



## Information For All Students in a Writing Studies Course Fall/Winter 2024-25

### **Prerequisites**

The following statement appears on all Writing Studies course outlines:

you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the

Where applicable, it is followed by a list of prerequisite courses. You might also see a statement regarding courses antirequisite to the course in which you are registered.

### **Term Work**

The instructor will provide a full course outline, including an explanation of the nature of the term work to students within the first three weeks of the term. **The course outline will be posted to your course/section's OWL Brightspace site.** Read the full course outline carefully; it contains or refers to important information about instructor, departmental, and University policies applicable to the course.

**Please note: You are assumed (under University regulations) to have read and familiarized yourself with these documents once they are posted on the course/section OWL Brightspace site. That includes policies on matters such as attendance/penalties, late essays, plagiarism, AI use, and so on. You are also assumed to be familiar with relevant university dates and deadlines – for example, the last day in a term on which you can drop (withdraw from) a course without academic penalty.**

### **Assignments**

In half courses, a minimum of 2,500 words of written work (excluding drafts, quizzes, tests and the final

be informed in writing, well in advance, of the format of the final examination.

**Final Examinations in Senior (Including Senior Introductory) Writing Studies Courses**

Writing Studies courses other than first-



[writing@uwo.ca](mailto:writing@uwo.ca). Complete the form, save it, and return it as an attachment to [writing@uwo.ca](mailto:writing@uwo.ca). **A request cannot be lodged without grounds**, which may include questions of fairness or appropriateness of general grading practices.

The Director of Writing Studies will contact the instructor in order to ensure that a full discussion of the matter has taken place at the level of the instructor and the student. The student must discuss the material in some detail with the instructor. The absence of a response from the instructor within two weeks, subject to the reasonable availability of the instructor, will be taken as agreement that jurisdiction in the matter has moved to the Writing Studies Office. Once the Writing Studies Office takes jurisdiction in a request for relief, it cannot return to the instructor.

The Director of Writing Studies will consider the grounds given and may make a ruling on the request or arrange to have the submission re-read confidentially by another instructor who taught the course during the current year or in

submit a clean copy for the second reader. The instructor should provide the original assignment. If the grade assigned by the second reader differs from that given by the student's instructor, the Director of Writing Studies will discuss the grade with both readers. A grade on which any two of these three people (the instructor, the second reader and the Ducgrade he WKHgMiand the Ducgr

Students must acknowledge each printed or electronic source (including study guides such as *Cole's Notes* and any and all Internet materials) by author, title, date and place of publication, and page number if: (a) they quote from it directly; (b) they paraphrase its ideas; (c) they are conscious of any influence its ideas may have had on their own work. Every source (including websites) that students have consulted (whether they refer to it directly or not) must be included in a bibliography (Works Cited or References page, depending on the documentation style in use). Some instructors may also require that students provide copies of material downloaded from the Internet.

It is not always possible to identify the sources of inspiration of one's own ideas with total accuracy. **A reasonable and conscientious effort** is all that is required. However, **it is entirely the student's responsibility to be aware of the nature of plagiarism**. If students have any questions about plagiarism, they should ask their instructor. If students have any doubts about the documentation of their own essays, they should see the instructor before the essays are due.

Students found to have submitted the work of another person as their own work will automatically fail the course. Any students who know their own work has been used improperly have a responsibility to inform the Writing Studies Office of that fact; otherwise, they will be considered collaborators.

Students may be permitted by their instructors to use AI tools for information gathering and preliminary research purposes **only** (if at all, and unless otherwise indicated in assignment instructions). These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work before a mark is finalized.