

# CLASS SYLLABUS



COURSE TITLE: MRAD 256 – Relational A&P –Part B  
CLASS SECTION: BX01  
TERM: W2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Synchronous/Asynchronous

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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<https://camosun.ca/about/covid-19-updates>

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Hong Gerow  
EMAIL: [gerowh@camosun.ca](mailto:gerowh@camosun.ca)  
OFFICE: CHW 317

*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

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In this advanced beginner course, students complete an in-depth examination of the relational anatomy and physiology of the gastrointestinal, urinary, reproductive, neurologic, endocrine, and hematopoietic systems. Students enhance their understanding of anatomic relationships and physiologic functions using various medical imaging studies and a variety of illustrative media.

**Note:** Only open to students in the Medical Radiography program.

PREREQUISITE(S): **All of:** C+ in MRAD 106  
CO-REQUISITE(S): N/A  
PRE/CO-REQUISITE(S): N/A

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	4	14	
TOTAL HOURS			56

## COURSE LEARNING OUTCOMES

### Canadian Association of Medical Radiation Technologists Competency Profile, Radiological Technology (2014)

Upon successful completion of this course a student will be able to:

- a) Interpret anatomical structures and relationships of the nervous, endocrine, hematopoietic, lymphatic, gastrointestinal, urinary and reproductive systems as related to medical radiography. (E.1.1, E.1.2, E.2.2, E.2.5)
- b) Discuss the physiological function of the nervous, endocrine, hematopoietic, lymphatic, gastrointestinal, urinary and reproductive systems as related to medical radiography. (E.1.1, E.1.2, E.3.1)
- c) Compare and contrast the anatomic and physiologic information obtained by various medical imaging modalities. (E.1.1, E.1.2)

## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

(also known as “sub-outcomes” or “learning objectives”)

### Canadian Association of Medical Radiation Technologists Competency Profile, Radiological Technology (2014)

#### 1. Nervous System and Cells

- a. Describe the general functions of the nervous system. **E.1.1, E.1.2**
- b. Identify and describe the subdivisions of the nervous system. **E.1.1, E.1.2, E.2.2**
- c. Identify and describe the structure and function of neuroglia and neurons.
- d. Differentiate between nerves and tracts, and white and gray matter. **E.1.1, E.1.2**

#### 2. Nerve Signalling and Neurotransmitters

- a. Define membrane potential. **E.1.1**
- b. Identify the characteristics of resting membrane potentials, local potentials and action potentials. **E.1.1**
- c. Explain saltatory conduction of action potentials. **E.1.1**
- d. Compare and contrast electrical and chemical synapses. **E.1.1**
- e. Explain the mechanism of conduction of an action potential across a synapse. **E.1.1**
- f. Explain the inhibitory and excitatory affects of neurotransmitters. **E.1.1**

#### 3. Central Nervous System

- a. Identify and describe the layers of the meninges. **E.1.1, E.1.2**
- b. Discuss the formation, circulation, and function of cerebrospinal fluid. **E.2.2**
- c. Discuss the general structure and function of the spinal cord. **E.1.1, E.1.2**
- d. Identify and discuss the structure and function of the major regions of the brain. **E.1.1, E.2.2, E.2.5**
- e. Discuss general neuron and brain development. **E.1.3**

#### 4. Peripheral Nervous System (PNS)

- a. Discuss the general structure or branching of a typical spinal nerve. **E.1.1**
- b. Identify the location of the four major pairs of plexuses. **E.1.1**
- c. Describe dermatomes and myotomes and explain why they are clinically significant. **E.1.3**
- d. Name the cranial nerves and give the general function of each. **E.1.1**

5. **PNS Efferent Divisions: Somatic Nervous System and Autonomic Nervous System**
  - a. Contrast somatic nervous system vs. autonomic nervous system. **E.1.1**
  - b. Identify the role of the autonomic nervous system and its two major subdivisions. **E.1.1**
  - c. Compare and contrast the functions of the parasympathetic and sympathetic nervous systems. **E.1.1**
  - d. Describe the general action of beta blockers as it relates to cardiac imaging. **E.1.1**
  - e. Discuss the function of the autonomic nervous system as a whole. **E.1.1**
  
6. **PNS Afferent Division: Sensory Receptors and General Senses**
  - a. Describe the general function of sensory receptors. **E.1.1**
  - b. Explain characteristic of adaptation of sensory receptors. **E.1.1**
  - c. Classify receptors according to their location and the types of stimuli that activate them. **E.1.1**
  - d. Compare the functions of general and special sense organs. **E.1.1, E.1.2**
  - e. Describe the general function of receptors for pain, temperature, touch, and proprioception **E.1.1**
  
7. **PNS Afferent Division: Special Senses**
  - a. Discuss the structures and functions of the smell and taste sense organs. **E.1.1, E.1.2**
  - b. List and discuss the functions of the major anatomical components in the external, middle, and inner ear. **E.1.1, E.1.2**
  - c. Discuss the process of hearing. **E.1.1**
  - d. Identify and describe the sense organs involved in the sense of balance. **E.1.1, E.1.2**
  - e. Identify the external structures and accessory structures of the eye. **E.1.1, E.1.2**
  - f. Describe the layers, cavities and chambers of the eye. **E.1.1**
  - g. Describe the structure and function of the retina and photoreceptor cells. **E.1.1**
  - h. Discuss the 3 processes that enable vision interpretation. **E.1.1**
  - i. Describe how vision is affected related to specific locations of optic nerve damage. **E.1.1, E.1.2**
  
8. **General Endocrine System**
  - a. Generally compare and contrast the nervous system vs. the endocrine system. **E.1.1**
  - b. Contrast endocrine vs. exocrine glands. **E.1.1**
  - c. Contrast structure and signal transduction in steroid vs. nonsteroid hormones. **E.1.1**
  - d. Describe the different combined effects of hormones on their target cells. **E.1.1**
  - e. Contrast and give examples of positive and negative feedback loops. **E.1.1**
  
9. **Endocrine Glands and Hormones**
  - a. Discuss the general structure, location, function and hormones of the following glands: **E.1.1, E.1.2, E.2.2, E.2.5,**
    - Pituitary
    - Pineal
    - Thyroid and parathyroid
    - Adrenal glands
    - Pancreas
    - Testes
    - Ovaries
  - b. Describe the hypophyseal portal system and how it functions as part of the endocrine system. **E.1.1**
  - c. Discuss common hyper- and hyposecretion endocrine disorders. **E.1.1, E.1.3**

## 10. Lymphatic and Hematopoietic

- a. Describe the general function of the lymphatic system. **E.1.1**
- d. Describe the location and general function of the following lymphatic structures: **E.1.1, E.1.2, E.2.2, E.2.5**
  - Lymph nodes
  - Tonsils
  - Thymus
  - Spleen
- b. Describe the general etiology and effects of Hodgkin's and non-Hodgkin's lymphoma. **E.1.1, E.1.3**
- c. Describe the general etiology and effects of leukemia and multiple myeloma. **E.1.1, E.1.3**

## 11. Upper Gastrointestinal

- a. Discuss the implications of sterile technique in procedures related to the digestive tract. **E.1.1**
- b. List and describe the four layers of the wall of the gastrointestinal tract. **E.1.1**
- c. Describe the general structure of the hard and soft palates and the salivary glands, and their relevance to imaging. **E.1.1, E.1.2, E.2.2, E.2.5**
- d. Describe the structure, general function and common disorders of the esophagus. **E.1.1, E.1.2, E.1.3, E.2.2, E.2.5**
- e. Describe the structure and function of the stomach. **E.1.1, E.1.2, E.2.2, E.2.5**
- f. Define exocrine vs. endocrine. **E.1.1**

## 12. Lower Gastrointestinal

- a. Describe the structure, wall linings and divisions of the small and large bowels. **E.1.1, E.1.2**
- b. Discuss the importance of the duodenum as it relates to radiography. **E.1.1, E.1.2, E.2.2, E.2.5**
- c. Define exocrine vs. endocrine. **E.1.1**
- d. Locate the vermiform appendix and discuss appendicitis as it relates to CT. **E.1.1, E.1.3, E.2.2, E.2.5, E.1.1**
- e. Discuss how the structure of the large bowel affects positioning procedures for imaging of the large bowel. **E.1.1, E.1.2, E.2.2, E.2.5**
- f. Describe the location and function of the peritoneum, mesentery and omentum. **E.1.1, E.1.2, E.2.2, E.2.5**
- g. Discuss the structure and functions of the liver, hepatobiliary ducts and the hepatic portal system. **E.1.1, E.1.2, E.2.2, E.2.5**
- h. Describe the function of the gallbladder. **E.1.1, E.1.2, E.2.2, E.2.5**
- i. Discuss common disorders of the lower GI tract. **E.1.1, E.1.3**

## 13. Digestion and absorption (all E.1.1)

- a. Discuss the general function of the digestive system.
- b. Describe the general processes of ingestion, digestion, motility, secretion, absorption, elimination and regulation.
- c. Define mastication, deglutition and peristalsis.
- d. Define and contrast mechanical vs. chemical digestion.
- e. Name important digestive enzymes, their origins and what type of food molecule they act upon.
- f. Explain the process of emptying the stomach.
- g. Describe the process of absorption in the small bowel and large bowel.
- h. Briefly explain the enteric nervous system.

#### 14. Urinary system

- a. Name various procedures in radiography modalities related to the urinary system. **E.1.1, E.2.2, E2.5**
- b. Name the general function of the urinary system. **E.1.1**
- c. Name and locate the kidney and its internal structures. **E.1.1, E.2.2, E2.5, E.1.2**
- d. Discuss kidney stones and their common locations and related imaging procedures. **E.1.3**
- e. Discuss the specific structures related to, and mechanisms of, urine production and blood filtration. **E.1.1**
- f. Discuss eGFR and its relevance to CT imaging. **E.1.1, E.1.3**
- g. Describe the effects of aldosterone and RAAS on urine production and blood filtration. **E.1.1**
- h. Describe the structure and the functions of the ureters, urinary bladder, and urethra. **E.1.1, E.1.2, E.2.2, E2.5**
- i. Explain the mechanism for urination. **E.1.1**
- j. Trace the path of the urine from the point of formation to the exterior of the body. **E.1.1, E.1.2**
- k. Describe the physical characteristics of normal urine. **E.1.1**

#### 15. Male reproductive system

- a. Explain how the overarching function of the reproductive system differs from the overarching function of other body systems. **E.1.1**
- b. Describe the structure of the testes and prostate gland. **E.1.1, E.1.2, E.2.2, E2.5**
- c. Discuss the endocrine cells of the male reproductive system, their hormones and the effects of those hormones. **E.1.1**
- d. Discuss common disorders of the male reproductive system. **E.1.1, E.1.3**

#### 16. Female reproductive system

- a. Name the reproductive and accessory structures of the female reproductive system and describe the structure and general functions of each. **E.1.1, E.1.2, E.2.2, E2.5**
- b. Describe how mature ova are released from ovaries and connection to ectopic pregnancies. **E.1.1, E.1.2, E.2.2, E2.5**
- c. Describe the structure of the endometrium and its relation to menstruation. **E.1.1, E.1.2, E.2.2, E2.5**
- d. Describe endometrial retroflexion vs. antelexion. **E.1.1, E.1.2, E.2.2, E2.5**
- e. Discuss the function, structure of the uterine tubes and the clinical implications of the structure. **E.1.1, E.1.2, E.1.3, E.2.2, E2.5**
- f. Discuss hysterosalpingograms and the significance in diagnosing female reproductive abnormalities. **E.1.1, E.1.2, E.1.3, E.2.2, E2.5**
- g. Discuss the female reproductive cycle, the related hormones and the clinical importance of this in inquiring with patient about pregnancy. **E.1.1**
- h. Describe the structure of the breasts and the mechanism controlling lactation. **E.1.1, E.1.2, E.2.2, E2.5**
- i. Describe how aging affects composition of breast tissue and the implications of this in breast imaging. **E.1.1, E.1.2, E.2.2, E2.5**
- j. Discuss common disorders of the female reproductive system. **E.1.1, E.1.3**

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

**Required**

Lampignano, J. P., & Kendrick, L. E. (2021). *Bontrager’s textbook of radiographic positioning and related anatomy* (10<sup>th</sup> ed.). Elsevier.

Patton, K. (2019). *Anatomy & physiology* (10<sup>th</sup> ed.). Elsevier.

**Recommended**

Eisenberg, R. L., & Johnson, N. M. (2021). *Comprehensive radiographic pathology* (7<sup>th</sup> ed.). Elsevier.

Kowalczyk, N. (2018). *Radiographic pathology for technologists* (7<sup>th</sup> ed.). Elsevier.

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.

Week	Dates	Lecture	Ch.	Assignments
1	Jan. 9-15	<ul style="list-style-type: none"> <li>○ Course Introduction</li> <li>○ Introduction to the Nervous System</li> <li>○ Nervous System Cells</li> </ul>	18	○ Nervous System worksheet, due Jan. 22
2	Jan. 16-22	<ul style="list-style-type: none"> <li>○ Nerve Signaling and Neurotransmitters</li> </ul>	19	○ Nervous System worksheet, due Jan. 22
3	Jan. 23-29	<ul style="list-style-type: none"> <li>○ Central Nervous System (CNS)</li> </ul>	20	○ CNS worksheet, due Jan. 29
4	Jan. 30 – Feb. 5	<ul style="list-style-type: none"> <li>○ Peripheral Nervous System (PNS) and its Efferent Divisions</li> </ul>	21 22	○ PNS worksheet, due Feb. 5
5	Feb. 6-12	<b>Midterm 1 – Feb. 7 @ 1330 CHW 339</b> (contents from weeks 1-4)		
		<ul style="list-style-type: none"> <li>○ PNS Afferent Division: Sensory Receptors and General Senses</li> </ul>	23	○ Sensory Receptors and General Senses worksheet, due Feb. 12
6	Feb. 13-19	<ul style="list-style-type: none"> <li>○ Special Senses</li> </ul>	24	○ Special Senses worksheet, due Feb. 19
7	Feb. 20-26 <b>Reading Week</b>	<ul style="list-style-type: none"> <li>○ General Endocrine</li> </ul>	25	○ First part of Endocrine worksheet (questions #1-14), due Feb.26
8	Feb. 27 – Mar. 5	<ul style="list-style-type: none"> <li>○ 8a Endocrine Glands and Hormones</li> <li>○ 8b Lymphatic and Hematopoiesis (brief)</li> </ul>	26 27/31	<ul style="list-style-type: none"> <li>○ Second part of Endocrine Worksheet (questions #15-39), due Mar. 5</li> <li>○ Lymphatic and Hematopoiesis worksheet, due Mar. 5 (brief)</li> </ul>
9	Mar. 6-12	<b>Midterm 2 – Mar. 9 @ 1130 CHW 234</b> (contents from weeks 5-8)		
		<ul style="list-style-type: none"> <li>○ Upper Digestive</li> </ul>	38	○ Upper Digestive worksheet, due Mar. 12
10	Mar. 13-19	<ul style="list-style-type: none"> <li>○ 10a Lower Digestive</li> <li>○ 10b Digestion and Absorption</li> </ul>	39 40	○ Lower Digestive and Digestion worksheet, due Mar. 19
11	Mar. 20-26	<ul style="list-style-type: none"> <li>○ Urinary</li> </ul>	42	○ Urinary worksheet, due Mar. 26
12	Mar. 27 – Apr. 2	<b>Midterm 3 – Mar. 28 @ 1330 CHW 235</b> (contents from weeks 9-11)		
		<ul style="list-style-type: none"> <li>○ Male Reproductive</li> </ul>	45	○ Male Reproductive worksheet, due Apr. 2
13	Apr. 3-9	<ul style="list-style-type: none"> <li>○ Female Reproductive</li> </ul>	46	○ Female Reproductive worksheet, due Apr. 9
14	Apr. 10-16	<b>Study Week</b>		
15	Apr. 17-21	<b>Cumulative Final Exam – time TBA</b>		

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

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DESCRIPTION	WEIGHTING
Midterm 1	20%
Midterm 2	20%
Midterm 3	20%
Assignments (13 total)	15%
Final Exam	25%
	<b>TOTAL</b>
	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Tutorials and Course Activities

All course activities and assignments are posted in D2L. There are no synchronous lecture presentations for this class. Students must review lectures and assignment instructions online on their own. I will be on Collaborate from Mondays 1330-1420 to provide guidance as needed. Based on answers provided by the class on the worksheet assignments, I may schedule an online tutorial during this Monday block to review concepts as a group. Students may request tutorials as well.

Although courses mainly held online implies that work can be self-paced, content in this course aligns to content in other courses this term. You must keep up to date (or work ahead) with course content, studying approximately 4 hours a week. Don't let struggles linger. Seek support from other students, the course instructor, other course instructors or other resources.

Print the course calendar and check in with it often to make sure you are on track. Aside from the final exam, some students have finished this course a month in advance!

### Assignments and Late Penalties

Assignments are meant to supplement lecture material for a complete understanding of the module. Not all lecture material is included in the assignments, and not all assignment material is included in the lectures.

Assignments must be submitted by dates shown on the course schedule (Sundays at midnight). Assignments will be marked for completeness only (10 marks for fully complete, 0 marks for partially or not complete). Late submissions will still be accepted up to the next assignment's due date (usually the following Sunday). At my discretion, there may be a penalty of 10% per day applied to assignment marks for students who habitually

hand in assignments late. I will notify you before this penalty is applied the first time. Thereafter, it will be applied automatically if assignments continue to be handed in late. After the due date for the next assignment has passed, the previous assignment will no longer be accepted.

### **Midterms and Final Exam**

There are 3 non-cumulative midterms and one cumulative final exam. Material from lectures and assignments will both be included. All tests will be written in person, on campus. In emergency circumstances, you may write a midterm before or after the scheduled time (health problems, unavoidable family crises, etc.). You must request for approval of this date change from me prior to the date of the exam. Holidays or scheduled flights are not considered emergencies. You may be required to provide verification of the emergency circumstance.

### **Academic Integrity**

The first assignment will be marked only once you have received the Academic Integrity digital badge in D2L. You are expected to produce your own work, in your own words, upholding the academic and professional integrity expected of Camosun College students and medical radiography professionals. An incidence of academic misconduct will result in a score of zero for that assignment or test. Continued incidences of academic misconduct may result in escalated actions. Please see the Academic Integrity policy linked below for more detailed information.

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### **SCHOOL OR DEPARTMENTAL INFORMATION**

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Health & Human Services Student Handbook: <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

General Practicum Information: <http://camosun.ca/learn/school/health-human-services/student-info/practicum-info.html>

Allied Health & Technologies Department Handbooks:

- Certified Medical Laboratory Assistant: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/cmla.html>
- Diagnostic Medical Sonography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/sono.html>
- Medical Radiography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/mrad.html>

Students enrolled in Allied Health & Technologies Programs must achieve a minimum of 65% or a “COM” in each of their courses in order to use their course as a pre-requisite and progress in their program.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse, or are incapable of participating and performing these



activities due to personal or medical limitations, may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

## STUDENT RESPONSIBILITY

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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

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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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> 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: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**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.