

Department of Visual Arts  
Western University

**Foundations of Visual Arts - Studio Art 1601**

Welcome to Foundations of Visual Arts at Western. This Course Outline and Syllabus: Timeline contain pertinent information about all the components of Studio Art 1601 including art materials and a timeline of the assignments and media that will be covered. You will also find important information about learning outcomes, Western University's Grade Descriptors and your responsibilities as a student in SA 1601. Please read this document thoroughly and refer to it throughout the year.

Given the COVID-19 pandemic, it will be an unusual year for SA 1601, as it is the first time the course will be offered online. But rest assured, know that I have been working diligently to translate my Lecture PowerPoints to be more readily accessible on OWL so that you can fully learn the fundamentals of Visual Art. As well, I have altered course assignments, now created with readily available art materials and supplies, so that you can create your Studio Lab and Sketchbook Assignments successfully, wherever you might find yourself in the world for the 2020-2021 academic year.

***Tricia Johnson***

**Calendar Description**

A studio course designed to introduce students to the techniques and processes of two-dimensional and three-dimensional media; the formal and material concepts, which act as the foundation of direct studio practice, will be emphasized.

**Please Note:** You are responsible for ensuring they have successfully completed all course prerequisites and that you have not taken an anti-requisite course. Lack of prerequisites may not be used as a basis of appeal. If you are not eligible for a course, you may be removed from it at any time, and you will receive no adjustment to your fees. These decisions cannot be appealed.

**Course Objectives**

This course is an introductory studio survey where students will learn, discuss and investigate the fundamental formal, material and aesthetic concepts of art making. Such concepts will be discussed in Lecture PowerPoints and will be investigated through the creation of visual exercises and artworks in the Studio Lab and Sketchbook Assignments. The course focuses primarily on two-dimensional media, but three-dimensional and time-based disciplines will be explored. Students are also encouraged to take full advantage of all Visiting Artist talks presented by the department, exhibitions at the ArtLAB and events in the Visual Arts Department as a member of our community in Visual Arts.

## **Course Information**

**Instructor:** Professor Tricia Johnson  
Office: Room 118, John Labatt Visual Art Centre  
519-661-2111 x 85721

**Professor**  
**Email:** [tcjohnso@uwo.ca](mailto:tcjohnso@uwo.ca)

**Professor**  
**Virtual Email** Tuesdays from 2-4pm EST.  
**Office Hours** Email me anytime however and I will get back to you as soon as I can.

### **Teaching Assistants assigned to Studio Labs:**

Studio Lab -002  
Studio Lab -003  
Studio Lab -004  
Studio Lab -005  
Studio Lab -006  
Studio Lab -007  
Studio Lab -008  
Studio Lab -009

### **Textbook referred to in my Lecture PowerPoints:**

*Art Fundamentals: Theory and Practice, 12<sup>th</sup> Edition* Ocvirk, Stinson, Wigg, Bone, Cayton

**Online:** To facilitate SA 1601, students can access the SA 1601 OWL site through  
<https://owl.uwo.ca/portal/site/owldocs>

**The anti-requisite for this course is VAS 020, VAS 1020, VAS 1025 and SA 1605**

Students enrolled in SA 1601 may still enter the BFA program (Bachelor of Fine Arts, Honors Specialization in Studio Arts) **for possible acceptance into a limited number of spaces for the following year** provided they meet the admission requirements listed in the Academic Calendar and submit a portfolio of work for approval toward the end of the second term of the course.

## **Learning Outcomes**

Students will acquire a fundamental knowledge of the basic formal concepts and vocabulary of form, as presented and discussed during the SA 1601 Lecture. Such concepts create the foundation for the design of artwork in 2D, 3D and time-based media.

Students will explore and apply this fundamental knowledge, discussed in the Lecture, in the creation of exercises and assignments, in the Studio Labs. Further independent exploration of formal and visual concepts will continue in the Sketchbook Assignments.

Students will recognize familiar and challenging formal approaches to subject matter throughout the course by applying different formal and technical strategies when creating subject matter observed directly from life, subject matter created through self-imaginative exploration and subject matter appropriated from popular culture.

Students will analyze their knowledge and experience in creating their studio assignments by discussing their own artwork and the artwork of others during Critique and discussion of the artwork in the Studio Labs. The Critique orally assesses how each artwork responds to the specific assignment objectives. Various Critique strategies will be employed by the Teaching Assistant for students to become more familiar with this discipline specific method of evaluation.

## **Course Requirements**

- Students are responsible for making themselves aware of all assignments, procedures and due dates. It is the student's complete responsibility to keep informed by listening intently to the Lecture PowerPoints and referring to the Syllabus: Timeline in the Course Outline. All assignments, procedures and due dates are in the Syllabus: Timeline and will be discussed thoroughly in the Lecture PowerPoints.
- Students are expected to complete all assignments, both Studio Lab Assignments and Sketchbook Assignments, on due dates.
- Students are expected to create Studio Lab and Sketchbook assignments fulfilling specific assignment objectives; assignments submitted that are not following assignment objectives will be graded as 0 (zero).
- Students are expected to purchase the Art Kit at Bijan's Art Studio or have the equivalent materials in the kit. Visual Arts does not supply art materials to students.

## **SA 1601 Art Supplies and Materials**

Please see our OWL site **ART MATERIALS TAB/TOOL** for **photos** of examples of all the necessary Art Supplies for SA 1601 that are listed below. It is your responsibility to order and/or purchase the correct materials for all the Studio Lab and Sketchbook Assignments. For example, the size of the paper you use of the Studio Lab Assignments is very important as you will be working at a larger scale than the Sketchbook Assignments. You must ensure you buy the correct size. It is your decision however to purchase more economical or more expensive art supplies at your discretion, as long as what you are purchasing is following the guidelines of what is expected for the assignments.

You can find art supplies online at Amazon, Staples, Michael's Craft Stores as well as Art Supply Stores such as Bijan's Art Studio, Curry's Art Supplies and Aboveground Art Supplies in Canada. You might have a local Art Supply store you wish to purchase your materials from. As I have worked with Bijan's Art Studio every year for supplies for this course, there is some specific information below:

**PLEASE NOTE:** If you already have the art materials you need for the assignments in the course, by all means use the supplies you have.

**PLEASE NOTE:** It is not recommended that you buy a SA 1601 Art Kit that is used. It will not have enough materials for you to successfully complete the course. It is better to buy new materials.

### **Drawing Materials: (please see photos of all art supplies on OWL)**

- 18 x 24-inch Drawing Pad, white paper, 20 – 30 sheets  
OR a 23 x 26-inch Drawing Board with clips and an 18 x 24” Newsprint Pad, 30-40 sheets
- Watercolour Block, hot pressed, 20 sheets, 9 x 12-inches
- 6 Graphite Pencils numbered from B through to 6B or 8B
- White vinyl eraser
- Any other erasers of your choice, such as kneadable or a small tipped eraser “pen”
- Mechanical pencil 0.5mm leads/graphite
- Set of 3 Micron Permanent ink drawing pens, sizes 0.1, 0.3, 0.5
- India Ink, 60 ml bottle
- #8 Sumi brush/ bamboo handle calligraphy brush
- White Uniball Gel Highlighter pen
- Blending Stomp (optional)

### **Painting Materials:**

- 60ml tubes of good quality artist level Acrylic paints in the following hues: Primary Cyan, Primary Magenta, Primary Yellow, Ultramarine Blue, Cadmium Red Medium, Cadmium Yellow light, Burnt Umber, Black.
- 120ml tube or tub of Titanium White
- Acrylic/Oil Detail brush, round ferrule, size # 0, synthetic or natural bristles
- Acrylic/Oil Filbert brush, flat ferrule, size #2, synthetic or natural bristles
- Acrylic/Oil University bright, flat ferrule, size #6 synthetic or natural bristles
- Additional Acrylic/Oil brushes of your choice (optional)
- Plastic palette knife set
- Paint palette or your choice

### **Other Necessary Supplies:**

- Sketchbook or your choice, minimum 8.5 x 11 inches, spiral or book bound
- 1- 2 Containers of Toothpicks
- Hot glue gun with hot glue sticks
- Glue stick for paper, acid free
- Scissors
- OLFA cutting knife
- 18-inch cork-backed metal ruler
- The camera in your cellphone, or a digital camera, in order to photograph your artwork

### **Art Kit at Bijan's Art Studio**

- I have created a SA 1601 Art Materials Kit with the assistance of Bijan's Art Studio (*Richmond Street at Mill Street, 519- 439-1340*).
- This is a highly recommended kit and includes all the art supplies/materials needed to create all the Studio Lab and Sketchbook Assignments in SA 1601.
- ***When purchasing your kit, please take the time at Bijan's to insure all your materials are included. If you do not take the time to do this and notice later a supply is missing, Bijan will not give you the missing item***

### **Important Information for SA 1601 Online**

- Dedicate enough time every week to create your assignments.
- Watch all the Lecture PowerPoints to fully understand the assignments.
- Do not leave assignments until the last minute.
- Start your Studio Lab assignment and try to complete it in one session. However, taking a break from your assignment and finishing it in a second session can produce good results.
- Spend a minimum 3-hours on every Studio Lab and Sketchbook assignment, but feel free to spend more time. Studio Lab Assignments that span 2 weeks will require a minimum 6 hours. Any shorter assignment timeframes will be discussed with specific assignments.
- Give yourself enough time to upload photos of assignments to OWL, in order to submit on time.
- Confirm you have submitted your assignment by checking your UWO email as well as our OWL site. Failure to confirm you submitted could result in non-submission status = 0. If your assignment is not posted to OWL, your assignment cannot be marked.
- If you have questions about Studio Lab Assignments, first direct your questions to your TA.
- If you have questions about Sketchbook Assignments, direct your questions to Prof. Johnson
- If Prof. Johnson has questions about any assignment submission, Prof. Johnson may contact you to ask for further photographs in order to assess it. If you cannot produce further photographs of your assignment, for whatever reason, such as you have disposed of the assignment, the assignment will receive a grade of zero.

### **Photographing your Assignments for OWL submission**

- Ensure you are photographing your artwork with ample amount of light. Photographs that are too dark, due to insufficient lighting, could affect your grade for the assignment.
- Do not use digital filters as you will lose important visual information in your photograph with the use of filters and could lose grades.
- Do not submit HEIC files. OWL does not open HEIC files. Transfer your digital photos to JPEG or JPG file format. Failure to submit a JPEG or JPG file could result in a failing grade.
- Assignment photographs need to be in focus; blurry photographs could result in a failing grade.
- Assignments will be photographed with the outside edges of the sketchbook, the drawing paper or watercolour block visible, unless otherwise stated.
- Students must upload a file size large enough in order to be assessed. Small file sized could result in a failing grade.

- Do ensure you photograph your assignments in progress, if the assignment objectives state to do so. Please ensure you submit all requested photos of your artwork. Failure to submit requested photos may negatively affect your grade.

### **STUDIO LAB and SKETCHBOOK ASSIGNMENTS DUE DATE POLICY:**

- Each Assignment is due at **11:55pm EST** on the specified due date and will be submitted on OWL through the Assignments Tool.
- **Late Assignments will be accepted from 11:56 pm until 11:55 pm EST on the next day.**
- Late Studio Lab Assignments will be deducted 0.5 if marked out of 10 and 5 if marked out of 100.
- Late Sketchbook Assignments will have 0.5 or 1.0 points deducted.
- Studio and Sketchbook Assignments that are not submitted on OWL to the Assignments Tool, and where the student has not received Academic Consideration, will be graded as zero (0).
- Studio Lab and Sketchbook Assignments are to be submitted on OWL, by the timed dates. If you do not submit your assignment on OWL, you forfeit the assignment and will receive a zero.
- Ensure you actually submitted your assignment to OWL by clicking on the submit button. Failure to submit on time or by the late due date will result in a failing grade.
- Prof. Johnson and the TA's do not accept Assignments for marking by email, attached to a discussion link on our OWL site, such as in VoiceThread, or in any other manner of submission. Such assignments will receive a zero.
- Students that received Academic Consideration for assignments will be in contact with Prof. Johnson regarding how to submit their assignments.

### **ACADEMIC CONSIDERATION:**

*The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances, including short-term illness or injury. Reasonable academic consideration is a cooperative process between the University, the student, and academic staff. All participants in the process must act in good faith, and fulfil their respective obligations, if it is to succeed.*

*Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant as to temporarily render them unable to meet academic requirements, may submit a request for academic consideration through the following routes:*

- (i) Submitting a Self-Reported Absence form, provided that the conditions for submission are met;*
- (ii) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner, in order to be eligible for Academic Consideration; or*
- (iii) For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration, in order to be eligible for academic consideration.*

*Students seeking academic consideration:*

- *Are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;*

- *Are encouraged to make appropriate decisions, based on their specific circumstances, recognizing that minor ailments (e.g., upset stomach) or upsets (e.g., argument with a friend) are not normally an appropriate basis for a self-reported absence;*
- ***Must communicate with their instructors no later than 24 hours after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence;***
- ***Are advised that all necessary documentation, forms, etc. are to be submitted to academic counselling within two business days after the date specified for resuming responsibilities***

*Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe as to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours or less. The following conditions are in place for self-reporting of medical or extenuating circumstances:*

- Students will be allowed a maximum of two self-reported absences between September and April, and one self-reported absence between May and August;*
- The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30am the following morning if the form is submitted after 4:30pm;*
- The duration of the excused absence will terminate prior to the end of the 48 hour period, should the student undertake significant academic responsibilities (e.g., write a test, submit a paper) during that time;*
- The duration of an excused absence will terminate at 8:30am on the day following the last day of classes each semester, regardless of how many days of absence have elapsed;*
- Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations*
- Self-reporting may not be used for assessments (e.g., midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course;*
- Students must be in touch with their instructors no later than 24 hours after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfil the academic expectations they may have missed*

***All assignments in SA 1601 are worth less than 10% of the final grade and therefore need academic consideration if missed.***

Please contact Professor Tricia Johnson after she has approved your academic considerations in order to receive the new due date. Generally, new due dates will not exceed 1 week after the assigned due date in the Syllabus: Timeline.

Outstanding assignments with academic consideration, not received on the Final Day of University Classes for the Academic Year, as listed in the Academic Calendar, will be given a mark of 0 (zero).

### **PLAGARISM:**

*Plagiarism, which may be defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own,” will not be tolerated. (Citation excerpted from Black’s Law Dictionary, 1999, 7th ed., p. 1170). This includes presenting the visual or aural work of another creator as your own. Visual or Aural Plagiarism may involve both hand-based media such as drawing, painting, printmaking and sculpture, as well as digital media such as photography, video and sound. It includes work subsequently manipulated or transferred between different media, as well as self-plagiarism – work submitted for assignments previously produced and graded for another course. Similar to textual plagiarism, all student work involving the visual or aural work of others must be appropriately cited/identified whether in print or orally. Failure to do so will lead to similar academic penalties as those identified in Western’s Academic Calendar.*

### **SCHOLASTIC OFFENCES:**

- Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offense at the following Web site: [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)
- Every Studio Lab and Sketchbook Assignment must be created specifically for the assignment, following the objectives. Previously created artwork cannot be submitted to SA 1601 for assessment and such a submission could be considered a Scholastic Offense and/or Plagiarism.
- With the onset of Google Image Reverse Search, it is very easy for Prof. Johnson to search any Assignment online as to whether you have created the assignment yourself.
- There are instances in SA 1601 when you might need to ask for a “studio assistant” to help with a technical issue, such as taking photos while you are posing in the shot for your Animated GIF. However, it is expected that all other Studio Lab and Sketchbook Assignments are created individually by the student-artist without any further assistance. If such assistance is given, without consultation with Prof. Johnson, **THESE ASSIGNMENTS WILL RECEIVE A GRADE OF ZERO (0)** and could be considered a Scholastic Offense. If you have any questions about this, please ask Prof. Johnson.
- If you have any questions regarding any assignment, please consult with Prof. Johnson. I am always happy to clarify any questions, concerns and to offer advice before an assignment is due.
- **Purchasing Artwork to submit for Studio Lab and Sketchbook Assignments or seeking assistance from outside sources or other individuals to create your Assignments will result in a grade of zero (0) and could be considered a possible Scholastic Offense.**
- Similar Sketchbook Submissions, for any of the Sketchbook Assignments, which are created by two or more students in the course collaborating rather than working individually, will be assigned a grade of zero (0).



## **Evaluation**

- Assignments will be assessed and given a number grade, or point grade, based on specific grading rubrics pertaining to individual assignments objectives. Assignments will only be assessed using the grading rubrics and if an assignment is submitted that did not follow the assignment objectives and grading rubric, it will be given a grade of 0 (zero).
- All Grading Rubrics for Assignments will be discussed in weekly Lecture Power Points and will be available on OWL in the Assignments Tool for each specific assignment.
- All grades will be posted to OWL under the Gradebook Tool.
- Student's final course grades will be determined by combining the first and second term grades.
- The Gradebook will be hidden the following day of the last day of University scheduled classes in April in order for final marks to be submitted to the Registrar. Students will receive their final grade for SA 1601 from the Registrar and the Gradebook will be available for view the first week of May.

### **Grades for Artwork will reflect the student's ability to clearly *demonstrate***

- Student's success in accordance with general course objectives (as above) and specific assignment objectives.
- Completion and quality of assignments
- Understanding of project concepts
- Degree of inventiveness and ambition of assignments
- Participation and commitment to process and time invested

### **Visual Arts follows Western University's Grade Descriptors as follows:**

A+ /90-100%	Outstanding work; one could scarcely expect better from a student at this level
A / 80 – 89%	Superior work that is clearly above average
B / 70 – 79%	Good work, meeting all requirements and eminently satisfactory
C / 60 – 69%	Competent work, meeting requirements
D / 50 – 59%	Fair work, minimally acceptable
F /below 50%	Unsatisfactory work which shows insufficient effort or comprehension

### **Visual Arts Studio Grade Descriptors:**

**90-100 (Outstanding, A+)** - The studio work shows significant originality and exhibits a high degree of critical engagement. Sophisticated analysis and synthesis involving complex theoretical and conceptual thinking are demonstrated. Mastery of complex ideas is immediately evident. The studio work has originality, clarity and ambition. The project is treated with sensitivity and subtlety of thought. The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.

**80-89 (Excellent, A)** - The studio work shows originality and exhibits a high degree of critical engagement. The work is clearly focused and intelligently presented. Mastery of complex ideas is demonstrated. The studio work has clarity and ambition. The quality of the studio production

immediately engages the viewer. The studio work has been sufficiently developed and demonstrates mastery of techniques so that results are compelling. Background preparation and research, engagement with process and outcome of the studio production is impressive.

**75-79 (Very Good, B+)** - The studio work shows above average analysis, critical thinking and independent thought. It demonstrates a clear awareness of the parameters of the assignment and a very good attempt to respond creatively to them. The work demonstrates reasonable depth and/or breadth and engages in a production that is appropriate to the level of the course. The quality of studio work engages the viewer and demonstrates above-average mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is very good.

**70-74 (Good, B)** - The studio work shows a satisfactory attempt at analysis and critical thinking. It shows a good attempt to respond to assignment parameters. The work demonstrates some depth and/or breadth, making references to appropriate course material/art context. The studio production engages the viewer and demonstrates a sufficient mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is satisfactory.

**60-69 (Competent, C)** - The studio work demonstrates adequate engagement with the project. It shows an attempt to respond to assignment parameters but does so at a very basic level that lacks creativity. Engagement with studio production demonstrates basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is competent.

**50-59 (Marginal, D)** - The studio work shows less than adequate engagement with the topic and with the material covered by the course. The studio work waivers in its attempt to respond to assignment parameters and tends to be simplistic. Engagement with studio production demonstrates less than a basic mastery of techniques. Background preparation and research, engagement with process and outcome of the studio production is less than satisfactory.

**Below 50 (Unacceptable, F)** - The studio work demonstrates a failure to comprehend/engage the topic. The studio work is incomplete and lacks redeeming creative merit. The work clearly does not meet the minimal requirements of the assignment. Background preparation and research, engagement with process and outcome of the studio production is unacceptable.

**Final Grade will be comprised as follows:**

**Studio Lab Assignments**

**70%**

Drawing assignments = 25% of final grade  
 Printmaking assignment = 6% of final grade  
 Sculpture assignment = 6% of final grade  
 Audio assignment = 6% of final grade  
 Animated GIF assignment = 6% of final grade  
 Painting assignments = 21% of final grade

**Sketchbook Assignment submissions through OWL**

**30%**

10 assignments – 4 at 2%, 3 at 3%, 1 at 5%, 1 at 8% of final grade

**Student Conduct:**

All students will conduct themselves in a manner that will be consistent with the maturity and academic integrity expected of university students. Student conduct shall be consistent with the general laws of the community and with University regulations. Students shall show regard and respect for the rights, safety, and property of all members of the University community and are expected to act in a responsible manner within the University and the community at large.

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/code\\_of\\_conduct.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf)

**Normal Building Access (September 1st to April 30th) (Subject to change):**

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

For the 2020-2021 academic year the John Labatt Visual Arts Centre will be available by card access only for students who have in-person classes in the building.

**Permission re: Promotion:**

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre.

You otherwise retain all ownership in your artwork.

**Artwork Installation Liability Release:**

You understand that the area where your artwork will be hanging or displayed is unsupervised and is in a part of the building that may be open to the public, day and evening, whether or not the building is open. Western University accepts no responsibility for damage to, or loss of, artwork at any time while on display or while being transported to or from the John Labatt Visual Arts Centre. By displaying your artwork in the John Labatt Visual Arts Centre, you accept all risk of loss or damage to your artwork. Western University does not provide insurance for the artwork on exhibition. If you wish to insure artwork, it is your responsibility to do so.

**Removal:**

Western University reserves the right to dispose of artwork not picked up by April 15th of each year.

**Academic Sanctions:**

In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view

grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading\\_169](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169)

### **Support Services:**

*There are various support services around campus and these include, but are not limited to:*

1. Student Development Centre -- <http://www.sdc.uwo.ca/>
2. Student Health -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>
5. Mental Health -- [https://uwo.ca/health/mental\\_wellbeing/](https://uwo.ca/health/mental_wellbeing/)

### **Health and Wellness:**

*Western offers a variety of counselling services and several mental health resources for students. If you or a friend are feeling overwhelmed, confused or unsure of your mental health state, please don't ignore it. There are steps you can take to help yourself or help others. Western provides several on-campus health-related services to help engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.*

*If you are in emotional or mental distress should refer to Mental Health Support at Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.*

### **Gender Neutral Bathrooms:**

*Middlesex College does not have specifically gender-neutral bathrooms. There are two gender neutral bathrooms in the JLVAC. One is located in the Artlab and is open only during Artlab hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is the full list of inclusive washrooms at UWO: [http://www.uwo.ca/equity/doc/inclusive\\_washrooms.pdf](http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf).*

*Please contact the Media Lab Technician, Jennifer Slauenwhite ([jslauen@uwo.ca](mailto:jslauen@uwo.ca)), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.*