

SCHOLASTIC DISCIPLINE FOR UNDERGRADUATE STUDENTS

(S.2080, S.3536.02, S.98-249, S.02-234a) (S.03-077a) (S.08-174) (S.11-99)

Preamble

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature which prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the University's degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

SCHOLASTIC OFFENCES

Scholastic Offences include, but are not limited to, the following:

1. 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." Excerpted from Black's Law Dictionary, West Group, 1999, 7th ed., p. 1170.

This concept applies with equal force to all assignments, including laboratory reports, diagrams, and computer projects.

Students wishing more detailed information should consult their instructor, Department Chair, or Dean's Office. In addition, they may seek guidance from a variety of current style manuals available in the University's libraries. Information about these resources can be found at:

<http://www.lib.uwo.ca/services/styleguides.html>

2. Cheating on an examination or falsifying material subject to academic evaluation.
3. Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts or other academic documents.
4. Submitting a false medical or other such certificate under false pretences.
5.
 - a) Improperly obtaining, through theft, bribery, collusion or otherwise, an examination paper prior to the date and time for writing such an examination.
 - b) Unauthorized possession of an examination paper, however obtained, prior to the date and time for writing such an examination, unless the student reports the matter to the instructor, the relevant Department, or the Registrar as soon as possible after receiving the paper in question.
6. Impersonating a candidate at an examination or availing oneself of the results of such an impersonation.
7. Intentionally interfering in any way with any person's scholastic work.
8. Submitting for credit in any course or program of study, without the knowledge and *written* approval of the instructor to whom it is submitted, any academic work for which credit has been obtained previously or is being sought in another course or program of study in the University or elsewhere.
9. Aiding or abetting any such offence.

In addition to any proceedings within the University, evidence of wrongdoing may result in criminal prosecution.

PROCEDURES FOR HANDLING SCHOLASTIC OFFENCES

If a student is suspected of cheating, plagiarism or other scholastic offence, the University will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the University. The procedures that the University will follow are set out in this section.

Note: Throughout this section, reference to "Dean" is to be interpreted "Dean or his/her designate" (who is usually an Associate Dean) and reference to "Department Chair" is to be interpreted "Department Chair or his/her designate". If the matter has been designated by the Dean or Chair to another person, that person is authorized to make the Faculty or Department's final decision on the matter.

UNDERGRADUATE STUDENTS

PART I: SCHOLASTIC OFFENCES: COURSES

In most cases, evidence of a possible scholastic offence in a course will have been discovered by, or brought to the attention of, the course instructor. In these situations the instructor will meet with the student if practicable and appropriate. In all other cases the allegation will be reviewed by the appropriate University official.¹

The instructor (or other University official) will notify the Department Chair ("Chair") (or, in Faculties without department structure, the Dean of the Faculty) if he/she decides that there is evidence of a scholastic offence.²

- Penalties f), g) and h) are program decisions that can be imposed only by the Dean of the Home Faculty.
- Appeals against the imposition of any penalty will be dealt with in accordance with regulations governing appeals. (See STUDENT ACADEMIC APPEALS and SCHOLASTIC OFFENCES.)
- Students who have been suspended by the University as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance."

* For the Senate regulation on removal of suspension and expulsion notations from academic transcripts, see "Transcript Notations" under "Academic Records and Student Transcripts,"
<http://www.uwo.ca/univsec/handbook/general/records.pdf>

Handbook Notes:

This file is on the web http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf

See chart on this process (not part of the policy but provided for your convenience):
http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_chart.pdf

See also the policy on Transcript Notations (S.10-77):
<http://www.uwo.ca/univsec/handbook/general/records.pdf>
