, Delivery Mode

Course Topics

This course will address as many of the following topics as time will allow:

- Basic arithmetic operations.
- Variables and their assignment.
- Functions.
- Conditionals.
- Iteration and recursion.
- Strings and string manipulation.
- Basic data structures (lists, dictionaries, and tuples).
- File input and output.
- Classes and objects.

Learning Outcomes

Upon completion of the course, students will

- be able to write scripts and programs using the Python programming language;
- know how to debug scripts and programs written in Python;
- understand how to implement and manipulate basic data structures like lists, tuples and dictionaries;
- understand basic algorithms (e.g., searching, counting) and how to apply them to a variety of problems;
- be comfortable using Python to read from, and write to, files;
- understand the basics of the object-oriented programming paradigm; and
- be familiar with several popular Python libraries.

Please refer to "[COMPSCI 2120A/9642A/DIGIHUM 2220A: Suggested Study Schedule – Fall 2026](#)" (available in *Content > Course Information* on OWL) for a week-by-week breakdown of the topics to be covered and the required readings for each week.

Course Schedule and Delivery

Lecture Section	Instructor	Day and Time	Location
001	Duff Jones	Tuesday: 2:30 PM – 4:30 PM Thursday: 1:30 PM – 2:30 PM	

All classes are delivered in person at the times listed above.

Tutorial Section	Teaching Assistant	Day and Time	Location
002	TBD	Thursday: 10:30 AM – 11:30 AM	
003	TBD	Thursday: 3:30 PM – 4:30 PM	

Please attend the tutorial listed on your schedule to avoid any issues with space in the classroom.

Important Dates

Classes begin: September 9, 2026

Fall Reading Week: October 10 – 18, 2026

Classes end: December 9, 2026

Exam period: December 11 – 22, 2026

4. Course Materials

Required Textbook

- Downey, Allen B. *Think Python: How to Think Like a Computer Scientist, 2nd Edition*. O'Reilly: 2015.
 - This textbook is freely available [online](#). You can get it as a PDF or just access it via the web. You can also purchase the book via bookstores. There is a more recent 3rd edition, but the lectures will follow the organization of the 2nd edition.

Course Web Page

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

You are responsible for checking the course OWL site regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If you need assistance with the course OWL site, you can seek support on the [OWL Brightspace Help](#) page. Alternatively, you can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or at extension 83800.

Technical Requirements

You must have access to a computer onto which you can install the course software listed below, as well as being able to access Gradescope and OWL.

Visual Studio (VS) Code

We will be using this as our integrated development environment (IDE). An IDE makes life easier for us when programming, as it will give us useful features like syntax highlighting, code autocompletion, debugging, language support and more. (It's okay if that all sounds meaningless to you right now—it will make more sense as we delve into the course.) You can download it [here](#).

Once you have installed VS Code, you will need to install the [Python for Visual Studio Code](#) extension. There is a tutorial available on OWL (under *Content > Course Information*) describing how to get everything set up. If you run into issues, then you are welcome to come to office hours to get assistance. The TAs will also be able to help get everything set up during the first tutorial.

Alternatively, if you are familiar with IDEs and would prefer to use a Jet Brains product, then you are welcome to use [PyCharm](#). As a student, if you navigate to [this page](#), you can get a lot of useful development tools for free to use within the Jet Brains ecosystem. If you choose to use PyCharm, I assume that you are willing to figure out how it works on your own without classroom tutorials. If you are new to programming, VS Code is probably a better place to start.

iClicker

[iClicker](#) will be used as the basis for your participation grade. This software is free for Western students and can be used on laptops, tablets, and smartphones. You must have a device during lecture that can run this software.

For support with iClicker, check out the [WTS page on iClicker](#) or contact iClicker's support team at [iClicker Support](#).

5. Methods of Evaluation

Grading Scheme and Assessment Dates

The overall course grade will be calculated as listed below:

Assignments (3)	36%
Participation (best 7 of 11)	7%
Tutorial Submissions (best 7 of 10)	7%
Midterm Test	15%
Final Exam	35%

Essential Learning Requirements

Even when Academic Consideration is granted for missed coursework, the following are essential requirements to earn a passing grade in this course:

- a minimum weighted average of 40% across the midterm and final exam must be achieved to demonstrate a sufficient mastery of the course's learning outcomes;
- a minimum weighted average of 40% across assignments must be achieved to demonstrate a sufficient mastery of the course's learning outcomes.
- a minimum of two assignments must be completed.

If you have not demonstrated proficiency in an essential learning requirement listed above, and when the shortfall results from a granted Academic Consideration, then you will be withdrawn (WDN) from the course. You may appeal to the Associate Dean (Academic) for reinstatement with an Incomplete (INC) standing. Where an appeal for INC is granted, your maximum course load may be reduced during the term in which you complete the outstanding course requirements.

Lectures

This course is delivered synchronously. Slides will be provided prior to the lectures, but slides will not contain all course material. You are expected to attend lectures and to take your own notes. If absent (e.g., due to illness), you are expected to get notes from a classmate. Office hours provide an opportunity to ask questions related to missed material, but you should not expect missed lectures to be re-delivered during office hours.

Participation in Lectures

As mentioned above, it is important that you attend and participate during lectures. Reading slides posted on OWL does not provide the depth of understanding required for upper-year courses. To encourage involvement in class activities, 8% of the course grade is based on participation via in-class activities done using iClicker.

How the Participation Grade is Determined

There are 12 Tuesday lectures throughout the semester. One of those is the day of the midterm (October 27). The other 11 Tuesday lectures will incorporate iClicker.

Your participation grade will be determined by both your attendance and active participation in these Tuesday lectures (recorded via iClicker). This will be graded as a pass or fail for each Tuesday lecture.

To obtain a passing grade for participation in each lecture, you must:

1. Attend the full lecture **in-person** with a device capable of using iClicker. It is your responsibility to ensure your device is functional and charged before each lecture.
2. Actively participate in any activities, iClicker quizzes, or iClicker polls conducted during the lecture.
3. Answer **at least** 50% of the iClicker questions given during the lecture (the correctness of the answer does not impact your grade).

Of course, you are encouraged to actively participate in all the Tuesday and Thursday lectures in the course, but **to obtain the full course participation grade, you must pass at least seven of the Tuesday lectures.** If you complete fewer than seven of the total iClicker sessions, then the missing sessions will be recorded as zeros and included in your overall weighted grade for the participation component. If your final exam grade is higher than your overall weighted average for the participation component of your mark, then the zeros you received will be reweighted to the final exam. If your exam grade is lower than the overall weighted average of the participation component, then the zeros will be included in your overall participation grade.

Example of Reweighting Participation

For example, if you complete six of the 11 iClicker sessions, then you'll have received zeros for five of the sessions. Four of these zeros will be dropped from your grade (because built-in flexibility allows you to miss four sessions without penalty), leaving one zero that impacts your participation grade. Suppose that your overall participation grade is 65%. If you receive a 68% on the final exam, then one zero you received will be reweighted to 68%. If you receive a 65% or lower on the final exam, then the zero will remain a zero.

Consequences of Circumventing the Participation System

Any attempt to circumvent the participation system or attempt to earn a passing participation grade without attending class 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, taking any iClicker quizzes outside of the classroom, completing an iClicker quiz for another student, or having someone else complete the quiz for you.

Tutorials

This course has 10 tutorials. Tutorials are based on previously seen lecture material. The TA will review the material during the weekly tutorial session, so you are strongly encouraged to attend and ask questions. **Each tutorial will have a tutorial submission associated with it.** These submissions will typically involve answering a few questions and writing some code. **Tutorials begin on September 17, and there is no tutorial the week before the midterm (i.e., on October 22).**

You are welcome (and encouraged) to work with your classmates during tutorials. You should make sure that you understand the material, however, as the purpose of the tutorials is to help you with the assignments, the midterm, and the final exam.

You must submit each tutorial submission via Gradescope by 11:59 PM Eastern time on the Monday following the tutorial session. In the case of the tutorial the week before Reading Week (i.e., October 8), the tutorial submission is due the Monday after Reading Week (i.e., October 19.) **Late tutorial submissions are handled by the 72-hour no-late-penalty period (see below).**

You are expected to complete seven of 10 tutorial submissions to receive full credit for this component. If you miss up to three tutorials, you do not need to request Academic Consideration; the missing tutorial submissions will not count against you, and your grade for this component will be calculated from your best seven submissions.

If you complete fewer than seven of the 10 tutorial submissions, then missed tutorial submissions will be recorded as a zero and included in your grade for this component. You are encouraged to submit all work, even if incomplete, since a partial mark is always better than a zero. If your final exam grade is higher than your overall weighted average for tutorials, then any recorded zeros will be reweighted to the final exam.

Example of Reweighting Tutorial Submissions

For example, if you complete five of the 10 tutorial submissions, then you'll have received zeros for five of the submissions. Three of these zeros will be dropped from your grade (because built-in flexibility allows you to miss three without penalty), leaving two zeros that impact your tutorial grade. Suppose that your overall tutorial grade is 75%. If you receive an 80% on the final exam, then two of the zeros you received on tutorial submissions will be reweighted to 80%. If you receive a 75% or lower on the final exam, then the tutorial submissions will be left as zeros.

Assignments

There are three assignments that combine to be worth 35% of the final course grade. You are expected to view the lecture and reading materials and to complete tutorial submissions to prepare for the assignments.

Assignment Schedule (Tentative)

Assignment	Weight	Due Date (by 11:55 PM)
1	12%	Wednesday, October 7, 2026.
2	12%	Wednesday, November 4, 2026.
3	12%	Wednesday, December 9, 2026.

The due dates of the assignments are shown in the table above. Please note that all these dates are tentative. **The due dates will be confirmed when the assignments are posted on OWL.** The dates will coincide with the class progression on relevant assignment topics. Assignments will be posted at least two weeks prior to the due date. You are encouraged to begin working on assignments immediately after they become available to you. **Late assignments are handled by the 72-hour no-late-penalty period (see below).**

If for any reason the assignment schedule given above cannot be adhered to by the course instructor, then the assignment marks will be reweighted. The three assignments are worth 36% of the overall mark

for the course. If an assignment must be cancelled by your instructor for any reason, the remaining assignments will be reweighted to add up to 36%.

Assignments as Essential Requirements

The skills assessed via assignments are essential to this course. They cannot be adequately assessed through the midterm test nor final exam.

You are expected to complete all three of the assignments. If you miss one assignment, then the missed assignment will be recorded as a zero and included in your grade for this component. You are encouraged to submit all work, even if incomplete, since a partial mark is always better than a zero. **This cannot be reweighted.**

If you complete fewer than two of the three assignments, then you will not meet the essential learning requirements of the course. See Essential Learning Requirements above for more information.

Assignment Rules & Policies

The following rules and policies apply to all assignments:

1. Gradescope and Automated Tests:

- a. All assignments must be submitted via Gradescope. No assignments will be accepted via email, OWL, nor any other method. The cutoff must occur at some point, so one second late is still considered late. **Any assignment submitted after the 72-hour no-late-penalty window (see below) will NOT be accepted.** Gradescope will be closed, and an assignment emailed to your instructor or TA will not be accepted.
- 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 will be provided, but other parts of the tests may be hidden from you. You should still do your own testing locally to ensure your code works properly for all valid inputs. **It is your responsibility to ensure the tests run and pass on Gradescope.**
- c. Students are expected to leave enough time before the due date to correct any errors indicated by the Gradescope tests. Auto-graded tests will **not** be manually regraded, but you may resubmit an unlimited number of times leading up to the submission deadline.
- d. Any attempts to hardcode, or otherwise trick 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, you should submit a regrade request via Gradescope **within one (1) week of the assignment being returned to you.** The teaching assistant who marked your assignment will review your request and determine if any adjustment is necessary. If you feel the response to your regrade request was insufficient, you may bring the issue to the attention of your course instructor (via email).

- b. 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 one (1) week of the assignment being returned.**
- c. 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 for Assignments:

- a. **Assignments are to be done individually, not in groups nor with the aid of others** (including tutors, code from online sources, or code written by generative AI). Submitted code will be run through 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 nor share code in any way. Do not look at another student's code.**
- b. **You may NOT use generative AI nor any other tools capable of generating code or comments for assignments.** 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 nor otherwise publish your code online (e.g., to GitHub)** until one month after the course has completed. It is your responsibility to ensure any remote backups or version control systems used are private and not publicly accessible.
- 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 due dates, or any action that would violate Gradescope's terms of use.

Assignment Backups

It is your responsibility to keep up-to-date backups of assignment files in case of system crashes or inadvertently erased files. You must keep copies of all material submitted, as well as the actual graded assignment, to guard against the possibility of errors in recording marks. It is not safe to discard these materials until you are satisfied that your final mark for the course has been computed properly.

Deadlines: The 72-Hour No-Late-Penalty Period

All assignments and tutorial submissions include an automatic 72-hour period after the due date during which you may still submit without a late penalty. For example, if an assignment or tutorial submission is due on November 5 at 11:59 PM, then you may submit it until November 8 at 11:59 PM without penalty. **After this 72-hour period, no further submissions will be accepted.** You do not need to request Academic Consideration for a missed deadline; your grade for this component will be calculated as described in the relevant section above.

Tests and Examinations

This course has one midterm test and a **cumulative** final exam. There is **no makeup test for a missed midterm.** If you miss a midterm, its weight will shift automatically to your final exam grade. If your final exam grade is higher than your midterm grade, then your final exam grade will replace the

midterm's weight in your overall grade. You do not need to request Academic Consideration for a missed midterm; the reweighting will be done automatically.

The only exception is an early sitting, offered solely for a university-sanctioned schedule conflict (e.g., conflict of two midterms, Varsity competitions) or a religious accommodation that prevents you from writing the midterm at its scheduled time. If you require this accommodation, you must notify your instructor in writing no later than one week before the test. No other circumstance, including illness, qualifies for an early sitting or makeup; these are addressed through the automatic reweighting described above.

The following is the tentative exam schedule (subject to change):

Exam	Weight	Date
Midterm Test	15%	Tuesday, October 27, 2026. 2:30 PM to 4:30 PM (During lecture time in class)
Final Exam	35%	Scheduled by the Registrar's Office during the Final Exam Period

Permissible Materials During Tests and Examinations

Both the midterm test and the final exam are closed book; however, you will be allowed to bring in **one 8.5 x 11 sheet of handwritten notes**. You may write on both sides of the page. Photocopies are not permitted. Handwritten notes written on a tablet and then printed off are also not permitted. Violations of these rules may be treated as an academic offence. You should contact your instructor regarding any accommodations to this policy for accessibility purposes.

No electronic devices of any kind are allowed during the midterm nor during the final exam.

All exams are to be completed individually, with no assistance from, nor any contact with, others. Violation of this rule, any other exam rule, or cheating of any kind will result in a zero (0) for the examination and the possibility of additional penalties as deemed appropriate by the course instructor, department, or university. These penalties may include, but are not limited to, a failing grade being entered for the course.

A Note on Practice Tests/Exams

There will be in-class review before the midterm, and the tutorials will provide sufficient practice for the midterm, so there will be no practice exam for the midterm. Given that the midterm will be reweighted to the final exam if your final exam performance is better than your midterm, you can consider the midterm to be practice for the final exam, as both the midterm and the final exam will follow the same format.

Midterm

The midterm will be conducted in person and cover all course material, including assigned readings, tutorials, lecture slides, and materials covered in assignments **up to the end of the week prior to the midterm (i.e., Friday, October 23)**. The actual length of the midterm is 1.5 hours.

More information on the midterm's composition will be provided closer to the date it will be written, but you can expect a mixed format test with multiple choice and short-answer questions.

Final Exam

The final exam will be conducted in person and cover all course material, including assigned readings, tutorials, lecture slides, and materials covered in assignments and tutorials. The final exam will be scheduled by the Registrar's Office during the Final Exam Period. You should not book any travel prior to the Registrar's Office releasing the final schedule. More information on the final exam's composition will be provided closer to the date it will be written, but you can expect a mixed format test with multiple choice and short-answer questions.

Special Examination

Per university policy, Academic Consideration requests with supporting documentation are required for the final examinations scheduled during official examination periods by the Registrar's Office.

If you have been approved by the Academic Advising Office to write a Special Examination (SPC) and the final exam is your only outstanding course component, an SPC will be assigned to you and scheduled by the instructor per university policy.

If you miss your SPC exam and are approved for Academic Consideration, you will be withdrawn from the course without academic penalty. If you experienced extenuating circumstances, such as prolonged illness, you may appeal to the Associate Dean (Academic), on a case-by-case basis, for the opportunity to write the final exam the next time the course is offered. An outstanding SPC will reduce your course load for the term in which the exam is deferred, as outlined in the [Definitions of Types of Examinations](#) policy.

If you miss your SPC exam and Academic Consideration is not approved, or was not requested, you will receive a grade of zero on the exam.

Use of Generative AI Tools

As the intention of this course is for you to learn how to program, Generative AI tools (e.g., ChatGPT, Copilot, Claude, Gemini) are generally **not permitted**. The use of Generative AI tools has been shown to hinder the learning of students who are new to programming.

Some **tutorials** and **in-class activities** may permit the use of Generative AI with limitations. If allowed, this will be clearly stated in the tutorial document or activity alongside any limitations. Unless otherwise noted, you should assume their use is prohibited. (Ask your instructor if you are unsure.)

Any use of Generative AI that has not been approved will be considered an academic offence and referred to the department's Academic Integrity Committee.

General Information About Missed Coursework

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

https://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.

6. Additional Statements

6.1 Religious Accommodation

When a recognized religious holiday either requires a student to be absent from the University or requires or prohibits an activity that makes it impossible for them to complete an academic requirement scheduled that day, they are entitled to accommodation. No student will be penalized for an absence for religious reasons, and an alternative means of satisfying the requirement will be arranged. This accommodation is provided in accordance with the University's policy on Accommodation for Religious Holidays:

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

The student should submit their requests through the Student Absence Portal (SAP), identifying the conflict and the specific course component(s) affected (e.g., test, midterm, exam).

Midterms and Tests: If a religious observance conflicts with a midterm test, they must submit their request no later than **one week** before the test. Their instructor will arrange an early sitting of the test. As set out above, no makeup test is offered for any other reason; this early sitting is available specifically for this accommodation.

Final Examinations: If a religious observance conflicts with the final exam, the student must submit their request no later than **two weeks** before the exam. Their instructor will arrange a Special Examination to take place no later than one month after the end of the examination period.

Students are responsible for finding out what was covered in any class they miss due to a religious observance, and for taking the appropriate steps to keep up with the course.

If a suitable arrangement cannot be reached between a student and their instructor, they should consult the Undergraduate Chair of the department offering the course, and if necessary, the Associate Dean (Academic) of the Faculty of Science.

For a list of recognized religious observances, please visit the calendars posted on the Equity, Diversity & Inclusion website - <https://www.edi.uwo.ca> (About Us – Resources – Additional Resources – Calendars).

6.2 Academic 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.

6.3 General Academic Policies

The website for Registrar Services is <https://www.registrar.uwo.ca/>.

Use of @uwo.ca email:

In accordance with policy, https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mappl13.pdf, the centrally administered e-mail account provided to students will be considered the individual's official university email address. It is the responsibility of the account holder to ensure that emails received from the University at their official university address are attended to in a timely manner.

Requests for Relief (formally known as “appeals”)

Policy on Request for Relief from Academic Decision:

https://uwo.ca/univsec/pdf/academic_policies/appeals/requests_for_relief_from_academic_decisions.pdf

Procedures on Request for Relief from Academic Decision (Undergraduate):

https://uwo.ca/univsec/pdf/academic_policies/appeals/undergrad_requests_for_relief_procedure.pdf

Procedures on Request for Relief from Academic Decision (Graduate):

https://uwo.ca/univsec/pdf/academic_policies/appeals/graduate_requests_for_relief_procedure.pdf

6.4 Scholastic Offences

Policy on Scholastic Offences:

https://uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_offences.pdf

Procedures on Scholastic Offences (Undergraduate):

https://uwo.ca/univsec/pdf/academic_policies/appeals/undergrad_scholastic_offence_procedure.pdf

Procedures on Scholastic Offences (Graduate):

https://uwo.ca/univsec/pdf/academic_policies/appeals/graduate_scholastic_offence_procedure.pdf

Use of Electronic Devices During Assessments

In courses offered by the Faculty of Science, the **possession** of unauthorized electronic devices during any in-person assessment (such as tests, midterms, and final examinations) is strictly prohibited. This includes, but is not limited to, mobile phones, smart watches, smart glasses, hidden cameras, and wireless earbuds.

Unless explicitly stated otherwise in advance by the instructor, the presence of any such device at a student's desk, on their person, or within reach during an assessment will be treated as a scholastic offence, **even if the device is not in use**.

Effective September 2026, the typical penalty for this offence is a failing grade in the course AND a 12-month prohibition on retaking the course.

Only devices expressly permitted by the instructor (e.g., non-programmable calculators) may be brought into the assessment room. It is their responsibility to review and comply with these expectations.

Use of Generative AI Tools

Unless otherwise stated, the use of generative AI tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini, or similar platforms) is **not permitted** in the completion of any course assessments, including, but not limited to, assignments, lab reports, presentations, tests, and final examinations.

Using such tools for content generation, code writing, problem solving, translation, or summarization—when not explicitly allowed—will be treated as a **scholastic offence**.

If the use of generative AI is permitted for a particular assessment, the conditions of use will be specified by the instructor in advance. If no such permission is granted, students must assume that use is prohibited. It is the student's responsibility to seek clarification before using any AI tools in academic work.

Use of Software for Assessments

All assignments may be subject to similarity checking software (e.g., MOSS) to detect plagiarism.

[iClicker](https://store.macmillanlearning.com/us/privacy-notice#school-data-privacy-notice) will be used to track student participation in the course. Information on privacy policies related to iClicker can be found on Macmillan Learning's website, under "School Data Privacy Notice": <https://store.macmillanlearning.com/us/privacy-notice#school-data-privacy-notice>.

6.5 Support Services

Academic Advising

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

Mental Health Support

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.

Gender-Based and Sexual Violence

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

<https://www.uwo.ca/health/gbsv/index.html>

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

Accessibility for Coursework

A student may contact the course instructor if they require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to them. If they have any questions regarding accommodations, they may also contact Accessible Education at http://academicsupport.uwo.ca/accessible_education/index.html

Learning Development and Success

Learning-skills counsellors at Learning Development and Success (<https://learning.uwo.ca>) are ready to help students improve their learning skills. The facility offers 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.

Student Councils

Student-run support services are offered by the University Students' Council (<https://westernusc.ca>) and the Science Students' Council (<https://www.westernssc.ca>).