

**FINANCIAL ECONOMICS**  
**EC3332 B-001**  
**Department of Economics**  
**Western University**

**Winter 2022**

**General Information**

<b>Instructor</b>	Longqing Li
<b>Term</b>	Winter (January 10 to April 8, 2022)
<b>Office</b>	SSC 4091
<b>Email</b>	<a href="mailto:Lli884@uwo.ca">Lli884@uwo.ca</a>
<b>Course Website</b>	<a href="https://owl.uwo.ca/portal">https://owl.uwo.ca/portal</a>
<b>Lecture Times</b>	Wednesdays 6:30PM to 9:30PM
<b>Lecture Location</b>	<b>Synchronous online (via Zoom)</b>
<b>Office Hours</b>	Tuesday 7:00PM to 9:00PM (by appointment via Zoom)
<b>Final Exam Date</b>	<b>No Final Exam</b>
<b>Credits</b>	0.50
<b>Prerequisites</b>	<a href="#">Economics 2220A/B</a> , <a href="#">Economics 2223A/B</a> , and <a href="#">Economics 2260A/B</a>
<b>Pre- or corequisites</b>	<a href="#">Economics 2261A/B</a>
<b>Antirequisites</b>	<a href="#">Economics 2121A/B</a> , <a href="#">Economics 2181A/B</a> , <a href="#">Economics 2186A/B</a> (if taken 2013-2014, 2014-2015), <a href="#">Economics 2300A/B</a> , <a href="#">Economics 3346A/B</a> , and <a href="#">MOS 3316A/B</a>
<b>Calendar Description</b>	<a href="#">Economics 3332A/B</a> will be concerned with the determination of asset prices. Topics include market efficiency, portfolio choice, derivative securities, and the term structure of interest rates.
<b>Program Inquiries</b>	519-661-3507 or SSC Room 4075 or <a href="mailto:econugrd@uwo.ca">econugrd@uwo.ca</a>
<b>Important Notice</b>	The instructor will be working and teaching remotely this semester due to Covid-19 restrictions. Please use <a href="#">Zoom with your Western account</a> to attend lectures and office hours. <b>Students are required to have a computer with a functioning microphone and webcam. Students are also required to turn on their webcam during class. Lectures will not be recorded or distributed to students</b> (see <a href="#">Method of Instruction</a> and <a href="#">Attendance Requirements</a> ).

## Registration

You are responsible for ensuring you are registered in the correct courses. If you are not registered in this course, the Department will not release any of your marks until your registration is corrected. You may check your timetable by using the Login on the Student Services website at <https://student.uwo.ca>. If you notice a problem, please contact your home Faculty Academic Counsellor immediately.

## Prerequisite Note

The prerequisites for this course are: [Economics 2220A/B](#), [Economics 2223A/B](#), and [Economics 2260A/B](#) Pre-or Corequisite for this course is [Economics 2261A/B](#). Antirequisites for this course are: [Economics 2121A/B](#), [Economics 2181A/B](#), [Economics 2186A/B](#) (if taken 2013-2014, 2014-2015), [Economics 2300A/B](#), [Economics 3346A/B](#), and [MOS 3316A/B](#).

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken any antirequisite courses. Lack of prerequisites may not be used as a basis for appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed.

If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the add/drop period. Your prompt attention to this matter will not only help protect your academic record but will ensure that spaces become available for students who require the course in question for graduation.

Please note that to understand financial models, students must understand statistics. The course will include a review of some of the statistical principles needed for this the course. However, this review is not a substitute for having taken statistics courses. Students are responsible for reviewing and understanding the statistical principles covered in pre-requisite courses.

## Course Objectives

This course is an introduction to financial economics. Its objective is to introduce students to the principles of financial asset pricing and investment decisions under uncertainty. Topics include financial institutions, time value of money, risk-return trade-offs, market efficiency, portfolio choice, the Capital Asset Pricing Model (CAPM), Arbitrage Pricing Theory (APT), fixed income securities and, if time permits, selected topics on derivative securities.

## Learning Outcomes

After successful completion of the course, students should be able to:

1. Evaluate risk-return trade-offs in financial markets
2. Understand optimal portfolio allocation strategies
3. Understand the valuation of equity and fixed-income securities
4. Understand equilibrium and arbitrage pricing models
5. Develop simple investment and trading strategies
6. Understand the institutional environment governing financial markets in Canada

## Technical Requirements

Students are required to have access to the following hardware and software while taking this course:

- Laptop or desktop computer with teleconferencing capabilities (i.e., with a working microphone and webcam).
- Stable internet connection
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint and a PDF Reader/Editor
- Google Chrome or Mozilla Firefox (preferred for OWL)

The instructor is not responsible for providing technical support. If you require technical assistance, please consult [OWL's Help page](#) or contact the [Technology Services Helpdesk](#).

## Required Textbook

Fundamentals of Investing, Chad J. Zutter, Scott Smart, 14<sup>th</sup> Edition ISBN-13: 9780135179314

## Suggested Textbooks

Students should consider using the following books to support their learning for this course and for future reference:

Berk, J., DeMarzo, P., and Stangeland, D. (2018), Corporate Finance, 4<sup>th</sup> Canadian Edition, Pearson Canada. ISBN-10: 0134632281

Campbell, J. (2017), Financial Decisions and Markets A Course in Asset Pricing, 1<sup>st</sup> Edition, Princeton University Press. ISBN-10: 0691160805.

Cochrane, J. (2005), Asset Pricing, Revised Edition, Princeton University Press. ISBN-10: 0691121370.

Hull, J., (2017), Options, Futures, and Other Derivatives, 10<sup>th</sup> Edition, Pearson. ISBN-10: 013447208X.

Poitras, G. (2004), Security Analysis and Investment Strategy, 1<sup>st</sup> Edition, Wiley-Blackwell. ISBN-10: 9781405112482.

## Additional Material

Lecture notes, practice problems, assignments and other supplemental material will be available through the course website. Additional readings (e.g., book chapters, academic articles, etc.) will be available through the course website or the University Library.

Materials available for download from the course website will be posted in HTML, PDF, MS PowerPoint, MS Word or MS Excel format. Students should have access to software packages to access these files while taking the course.

## Method of Instruction

**There will be one lecture per week delivered online via Zoom.** The zoom link will be distributed to registered students ahead of the first lecture. **Please note that only participants using UWO credentials will be given access to lectures. Students are required to turn on their cameras during lectures.** If a student faces an extraordinary circumstance that makes using the camera impossible, the student must contact the instructor in advance to request special permission for different arrangements.

Lectures will consist of a combination of presentations and class discussions. In addition to the graded components of the course (see [Grading](#) section), a set of **required readings** will be assigned every week (see [Course Schedule and Readings](#) section). **Students must complete all required readings prior to the lecture to which they are assigned.**

**Lectures are expected to be interactive and active participation is strongly encouraged and graded.** During lectures, the instructor will randomly select students to present a summary of the assigned readings. Students will be granted participation marks based on the quality of their summaries and class discussions.

**Please note that due to time constraints, not all assigned materials (e.g., readings, assignments, etc.) will be covered during scheduled class meetings. However, students are still responsible for studying these materials as they will be tested or included in graded components of the course.**

## Attendance Requirements

Students enrolled in the course are expected to attend all online lectures (see [Method of Instruction](#) section) at the scheduled times (see [General Information](#) section). **Please do not register for this course if you cannot attend lectures at the scheduled times or if you do not have a computer with a working microphone and webcam.**

**Lectures for this course will not be recorded or distributed to students. In addition, students are neither allowed to record nor allowed to distribute any lectures, class sessions, meetings, presentations, or any other course materials** (see [Professionalism, Privacy and Copyright](#) section).

Except for students with approved accommodations or a documented illness, no special provisions will be made for students who miss a lecture. Prior to registering in this course, students should understand that their absences could adversely affect their overall class performance. **Therefore, students who cannot attend class regularly should not enroll in the course, and if they do, they do so at their own risk.**

## Online Etiquette

Some components of this course will involve online interactions. To ensure the best experience for all students, please honor the following rules of etiquette:

- Connect to class on time.
- Use a desktop computer or laptop if possible (as opposed to a cell phone or tablet).
- Ensure that you are in a private location to protect the confidentiality of discussions.
- To minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise.
- Please be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable.
- Unless invited by your instructor, do not share your screen in the meeting.

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate, please follow these guidelines:

- If you wish to speak, use the "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question.
- Remember to unmute your microphone and make sure that your video camera is on before speaking.
- Self-identify when speaking.
- Remember to mute your microphone after speaking, unless directed otherwise.

Other general considerations:

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.
- Note that disruptive behavior of any type during online classes, including inappropriate use of the chat function, is unacceptable.
- Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the [Code of Student Conduct](#).

## Office Hours

**All office hours will be held online via Zoom. The zoom link will be distributed to registered students during the first lecture.**

**To facilitate coordination and the proper use of online resources, students are required to make an appointment 24hrs in advance if they plan to attend office hours.**

Students having difficulty understanding the course material are strongly encouraged to attend office hours as soon as possible to clarify their understanding. Most of the topics covered in the course require a clear understanding of concepts previously covered in class or in prerequisite and corequisite courses.

During office hours, the instructor will try to explain the concepts that need clarification. **For questions involving assignments, students are required to show that they have attempted to solve the assigned problems before the instructor provides any assistance. The instructor will not give the answers to any of the problems in the assignments prior to their due date.**

## Communications

Except for lectures and office hours, students should use email for communicating with the instructor. **Questions that require the explanation of complex concepts or typing equations should only be asked during office hours and will not be answered by email.**

**Emails will be answered within 24 hours during weekdays only.** Emails sent on Fridays or during the weekend will be answered the following Monday. Emails sent during a holiday, will be answered the next working day.

**Student emails should include the course code (i.e., Econ 3332) in the subject line and the student's full name and ID in the signature. The instructor will only answer emails from Western University accounts. Emails from third party accounts will be disregarded.**

## Grading

Participation	10%
Assignments (4 Problem Sets)	50%
Quizzes (Best 3 out of 4)	20%
Group Presentation	20%
<b>Total</b>	<b>100%</b>

## Participation (10%)

### Work type:

- Individual

### Context:

- Students are expected to actively contribute to class discussions.
- During each lecture, the instructor will randomly select a few students to present a summary of the assigned readings for that lecture.

### Evaluation:

- Students will be evaluated based on the quality of their contributions to class discussions, as well as on their demonstrated ability to summarize, explain and apply the concepts covered in class and in the assigned readings.

## Group Assignments (50%)

### Work type:

- Groups (minimum 3 students, maximum 4 students)

### Context:

- Students are required to solve **four problem sets** in groups.
- Each group assignment is a team effort, and all members of the team will receive the same mark. While one person may be designated as the “project lead,” it is absolutely essential that all team members participate in the work from beginning to end. (Poor editing and grammatical mistakes are usually a sign of absence of team effort.)
- **The assignments should be typed.** Equations and some calculations may be handwritten, but all handwriting must be clear and legible. No marks will be given for work that is difficult to read or understand. In case when drawing diagrams in Word may be time-consuming, it is perfectly acceptable to draw diagrams with a pen and ruler, and to scan them instead.
- To submit an assignment, students are required to upload an **electronic copy** of their work to the course website OWL. Assignments submitted by email will **NOT** be accepted.
- Each assignment should include **a single PDF file** with answers to all problems (including all relevant work) and, if applicable, clear references to all appendixes or additional files used to solve each section (e.g., MS Excel spreadsheets, computer code, etc.). All relevant files used to solve the assignment should be uploaded to the course website as part of a complete submission.
- I am available to answer clarifying questions and discuss those concepts from the course which may not have been well understood. For reasons of fairness, however, I will not answer questions of the type “here is a draft of our assignment – please have a look at it and tell us if we’re on the right track.”

- Students must register their groups by the deadline specified in the [Course Schedule and Readings](#) section. To register a group, students must complete the *Group Registration Form* provided in the course website. Once completed, the communications representative of the group should submit the form by email to the instructor.
- Students may select their group members, but groups must remain unchanged throughout the duration of the course. Students not registered in a group by the registration deadline, will be placed in groups at random.
- Students should check the course website regularly to know when a new assignment is posted and when it is due.
- Students should always keep copies of their assignments for their own records.
- Students are expected to know how to use MS Excel, which might be required for completing assignments and other graded components of this course. Other software packages (e.g., R, Matlab, Python, etc.) may be used but are not required.

**Evaluation:**

- Each assignment will be graded out of 100 marks.
- Each group will be graded based on the accuracy and style of its assignments.
- Except for extenuating circumstances, where all students in a group are granted accommodation according to University policies and procedures (see the *Policy on Tests, Final Exams and on Missed Academic Responsibilities* below), **late assignments will not be accepted and will receive a grade of zero.**
- **Graded assignments will be returned to students within two weeks of their submission.**

**Assignment Due Date**

Assignment	Chapter	Deadline ( <b>All Assignments Due at Midnight 11:59PM</b> )
HW1	Ch 2,3,4	Feb 6
HW2	Ch 5,6,7	Feb 27
HW3	Ch 8,10	March 20
HW4	Ch 9,11,13	April 10

**In-class Quizzes (20%)**

**Work type:**

- Individual

**Context:**

- Students are required to write **four quizzes** in class.
- **Quizzes will take place at the beginning of lectures.** Students are required to solve all quizzes during the time allotted in class and they must follow the University [online proctoring guidelines](#), which include keeping cameras on (with no background filters) during the entire quiz.



- **Quizzes must be solved individually.** Students who try to consult their textbooks, notes or other external resources while solving a quiz will likely run out of time and will not be able to complete the assessment.
- Students are only allowed to use the following materials when solving a quiz:
  - Personal computer to access the quiz through the course website (no other material or communications should be accessed with a computer or personal device)
  - Pens, pencils, scrap paper and erasers
  - Non-programmable calculators
  - One formula sheet
- **The required formula sheets should only include formulas** (i.e., paragraphs, graphs, and other materials are not allowed). The formula sheet for should not exceed one single-sided page. A page refers to a letter size page (215.9 × 279.4 millimeters or 8.50 × 11.00 inches). Violations will be subject to mark deductions.
- **Formula sheets should be written individually and cannot be shared among students.**
- Students should check the course website regularly to confirm the date and time of each quiz (see [Course Schedule and Readings](#) section).

**Evaluation:**

- Each quiz will be graded out of 100 marks.
- Except for extenuating circumstances, where a student is granted accommodation according to University policies and procedures (see the *Policy on Tests, Final Exams and on Missed Academic Responsibilities* below), **late quizzes or quizzes not written during scheduled times will not be accepted and will receive a grade of zero.**
- **Grades will be uploaded in the course website within two weeks of the quiz date.**

**In-class Quiz Date**

Quizzes	Chapter	Date
Quiz 1	Ch.2 and 3	Jan 26
Quiz 2	Ch. 4 and 5	Feb 16
Quiz 3	Ch.6 and 7	March 9
Quiz 4	Ch. 10 and 11	March 30

**Group Presentation (20%)**

Grades will be based on the presentations, feedback from peers, and feedback from the industry panel (if applicable). The slide presentations must be submitted and will also determine the grade.

- All **members must participate** in the presentation. Presentations will be limited to **15 minutes** per group.
- The presentations will take place in the last scheduled class.
- Each group will design their own independent research project related to investing. Groups will present their results during class in the last lecture.

- The project should be focused on bond, equity or portfolio analysis and valuation, although you may choose a different project with permission. Each project is required to have a financial economics perspective and incorporate statistical analysis.
- Each group must email a copy **of the PowerPoint document** to the instructors at the start of the last class. This document should include the presentation which summarizes findings, investment recommendations, as well as relevant information sources. Students can also submit supporting documents, such as calculations in excel files, etc.

## Missing a Quiz or a Deadline

### Quizzes:

- **Missing a quiz without a documented justification and accommodation granted in accordance with University policies and procedures will result in a grade of zero for that component of the course.**
- In accordance with University policies, students unable to write a quiz because of illness or other circumstances beyond their control must contact the instructor in writing as soon as possible explaining the situation.
- If a student misses one quiz and has been granted accommodation in accordance with University policies and procedures, the student's final grade will be determined based on the performance of the four remaining quizzes (i.e., the missed quiz will be treated as the quiz with the lowest mark and it will be dropped from the final grade calculation).
- If a student misses a second quiz and has been granted accommodation in accordance with University policies and procedures, the weight of the second missed quiz will be distributed across the remaining quizzes written by the student.
- Students who have missed one or more quizzes and have been granted accommodation in accordance with University policies and procedures might be given a longer or more difficult quiz than those given to students who have not missed any quizzes. These modifications are needed to conduct a comprehensive assessment of the course material.
- **If a student misses three or more quizzes, the student will fail to complete the necessary work for assessing course performance. In this case, the student will receive a failing grade** unless the student has been granted accommodation in accordance with University policies and procedures.

### Assignments:

- **Missing a deadline will result in obtaining a grade of zero in the corresponding course component.** If students are in a situation where they cannot meet a deadline, they should **contact the instructor at least 24hrs prior to the deadline** to discuss a possible extension. Extensions are only granted in very special circumstances and only when the student has been granted accommodation in accordance with University policies and procedures (see the *Policy on Tests, Final Exams and on Missed Academic Responsibilities* below).

## Appealing a Grade

### Assignments and Quizzes:

- If students disagree with the grade obtained in an assignment or a quiz, they should submit an email to the instructor with a request to get their assignment or quiz regraded.
- Regarding requests should state why the grade should be reviewed and they must be submitted no later than one week after the grade for the assignment or quiz in question is released to students. Except as allowed by [university academic appeals policies](#), no claims will be accepted after this period.

## Professionalism, Privacy and Copyright

### Professionalism:

- Students are expected to behave honestly and professionally, and to follow the [Student Code of Conduct](#).

### Privacy and Copyright:

- All lectures and all course materials, including discussions, lecture notes, presentations, supplementary notes, outlines, syllabi, etc. are **protected by copyright**.
- Students may take written notes of the materials covered in class for their own educational purposes only. Any other type of information recording or data transfer is not allowed. Students are also not allowed to distribute their written notes or any other course materials publicly or for commercial purposes without the written consent of the course instructor.
- **Except for the course instructor, participants in this course are NOT allowed to record or distribute any audio, video or any other type of medium or information relating to the course, including lectures, class sessions, meetings, presentations, assignments, readings, lecture notes, or any other course materials.** No student, Teaching Assistant, or any other person or entity may record (or allow others to record), reproduce (or allow others to reproduce), post (or allow others to post) or distribute (or allow others to distribute) lectures, class sessions, meetings, presentations, lecture notes, wiki material, or any other course materials publicly or for commercial purposes without the written consent of the course instructor.

## Revisions

### Changes to the Course Syllabus:

- ☐ Every effort has been taken to make the information in this document as complete and as consistent as possible. However, **the instructor reserves the right to modify the course syllabus or required materials at his discretion.**
- ☐ If this document is changed, the instructor will communicate the changes to students registered in the course by email and an updated version of the syllabus will be posted on the course website.

## Course Schedule and Readings<sup>1</sup>

Week	Lecture	Topics	Required Readings
1	Jan 12	The Investment Environment Securities Markets and Transactions	Ch.1*, 2
2	Jan 19	Investment Information and Securities Transactions	Ch. 3
3	Jan 26	Risk, Return Time Value of Money	Ch.4
4	Feb 2	Modern Portfolio Concepts	Ch. 5
5	Feb 9	Common Stocks	Ch.6
6	Feb 16	Analyzing Common Stocks	Ch. 7
7	Feb 23	<a href="#">Spring Reading Week   Classes suspended</a>	
8	Mar 2	Stock Valuation	Ch. 8
9	Mar 9	Fixed-Income Securities	Ch. 10
10	Mar 16	Bond Valuation	Ch.11
11	Mar 23	Market Efficiency and Behavioral Finance	Ch. 9
12	Mar 30	Managing Your Own Portfolio	Ch.13
13	Apr 6	Group Presentations	

<sup>1</sup> This schedule is tentative and subject to change. See the course website for additional readings and updates.

\* Assigned for self-study

## Please Note Department & University Policies for Winter 2022

The University expects all students to take responsibility for their own Academic Programs. Students should also check their registration to ensure they are enrolled in the correct courses.

1. **Guidelines, policies, and your academic rights and responsibilities** are posted online in the current Western Academic Calendar at: <http://westerncalendar.uwo.ca>. Claiming that “you didn’t know what to do” is not an acceptable excuse for not following the stated policies and procedures.
2. Students must familiarize themselves with the “**Rules of Conduct for Examinations**” [http://www.uwo.ca/univsec/pdf/academic\\_policies/exam/administration.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/exam/administration.pdf).
3. **Cheating as an academic offence:** Students are responsible for understanding what it means to “cheat.” The Department of Economics treats cheating incidents very seriously and will investigate any suspect behavior. Students found guilty will incur penalties that could include a failing grade or being barred from future registration in other Economics courses or programs. The University may impose further penalties such as suspension or expulsion.
4. **Plagiarism:** Students must write their essays and assignments in their own words. When taking an idea/passage from another author, it must be acknowledged with quotation marks where appropriate and referenced with footnotes or citations. Plagiarism is an academic offence (see Scholastic Discipline for Undergraduate Students in the Western Calendar at [http://westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20)).

Western University uses software to check for plagiarism and students may be required to electronically submit their work. Those found guilty will be penalized as noted in point 3.

5. It is a Department of Economics policy that **NO** assignments be dated, stamped or accepted by staff. Students must submit assignments to the instructor.
6. **Appeals:** University policies and procedures for appealing a mark can be found in the Student Academic Appeals section in the current Western Academic Calendar at: [http://westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14). **Please note the relevant deadlines.**

Department of Economics procedures for appealing a mark can be found here: [https://economics.uwo.ca/undergraduate/program\\_counselling/responsibilities\\_policies.html#appeals](https://economics.uwo.ca/undergraduate/program_counselling/responsibilities_policies.html#appeals). The Department will not consider an appeal unless an attempt has been made to settle the matter with the instructor first. Students who remain dissatisfied with the outcome may proceed to submit an appeal to [econugrd@uwo.ca](mailto:econugrd@uwo.ca). Please follow the instructions and use the appeal form shown in the above link.

7. **Systematic adjustments of a class grade distribution** (either up or down) can occur in Economics courses. The fact that grades have been adjusted is **not** grounds for an appeal.
8. Note the following **add and drop deadlines**:

Deadline to add a second term half course:  
Deadline to drop a second term half course:

**Tuesday January 18, 2022**  
**Monday March 14, 2022**

### **Policy Regarding Makeup Tests and Final Examinations**

Faculty of Social Science policy states that oversleeping or misreading an exam schedule is NOT grounds for a makeup. This rule applies to midterm and final exams in the Department of Economics.

### **Policies Regarding Academic Accommodation**

- The Faculty of Social Science's policies on academic accommodation are found at [https://counselling.ssc.uwo.ca/procedures/academic\\_consideration.html](https://counselling.ssc.uwo.ca/procedures/academic_consideration.html)
- **Accommodation for Students with Disabilities:** Students with disabilities or accessibility challenges should work with Accessible Education (formerly SSD, see [http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).
- **Rewriting Exams and Retroactive Reweighting are NOT Permitted:** Students who proceed to write a test or examination must be prepared to accept the mark. Rewriting tests or examinations, or retroactive reweighting of marks, is **not** permitted. Self-Reported Absences cannot be used once a student has proceeded to start to write a test or exam.
- **Self-Reported Absences:** Students will have two opportunities during the fall and winter terms to receive academic consideration if they self-report a missed assessment using the online self-reported absence portal, provided the following conditions are met: the assessment is missed due to an absence of 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 otherwise 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., final exams)
  - absence of a duration greater than 48 hours
  - assessments worth more than 30% of the student's final grade
  - if the student has opened or started the test or exam
  - if a student has already used the self-reporting portal twice during the fall/winter terms

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate (SMC) 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 for more information about

the relevant documentation. It is strongly recommended that students notify the instructor as soon as possible, ideally before the assessment, when they become aware of an absence. University policy is that students must communicate with their instructors no later than 24 hours after the end of the period covered by the SMC or immediately upon their return from their documented absence. Failure to follow University policy and procedures may result in denial of academic accommodation and a grade of zero.

- **Documentation for Accommodation:** 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 required documentation 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.**
- **Western University policy on Consideration for Student Absence** is available here: [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#).
- **Student Medical Certificate (SMC):** This form is available here: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](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](#).

**Policy Regarding Class Attendance and Engagement:** If the instructor deems a student's attendance or engagement in the class to be unsatisfactory, that student may be prohibited from writing the final examination. Examples of unsatisfactory class engagement include frequent absences from an in-person or synchronous online class, lack of assignment submissions, and inadequate use of online course materials. Instructors who intend to make use of this policy will notify the student in advance.

**Statement on Mental Health and Support Services:** Students under emotional/mental distress should visit [https://uwo.ca/health/mental\\_wellbeing/](https://uwo.ca/health/mental_wellbeing/) for more information and a complete list of resources on how to obtain help.

**Statement on Remote Proctoring:** While Western intends to hold most classes, mid-terms and finals in-person, the London-Middlesex Health unity may require western to teach in a remote format. If this occurs, all assessments will be done remotely and may involve the use of remote proctoring software (i.e., Proctorio, ProctorTrack). Instructors will provide information on the details should the need arise.