

## Biochemistry 2280A Biochemistry and Molecular Biology

Course Outline for Fall 2025

**Students who are in emotional and/or mental distress should refer to <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.**

The Department of Biochemistry recognizes and values equity, diversity, and inclusion (EDI) principles across all aspects of its functioning. We are committed to fostering an inclusive environment that celebrates diversity and provides equitable outcomes for our students, post-doctoral scholars, staff, and faculty. We are also committed to promoting decolonization (D) within our teaching. More info about EDID in the Biochemistry Dept. can be found on our EDID website:  
[https://www.schulich.uwo.ca/biochem/about\\_us/equity\\_diversity\\_and\\_inclusion.html](https://www.schulich.uwo.ca/biochem/about_us/equity_diversity_and_inclusion.html)

This course takes place at Western University, which is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak, and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

### 1. Technical Requirements:



Stable internet connection



Laptop or computer

### 2. Important Dates:

Classes Begin	Reading Week	Classes End	Study day	Exam Period
September 4	November 3–9	December 9	December 10	December 11–22

September 30, 2025: National Day for Truth and Reconciliation; non-instructional day

September 12, 2025: Last day to add or drop a Fall 12-week course

December 1, 2025: Last day to withdraw from a Fall 12-week course without academic penalty

### 3. Contact Information

Instructors	Topics	Office Hours**	Office Hour Dates
Dr. James Choy (he/him)	1-5	Thu 3:00-4:30 pm Zoom or MSB 302	Sep 11 – Oct 23
Dr. Derek McLachlin* (he/him)	6-16	Tue 2:00-4:00 pm Zoom or MSB 349	Sep 30 to final exam
Dr. Ilka Heinemann (she/her)	17-23	Fri 12:30-2:00 pm Zoom or MSB 358	Nov 21 to final exam

\* Course coordinator

\*\* See Zoom links on the OWL site. Zoom sessions may be closed early if no students are present. Students do not need to provide advance notice to attend office hours. Instructors may hold office hours with groups of students, rather than dealing with one student at a time.

Rather than email instructors directly about course content, students should post questions to the Discussions area on the OWL site. In addition, students may email Lian Gai (she/her, a graduate teaching assistant, [lgai@uwo.ca](mailto:lgai@uwo.ca)) for individual appointments.

Ms. Neiven Timothaws (she/her) handles course administration, and should be contacted about makeup tests.

Email: [Neiven.timothaws@schulich.uwo.ca](mailto:Neiven.timothaws@schulich.uwo.ca)  
Office: MSB 342

Phone: 519-661-2111 ext. 86850  
Hours: Mon-Fri 9:00 am – 4:00 pm

#### 4. Course Description and Design

**Delivery Mode:** In-person

Biochemistry is the study of the molecules of life and centers on four key groups of biomolecules: proteins, lipids, carbohydrates and nucleic acids. Students will learn about the structure and function of these key biomolecules, the mechanics by which the cellular machinery is supplied with energy, and how the genetic material is converted to functional information. Students will also learn the techniques of recombinant DNA technology and bioinformatics that have profoundly changed how we study and use cell functions.

**Prerequisite(s):** Either Biology 1001A or Biology 1201A and either Biology 1002B or Biology 1202B; Chemistry 1301A/B and Chemistry 1302A/B. Integrated Science 1001X can be used as a prerequisite in place of Biology 1002B and Chemistry 1302A/B.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

##### Timetabled Sessions

Lecture Section	Date(s)	Time	Location
001	Mon Wed Fri	2:30 – 3:30 pm	
002	Mon Wed	11:30 am – 12:30 pm	
002	Thu	1:30 – 2:30 pm	

- ☒ An audio recording will be provided of the sessions
- ☒ Automated closed captioning will be provided on audio recordings

All course material will be posted to OWL: <https://westernu.brightspace.com/d2l/login>. Any changes will be indicated on the OWL site and discussed with the class.

If students need assistance, they can seek support on the [OWL Help](#). Alternatively, they can contact the [Western Technology Services Helpdesk](#). They can be contacted by phone at 519-661-3800 or ext. 83800.

Current versions of all popular browsers (e.g., Safari, Chrome, Edge, Firefox) are supported with OWL; what is most important is that you update your browser frequently to ensure it is current. All JavaScript and cookies should be enabled.

## 5. Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge about the structure, roles, and functions of the different classes of biomolecules.
2. Provide examples where defects in biochemical processes result in disease, and predict potential outcomes of biochemical defects.
3. Describe the central pathways that provide living organisms with energy, and the regulation of these pathways.
4. Detail information flow in living systems and mechanisms that regulate the expression of genetic material.
5. Formulate an approach to clone and express a gene of interest in bacteria.
6. Work in a team to find, interpret, and communicate scientific information
7. Reflect on the nature of science and the identities of scientists.

## 6. Course Content and Schedule

The schedule is subject to change.

Dates	Topics	Instructor
Sep 4–24	1. Fundamental concepts of biochemistry 2. Amino acids and ionization* 3. Protein structure and analysis 4. Protein function 5. Enzyme catalysis	Choy
Sept 25 – Oct 24 No class Oct 13	6. Lipids and biological membranes* 7. Carbohydrate structure* 8. Fundamental concepts in metabolism* 9. Carbohydrate metabolism 10. Citric acid cycle 11. Oxidative phosphorylation 12. Lipid metabolism 13. Summary of energy metabolism	McLachlin
Oct 27–29	14. Nucleic acid structure* 15. DNA replication	McLachlin
Oct 30–31	Question and answer sessions	Choy & McLachlin
Nov 1, 2-5 pm	<b>Midterm test</b> , Topics 1-13, rooms will be posted to OWL	
Nov 3–9	<b>Reading Week</b> – no classes	
Nov 10–12	15. DNA replication 16. DNA damage and repair	McLachlin
Nov 13 – Dec 9	17. Molecular basis of cancer 18. Bacterial transcription 19. Eukaryotic transcription 20. RNA processing 21. Translation 22. Recombinant DNA technology 23. Genome sequencing	Heinemann

\* Short videos are assigned for students to watch before these topics begin.

## 7. Evaluation

Due dates for each assessment are as follows. Note that the team assignment and reflections have multiple components, each with its own due date.

Assessment	Default Value (%)	Due Date
Background quiz	2	Fri Sep 12
Quiz 1 (Topics 1-4)	3*	Wed Sep 24
Quiz 2 (Topics 5-8)	3*	Fri Oct 10
Quiz 3 (Topics 9-12)	3*	Mon Oct 27
Quiz 4 (Topics 14-16)	3*	Fri Nov 14
Quiz 5 (Topics 17-19)	3*	Wed Nov 26
Quiz 6 (Topics 20-21)	3*	Fri Dec 5
Team assignment		
Team assignment survey	0.5	Fri Sep 12
First submission	3	Mon Oct 20
Evaluation of peer submissions	1.5	Mon Oct 27
Final submission	10	Wed Nov 12
Peer teamwork assessment	1	Fri Nov 14
Reflections		
Scientist #1	1	Fri Sep 19
Scientist #2	1	Fri Oct 3
Scientist #3 OR Reflection on science	1	Fri Nov 21
Final reflection	1	Fri Nov 28
Midterm test (Topics 1-13)	30	Sat Nov 1
Final Exam (Topics 14-23)	36	To be determined

\* Only the best 4 of the 6 quiz marks will be counted toward your final grade.

**Designated Assessment:** Instructors are permitted to designate one assessment per course per term as requiring supporting documentation to receive academic consideration. See below for information on academic consideration policy and missed course work. For this course the following assessment has been designated as requiring supporting documentation:

- Midterm test, November 1

Your grade in this course will be the highest of the grades calculated according to the 8 weighting schemes in the table below (all numbers are percent of your overall grade).

Assessment	1	2	3	4	5	6	7	8
Background quiz	2	2	0	0	2	2	0	0
Best 4 of 6 quizzes	12	12	12	12	0	0	0	0
Team assignment	16	16	16	16	16	16	16	16
Reflections	4	4	4	4	4	4	4	4
Midterm test (Topics 1-13)	30	36	31	37	36	42	37	43
Final Exam (Topics 14-23)	36	30	37	31	42	36	43	37

#### Information about flexibility in assessment

- ☒ Flexibility in assessment has been applied to this course; therefore, academic consideration requests may be denied on assessments where flexibility is included
- ☒ Only 4 of the 6 quizzes will be counted toward your final grade. Academic consideration will not be granted for missed quizzes. Students will receive a grade of zero for any missed quizzes within the required 4 quizzes.
- ☒ Each student's final mark will be the highest mark obtained from the 8 possible weighting schemes shown above.
- ☒ Assessment deadlines can be found in the table above. Students are expected to submit their work by the deadline listed. Should illness or other extenuating circumstances arise, students are permitted to submit their work up to 48 hours past the deadline without a late penalty. Work will not be accepted more than 48 hours after the deadline; if work is not submitted by that time

then the student will receive zero on the assessment. Requests for academic consideration supported by documentation must be submitted within 48 hours of the original deadline. The instructor reserves the right to deny such academic considerations, given the deadline flexibility provided. If you have a long-term academic consideration or an accommodation for disability that allows greater flexibility than provided here, please reach out to your instructor at least one week prior to the posted deadline.

### General information about assessments

- ☒ All assignments are due at 11.59 pm EST unless otherwise specified
- ☒ Students are responsible for ensuring that the correct file version is uploaded; incorrect submissions including corrupt files could be subject to late penalties (see below) or a 0
- ☒ The team assignment and reflections will be submitted to Turnitin (statement in policies below)
- ☒ Students will have unlimited submissions to Turnitin
- ☒ A rubric will be used to evaluate the team assignment and will be posted with the instructions
- ☒ A student might not receive the same grade as their group members if it is determined that the distribution of work was not equal
- ☒ After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, reach out within 7 days
- ☒ Assessment re-grading could result in the mark, increasing, decreasing, or remaining the same
- ☒ Prior to the filing of a written request for relief, students must attempt to resolve the concern regarding a mark or grade through informal consultation with the instructor. If the student is dissatisfied with the decision of the instructor or does not receive a decision from the instructor, a written request for relief must be submitted to the Department Undergraduate Chair within three (3) weeks from the date that the mark was issued.
- ☒ 15% of your course grade will be evaluated and returned 3 days prior to the drop deadline (see Evaluation of Academic Performance policy below).

The table below outlines the University-wide grade descriptors.

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**Background Quiz** – The background quiz consists of questions designed to refresh your memory about key concepts relevant to biochemistry that should have been covered in first-year Biology and Chemistry. The quiz will be available on OWL before the first day of classes. You can repeat the quiz as many times as you like before the deadline; only your best score will be counted.

**Quizzes 1-6** – These quizzes will consist of 10 multiple-choice questions, and are intended to encourage students to keep up with the material throughout the term. The quizzes will be administered through the OWL Quizzes tool. The quizzes will be available 72 hours before they are due. Once started, students will have 25 minutes to do each quiz. The quizzes are linear, meaning that after you have answered a question, you will not be able to return to it. Practice questions will be available for each topic, also through the Quizzes tool.

**Team Assignment** – Collaboration is a necessary skill when working in science. Based on responses to the Team Assignment Survey (due Friday, September 12), each student will be assigned to a team of up to 4, with teams communicated via an entry in the Grades tool on OWL on Monday, September 15. Students may not choose their teammates. Each team will prepare an

infographic or video on a biochemistry-related topic. Detailed instructions, including marking rubrics and details of peer assessment, are provided on OWL.

**Reflection assignment** – To encourage students to reflect on the types of people who do science, and the nature of science itself, you will write 4 short reflections: 3 reflections based on information provided about individual scientists or science as a way of knowing, and a final reflection. Detailed instructions are provided on OWL. Reflections are due throughout the term.

**Test and exam** – The 3-hour midterm test will cover Topics 1-13 and will be held Saturday, November 1 starting at 2:00 pm. The 3-hour final exam will cover Topics 14-23 and will be scheduled by the Registrar's Office. Students should not make travel commitments before verifying when the final examination will be held through the Registrar's Office.

Students must provide their own pencils and erasers for the examinations and they **MUST bring their Student ID card**. Students are not permitted to have electronic devices, including (but not limited to) calculators, cell phones, "smart" watches, or smart glasses on their person during exams.

Biochemistry 2280A exams include multiple choice questions completed on bubble sheets. This course may use software that will detect unusual coincidences in answer patterns that may indicate cheating. Students should note that discrepancies between answers circled on their exam and those recorded on their bubble sheets will not be adjusted.

#### **Information about late or missed assessments:**

- ☒ Late submission of any quiz, any component of the assignment except the Team Assignment Survey, or any reflection will be accepted without penalty up to 48 hours after the stated deadline. Because of the work required to assign teams and our desire to post teams on Monday, September 15, late submissions of the Team Assignment Survey will not be accepted.
- ☒ Submissions will not be accepted more than 48 hours after the deadline. There will be no makeup quizzes. For the team assignment, if some members of the team are ill, then other members should complete the assignment without them.
- ☒ One make-up test will be offered on **Thursday, November 13, 7:00 – 10:00 pm**. Students who miss both the regular midterm and the make-up (with academic consideration) will write a comprehensive final examination (Topics 1-23) worth the combined weight of the midterm and final exam. Students wanting to write the comprehensive final exam are responsible for obtaining academic consideration at least 2 weeks before the date of the exam.
- ☒ Only one special examination (see below) will be offered in January

**INC (Incomplete Standing):** If a student has been approved by the Academic Advising Office (in consultation with the instructor/department) to complete term work at a later date, an INC will be assigned, which could impact program progression. Students with INC will have their course load in subsequent terms reduced to allow them to complete outstanding course work. Students may request permission from Academic Advising to carry a full course load for the term the incomplete course work is scheduled.

**SPC (Special examination):** If a student has been approved by the Academic Advising Office to write a Special Examination and the final exam is the only outstanding course component, an SPC will be assigned. If the student misses the makeup for the final exam for reasons approved by the Academic Advising Office, the student will write the exam the next time the course is offered, which could impact program progression. Outstanding SPCs will reduce the course load for the term the exam is deferred as outlined in [Definitions of Types of Examinations](#) policy.

## 8. Communication

- ☒ Information and announcements related to the course will be communicated through OWL or using a student's Western University email address.
- ☒ Students should check the OWL site every 24–48 hours
- ☒ Non-personal, course-related queries should be posted to the Discussions area on OWL so that everyone can access the questions and responses. Students may post anonymously.
- ☒ OWL Discussions will be monitored regularly; students should will receive a response within 2 business days
- ☒ For personal or confidential matters, students should email Ms. Timothaws or Dr. McLachlin directly.

## 9. Office Hours

- ☒ Office hours will be held as indicated in section 3 on the first page of this outline.

## 10. Course Materials

- ☒ All resources will be posted on OWL
- ☒ Required textbook: Essential Biochemistry, Fifth Edition by Charlotte Pratt and Kathleen Cornely, published by Wiley, Inc. This book is available as a 180-day online rental (\$89), or as a physical book (\$141.80); to purchase either, inquire at the campus bookstore. Refer to the OWL site for suggested readings for each topic. Older editions may be adequate.
- ☒ Course notes for each topic as well as recorded lectures and interactive online modules are available on OWL. **To access the material on OWL, you must achieve a perfect score (12/12) on an OWL quiz relating to this syllabus.** This quiz does not count toward your mark, and you can repeat it as many times as necessary.

## 11. Professionalism & Privacy

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

- ☒ All course materials created by the instructors are copyrighted and cannot be sold/shared/upload (e.g., Must Knows Facebook group, Course Hero, Chegg, ChatGPT, etc.)
- ☒ Recordings are not permitted (audio or video) without explicit permission
- ☒ Permitted recordings are not to be distributed

Western is committed to providing a learning and working environment that is free of harassment and discrimination. All **students**, staff, and faculty have a role in this commitment and have a responsibility to ensure and promote a safe and respectful learning and working environment. Relevant policies include Western's [Non-Discrimination/Harassment Policy](#) (M.A.P.P. 1.35) and [Non-Discrimination/Harassment Policy – Administrative Procedures](#) (M.A.P.P. 1.35). Any **student**, staff, or faculty member who experiences or witnesses' behaviour that may be harassment or discrimination **must report the behaviour** to the Western's [Human Rights Office](#). Harassment and discrimination can be human rights-based, which is also known as EDI-based, (sexism, racism, transphobia, homophobia, islamophobia, xenophobia, antisemitism, and ableism) or non-human rights-based (personal harassment or workplace harassment).

## 12. How to Be Successful in this Class

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule your time throughout the course.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you

succeed in this class.

3. Follow checklists created on OWL or create your own to help you stay on track.
4. Take notes as you go through the lesson material. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading or watching the videos.
5. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the OWL discussion boards, attend instructor office hours, ask a question after class, or contact the teaching assistant.
7. Check out <https://www.learningscientists.org/> for evidence-based study methods.
8. Watch these videos on how to write multiple choice tests:  
[https://www.youtube.com/watch?v=1Z3Ybcxd\\_KY&list=PLVnnSRHuCkfUOIYVbXi8ECsp6zRN9bh8w&index=2](https://www.youtube.com/watch?v=1Z3Ybcxd_KY&list=PLVnnSRHuCkfUOIYVbXi8ECsp6zRN9bh8w&index=2)
9. See the How to Succeed area of the OWL site.
10. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

### 13. Western Academic Policies/Procedures and Statements

#### A. Absence from Course Commitments

##### Medical, Compassionate, or Extenuating Circumstances

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request at the [central academic consideration portal](#). Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes) or there is flexibility in the submission timeframe (e.g. 72 hour no late penalty period).

Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the Student Medical Certificate or, where that is not possible, equivalent documentation by a health care practitioner.

**Policy:** [Academic Consideration – Undergraduate Students in First Entry Programs](#)

**Procedures:** [Student Medical Certificate](#)

##### Religious Holidays

Students should review the policy for Accommodation for Religious Holidays (Appendix 1). Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.



**Policy:** [Accommodation for Religious Holidays](#)

#### Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examinations dates.

**Policy:** [Definitions of Types of Examinations](#)

### **B. Academic Appeals and Scholastic Offenses**

Students can file a **request for relief from academic decisions** if the request is based on one or more grounds listed in the policy. Requests for relief generally fall into three categories, which are also listed in the policy. All requests for relief must be supported by evidence. A request for relief from academic decisions process was formally referred to as an appeal. Refer to the policy and procedures about further details and timelines.

**Policy:** [Requests for Relief from Academic Decisions](#)

**Procedures:** [Undergraduate Student Academic Requests for Relief](#)

**Scholastic offences** are taken seriously, and students are directed to read the appropriate policy, specifically, the definition of what constitutes a scholastic offence.

**Policy:** [Scholastic Offences](#)

**Procedures:** [Undergraduate Scholastic Offences](#)

Students may **appeal** some academic and scholastic disciplinary decisions by a Dean or their designate, to the Senate Review Board Academic (SRBA).

**Policy:** [Senate Review Board Academic Appeals](#)

**Procedures:** [Senate Review Board Academic Appeals](#)

### **C. Accessibility Statement**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation.

**Policy:** [Academic Accommodation for Students with Disabilities](#)

### **D. Correspondence Statement**

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.

### **E. Discovery Credit Statement**

Students are permitted to designate up to 1.0 Discovery Credit course (or equivalent) for pass/fail grading that can be counted toward the overall course credits required for their degree program.

**Policy:** [Undergraduate Course Credit](#)

**Procedures:** [Discovery Credits](#)

#### **F. Statement on the Use of Generative Artificial Intelligence (AI)**

Use of AI tools is not forbidden in this course, except that students may not use generative AI when writing the reflections or completing the quizzes. The reflections are supposed to represent your personal thoughts, which by definition cannot be generated by generative AI tools. The quizzes are intended as primarily formative assessments to help you assess your own understanding while preparing for the midterm test or final exam.

If you choose to use gen AI tools for the assignment, keep in mind that information produced by such tools is necessarily limited by the data used to train the software. Therefore, AI tools may produce inaccurate, biased, or constrained output. Despite continuous improvements, such tools are notoriously prone to confidently making illogical or factually incorrect statements. Therefore, you should always critically evaluate AI output and exercise independent thinking when doing academic work.

Students should document any use they make of AI software while preparing the team assignment in this course by saving the submitted prompts and the software's responses, including dates. For both team assignment submissions, to uphold academic integrity you must include with your references a statement describing whether and how generative AI contributed to the finished product.

Ultimately, students are responsible for the work they submit, including any false, biased, plagiarized, or otherwise inappropriate content produced by AI tools. Using generative AI tools outside the terms communicated in this syllabus will be considered a scholastic offense.

#### **G. Turnitin and other similarity review software**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and [Turnitin.com](https://www.turnitin.com).

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

#### **H. 15% Rule**

At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without academic penalty, students will receive assessment of work accounting for at least 15% of their final grade. Generally, students can expect some form of feedback on their performance in a course before the drop date. In rare instances, at the Dean's discretion, an exemption can be issued, which also must be noted in the course syllabus. Deans should review exemptions on a course-by-course basis each time an exempted course is offered.

**Policy:** [Evaluation of Academic Performance](#)

### **14. BMSUE Academic Policies and Statements**

#### **A. Cell Phone and Electronic Device Policy (for in-person tests and exams)**

The Schulich School of Medicine & Dentistry is committed to ensuring that testing and evaluation are undertaken fairly across all our departments and programs. For all tests and exams, it is the policy of the School that any electronic devices, e.g., cell phones, tablets, cameras, smart glasses, smart watch or iPod are strictly prohibited. These devices **MUST** be left either at home or with the student's bag/jacket at the front of the room and **MUST NOT** be at the test/exam desk or in the individual's pocket. Any student found with one of these prohibited devices will receive a grade of zero on the test or

exam and this will be documented as a Scholastic Offence. Non-programmable calculators are only allowed when indicated by the instructor. The program is not responsible for stolen/lost or broken devices.

## **B. Copyright and Audio/Video Recording Statement**

Course materials produced by faculty are copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. You must always ask permission to record another individual and you should never share or distribute recordings.

## **C. Rounding of Marks Statement**

Across the Basic Medical 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** in this course are rounded to the nearest whole number based on the first decimal place. For example, a grade of 74.49 or lower will be rounded to 74, whereas 74.50 or higher will be rounded to 75.

Marks WILL NOT be arbitrarily increased to the next grade or GPA, e.g., a 79 will NOT be increased to an 80, and 84 WILL NOT be increased to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for arbitrary mark increasing will be denied. Marks will be assigned based on assessments in the syllabus and no extra work or tasks will be assigned to increase a mark.

**Course grade** rounding provisions, as described above, differ from cumulative and term averages. Cumulative and term averages will be calculated to two decimal places and rounded to the nearest whole number with .45 rounded up, for the purposes of admission to and progression in modules, scholarship retention, and Dean's Honour List.

**Policy:** [Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students](#)

## **15. Support Services**

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

### **Statement on Gender-Based and Sexual Violence**

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 the following website:

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](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](mailto:support@uwo.ca).

Other important links:

- [Academic Advising \(Science and Basic Medical Sciences\)](#)
- [Learning Development and Success](#)
- [Office of the Registrar](#)
- [Wellness & Wellbeing](#)
- [Western USC Services](#)

## Appendix 1: Western University Academic Policies and Procedures

The policies and procedures listed in this syllabus are outlined in the table below. In some cases, a policy does not include an accompanied procedures document.

Academic Policy	Name of Policy/Procedure	Links
General Policy	Marks/Grades; Definitions of Grades; Grading Scale for Undergraduate Students	<a href="#">Policy</a>
General Policy	Structure of the Academic Year	<a href="#">Policy</a>
Registration, Progression, Graduation	Course Numbering Policy, Essay Courses, and Hours of Instruction	<a href="#">Policy</a>
Registration, Progression, Graduation	Undergraduate Course Credit	<a href="#">Policy</a> • <a href="#">Procedures</a>
Examinations	Definitions of Types of Examinations	<a href="#">Policy</a>
Examinations	Evaluation of Academic Performance	<a href="#">Policy</a>
Examinations	Examination Conflicts	<a href="#">Policy</a>
Rights and Responsibilities	Academic Accommodation for Students with Disabilities	<a href="#">Policy</a>
Rights and Responsibilities	Accommodation for Religious Holidays	<a href="#">Policy</a>
Rights and Responsibilities	Policy on Academic Consideration – Undergraduate Students in First Entry Programs	<a href="#">Policy</a> • <a href="#">Procedures</a>
Rights and Responsibilities	Requests for Relief from Academic Decisions (Undergraduate)	<a href="#">Policy</a> • <a href="#">Procedures</a>
Rights and Responsibilities	Requests for Relief from Academic Decisions (Graduate)	<a href="#">Policy</a> • <a href="#">Procedures</a>
Rights and Responsibilities	Scholastic Offences (Undergraduate)	<a href="#">Policy</a> • <a href="#">Procedures</a>
Rights and Responsibilities	Senate Review Board Academic Appeals	<a href="#">Policy</a> • <a href="#">Procedures</a>