

COURSE SYLLABUS



COURSE TITLE: Accounting 400 Accounting Theory

CLASS SECTION: 001 & D01

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): 001 -In-Person; D01-Online synchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Keri Norrie, PME, FCPA, FCA, CGA

EMAIL: norriek@camosun.ca. You can also email me via the D2L course webpage.

OFFICE: CBA 224 for in-person office time + D2L for virtual office time (access via Zoom on D2L)

OFFICE HOURS: Tuesday & Thursday 1:00-2:00 (virtual and in person) Other times are also available if these times are not convenient; please contact me to arrange to meet.

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This advanced course in financial accounting develops an in-depth understanding of the theory that underlies financial reporting in Canada and applies this knowledge to current accounting issues. Cases will be used extensively as well as current literature to develop the judgment and analytical skills necessary for a professional accountant.

PREREQUISITE(S): C in ACCT 210 and 211

COURSE LEARNING OUTCOMES / OBJECTIVES

After taking this course, you will be able to:

- Demonstrate an in-depth knowledge of the fundamental concepts and theories that underlie financial accounting
- Analyze the various accounting models including historical cost, market value, and discounted cash flow and examine how these models aid in solving contemporary problems in accounting
- Understand the process and issues of accounting standard setting in Canada
- Demonstrate case analysis and research skills
- Analyze current issues facing accounting
- Understand the contributions of related fields of study, particularly finance and economics, as it relates to financial accounting.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Computer and software requirements

- a. The course materials will be provided online using Camosun College's Desire2Learn ("D2L") platform which you can access at online.camosun.ca. We will also be using Respondus Lockdown in D2L which you can download for free prior to starting any quizzes.
- b. As a Camosun student, you qualify for a free Office 365 subscription. We will be using Word and Excel frequently in this course. Please see details at <http://camosun.ca/services/its/other-services.html>.
- c. Your computer hardware and software need to meet the minimum standards set by Camosun <http://camosun.ca/services/orientation/online-learning.html>. For D2L, it is recommended that you use Chrome as your browser.
- d. It is recommended that you install ChatGPT <https://chat.openai.com/auth/login>, Microsoft Co-Pilot <https://copilot.microsoft.com/> or other generative AI such as Perplexity <https://www.perplexity.ai/> as we will use it as a research assistant. Free versions are available. Note that use of AI must comply with the [College's Academic Integrity policy](#) and any further policies set out in this course.
- e. The midterm and final exam will be written via D2L.

For students in section 001: Exams will be written on campus. You may use your own laptop if you prefer as long as it has Respondus Lockdown installed.

For students in section D01: Exams in this course will be online, invigilated live at a scheduled time via zoom using a microphone and webcam, with the option of writing the exam on campus. Writing on campus will require the on-time completion of a course survey provided by your instructor on D2L, indicating your intention to write in person. To write the exams online, you will require a reliable computer along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. You will also require a secondary device with webcam and microphone (i.e. a smartphone or tablet).

Please see Camosun's Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

Textbook and other materials

Optional: Scott, W.R. & O'Brien, P.C. (2020). *Financial Accounting Theory* (8th ed.). Pearson. The textbook is used throughout the course and while recommended, it is optional given the materials available on the course website. Copies are also available for loan under reserves at the Interurban library.

Other: Non-programmable calculator. Texas Instruments BAII + Recommended.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

The evening version of this course includes two hours and fifty minutes of synchronous and asynchronous online instruction. In addition to virtual attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXT-BOOK (optional)	ACTIVITY/DISCUSSION DUE DATES
Week 1 Jan 8 – 14 Class: Jan 11	Module 1: Introduction to Accounting Theory and Case Analysis	Chap 1	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 1-2 of Module 1 (two weeks): Introduction to Accounting Theory and Case Analysis on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Quiz -Start up - course outline and policies quiz due by Thursday, Jan 11 at 11:59 pm (<i>Note: This quiz is required with a minimum grade achieved</i>) D2L – Discussion board- Module 1-Step 2- Personal Introduction + Intermediate Financial Accounting (Part 1 and 2) due by Thursday, Jan 11 at 11:59 pm (<i>Note: This post is required in order to complete Discussion board-Module 1 -Step 4-Personal Introduction + Intermediate Financial Accounting (Part 3) next week</i>)
Week 2 Jan 15-21 Class: Jan 18	Module 1 continued	Chap 1	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 3-5 of Module 1 (two weeks): Introduction to Accounting Theory and Case Analysis on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Quiz Module 1 Step 1 & 2 Quiz-Review of Financial Acct due by Monday, Jan 15 at 11:59 pm D2L – Discussion board- Module 1 -Step 4-Personal Introduction + Intermediate Financial Accounting (Part 3) due by Thursday, Jan 18 at 11:59 pm (<i>Note: You must complete the Part 1 and 2 discussion board (see above) by Thursday, January 11 in order to have access to this discussion board</i>)
Week 3 Jan 22-28 Class: Thursday, January 25 <i>Accounting & Finance Week</i>	Module 2: Standard Setting-First Week	Chap 1 cont., Chap 12	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Step 1 and Steps 2 to 4- <i>First Week</i> of Module 2 (three weeks): Standard Setting & Economic and Political Influences on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Quiz Module 1 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, Jan 22, 11:59 pm D2L – Case Assignment #1- Outline & initial case response by Thursday, Jan 25, submitted by 6 pm (class time)
Week 4 Jan 29- Feb 4 Class: Thursday, February 1	Module 2 continued – Second Week	Chap 1 cont., Chap 12 & 13	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Step 1 and Steps 2 to 4- <i>Second Week</i> of Module 2 (three weeks): Standard Setting & Economic and Political Influences on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Case Assignment #1- Revised case response and Debrief Discussion Board by Monday, Jan 29, 11:59 pm D2L – Technical Review #1-initial submission - by Thursday, Feb 1, 11:59 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXT-BOOK (optional)	ACTIVITY/DISCUSSION DUE DATES
<p>Week 5 Feb 5-11</p> <p>Class: Thursday, February 8</p>	<p>Module 2 continued – Third Week</p>	<p>Chap 1 cont., Chap 12 & 13</p>	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Step 1 and Steps 2 to 4- <i>Third Week</i> of Module 2 (three weeks): Standard Setting & Economic and Political Influences and Step 5 on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Quiz Module 2 - Step 2 Second Week - Review of revenue recognition (ASPE 3400) by Monday, Feb 5, 11:59 pm In-Class* Case Assignment #2 – completed and submitted <i>during class</i> on Thursday, Feb 8 *Note: <i>We do an in-class case, so in-person or virtual attendance is required</i> D2L – Technical Review #1-corrected submission & debrief (discussion board) - by Thursday, Feb 8, 11:59 pm
<p>Week 6 Feb 12-18</p> <p>Class: Thursday, February 15</p>	<p>Module 3: Underpinnings of Financial Accounting</p>	<p>Chap 12 & 13 Chap 2,3 and 4</p>	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 1-3 of Module 3: Underpinnings of Financial Accounting from Related Fields on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – In-Class Case Assignment #2-Debrief Quiz by Monday, Feb 12, 11:59 pm D2L – Quiz Module 2 - Step 2 Third Week -Subsequent events by Monday, Feb 12, 11:59 pm D2L –Quiz Module 2 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, Feb 12 at 11:59 pm D2L – Technical Review #2-initial submission - by Thursday, Feb 15, 11:59 pm
<p>Week 7 Feb 19-25</p> <p><i>Family Day & Reading Break- no classes this week</i></p>	<p>Module 3: Underpinnings of Financial Accounting, cont.</p>	<p>Chap 2,3 and 4, cont.</p>	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 4-5 of Module 3: Underpinnings of Financial Accounting from Related Fields on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Technical Review #2-corrected submission & debrief (discussion board) - by Thursday, Feb 22, 11:59 pm D2L – Case Assignment #3- Case response by Thursday, Feb 22, 11:59 pm
<p>Week 8 Feb 26-March 3</p> <p>Class: Thursday, Feb 29</p>	<p>Module 3: Underpinnings of Financial Accounting, cont.</p>	<p>Chap 2,3 and 4, cont.</p>	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 4-5 of Module 3: Underpinnings of Financial Accounting from Related Fields on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L – Case Assignment #3-Debrief by Monday, Feb 26 at 11:59 pm D2L – Corporate Assignment Survey- due by Monday, Feb 26, 11:59 pm In-Class* -Midterm Thursday, Feb 29 <p>*On campus for Section 001 and on-campus option Section D01 in CBA 287 at Interurban Campus. No class after midterm. (see information above under REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION)</p>
<p>Week 9 March 4-10</p> <p>Class: Thursday, March 7</p>	<p>Module 4: The Information Perspective on Decision Usefulness (Value Relevance)</p>	<p>Chap 5</p>	<p>Pre-Class Self-Study:</p> <ul style="list-style-type: none"> Review Steps 1-5 of Module 4: The Information Perspective on Decision Usefulness (Value Relevance) on D2L under Content>Course Modules <p>For Marks:</p> <ul style="list-style-type: none"> D2L –Quiz Module 3 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, March 4, 11:59 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXT-BOOK (optional)	ACTIVITY/DISCUSSION DUE DATES
Week 10 March 11-17 Class: Thursday, March 14	Module 5: The Measurement Perspective on Decision Usefulness (Valuation Approach)	Chap 6	Pre-Class Self-Study: <ul style="list-style-type: none"> Review Steps 1-5 of Module 5: The Measurement Perspective on Decision Usefulness (Valuation Approach) on D2L under Content>Course Modules For Marks: <ul style="list-style-type: none"> D2L – Discussion board – Midterm Debrief by Monday, March 11 at 11:59 pm D2L – Quiz Module 4 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, March 11 at 11:59 pm D2L – Technical Review #3-initial submission-part 1 + discussion board –by Thursday, March 14, at 11:59 pm
Week 11 March 18-24 Class: Thursday, March 21	Module 6: Managerial Perspective & Corporate Governance	Chap 6, cont., Chap 7	Pre-Class Self-Study: <ul style="list-style-type: none"> Review Steps 1-5 of Module 6: Managerial Perspective & Corporate Governance on D2L under Content>Course Modules For Marks: <ul style="list-style-type: none"> D2L – Technical Review #3-initial submission-part 2 + discussion board–by Thursday, March 21 at 11:59 pm
Week 12 March 25- March 31 No class on March 28 (work session) <i>Good Friday- March 29 (College closed)</i>	Module 6: Managerial Perspective & Corporate Governance, cont. <i>Work session (no lecture class)</i>	Chap 8, 9, 10, 11	Pre-Class Self-Study: <ul style="list-style-type: none"> Review Steps 1-5 of Module 6: Managerial Perspective & Corporate Governance on D2L under Content>Course Modules For Marks: <ul style="list-style-type: none"> D2L – Quiz Module 5 - Step 2– Intermediate accounting review (Valuation Approach) - Leases, Financial Instruments, Tangible/Intangible assets, Impairment by Monday, March 25 at 11:59 pm D2L – Quiz Module 5 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, March 25 at 11:59 pm D2L – Case Assignment #4 Module 6, Step 4, case response by Thursday, March 28, at 11:59 pm
Week 13 April 1-7 Class: Thursday, April 4 <i>Monday, April 1 Easter Monday (College closed)</i>	Module 6: Managerial Perspective & Corporate Governance, cont.	Chap 8, 9, 10, 11, cont.	Pre-Class Self-Study: <ul style="list-style-type: none"> Review Steps 1-5 of Module 6: Managerial Perspective & Corporate Governance on D2L under Content>Course Modules For Marks: <ul style="list-style-type: none"> D2L – Case Assignment #4 Module 6, Step 4, case debrief by Monday, April 1 at 11:59 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	TEXT-BOOK (optional)	ACTIVITY/DISCUSSION DUE DATES
Week 14 April 8-14 Class: Thursday, April 11	Corporate assignment + Management Meeting		<p>For Marks:</p> <ul style="list-style-type: none"> • D2L –Quiz Module 6 - Step 5: Quiz – test your understanding of key concepts from this module by Monday, April 8 at 11:59 pm • In-Class* – Corporate Assignment management meeting on Thursday, April 11, 6 pm (class time) <p><i>*Note: You will be discussing your corporation in-class at an informal, small-sized management meeting, so attendance (in person for section 001 and in person or virtual for section D01) is required</i></p> <ul style="list-style-type: none"> • D2L –Corporate Assignment and Self and Partner evaluation– due by Thursday, April 11, 11:59 pm • D2L – Discussion board Final reflection by Sunday, April 14 at 11:59 pm
Final Exams April 15 - April 23			Date and time TBA by Camosun College

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
<p>a. Corporate Assignment</p> <p>To provide applied practical experience, you will complete an assignment that applies your knowledge to specific Canadian public companies. Further instructions will be provided in class.</p>	10%*
<p>b. Quizzes</p> <p>To assist your understanding of the course concepts and application, you will complete online quizzes. The first quiz, Start up quiz on the course outline and policies, must be completed with a minimum grade achieved and is worth 1%. All quizzes must be completed on time. For the remaining quizzes, if you miss a quiz for whatever reason, then that quiz grade will be zero. The lowest three quiz marks will be dropped (excluding the Start up course policies quiz). You have three attempts at each quiz (five attempts for the Start up quiz)</p>	6%
<p>c. Assignments: Cases and Research</p> <p>Assignments will be used to develop your analysis, research, and communication skills related to applied case scenarios and current accounting topics. Your lowest assignment grade will be dropped, with the remaining assignments used for your overall grade. <i>Note: Both the case assignment and its debrief must both be submitted to earn marks.</i></p>	24%*
<p>d. Technical Reviews</p> <p>Technical reviews provide the opportunity to research technical topics and apply your knowledge. <i>Note: Both the technical review and its debrief must both be submitted to earn marks.</i> (2% each for Technical review #1 and #2; 4% for Technical review #3)</p>	8%

DESCRIPTION	WEIGHTING
<p>e. Exams</p> <p>The midterm (18%) and final exam (25%). See Required Materials & Recommended Preparation/Information above for further details.</p>	<p>18%</p> <p>25%</p>
<p>f. D2L discussion board posts</p> <p>To apply the concepts to your real-life experience as well as to engage with your fellow learners, you will complete discussion board posts that relate the concepts to your understanding and application. The posts must be complete per the instructions, well-written and professional, completed within the required timeframes, and reflect your understanding applied to the material. It will be assessed holistically at the end of the term, after reviewing your posts for the semester. Preliminary mark guidance will be provided during the term. Note: Any discussion board posts related to technical reviews or cases are included in the marks for those items. <i>Note: The midterm debrief discussion board is worth 3%.</i></p>	<p>6%*</p>
<p>g. Pervasive competency</p> <p>The pervasive competency reflects the professional behaviours expected in class and for careers in accounting. This grade will be assessed based on factors including: timely submissions including completion of discussion board posts on time; quality contributions to in-class and outside-of-class formative assessments; submitting work in accordance with the required criteria and format; completing required pre-readings and other homework for class; and effective team skills for the corporate assignment including timely communication and fair distribution of work.</p>	<p>3%</p>
<p>If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</p>	<p>TOTAL</p> <p>100%</p>

*Cases, corporate assignments and discussion board posts may use the following competency-based evaluation rubric for their assessment:

Evaluation	Typical indicators
Level 1 (95%) Proficient with distinction.	Technically correct; excellent analytical competency demonstrated applied to situational facts; professional preparation and presentation.
Level 2 (87%) Highly Proficient	Most items technically correct; very good analytical competency demonstrated applied to situational facts; professional preparation and presentation.
Level 3 (78%) Proficient	Most items technically correct; errors with one or more significant issues; good analytical competency demonstrated applied to situational facts; professional preparation and presentation.
Level 4 (67%) Approaching proficiency	Some items technically correct; analysis generic rather than applied or not complete; professional preparation and presentation in most cases.
Level 5 (55%) Proficiency not achieved	Proficiency not achieved technically, analytically, and/or professionally.
Level 6 (0%) Passing not achieved	Response not submitted or a reasonable attempt not performed.

COURSE GUIDELINES & EXPECTATIONS

All submitted work in this course for assessment is to be your own work. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications. Examinations are closed-book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments.

Chat GPT and other AI tools:

During this course, we will be using AI as part of our research. If you use AI, you must DISCLOSE that you have used it and indicate which portion of the text was prepared by AI versus prepared by you. If AI is been used and not disclosed, even when permitted, academic integrity penalties will be applied. AI is not appropriate in response to debrief questions or reflections on self-learning, and cannot be used in exams.

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.

- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your various assessments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf>
- b) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Academic Integrity. The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- ❑ See Camosun College (2021) [Academic Integrity Policy: “Students’ Rights and Responsibilities”](#).

Acts of academic dishonesty include, but are not limited to:

- ❑ Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ❑ Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- ❑ Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- ❑ Providing answers to another student in any test, examination, or take-home assignment.
- ❑ Taking any unauthorized materials into an examination or test.
- ❑ Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor’s permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards

Support Service	Website
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.