

**DAN Department of Management and Organizational Studies
Western University
Graduate Diploma in Accounting
May 2021**

Student Code of Conduct

Excerpts from Chartered Professional Accountants of Ontario Academic Code of Conduct
(Version: February 21, 2014) and The University of Western Ontario Code of Student Conduct
(Version: July 1, 2015)

INTRODUCTION

The CPA Ontario (Chartered Professional Accountants of Ontario) Academic Code of Conduct (“Academic Code”) applies to individuals who are Members, Students, Applicants and Enrollees. The Academic Code does not supersede the CPA Ontario’s Rules of Professional Conduct. The DAN Department of Management and Organizational Studies will expect Professional Conduct from each of the Graduate Diploma in Accounting candidates attending this program from May until July 2021.

PROGRAM CONDUCT

- Students are required to be ready to fully participate in every component of the Graduate Diploma in Accounting.
- Students must meet technical requirements including a stable high-speed internet connection, working microphone, webcam, and a laptop or computer. Information about the system requirements for Zoom are available at the following link:
<https://support.zoom.us/hc/en-us>
- Students are expected to keep their video turned on for the full duration of class and during exams.
- Students are expected to have access to the most up to date version of Power BI.
- Perfect attendance is mandatory during all live classes and exams. Exceptions must be pre-approved by the Director and accommodations will only be granted where authorized by the School of Graduate and Postdoctoral Studies.
- Students must come prepared to class each day. This entails fully completing the work assigned for that class. You are expected to be ready to fully participate in all activities and classes at all times.
- Students are expected to check their UWO email and course OWL sites on a regular and frequent basis.
- Instructors own the IP in the lecture and lecture materials, even when such lectures or materials are posted online and students must not post lectures or lecture materials to any other websites or platforms or use the lecture recording or materials for any other purpose without the instructors’ written consent.
- Students are prohibited from recording live lectures or recorded lectures, and from taking photographs during live classes of any instructor or course materials.

- Students will have printing capability of the cases used in class as assigned and viewing capability of marking guides (ie. solutions). **Copyrights will be strictly upheld. Reproduction or distribution of cases and other material that is posted on course OWL sites is not acceptable either during the program, or after it is completed. Any violation of copyrights will result in immediate expulsion from the program and infringements will be reported to CPA Ontario.**
- Examinations in the GDip will be conducted using a remote proctoring service, such as Proctortrack. By enrolling in the GDip, 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. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link: <https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>
- Academic offenses will NOT be tolerated. We will review the requirements with students before each exam.

PROGRESSION REQUIREMENTS

As a student progresses through the Graduate Diploma program, there are several opportunities where permission to progress in the program will be evaluated. Progression for each student will be evaluated as follows:

- When a student obtains a grade of 60% or lower on any of the first four courses (9012, 9014, 9010, 9016) they will be asked to withdraw from the program and will not be permitted to continue in the program.
- When a student obtains a cumulative average of less than 70% after the first four courses are complete (9012, 9014, 9010 and 9016) they will be asked to withdraw and will not be permitted to complete Integrated Approach to the Competencies – PAD 9005.
- Warnings will be delivered for the following behaviours:
 - Student misses any class without prior permission or medical note.
 - Student appears distracted or disengaged during class, or does not meet the professional and attendance requirements prescribed by the instructor.
- Any student who accumulates 3 warnings will be asked to withdraw from the program, and will not be permitted to continue in the program.

ACADEMIC OFFENCES

Under the Academic Code, the following are considered to be offences:

1. **Plagiarism** – Plagiarism is offering for evaluation the work of another that is not your own, and this includes but is not limited to submitting work without proper acknowledgement and attribution, regardless of whether there was an intention to deceive.
2. **Cheating** – Cheating is defined as any form of behaviour in the evaluation of learning process designed to gain an improper advantage whether by deception or dishonesty. Cheating includes but is not limited to:
 - a. The use or possession of unauthorized materials, information, or the receipt of unauthorized assistance, on or during an evaluation of learning or performance includes but is not limited to:

- i. Unauthorized collaboration with another individual including copying from their examination papers;
- ii. Theft or unauthorized retention of examination, program, or other course or program related materials;
- iii. Unless specifically requested to do so, submitting for evaluation work that was previously submitted in another course or other program;
- b. The use of unauthorized electronic or mechanical devices that are capable of aiding student performance or providing an advantage during the process to evaluate learning or performance;
- c. Personation, which includes the assumption of another's identity or having another person assume the identity of an individual for the purpose of attending classes, taking online education courses or any other education-related program, including any process used in the evaluation of learning or performance;
- d. Falsification of any document used in the evaluation of learning or performance, but does not include an honest error or mistake, or the creation of documents specifically for learning or evaluation purposes where the document is deliberately intended to create a hypothetical scenario for learning or evaluative purposes and has been required as part of an education program or the evaluative process;
- e. The unauthorized copying or use of copyrighted materials and intentionally failing to abide by the Copyright Act and/or any other licence agreement including software licence agreements.

3. Disruptive Behaviour – Disruptive behaviour is defined as any deliberate behaviour that impedes the ability of an instructor to teach, or attendees to learn, or impedes the orderly conduct of any evaluation of learning or performance. An individual may be removed from any evaluation of learning or performance for behaviour that is disruptive or inappropriate in the context of the setting.

SANCTIONS

The University may impose one or more sanctions for misconduct, of which those listed below are examples. The sanctions imposed should be proportional to the type of misconduct. The most serious types of misconduct will merit the most serious sanctions: deregistration, suspension, and expulsion.

In considering an appropriate sanction, the University's primary focus must be to ensure the safety and security of the University, its members, and visitors. However, where possible and appropriate, the University will consider educational sanctions in addition to or instead of other sanctions. Such sanctions are designed to help a student understand why his or her behaviour was inappropriate and to appreciate the impact of that behaviour on others.

1. **Verbal Warning** from the instructor or other person in authority.
2. **Exclusion from a class, examination room, or other area.** (Note: In this context, "class" refers to a period of instruction such as a lecture, seminar, tutorial, laboratory session, recital, concert or exhibition of visual arts or sports event.)

3. **Formal Reprimand.**
4. **Educational Sanctions.** Such sanctions include apologies, work assignments, service to the University or wider community, restriction of privileges, written assignments, completion of a class or workshop or project, completion of counseling.
5. **Removal**, either temporarily or permanently, from a course in which the student is registered.
6. **Prohibition** or limitation of access to any academic facility.
7. **Prohibition** or limitation of employment at the University.
8. **Prohibition** or limitation on entering University premises or specific parts thereof and/or restriction on contact with specified person(s).
9. **Restitution.** Compensation for loss, damage, or injury to the appropriate party(ies) in the form of service, money, or material replacement.
10. **Forfeiture** of University awards or financial assistance.
11. **Disciplinary Probation.** A designated period of time during which the student is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set behavioural expectations, violation of which will result in the imposition of further sanctions.
12. **Deregistration.** Removal from some or all courses for one or two terms.
13. **Suspension** from the University for a specified time period.
14. **Expulsion** from the University.

I, _____ (print full legal name), hereby acknowledge that I have read, understood and agree to abide by the above Code of Conduct for the duration of the Graduate Diploma in Accounting program. I recognize that failure to comply with the Code of Conduct will result in a sanction as described.

I recognize that to be eligible to graduate from this program, I must complete all courses with a minimum cumulative average of 70% and with no individual grade less than 60%.

Failure to meet this minimum will result in my removal from the Diploma program. I understand that if I fail to complete the Graduate Diploma in Accounting program I will not be entitled to enter directly into the Capstone One level of CPA-PEP.

Dated this _____ day of _____, 2021.

Signature: Your name _____

Your student number _____

Your birthdate _____