Although this academic year might be different, Western University is committed to a **thriving campus**. We encourage you to check out the Digital Student Experience website to manage your academics and well-being. Additionally, the following link provides available resources to support students on and off campus: https://www.uwo.ca/health/.

Technical Requirements:

Stable internet connection

Laptop or computer

Working microphone

Working webcam

Instructor	Sec	Day/Time	Location	email	Office/Phone (519-661-2111)
Mr. Joe Raaymakers	001		Online	jraaymak@uwo.ca	WSC 107
Mr. Steve Kopp	002	MWF 1:30-2:30	Synchronous Online	kopp@stats.uwo.ca	WSC 284 x86288

Prerequisite(s):
You need one full course in first year University level math. Such as: Applied Mathematics 1413, Statistical Sciences 1024A/B, Calculus 1000A/B or 1100A/B, Calculus 1301A/B or 1501A/B, Mathematics 1600A/B or the former Linear Algebra 1600A/B, Mathematics 1225A/B, 1228A/B, 1229A/B,

Anti-requisite(s):
All other courses or half courses in Introductory Statistics except Statistical Sciences 1023A/B and Statistical Sciences 1024A/B. (This means that you can take Stats 2035 if you took Stats 1024A/B in a prior year, BUT you cannot take Stats 2035 and 1024A/B at the SAME time)

Students are advised that they are responsible to ensure that they possess the necessary prerequisites (or have written special permission) and that de-registration may occur at any time if they lack the prerequisite or have taken an anti-requisite course.

Textbook
"Business Statistics for Contemporary Decision Making" (NEW 3rd Canadian edition) by Black, Bayley, Castillo, (Wiley)
- An online version of the textbook can be ordered (cost: $89) through the UWO bookstore by clicking on the link:

  https://bookstore.uwo.ca/product/cebcodeid31952

I have also provided information on the course OWL site of how to access the Wiley Plus site, which gives you the option of purchasing access to the e-book and Wiley Plus site without going through the bookstore.

Textbook Website – "WileyPlus"

The 3rd edition of the textbook comes with an access code that gives you access to a companion website.

- Access to this "WileyPlus" website **IS A REQUIREMENT** for the course as there will be online quizzes AND online adaptive learning question sets posted on this website during the duration of the course
- You are also encouraged to visit the website as it will provide you with practice problems to help test your knowledge of material
- It will also contain an e-book version of the text for quick reference and other visual aids to help in your understanding of the material.

Classes

For section 002, classes will be held live on ZOOM during the scheduled class time (Monday, Wednesday and Friday from 1:30 pm to 2:20 pm EASTERN time zone). The class notes will be available on the course OWL site several days before the scheduled class time. The lectures will be recorded and posted on the course OWL site. This way, students who are not able to attend a lecture will be able to view the lecture in its entirety after the class.

All of the remote learning sessions for this course will be recorded.

The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals participating in the course for their private or group study purposes. Please contact the instructor if you have any concerns related to session recordings.

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor.

Online Participation and Engagement

⊠ Students are expected to participate and engage with content as much as possible

⊠ Students can participate during the live class sessions by raising your hand on ZOOM or using the chat option to post a question. I plan to stop every once in a while during the live classes to check to see if any student has posted a question or has raised their hand. Students can also post any questions they might have on OWL after watching the recording after it has been posted on OWL.

⊠ Students can also participate by interacting in the forums with their peers and instructors

Google Chrome or Mozilla Firefox are the preferred browsers to optimally use OWL; update your browsers frequently. Students interested in evaluating their internet speed, please click here.

Intellectual Property Statement

Course material (i.e. course content (including lecture notes), videos, solutions, practice questions and other supplementary material posted on OWL) is the intellectual property of your instructors and course developers and is made available to you for your personal use in this course. *Sharing, posting, selling or using this material outside your personal use in this course is considered to be an infringement of intellectual property rights.*

OWL Course webpage
This is an online course. Here is what you will find on the OWL course web site:

1. Weekly announcements and other things of interest related to the course
2. Class notes/helpful hints for each Unit
3. Suggested exercises for each chapter of the textbook
4. Solutions manual for the suggested exercises of the textbook
5. Copies of old exams, with solutions will be made available a week or two before the midterms and final. These old exams will give you a good idea of the type of questions that will be on the mid-terms and final exam for this course
6. Formula sheets for the midterms and final exam
7. Your marks in the course
8. A link to the textbook "WileyPlus" web site

What is expected of the student/What student can expect of me
If you have questions about text exercises, the class notes or class videos, or any other general questions about the course, you should use the **discussion board** on the OWL site.

You can post your questions for all students to see. I am expecting other students to respond to these questions. HOWEVER, I will check the web site every day and will respond to questions within 48 hours if no one else has responded. Be sure to check the course web site a few times every week.

If you prefer to be a bit more private, you can always email me your questions/comments using my Western email account (kopp@stats.uwo.ca)

Course Objectives
The course is designed to give some basic statistical tools to help you understand the concept of "data variability". These tools will allow you to analyze this variability so that you can draw conclusions from your data. The course will also give some insight into:
• What statistical methods and tests should be used in analyzing data
• How to use those methods and tests and where do they come from
• What are the underlying assumptions of your chosen statistical test and what happens if those assumptions are not correct

In addition to using statistical methods and tests to analyze data, the first one-third of the course will also discuss the concepts of probability and how probability can be used to model certain phenomena that occur in the sciences, social sciences and business world. The course will discuss different types of probability models (discrete and continuous) and show you how they can be used to predict future events.

Course Outline (with "approximate" length of time for each chapter):

Chapter	Topics
1 – Introduction (Sept 9 to 14)	Sections 1.1 to 1.4 – Statistical concepts; variables and data; data measurement
2 – Charts and Graphs (Sept 16 to 23)	Sections 2.1 to 2.4 – Frequency distributions; graphing categorical data; graphing measurement data; charts and graphs for two variables
3 – Descriptive Statistics (Sept 25 to Oct 7)	Sections 3.1 to 3.5 – measures of centre and spread; percentiles; outliers; shapes of distributions; boxplots; z-scores; coefficient of variation; skewness; grouped data
4 – Probability (Oct 9 to Oct 23)	Sections 4.1 to 4.8 – introduction; unions and intersections; addition and multiplication laws; conditional probability; Bayes rule
5 – Discrete Distributions (Oct 26 to Nov 11)	Sections 5.1 to 5.5 – General discrete distributions; Binomial, Poisson and Hypergeometric distributions
6 – Continuous Distributions (Nov 13 to Nov 20)	Sections 6.1 to 6.4 – General continuous distributions; uniform and exponential distributions; Normal distribution; normal approximation to the binomial
7 – Sampling and Sampling Distributions (Nov 23 to 30)	Sections 7.1 to 7.3 – Sampling techniques; sampling distributions of the sample mean and of the sample proportion
8 – Inference: Estimation for Single Populations (Dec 2 to 9; Jan 11 to 18)	Sections 8.1 to 8.5 – Confidence intervals for a population mean, a population proportion and a population variance; estimating the sample size
9 – Inference: Hypothesis Testing for Single Populations (Jan 20 to Feb 3)	Sections 9.1 to 9.5 (We are not covering section 9.6) – Hypothesis testing about a population mean, a population proportion and a population variance; Type I and II errors
10 – Inference About Two Populations (Feb 5 to Feb 26)	Sections 10.1 to 10.5 – Confidence intervals and Hypothesis testing about two populations means, proportions or population variances
11 – ANOVA and Design of Experiments (Mar 1 to Mar 15)	Sections 11.1 to 11.4 (We are not covering section 11.5) – One factor ANOVA; Randomized block design; Multiple comparison tests
12 – Correlation and Simple Regression Analysis (Mar 17 to 26)	Sections 12.1 to 12.8, and 12.10 (We are not covering section 12.9) – Correlation and Simple Regression topics
13 – Multiple Regression Analysis (Mar 29 to Apr 2)	Sections 13.1 to 13.4 (may do parts of section 13.5) – Multiple regression models and topics
14 – Building Multiple Regression Models (Apr 5)	Only cover section 14.2 – bringing in categorical variables into a multiple regression model
16 – Analysis of Categorical Data (Apr 7 to Apr 9)	Sections 16.1 and 16.2 – Goodness of fit tests; Tests of independence of two categorical variables

<u>**What You Will Be Marked On**</u>

1. <u>**Assignments**</u> – There will be FOUR written answer assignments. They will consist of several questions from the previous week's lectures. Some questions may require some graphing where you can use Excel (or some other software) to help you create the graphs. Most of the other questions will require some calculations and some ability to state conclusions and interpret your results. Due dates (times are given as Eastern Daylight Time):

Assignment 1	Wednesday, October 28 (8:00 pm)
Assignment 2	Wednesday, December 9 (8:00 pm)
Assignment 3	Wednesday, February 10 (8:00 pm)
Assignment 4	Wednesday, April 7 (8:00 pm)

   The assignments will be available on the course OWL site.

   However, you will not submit your solutions to OWL. Instead we will be using GRADESCOPE for you to submit your assignments. (I will send out information about how to upload your solutions to Gradescope through an announcement on OWL as we get closer to the date an assignment is due).

   Assignments can be written out by hand or typed up. If your solutions are hand written, you must make a <u>pdf version</u> of your solutions (including any graphs created by Excel or some software). It will be that pdf version that you will upload to Gradescope. (again, I will have information about how to make a pdf copy of your solutions on OWL).

   <u>LATE penalties</u>: I have tried to space out the dates that things are due in this course so that you have time to get things done and not feel overwhelmed. You are expected to get things done ON TIME. If you are late with your assignments, there will be a 20% penalty PER DAY late (thus, if you get it in at 8:01 pm on the due date, that is consider one day late and will be subject to the 20% penalty)

2. <u>**Adaptive Learning Question Sets**</u> – These are to be completed through the TEXTBOOK website (a link is provided on the course OWL page). There is one set for each of the first 13 chapters of the textbook.

   <u>**What Are They?**</u>
   - They are multiple choice questions taking from the material covered in each chapter of the textbook (and by extension, the course study material that I have posted for each chapter/section).
   - They are available on the textbook website (you need access to the textbook website)
   - Need to attempt at least 30 questions from each chapter (can attempt more if you wish)
   - As you attempt each question, you will be asked to choose how confident you are in your answer
   - As you move to the next question, the system chooses the next question based on how well you are doing in the questions you have answered
   - The first 20 questions for each chapter is to give the system a chance to see how well you are doing; You then have to answer <u>at least 10 more questions</u> (you can answer more than that if you want to keep going) before you finish a question set
   - Your "final" mark on a question is based on a combination of things: how many questions you got correct, how confident you were in your answers to each question, and the difficulty level of each question

- If you do not have time to finish at least 30 questions for a chapter, you can stop and continue later. You do not have to finish all of the questions at one time. You just have to make sure you answer at least 30 questions (to your satisfaction) by the due dates given below.
- The goal of the Adaptive Learning Question Sets is to help keep you up to date with the material (so you do not fall behind) and to let you see what areas of a chapter you are understanding and what areas you may be having some trouble with and may need to brush up on – this should better prepare you for the online quizzes (which tend to be written AFTER the adaptive learning questions sets have been completed) and hopefully this will lead you to be better prepared for the midterm and final exams, and thus will be able to perform better on these exams.
- Marking Scheme for EACH question set:
    o If you successfully complete 20% to 39.9% of the questions, you get 5 out of 10
    o If you successfully complete 40% to 59.9% of the questions, you get 7.5 out of 10
    o If you successfully complete 60% or more of the assigned questions, you get 10 out of 10

By the way, saying "completing 60% of the questions" does not mean you just have to answer 60% of 30 = 18 questions. You still have to answer ALL 30 (or more) of the questions. It is the adaptive learning system that tells you how successful you have been. And you need to be 60% successful (or more) to get a 10 out of 10 on a question set.

Due Dates

Question set on Chapter 1	Available until Sun, Sept 27 (10:00 pm)
Question set on Chapter 2	Available until Sun, Sept 27 (10:00 pm)
Question set on Chapter 3	**Available until Sat, Oct 10** (10:00 pm)
Question set on Chapter 4	Available until Sun, Oct 25 (10:00 pm)
Question set on Chapter 5	Available until Sun, Nov 15 (10:00 pm)
Question set on Chapter 6	Available until Sun, Dec 6 (10:00 pm)
Question set on Chapter 7	Available until Sun, Dec 6 (10:00 pm)
2021	
Question set on Chapter 8	Available until Sun, Jan 24 (10:00 pm)
Question set on Chapter 9	Available until Sun, Feb 7 (10:00 pm)
Question set on Chapter 10	Available until Sun, Mar 7 (10:00 pm)
Question set on Chapter 11	Available until Sun, Mar 21 (10:00 pm)
Question set on Chapter 12	Available until Sun, Apr 4 (10:00 pm)
Question set on Chapter 13	Available until Sun, Apr 11 (10:00 pm)

NOTE: It is best if you complete the question set for a chapter BEFORE you attempt the online quiz for that chapter (although, as you can see, I have made the due dates the <u>same</u> as the due dates for the online quizzes).

If you are going to be away on a weekend, you should plan to complete studying the material AND completing the adaptive question sets before you go away. And if you are going away on a weekend that also has a quiz scheduled, you really need to be organized and make sure you complete everything before you go away (although, being an online course, as long as you have your computer with you, you can complete this work at any time, as long as you meet the deadlines)

3. **Web Tests (Online Quizzes)**

   There will be 11 web-based tests. They will be written roughly every two weeks. They are designed to keep you from falling behind in the material. The best 10 out of the 11 tests will count.

   You will be given a 48-hour window to write the test on-line (Friday 10:00 pm to Sunday 10:00 pm, all times are Eastern Standard Time). **The test will consist of 12 multiple-choice questions,** randomly selected from a bank of questions (No two tests will be the same). **You will get 65 minutes to write the test**.

   There will be no make ups or make up dates for any of the quizzes.

   The online tests (quizzes) will be available on the **"WileyPlus" web site that is available using the access code that comes with the textbook.** As mentioned, the link to the "WileyPlus" site is available on the OWL course website

Quiz 1	Fri, Sept 25 to Sun, Sept 27 (10:00 pm to 10:00 pm)	Chapter 1, 2
Quiz 2	***Thu, Oct 8 to Sat, Oct 10 (10:00 pm to 10:00 pm)**	Chapter 3
Quiz 3	Fri, Oct 23 to Sun, Oct 25 (10:00 pm to 10:00 pm)	Chapter 4
Quiz 4	Fri, Nov 13 to Sun, Nov 15 (10:00 pm to 10:00 pm)	Chapter 5
Quiz 5	Fri, Dec 4 to Sun, Dec 6 (10:00 pm to 10:00 pm)	Chapter 6 & 7
2021		
Quiz 6	Fri, Jan 22 to Sun, Jan 24 (10:00 pm to 10:00 pm)	Chapter 8
Quiz 7	Fri, Feb 5 to Sun, Feb 7 (10:00 pm to 10:00 pm)	Chapter 9
Quiz 8	Fri, Mar 5 to Sun, Mar 7 (10:00 pm to 10:00 pm)	Chapter 10
Quiz 9	Fri, Mar 19 to Sun, Mar 21 (10:00 pm to 10:00 pm)	Chapter 11
Quiz 10	Fri, Apr 2 to Sun, Apr 4 (10:00 pm to 10:00 pm)	Chapter 12
Quiz 11	Fri, Apr 9 to Sun, Apr 11 (10:00 pm to 10:00 pm)	Chapter 13

4. **Midterm Exam 1**
   Saturday, November 21, 2020; 10:00 am to 12:30 pm (Eastern Time)

   Midterm Exam 2
   Saturday, February 13 ~~February 6~~, 2021; 10:00 am to 12:30 pm (Eastern Time)

   Each exam will be a 2.5-hour exam. Midterm 1 will most likely cover chapters 1 to 5 (and maybe part of chapter 6) of the textbook, while Midterm 2 will most likely cover chapters 6 to 9. Both will be a multiple-choice exam with the exam available on the course OWL site. You will be given a <u>page of relevant formulas</u> with the exam (which will be made available on OWL prior to the exam for you to look at).

   ALL students MUST write the exam at this time. For example, if you live in Beijing, China, then the exam will take place from 10 pm to 12:30 am. If you live in Vancouver, BC, then the exam will take place from 7 am to 9:30 am.

   If you are NOT able or willing to write the midterm exam during these 2.5 hours, then PLEASE do not take this course

5. Final Exam
To be announced (scheduled for the final exam period in April, 2021).

This will be a 2.5-hour exam covering chapters 10 to 13, 14.2, 16.1, 16.2 of the textbook. It will be a multiple-choice exam with the exam available on the course OWL site. You will be given a <u>page of relevant formulas</u> with the exam (which will be made available on OWL prior to the exam for you to look at).

ALL students MUST write the exam at whatever time the exam is set for, taking into account the time zone that they live in. The time of the exam will be set based on Eastern Daylight Time.

You will need a pocket calculator for all on-line quizzes, midterm/final exams.

For the midterms and final exam, it is expected that:
- An online proctoring system will be used (such as ProctorTrack)
- We plan to make the exams available using OWL
- We hope to give the exam synchronously to all students at the exact same time; if that is not possible (due to capability issues with OWL), we plan to make the exam available over a 6-hour window, so that students can start it at any time within the 6-hour window; once a student begins the exam, they will have exactly 3 hours to complete it

For midterm 1 and midterm 2, it will be open-book. You are encouraged to make use of lecture slides and the text when writing the exam. However, you must work independently. Before you begin each test, you will agree to an Honour Statement. I will be conducting response and cheating analysis after each quiz. Please honour the Honour Statement.

Policy on tests and examinations
Tests and examinations in this course may be conducted using the remote proctoring service, **Proctortrack**. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link:
https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link:
https://www.proctortrack.com/tech-requirements/

Evaluation:

Adaptive Learning Question Sets (13 of them)	6%
Assignments (4 of them)	10%
On-line Quizzes (best 10 of 11)	15%
Midterm Exam 1	23%
Midterm Exam 2	23%
Final Exam	23%

Rounding of Marks

Across the Sciences Undergraduate Education programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. *Final grades* on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g. a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for mark "bumping" will be denied.

Accommodation and Accessibility

Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The Academic Accommodation for Students with Disabilities policy can be found at:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic
Accommodation_disabilities.pdf

Academic Consideration for Student Absence

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the semester, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, 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.

Students should also note that individual instructors are not permitted to 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 that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs, see:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf
and for the Student Medical Certificate (SMC), see:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Religious Accommodation
Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar:
https://multiculturalcalendar.com/ecal/index.php?s=c-univwo

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (see http://www.registrar.uwo.ca/examinations/exam_schedule.html).

Academic Policies

The website for Registrarial Services is http://www.registrar.uwo.ca.

In accordance with policy, http://www.uwo.ca/its/identity/activatenonstudent.html, 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 his/her official university address is attended to in a timely manner.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Professionalism & Privacy

Western students are expected to follow the Student Code of Conduct. Additionally, the following expectations and professional conduct apply to this course:

⊠ Students are expected to follow online etiquette expectations provided on OWL

⊠ All course materials created by the instructor(s) are copyrighted and cannot be sold/shared

⊠ Recordings are not permitted (audio or video) without explicit permission

⊠ Permitted recordings are not to be distributed

⊠ Students will be expected to take an academic integrity pledge before some assessments

⊠ All recorded sessions will remain within the course site or unlisted if streamed

Copyright Statement
Please be aware that all course materials created by the instructor(s) are copyrighted and cannot be **sold/shared**. Those include materials used in tests/quizzes, midterms, and finals. Any posting/sharing of such materials in part or whole without owner's consent is considered as violation of the Copyright Act and will be considered as a scholastic offence.

In addition, online services such as Chegg are actively monitored. Any questions that are coming out during midterms and finals and are posted to an online service will be searched. Such an activity will be considered as a scholastic offence and will result in academic penalty.

Support Services

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 Student Accessibility Services (SAS) at 519-661-2147 if you have any questions regarding accommodations.

The policy on Accommodation for Students with Disabilities can be found here:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

The policy on Accommodation for Religious Holidays can be found here:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Learning-skills counsellors at the Student Development Centre (http://www.sdc.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.

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

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/.

What Do You Do if You Miss a Course Requirement Due to Illness or Special Circumstances?

If you are unable to meet a course requirement due to illness or other serious circumstances, you must seek approval for the absence as soon as possible. Approval can be granted either through a self-reporting of absence or via the Dean's Office/Academic Counselling unit of your Home Faculty. If you are a Social Science student, the Academic Counselling Office of the **Faculty of Social Science is located in SSC Room 2105**, or can be contacted at **ssaco@uwo.ca**. If you are a Science student, the Academic Counselling Office of the Faculty of Science is located in NCB 280, and can be contacted at scibmsac@uwo.ca.

For further information about absences, including the **self-reporting procedure** and requirements, please click on the following link (look at Section 3 on page 3):
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf

You may also be eligible to write a Special Exam if you are in a "Multiple Exam Situation" (see http://www.registrar.uwo.ca/examinations/exam_schedule.html).

If you require academic accommodation due to illness, you should use the Student Medical Certificate when visiting an off-campus medical facility. The form can be found here:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

The website for Registrarial Services is http://www.registrar.uwo.ca.