

## Winter 2025 Course Syllabus

### **MOS 4510B Section – 001** **Integrated Analysis and Decision Making in Accounting**

Course Mode: In-Person

Instructor: Stacey Hann, CPA, CA  
Office Hours: Refer to Content, Office Hours tab on OWL  
Email: [stacey.hann@uwo.ca](mailto:stacey.hann@uwo.ca)

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#### **1. Course Information:**

##### **1.1 Class Location and Time:**

Please refer to Student Centre for details.

Office hours will be held remotely using Zoom. Students will be able to sign up for an appointment using the Content, Office Hours tab on OWL.

##### **1.2 Course Description:**

An analytical approach to complex business and accounting problems, integrating knowledge of taxation, assurance, management accounting, finance, and financial accounting. Students develop the problem solving, critical thinking, collaboration and leadership skills required of an entry level professional accountant.

Prerequisite(s): MOS 3361A/B, MOS 3370A/B, and enrolment in 4<sup>th</sup> year of a BMOS Accounting module

Pre or Corequisite(s): MOS 3363A/B and MOS 3362A/B

Unless you have either the requisites for this course or written special permission from your Dean's Designate (DAN Management Advisors) to enroll in it, 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 necessary prerequisites.

##### **1.3 Accessibility:**

DAN Department of Management & Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities.

Contact Academic Support & Engagement at <http://academicsupport.uwo.ca/> for information about Western's Accessible Education.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

## 1.4 Land Acknowledgement:

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

## 1.5 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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 necessary prerequisites.”

This regulation is in regard to the PREREQUISITE COURSES required.

## 2. Course Materials

Case Book: All students must purchase a case book at the following link:

[https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2024B&courses%5B0%5D=001\\_UW/MOS4510B](https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2024B&courses%5B0%5D=001_UW/MOS4510B)

**Students need to purchase this edition. Second-hand or older editions will not be sufficient.**

CPA Canada Handbook: online access is available on campus through the following link:

<https://edu-knotia-ca.proxy1.lib.uwo.ca/>

CPA Code of Professional Conduct (CPA Ontario website -

<https://media.cpaontario.ca/stewardship-of-the-profession/pdfs/CPA-Ontario-Code-of-professional-conduct.pdf>

Note: There is no textbook required for this course (only the case book).

Additional readings and problems may be assigned in class or posted on OWL.

**ALL students registered for this course must purchase the current year Case Book from the bookstore due to the use of copyright protected material. Students must submit a copy of their receipt, showing his/her/their name on the Assignment Tool on the course OWL site on or before January 21, 2025. Students who do not submit their case book receipt will not be eligible to complete the assessments in this course, and thus will not be eligible to pass the course.**

All course material will be posted to OWL: <https://westernu.brightspace.com/>

Students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the [OWL Brightspace Help](#) page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

This course integrates financial accounting concepts learned in MOS 3360/MOS 3361 Intermediate Accounting, MOS 3370 Management Accounting, MOS 3363 Introduction to Auditing and MOS 3362 Introduction to Taxation. The course has certain elements that are geared towards students who are pursuing a professional accounting designation.

### Technical Requirements

- Stable high speed internet connection
- Working microphone
- Webcam
- Laptop

## 3. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

### 3.1 Course objectives

This course is an experiential learning course designed to use case-based learning to develop a student's analytical approach to analyzing complex business and accounting problems and improve problem solving, decision making, and critical thinking skills. Students will integrate and apply previously-gained technical and practical knowledge of financial accounting, performance management, assurance, finance, taxation and data analytics to real-life problems. Teamwork, leadership, and written and oral communication skills will be developed through simulations, presentations and case-based learning. Students will participate in a community engaged learning opportunity to strengthen students' transferable skills, interpersonal skills and transition to the work force

### 3.2 Course format

*Class time:* Class time will consist of discussion of the case simulations scheduled for that day. The classes will have a seminar format with the instructor facilitating discussion of cases, group activities and group presentations. It is expected that all readings will be completed, and all assigned cases will be attempted prior to class, and that each student will come to class prepared to discuss the material.

*Solutions:* This course has a NO PHOTOS policy. Students are not permitted to take pictures of work done in class by the professors. Official solutions to the assigned cases will NOT be made available due to copyright. You should take your own notes of solutions discussed in class.

*Examinations:* The examinations will test the student's comprehension of both the technical and conceptual aspects of the course.

*Case Responses:* Students should strive to complete the case responses in the time allocated for the case to improve the conciseness of their writing and ranking of issues. In addition to the cases and readings for class discussion, additional problems should be completed on a self-study basis to reinforce and clarify the in-class learning.

The emphasis in this course is on learner-centeredness, and as such there is a significant element of self-teaching and self-motivation involved. The time commitment will be commensurate to other types of courses.

## 4. Learning Outcomes

Upon successful completion of this course, students should be able to:

- Demonstrate critical thinking and problem-solving skills by identifying and responding to business and accounting issues through use of case-based learning
- Respond to business and accounting situations that considers the business professional's role and the users' needs
- Effectively navigate and consult the CPA Canada Handbook to analyze accounting and assurance issues
- Utilize relevant qualitative and quantitative techniques in analyzing a variety of business situations in a professional and concise manner to support conclusions
- Communicate effectively in written and oral formats
- Demonstrate effective presentation skills for use in the business environment
- Collaborate effectively in groups by acting ethically and demonstrating professional values

## 5. Evaluation

Professionalism and class pre-work	20%
Midterm Exam*(February 8, 3:00pm-5:00pm)	17%
Integrated Simulations and Presentations	10%
Reflection Exercises	5%
Case Competition	15%
Assignments	3%
Final Exam (cumulative) Date TBA	30%

**\*Midterm exam date subject to change as will be scheduled by the Office of the Registrar.**

All assignments and examinations are expected to be done by the student registered in this course, following the instructions outlined by the assessment.

### 5.1 Examinations

Exams are a case-based format, using Microsoft Word and Microsoft Excel.

Examinations in this course may be conducted using a remote proctoring service, such as Proctortrack or in campus computer labs using campus computers. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and the session will be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

The student is responsible for ensuring their account and computer are fully functional prior to the exam.

Students must enter the exam using the Proctortrack tool on OWL. Students MUST NOT end the Proctortrack session at any time during the exam (unless specifically requested to do so by the instructor, which will be formally documented by the instructor and student). The Proctortrack session may only be ended once the student has completed and uploaded their exam response. If a student prematurely ends the Proctortrack session, only the student's response up to the time Proctortrack is ended will be marked.

All exams are closed book examinations with the following exceptions:

- CPA Handbook may be accessed through Knotia on the Western Libraries website.
- The Income Tax Act may be accessed through Knotia on the Western Libraries website.
- The CPA formula reference sheet (students must have this sheet printed with no handwriting or notes on the front or back of the page)

ABSOLUTELY NO dictionaries, NO grammar tools, NO translation tools, NO spell check, NO AI/GPT, NO notes, textbooks, websites, email accounts, files, etc. may be visited/accessed during the exam period.

Word and Excel MUST NOT be used for any other purpose besides documenting your response to specific exam questions. You MUST NOT copy/type exam questions into Word or Excel (or into any other program/application).

**Only non-programmable calculators will be allowed into the exams. If you are unsure, please ask your Instructor.**

**Electronic devices of any kind (including pagers, cell phones and smart watches) are NOT permitted at exams**

Students are responsible for material covered in the lectures as well as the assigned problems, simulations, and readings. Exams will not be returned to students but may be reviewed in the instructor's office within 2 weeks of the marks being released to students on OWL.

## 5.2 Professionalism

This component of the course grade will be evaluated based on two components: Professionalism (15%) and Class Pre work (5%). Before each applicable class students are expected to prepare a case outline and/or response to a case (refer to class schedule). These documents may be prepared on paper or electronically in Word and must be submitted on the Quizzes Tool on the course OWL site by the due date. Please note that a submission receipt from OWL is not evidence that any/all files have been submitted properly. Students should bring a copy of their case plans and/or response to class to use as reference material during class discussion.

Professionalism will be assessed on a weekly basis according to the following rubric.

0	Student is late for class, absent from class or attends class and <b>does not demonstrate <u>professionalism</u></b> .
1	Student demonstrates <u>professionalism</u> but does not contribute to the discussion.
1.5	Student demonstrates <u>professionalism</u> , and the student contributes by asking/ answering questions and making comments. Questions/ comments are primarily factual in nature.
2	Student demonstrates <u>professionalism</u> and the student contributes significantly to BOTH group discussions AND class discussions by asking/ answering questions and making comments. Student offers insights and adds value to the class discussion. Preparation for class is evident. Questions/comments are primarily factual in nature.

**Professionalism** is demonstrated in the following ways:

1. Arrive to class on time and remain in class for the full duration.
2. Use your electronic devices (ie. Laptop, tablet, etc.) for class purposes only. (Non class purposes include email, social media, non related news articles, work related to other courses etc.)
3. Turn off your cell phone during class time.
4. Ensure your cell phone does not go off during class time.
5. Don't check your cell phone/electronic device messages during class time.

Class participation and engagement is an integral part of the learning experience in this course. Therefore, it is expected that every student will be prepared for each class and be a willing participant in the discussions. Voluntary class participation is expected; however, students may also be cold-called to discuss issues related to assigned material. In order for classes to run smoothly it is required that all students are fully prepared for each and every class.

Professionalism marks can make a significant difference in achieving your goal for your final course grade. **Professionalism marks must be earned.**

### 5.3 Integrated Simulation and Presentation

Students will work in teams, to be determined by the instructor, on an integrated case. The cases to be presented will be assigned in the third class. The teams will submit a written case analysis and provide a presentation to the class.

You are expected to be in class and ready to present on your scheduled date. If you are not able to attend your scheduled presentation, you must:

- 1) Alert your team members as early as possible of your absence
  - 2) Alert your instructor via email as early as possible of your absence
  - 3) Make arrangements with your team such that they are not compromised by your absence.
- Teams are expected to continue even in the absence of a team member(s).

**Please note that your written case analysis may be shared with the rest of the class and may be marked/debriefed during class time.**

Beware of working in groups and using material provided by other students without proper referencing- this will be considered cheating. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another author, you must acknowledge your source by using quotation marks where appropriate, and by proper referencing such as footnotes and citations. The written case analysis and a copy of the team's power point presentation must be submitted through the Assignment tab on the course OWL site so that Turn-It-In may be used to detect any plagiarism that may have occurred.

### 5.4 Reflection Exercises

This component is worth 5% of your final grade and will be marked individually. Students are required to reflect on and assess the performance of their own presentations as well as that of other groups who are presenting. Constructive and detailed feedback is expected on the content as well as the presentation skills. A standard evaluation form will be used for the reflections, which must be handed in after each case presentation. These reflection exercises will help to further develop the critical assessment skills of evaluators as well as provide further quality feedback to presenters.

## 5.5 Assignments

This component is worth 3% of your final grade and will be marked individually. Detailed, personalized, study notes, often referred to as flowcharts or flashcards, are imperative for succeeding in this course and on the CPA pathway to guide you on *how to apply* technical knowledge to multi-competency cases. Students are required to submit their personalized study notes 3 times during the term: January 26, March 2 and March 23.

## 5.6 Case Competition

Students will participate in a community engaged learning experience through a formal case competition. Students will work in teams, to be determined by your instructor, on an integrated case. The teams will submit a written case analysis and provide a presentation to a panel of judges from our industry partners. **The case competition will take place on April 1, 2025 between 9:30am-1:30pm. Student groups will be required to sign up on OWL for a presentation timeslot during these hours on this date. The written report is due Friday March 28, 2025 at 12:00pm**

You are expected to be in class and ready to present at your scheduled time. If you are not able to attend your scheduled presentation, you must:

- 1) Alert your team members as early as possible of your absence
  - 2) Alert your instructor via email as early as possible of your absence
  - 3) Make arrangements with your team such that they are not compromised by your absence.
- Teams are expected to continue even in the absence of a team member(s).

Beware of working in groups and using material provided by other students without proper referencing- this will be considered cheating. **Plagiarism is a serious academic offence that can result in a penalty as severe as expulsion from the University.** Whenever you take an idea or a passage from another author, you must acknowledge your source by using quotation marks where appropriate, and by proper referencing such as footnotes and citations. The written case analysis and a copy of the team's power point presentation must be submitted through the Assignment tab on the course OWL site so that Turn-It-In may be used to detect any plagiarism that may have occurred.

### General information about missed coursework

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration\\_Sep24.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf),

This policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**, whether online or in person.

The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage:

[https://registrar.uwo.ca/academics/academic\\_considerations/](https://registrar.uwo.ca/academics/academic_considerations/)

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All Academic Consideration requests must include supporting documentation; however, recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows

students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessments are excluded from this, and therefore always require formal supporting documentation:

- Examinations scheduled during official examination periods (Defined by policy)
- Midterm Examination (Designated by the instructor as the one assessment that always requires documentation when requesting Academic Consideration).

**In the event of approval from Academic Counselling for a missed midterm exam, the weight of the midterm exam will be moved to the final exam resulting in a final exam worth 48% of your course grade.**

When a student *mistakenly* submits their one allowed Academic Consideration request **without supporting documentation** for the assessments listed above or those in the **Coursework with Assessment Flexibility** section below, the request cannot be recalled and reapplied. This privilege is forfeited.

### **Evaluation Scheme for Missed Assessments**

When a student misses the Final Exam and their Academic Consideration has been granted, they will be allowed to write the Special Examination (the name given by the University to a makeup Final Exam). See the Academic Calendar for details (under Special Examinations), especially for those who miss multiple final exams within one examination period.

The date and time of the make-up examination will be determined by the department and the University Special Examination dates as outlined in the Academic Handbook:  
[https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/definitions.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/definitions.pdf).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor which will be the next time the course is offered.

### **Coursework with Assessment Flexibility**

By policy, instructors may deny Academic Consideration requests for the following assessments with built-in flexibility:

#### **Flexible Completion**

**Integrated Simulation and Presentation; Case Competition; PreClass Work:** Students are expected to submit the written case analysis on the deadline listed. Should extenuating circumstances arise, students do not need to request Academic Consideration and they are permitted to submit their written case analysis up to 48 hours past the deadline without a late penalty. The last date when submissions will no longer be accepted is 48 hours from the original due date. Academic Consideration requests may be granted only for extenuating circumstances that started before the deadline and lasted longer than the NoLate-Penalty Period (48 hours). Students with a documented absence from the in-class presentation date(s) will have the presentation grades reweighted to the final exam.

**Reflection Exercises:** This course has 5 weeks of in-class reflection exercise completion, and the 1 lowest reflection exercise will be dropped from the final grade. All Academic Consideration requests will be denied.



**Assignments.** Students are expected to submit each of the 3 assignments by the deadline noted on the weekly schedule. Each of these assignments has a no-questions-asked 48 hour grace period. This means that you can submit any of these assignments up to 48 hours past the deadline noted on the weekly schedule without penalty. As such, requests for academic consideration for these assignments will be denied.

**Professionalism:** This course has 12 in-person classes, and the 11 classes with the highest marks are counted towards your final grade. Should extenuating circumstances arise, students do not need to request Academic Consideration for the first missed class. As such, requests for academic consideration for these assignments will be denied.

**Grades will not be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.**

The DAN Department has a grade policy which states that for courses in the 4000 range, the class average must fall between 70% and 77% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

## 6. Lecture and Examination Schedule

See Schedule on OWL.

## 7. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

### 7.1 Respect

Please act respectfully towards the classroom, the instructor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the instructor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see your instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

### 7.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the instructor.

### 7.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without the written consent of your instructor.

## **8. Exam Policies**

- Have student identification ready.
- Nothing is to be on/at one's desk during an exam, except your computer and any approved materials.
- No other browsers or programs may be open while an exam is in progress.
- Students may be required to use ProctorTrack or other proctoring software.
- To ensure fairness to all students, questions will not be answered during exams.
- Do not wear baseball caps to exams
- Do not bring or wear smart watches, music players, cell phones, beepers, or other electronic devices to exams

## **9. E-mail Policies**

The following policies apply to all emails between students and the instructor. Please respect the fact that your Instructor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

### **9.1 UWO.CA Email Addresses Only**

For privacy reasons, students must use their Western email accounts to contact their Instructor. The Instructor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

### **9.2 Subject Line Must Include Course and Section Number**

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Instructor teaches different courses and sections and cannot properly respond to questions if they do not know which course or section you are enrolled in.

### **9.3 Acceptable Emails**

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

### **9.4 Unacceptable Emails**

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

## **10. Attendance**

It is expected that students will attend all classes. The instructor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

### **10.1 Short Absences.**

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

## 10.2 Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

## 11. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

**You, the student, are responsible for the grades earned.**

## 12. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the Student Centre website.

## 13. University Policy Regarding Illness, Absence and Accommodation

### 13.1 Illness

Students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty Academic Counselling office to obtain more information about the relevant documentation.

For privacy reasons, students should also note that individual instructors should not receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.

For details on the Policy on Accommodation for Medical Illness, go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/academic\\_consideration.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf)

Students can download the Student Medical Certificate (SMC) here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf)

### 13.2 Accessible Education

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf)

Students needing access to Accessible Education should register here:

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

### 13.3 Religious Accommodation

When conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as early as possible but not later than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays:

<https://www.edi.uwo.ca>.

## 14. University Policy on Cheating and Academic Misconduct

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, 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)

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar.

Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The use of AI and translation tools in written work beyond a dictionary is not permitted unless permission is granted by the instructor for specific circumstances. Any work submitted must be the work of the student in its entirety unless otherwise disclosed. When used, any such AI or translation tool should be used ethically and responsibly, and students must cite or credit the tools used in line with the expectation to use AI as a tool to learn, not only to produce content.

A copy of guidelines about how to avoid cheating can be obtained from the Office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, [ombuds@uwo.ca](mailto:ombuds@uwo.ca).

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

## 15. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).

2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, they may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Office of the Ombudsperson.

## 16. Support Services

### 16.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation at <http://www.registrar.uwo.ca>

Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

### 16.2 Gender Based and Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website: [https://www.uwo.ca/health/student\\_support/survivor\\_support/gethelp.html](https://www.uwo.ca/health/student_support/survivor_support/gethelp.html)  
To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

### 16.3 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.