UNIVERSITY OF VICTORIA
DEPARTMENT OF PSYCHOLOGY

PSYCHOLOGY 351B (A01) • Winter (Fall) Term, 2023
Human Neuropsychology (CRN 13000)

Time: Mondays and Thursdays (MR) - 11:30 to 12:50pm
Room: ECS 125
Instructor: Mauricio Garcia-Barrera, Ph.D., R.Psych. (pronouns he/him/his)
Office: Cornett A274
Office hours: In-person: Tuesdays 4:30pm to 5:30pm but happy to meet via Zoom as well during that time.
Office Phone: 250-472-5067
E-mail: mgarcia@uvic.ca

Teaching Assistant: Cole Kennedy, B.Sc.(Hons) (pronouns he/him/his) E-mail: cole kennedy@uvic.ca

Territory Acknowledgement:
We acknowledge and respect the lək̓ʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt, and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

About the Instructor
I was born and raised in the lands that were once the Catías, Nutabes, Tahamies, and the Quimbaya Indigenous Peoples territories, in what is now Medellin, Colombia. I am Hispanic, and a member of the BIPOC and LGBTQ2S+ communities. I was the first person in my family to go to University, earning my Clinical Psychology Bachelor at the University of Antioquia (1999). It was there where I took an introduction to neuropsychology class that inspired me to become a neuropsychologist, which is why I am always excited every time I teach this class! After my Bachelor’s, I was very intrigued about research and I completed a two-year pre-doctoral research training at the Neuroscience Group of Antioquia, which informed my decision to continue my training in grad school. I then moved to the United States, learned English as my second language, and earned my Master’s (2005) and Doctorate (2008) degrees at the University of Georgia, after completing a clinical residency in Neuropsychology. I have been a faculty member in the Clinical Psychology Program, Neuropsychology emphasis, at UVic’s Department of Psychology since 2008. I am also the Associate Dean Research & Graduate Studies for the Faculty of Social Sciences.

My research at UVic aims to better understand executive functioning throughout the developmental lifespan, with an emphasis on its relationship with morphological and functional changes in prefrontal cortex areas and their networks. I run a lab named CORTEX [www.cortex.uvic.ca], and my current studies involve the effect of physical exercise and sport concussions on executive functioning, the examination of changes observed in executive control through typical and atypical aging, and more recently, we are looking at the interactions between brain injury, mental health and addictions.

About this Class:

Course Description: An introduction to neuropsychology, including a review of neuroanatomy and neurophysiology as related to human brain function and behaviour. Contributions of experimental and clinical neuropsychology to the understanding of normal cognitive and affective functioning and of disturbances resulting from brain damage in selected areas will be discussed.

Prerequisites: The pre-requisites for this course are PSYC201– Research Methods in Psychology and PSYC251– Introduction to Mind and Brain.

Course Add/Drop Deadline: It is each student’s responsibility to check and ensure that they are registered appropriately. Last day for adding courses is September 22, 2023. Last day for withdrawing from first-term courses without penalty of failure is Tuesday October 31, 2023. Please check the UVic Calendar for other important dates.
Required Textbook: Kolb, B. & Whishaw, I. Q. (2021). *Fundamentals of Human Neuropsychology*. 8th Edition. NY: Worth. An earlier edition of the textbook will be acceptable, but chapters may not align with the ones cited on this syllabus. This textbook is available in looseleaf, paperback, and digital formats, and can be found at the UVIC Bookstore.

Online Resources: Brightspace. You will need your netlink ID & password to login.

Course Learning Outcomes:
By the end of this course, students will be able to:
1. Identify the historical pillars, models, and common research and clinical methods used in human neuropsychology.
2. Identify and describe the neurological correlates underlying a diversity of cognitive functions.
3. Demonstrate competency in discussing and differentiating neuropsychological disorders across the lifespan.
4. Use knowledge from readings, class lectures, and assignments to address queries related to clinical and research vignettes.

Course Requirements and Expectations:
1. Although lectures are a significant component of this class, I am designing a dynamic course and I highly recommend you attend all classes. I strongly believe that learning is an active process, so I personally expect you to come prepared and to actively participate in class discussions. To come prepared means: (a) reading the material prior to class and writing down questions or thoughts that the readings instigated, and (b) bringing experiences acquired outside the class, for instance while doing your own research or from attending other classes, to enhance your peers’ learning process. As this is a survey course, we will move on quite fast from one topic to the next. The goal is to offer you a broader perspective into the field of human neuropsychology. You will have the opportunity to gain a deeper understanding of some of these topics in the advanced special topics seminars.

2. Evaluations are an opportunity for you to display your knowledge and to think in a constructive way about your readings and class discussion. There are three evaluations which I expect you to prepare for and to be present for of course! 😊

3. The University of Victoria and myself are committed to promoting, providing and protecting a positive, respectful, supportive and safe learning environment for all its members, including the students enrolled in this class. I am morally committed to fairness and to the principles of equity, diversity and inclusion. If at any time you have questions, concerns, or comments, please bring these to the attention to me in class, by email, or in an individual meeting.

4. It is the student’s responsibility to attend exams as scheduled. Missed exams with a valid reason will be made up during the Friday make-up sessions immediately following the exam date if possible, or the next. Missed exams without a valid reason will result in a score of zero for that test. You should notify the instructor immediately by e-mail if you anticipate missing an exam, not after the fact. Please consult the University of Victoria Calendar for confirmation of other important dates and deadlines.

5. I used a workload estimator tool online to estimate how many hours per week this course would demand. We have 3 hours per week of lectures, and approximately 6 hours in addition for readings, assignments, and exam preparation.

Evaluation and Grading Policy
Grading is distributed as follows:

- First Exam (October 5, 2023) = 20%
- Second Exam (November 9, 2023) = 25%
- Third Exam (November 30, 2023) = 15%
- Online Assignments = 20%
- In-class Assignments = 20%

Total = 100%
The final letter grade in the course follows the University of Victoria grading policy, as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100%</td>
</tr>
<tr>
<td>A</td>
<td>85-89%</td>
</tr>
<tr>
<td>A-</td>
<td>80-84%</td>
</tr>
<tr>
<td>B+</td>
<td>77-79%</td>
</tr>
<tr>
<td>B</td>
<td>73-76%</td>
</tr>
<tr>
<td>B-</td>
<td>70-72%</td>
</tr>
<tr>
<td>C+</td>
<td>65-69%</td>
</tr>
<tr>
<td>C</td>
<td>60-64%</td>
</tr>
<tr>
<td>D</td>
<td>50-59%</td>
</tr>
<tr>
<td>F/N</td>
<td>≤ 49% (Failing grade)</td>
</tr>
</tbody>
</table>

**Exams**

I want you to be able to use this knowledge later in your career, rather than just for the term. In this regard, the exams may include multiple choice questions or True/False statements that are designed to make you think and not just to exercise your memory. I like questions that stimulate critical thinking, while evaluating basic knowledge. There are three exams, and you can earn a maximum of 60% towards your course mark. More information about these examinations will be forthcoming throughout the term.

**In-Class and Online Assignments**

I expect you to read the materials prior to each class meeting. Reading in advance facilitates discussion and being able to follow the lecture during class. I use a combination of in-class and online assignments that will also be used to facilitate in-class discussions. There will be a total of 2 in-class assignments throughout the term. You can receive 10% per each, for a total of 20% towards the final grade.

The online assignments will be posted in Brightspace and aim to apply concepts from your readings and beyond the textbook, some are based on literature search, others are to be completed by identifying evidence-based research. There will be 2 online assignments during the term, each one worth 10%, for a maximum of 20%. A detailed rubric for each one of them will be posted through the term in Brightspace, including the due dates.

**Mandatory Course Requirements**

Completion of the three exams is a requirement of this course. Failure to complete one or more of these elements will result in a grade of “N” regardless of the cumulative percentage of all other elements of the course. N is a failing grade and factors into GPA as a value of 0. Also, please note that in accordance with the University’s policy on academic concessions, “A student who completes all course requirements is not eligible for an academic concession”. Consequently, students can only request deferrals for the completion of required course components and not for non-essential course components.

**Opportunity for Extra Credit**

Students in this course may earn up to 2% extra credit toward their final grade by participating in research studies conducted in the Department of Psychology though the SONA System. You can earn 1% for each 1 credit of participation. You must be sure to assign your credits to this course (and this section of the course) no later than the last day of class, otherwise you will not receive extra credit.

**Art Project as an alternative to participation in research**

Students are not required to participate in research, and not all students wish to do so. As an alternative, students may instead opt to gain research experience by creating an art project based on a journal article reporting original research relevant to the course. Guidelines to receive credit are posted on Brightspace.
# Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading - Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7</td>
<td>Introduction to the Course – What is Neuropsychology?</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><em>History and Development of Neuropsychology</em></td>
<td></td>
</tr>
<tr>
<td>September 11 &amp; 14</td>
<td><em>Organization of the Nervous System: Review of Neuroanatomy</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 (section 5.7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 (section 10.3)</td>
</tr>
<tr>
<td>September 18 &amp; 21</td>
<td>Cortical Organization: Sensory and Motor Systems</td>
<td>8 &amp; 9</td>
</tr>
<tr>
<td>September 25</td>
<td>Research Methods in Neuropsychology: Imaging the Brain</td>
<td>7</td>
</tr>
<tr>
<td>September 28</td>
<td>Review Session and In-Class Assignment 1 activity</td>
<td></td>
</tr>
<tr>
<td>October 5</td>
<td><em>Exam 1 (chapters 1, 3, 5 [specifically 5.7], 7, 8, 9 &amp; 10 [specifically 10.3]</em>)*</td>
<td></td>
</tr>
<tr>
<td>October 12 &amp; 16</td>
<td>Occipital, Parietal, and Temporal Lobes (<em>Agnosias &amp; Apraxias</em>)</td>
<td>13, 14, &amp; 15</td>
</tr>
<tr>
<td>October 19</td>
<td>Attention, Learning &amp; Memory (Amnesia)</td>
<td>18 &amp; 22</td>
</tr>
<tr>
<td>October 23</td>
<td>Language (<em>Aphasias</em>)</td>
<td>19</td>
</tr>
<tr>
<td>October 26</td>
<td>Emotion and the Social Brain</td>
<td>20</td>
</tr>
<tr>
<td>October 30 &amp; November 2</td>
<td>Frontal Lobes, Prefrontal Cortex, and Executive Functioning</td>
<td>16 &amp; Article: Jurado &amp; Rosselli (2007)²</td>
</tr>
<tr>
<td>November 6</td>
<td>Review Session and In-Class Assignment 2 activity</td>
<td></td>
</tr>
<tr>
<td>November 9</td>
<td><em>Exam 2 (chapters, 13, 14, &amp; 15, 16, 18, 19, 20, &amp; 22; Jurado &amp; Roselli [2007] article)</em></td>
<td></td>
</tr>
<tr>
<td>November 13-15</td>
<td><strong>Reading Break</strong></td>
<td></td>
</tr>
<tr>
<td>November 16 &amp; 20</td>
<td>Neurological Disorders, Aging, and Dementias</td>
<td>26 &amp; 27 (section 27.7)</td>
</tr>
<tr>
<td>November 23 &amp; 27</td>
<td>Neuropsychological Assessment and Diagnosis</td>
<td>28</td>
</tr>
<tr>
<td>November 30</td>
<td><em>Exam 3 (chapters 26, 27 [specifically 27.7], &amp; 28)</em></td>
<td></td>
</tr>
<tr>
<td>December 2</td>
<td><em>National Day of Remembrance and Action on Violence Against Women</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes and exams cancelled from 11:30am - 12:30pm</td>
<td></td>
</tr>
</tbody>
</table>

¹ Note: This is a tentative schedule only: the instructor reserves the right to change the topics and exam dates.

Sexualized Violence Prevention and Response at UVic

UVic takes sexualized violence seriously, and has raised the bar for what is considered acceptable behaviour. We encourage students to learn more about how the university defines sexualized violence and its overall approach by visiting www.uvic.ca/svp. If you or someone you know has been impacted by sexualized violence and needs information, advice, and/or support please contact the sexualized violence resource office in Equity and Human Rights (EQHR). Whether or not you have been directly impacted, if you want to take part in the important prevention work taking place on campus, you can also reach out:

Where: Sexualized violence resource office in EQHR, Sedgewick C119

Phone: 250.721.8021

Email: sypcoordinator@uvic.ca

Web: www.uvic.ca/svp
A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

**Social Life, Friends, & Community at UVic:**
Having a social network is an extremely important foundation for positive mental health. There are lots of benefits to joining clubs, course unions, intramurals and teams on campus.

**Counselling Services:**
The Student Wellness Centre can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students. [https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-counsellors](https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-counsellors)

**Health Services:**
The Student Wellness Centre also provides a full service primary health clinic for students. [https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-physicians](https://www.uvic.ca/student-wellness/contacts/student-wellness-team/index.php#ipn-physicians)

**Centre for Accessible Learning:**
The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations [www.uvic.ca/services/cal/](http://www.uvic.ca/services/cal/). The sooner you let us know your needs, the quicker we can assist you in achieving your learning goals in this course.

**Elders' Voices:**
The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty and administration in Indigenous ways of knowing and being. [www.uvic.ca/services/indigenous/students/programming/elders/](http://www.uvic.ca/services/indigenous/students/programming/elders/)

**Mental Health Supports and Services:**
Mental health supports and services are available to students from all areas of the UVic community: [https://www.uvic.ca/student-wellness/wellness-resources/mental-health/](https://www.uvic.ca/student-wellness/wellness-resources/mental-health/)
UNIVERSITY OF VICTORIA
Department of Psychology
Important Course Policy Information
Fall Session 2023

Accessible Learning
The University of Victoria is committed to creating a learning experience that is as accessible as possible. If you are registered with the Centre for Accessible Learning and anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me. If you are a student with a disability or chronic health condition, you can meet with a CAL advisor to discuss access and accommodations.

Attendance and Absences
Attendance is important. Students are expected to attend all classes in which they are enrolled. Students may be assigned a final grade of N or debarred from writing final examinations if they fail to satisfy a minimum attendance requirement set by the instructor for lectures, laboratories, online course discussions or learning activities, tutorials, or other learning activities set out in the course outline.

Medical documentation for short-term absences is not required (approved by Senate). Students who cannot attend due to illness are asked to notify their instructors immediately. If illness, accident, or family affliction causes a student to miss the final exam or to fail to complete any required assignment/assessment by the end of the term students are required to submit a request for academic concession (see below).

Children and Pets
If you need to bring your children or pet to class, please do not hesitate to do so. It is understood that sometimes this is necessary due to care circumstances. However, please aim to have minimal class disturbance so that student learning is not impacted.

Class Recording and Auto-Captioning Statement
The instructor may record class sessions and those recordings may be made available to all students in the class via Brightspace. If you have questions or concerns regarding class recording and privacy please contact privacyinfo@uvic.ca

Auto-generated captioning may be enabled in this course. Auto-captioning is highly error-prone, especially for specialized terminology and proper names. Students are asked to refer to the audio feed for clarification of any errors. If you find captioning errors that are offensive, please contact your instructor and/or teaching assistant so that they are aware. If you require captions as part of an academic accommodation, please contact CAL.

Commitment to Inclusivity, Diversity, and Respectful Environments in the Classroom and Online
The University of Victoria is committed to providing a positive and supportive and safe learning and working environment for all its members. All members of the university community have the right to this experience and the responsibility to help create such an environment. The University will not tolerate racism, sexualized violence, or any form of discrimination, bullying, or harassment.

Please be advised that, by logging into UVic’s learning systems or interacting with online resources and course-related communication platforms, you are engaging in a University activity.

All interactions within this environment are subject to the university expectations and policies. Any concerns about student conduct may be reviewed and responded to in accordance with the appropriate university policy.

To report concerns about online student conduct: onlineconduct@uvic.ca
Copyright
All course content and materials are made available by instructors for educational purposes and for the exclusive use of students registered in their class\(^1\). The material is protected under copyright law, even if not marked with ©. Any further use or distribution of materials to others requires the written permission of the instructor, except under fair dealing or another exception in the Copyright Act. Violations may result in disciplinary action under the Resolution of Non-Academic Misconduct Allegations policy (AC1300) or the Academic Integrity Policy, whichever is more appropriate for the situation.

Course Experience Survey (CES)
I value your feedback on this course. Toward the end of term, you will have the opportunity to complete a confidential course experience survey (CES) regarding your learning experience. The survey is vital to providing feedback to the instructor regarding the course and their teaching, as well as to help the department improve the overall program for students in the future. When it is time for you to complete the survey, you will receive an email inviting you to do so. If you do not receive an email invitation, you can go directly to [http://ces.uvic.ca](http://ces.uvic.ca). You will need to use your UVic NetLink ID to access the survey, which can be done on your laptop, tablet or mobile device. You will be reminded nearer the time, but please be thinking about this important activity, especially the following three questions, during the course.

1. What strengths did your instructor demonstrate that helped you learn in this course?
2. Please provide specific suggestions as to how the instructor could have helped you learn more effectively.
3. Please provide specific suggestions as to how this course could be improved.

Disclaimer
The above schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances.

Grading
In classes that are based on a percentage grading scheme, the following [Undergraduate Grading Scale](#) is used

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>90-100</td>
<td>85-89</td>
<td>80-84</td>
<td>77-79</td>
<td>73-76</td>
<td>70-72</td>
<td>65-69</td>
<td>60-64</td>
<td>51-59</td>
<td>&lt; 50</td>
</tr>
<tr>
<td>GP Value</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Rounding is only applied to the final grade and is rounded up at the 0.5% level (e.g., 84.49% is round to 84% and 84.50% is rounded to 85%).

Medical Documentation for absences
No medical documentation for short-term absences is required (Approved by Senate).

If you are seeking a Withdrawal Extenuating Circumstances or an Aegrotat grade, medical documentation may be required if relevant.

Ombudsperson and Academic Concerns
From the course calendar...

*Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair of the department; third, the Dean of the faculty; and finally, the Senate.*

If you are having an academic concern or problem that cannot be resolved with your instructor or the Department Associate Chair, you may wish to consult with the Office of the Ombudsperson ([https://uvicombudsperson.ca](https://uvicombudsperson.ca)). Current contact information for the office can be found here [https://uvicombudsperson.ca/contact/](https://uvicombudsperson.ca/contact/).

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\(^1\) Syllabi belong to the department through which the course is administered.
Policy on Academic Integrity including Plagiarism and Cheating

The Department of Psychology fully endorses and intends to enforce rigorously the Senate Policy on Academic Integrity. It is of utmost importance that students who do their work honestly be protected from those who do not. Because this policy is in place to ensure that students carry out and benefit from the learning activities assigned in each course, it is expected that students will cooperate in its implementation.

The offences defined by the policy can be summarized briefly as follows:

1. **Plagiarism.** You must make sure that the work you submit is your work and not someone else’s. There are proper procedures for citing the works of others. The student is responsible for being aware of and using these procedures.

2. **Unauthorized Use of an Editor.** The use of an editor is prohibited unless the instructor grants explicit written authorization.

3. **Multiple Submission.** Only under exceptional circumstances may a work submitted to fulfill an academic requirement be used to satisfy another similar requirement. The student is responsible for clarifying this with the instructor(s) involved.

4. **Falsifying Materials Subject to Academic Evaluation.** This includes falsification of data, use of commercially prepared essays, using information from the Internet without proper citation, citing sources from which material is not actually obtained, etc.

5. **Cheating on Assignments, Tests, and Examinations.** You may not copy the work of others in or out of class; you may not give your work to others for the purpose of copying; you may not use unauthorized material or equipment during examinations or tests; and you may not impersonate or allow yourself to be impersonated by another at an examination. The Department of Psychology has a policy of not making old examinations available for study purposes. Therefore, use of old exams without the express written permission of the instructor constitutes cheating by the user, and abetting of cheating by the person who provided the exam.

6. **Aiding Others to Cheat.** It is a violation to help others or attempt to help others to engage in any of the conduct described above.

The use of a generative artificial intelligence (AI) is strictly prohibited in any submitted work (unless expressly endorsed by the instructor as part of an assignment). The Department reserves the right to use AI detectors.

Instructors are expected to make every effort to prevent cheating and plagiarism. This may include the assignment of seating for examinations, asking students to move during examinations, requests to see student identification cards, and other measures as appropriate. Instructors also have available to them a variety of tools and procedures to check for Internet and electronic media-based cheating. In instances of suspected or actual plagiarism or cheating, instructors, following prescribed procedures, are authorized to take steps consistent with the degree of the offence. These measures will range from a zero on the test or assignment or a failing grade for the course, probation within a program to temporary or even permanent suspension from the University.

Rights of Appeal are described in the Policy on Academic Integrity in the University calendar Fall 2023.

The definitive source for information on Academic Integrity is the University Calendar.

Other useful resources on Plagiarism and Cheating include:

1. The Ombudsperson’s office: [https://uvicombudsperson.ca/academic-integrity/](https://uvicombudsperson.ca/academic-integrity/)
   The Office of the Ombudsperson is an independent and impartial resource to assist with the fair resolution of student issues. A confidential consultation can help you understand your rights and responsibilities. The Ombudsperson can also clarify information, help navigate procedures, assist with problem-solving, facilitate communication, provide feedback on an appeal, investigate and make recommendations. Phone: 250-721-8357; Email: ombuddy@uvic.ca; Web: [uvicombudsperson.ca](http://uvicombudsperson.ca).
3. UVic Library Document on [Avoiding Plagiarism](http://www.uvic.ca/library/research/citation/plagiarism/).
Prerequisites
Students who remain in courses for which they do not have the prerequisites do so at their own risk. Students who complete courses without prerequisites ARE NOT exempt from having to complete the prerequisite course(s) if such courses are required for the degree program.

Program Requirements
For more information see the UVic Calendar.

Registration Status
Students are responsible for verifying their registration status. Registration status may be verified using My Page, View Schedule. Course adds and drops will not be processed after the deadlines set out in the current UVic Calendar.

Students who do not attend classes must not assume that they have been dropped from a course by an academic unit or an instructor. Courses that are not formally dropped will be given a failing grade, students may be required to withdraw and will be required to pay the tuition fee for the course.

Request for Academic Concessions
Students can apply for academic concessions if their course requirements are affected by (i) unexpected and/or unavoidable circumstances (e.g., illness, family affliction, etc.), or (ii) conflicting responsibilities (e.g., service in the armed forces or first responder, representing the university).

- Request an in-course extension
  If you require more time to complete a course requirement or miss a test or midterm exam, then you will need to complete the “In-Course Extension Form” and submit it directly to your course instructor. All course requirements must be completed prior to the submission of final grades.

- What to do if you miss the final exam scheduled during the formal exam period
  Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the date of the exam. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation (for example, a deferred exam). Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record.

- What to do if you require additional time to complete course requirements beyond the normal term.
  Apply at Records Services for a “Request for Academic Concession”, normally within 10 working days of the end of the course. Records Services will forward the form to the instructor. If the concession is granted, the instructor will determine how to deal with the situation. Where a concession is not applied for or where such application is denied, an N grade will be entered on the student’s academic record if the missing work has been deemed required. Note, only required course components may be deferred.

Research Participation Opportunities with the Department of Psychology
The Department of Psychology offers multiple opportunities to participate in research studies over the year. Students are encouraged to learn more about the field of psychology by volunteering in these studies. Information about studies can often be found posted on notice boards around the Department as well as through our Participant Pool webpage at https://www.uvic.ca/socialsciences/psychology/research/participants/.

Student Support Services
Learn Anywhere is the student support portal for a full range of student academic and support services. Services include: Centre for Academic Communication, Math & Stats Assistance Centre, Counselling Services, Health Services, Library, Ombudsperson, and Computer Help Desk
This classroom is a trans-inclusive space

Please indicate if you have a preferred name and pronoun that you’d like to be used in the classroom. Please e-mail your instructor or your TA if you would like to discuss the climate of this classroom for trans students. Gender neutral bathrooms are available at UVic.

University of Victoria Students’ Society (UVSS)

The UVSS is a social justice based non-profit run by students, for students and is entirely separate from UVic. As an undergrad student, you are already a member! We work on issues affecting students such as affordability, public transit, sexualized violence, sustainability, student employment, and much more. We fund clubs and course unions, and have several advocacy groups. We also have a Food Bank and Free Store, a Peer Support Centre, and run your health and dental plan. We are here to support you, so please reach out to us at uvss.ca!

Academic Important Dates

**Fall session – first term (September – December)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 6th</td>
<td>First term classes begin for all faculties</td>
</tr>
<tr>
<td>Tuesday, September 19th</td>
<td>Last day for 100% reduction of second term fees for standard courses 50% of tuition fees will be assessed for courses dropped after this date.</td>
</tr>
<tr>
<td>Friday, September 22nd</td>
<td>Last day for adding courses that begin in the first term</td>
</tr>
<tr>
<td>Saturday, September 30th</td>
<td>Last day for paying first term fees without penalty</td>
</tr>
<tr>
<td>Monday, October 2nd</td>
<td>University Closed (National Day for Truth and Reconciliation, September 30th)</td>
</tr>
<tr>
<td>Monday, October 9th</td>
<td>University Closed (Thanksgiving Day)</td>
</tr>
<tr>
<td>Tuesday, October 10th</td>
<td>Last day for 50% reduction of tuition fees for standard courses</td>
</tr>
<tr>
<td>Tuesday, October 31st</td>
<td>Last day for withdrawing from first term courses without penalty of failure</td>
</tr>
<tr>
<td>Monday, November 13th</td>
<td>University Closed (Remembrance Day, Nov 11th)</td>
</tr>
<tr>
<td>November 13th - 15th</td>
<td>Reading Break for all faculties</td>
</tr>
<tr>
<td>Monday, December 4th</td>
<td>Last day of classes in first term for all faculties</td>
</tr>
<tr>
<td>Monday, December 4th</td>
<td>National Day of Remembrance and Action on Violence Against Women - (Classes and exams cancelled from 11:30am - 12:30pm)</td>
</tr>
<tr>
<td>Thursday, December 7th</td>
<td>First-term examinations begin for all faculties</td>
</tr>
<tr>
<td>Wednesday, December 20th</td>
<td>First term examinations end for all faculties</td>
</tr>
<tr>
<td>December 25th - 31st</td>
<td>University Closed (Winter Break)</td>
</tr>
</tbody>
</table>

Add and drop dates for standard 2023-2024 Winter Session courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>100% Fee Reduction</th>
<th>Add Deadline</th>
<th>50% Fee Reduction</th>
<th>Academic Drop no Fee Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>First term</td>
<td>Sep 6</td>
<td>Dec 4</td>
<td>Sep 19</td>
<td>Sep 22</td>
<td>Oct 10</td>
<td>Oct 31</td>
</tr>
<tr>
<td>Second term</td>
<td>Jan 8</td>
<td>Apr 8</td>
<td>Jan 21</td>
<td>Jan 24</td>
<td>Feb 11</td>
<td>Feb 29</td>
</tr>
</tbody>
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