

## Information For All Students in a Writing Studies Course Fall/Winter 2022-23

### Prerequisites

The following statement appears on all Writing Studies course outlines:

“Unless you have either the prerequisites for this course or written special permission from your Dean 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.”

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 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 site. That includes policies on matters such as attendance/penalties, late essays, plagiarism, 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 examination mandated by Senate Regulation in Distance Studies) will be required. **Submitting the same material in two different courses (double submission) requires permission in advance from BOTH instructors. Without such permission, the result will be a zero for the material that is submitted the second time.**

The minimum word-limit regulation noted above does not preclude the administration of surprise assignments and quizzes, as long as the approximate number, frequency, and value of such assignments is specified in the course outline.

Students should keep electronic copies of all assignments. Please note that in some Writing courses, electronic copies of assignments must be submitted to turnitin.com through your section’s OWL page. Your instructor will advise you at the beginning of term as to her/his preferences (electronic, paper, or either/both) for assignment submission for grading purposes.

If submitting a paper copy of an assignment, do not put it under office doors; place your assignment in the English and Writing Studies Drop Box, located near the English and Writing Studies General Office, Room 2401 University College. **All assignments must have the course name, section and instructor’s name listed on the front of the assignment.**

### Final Examinations in First-Year Writing Studies Courses

There will be a final written examination in your first-year course. Final examinations are scheduled by the Office of the Registrar and written at the specified location. In Distance Studies sections, the examination will be written in one of the six specified locations—Barrie, London UWO, Ottawa, Sudbury, Toronto, and Vancouver. Students will 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-year courses do not ordinarily have final exams. There are exceptions, however, so check your course outline carefully. Writing 2210F/G, for example, does have a final examination.

**Attendance**

Attendance is mandatory, and non-attendance (or insufficient participation in online courses) may result in a significant grade penalty. **Please see your course outline for your instructor's specific policies on attendance, and note again that University policy assumes that you have read and understood the attendance and other policies that apply to a particular course. It is your responsibility to familiarize yourself with these policies.**

**Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counselor in your Dean's office. If you elect to miss a class in order to write such a test, that is **your** choice; your absence will not be excused.

**Office Hours**

Each instructor must specify office hours – three hours per week, at least two of which must be 'open.' Distance Studies Instructors of online courses will provide an equivalent notice of availability. Students may consult their instructors at other times by appointment. Students who wish specific information about the nature and policies of a course in which they are or will be enrolled are encouraged to consult with either the instructor or the Writing Studies Undergraduate Program Director, Dr. Jamie Johnston (see contact info. below).

**SPEC(ial Examinations), INC(omplete Standing), Or AEG(rotat Standing)**

All requests **must** be initiated in and with the Office of the Dean of the student's home faculty, using a form provided by that office. Any arrangements will require the eventual approval and signatures of the course instructor and the Director/Writing Studies.

**PLEASE NOTE:** Individual instructors **do not have** discretion to initiate these procedures or grant these requests; consequently, please do not approach your instructor on these matters prior to initiating your request in your Dean's office, as she or he will simply direct you to proceed as outlined above. Arrangements for Special Examinations must ordinarily be made BEFORE the beginning of the final examination period.

**Academic and Medical Accommodation Policy**

Note that the following statements appear *verbatim* on all Writing Studies course outlines. These statements constitute current University/departmental policy on these matters.

**“Accommodation by Instructor for work worth less than 10% of the overall grade in a course:**

Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgment and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy ([https://www.uwo.ca/univsec/pdf/academic\\_policies/general/privacy.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)), **instructors may not collect medical documentation.**”

### Medical Accommodation Policy

“The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean’s office (the Office of the Dean of the student’s Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student’s file and will be held in confidence in accordance with the University’s Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean’s Office in consultation with the student’s instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.”

#### Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

#### Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

#### Documentation from Hospital Urgent Care Centres or Emergency Departments

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.”

**Please note** that individual instructors **will not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office of a student’s home Faculty.

**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%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf)

**Students who are in emotional/mental distress** should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

### **Other Student Support Services**

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

### **Requests For Academic Relief And Complaints** ([See current Western Calendar and https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf) for University regulations.)

a. **Complaint:** If students have a complaint concerning a course in which they are enrolled, they **must** discuss the matter first with the instructor of the course. If students are not satisfied, they should bring their complaint to the attention of the Writing Studies office by contacting Ms. Shelley Clark, Administrative Assistant, who will refer them to the appropriate person.

b. **Requests for Exemption:** Students who make a **request for exemption** from a University Regulation must address the request in writing to the Office of the Dean of the Faculty in which they are registered.

c. **Requests for a Change in Grade:** These procedures apply to courses in Writing. Students may request academic relief with respect to grades on essays, tests, or final examinations (if applicable). Unless there is a procedural irregularity, relief cannot be adjudicated for other matters such as participation grades. The first (**required**) stage is discussion with the instructor of the course. **Any further formal appeal must be made within three weeks of the date on which the assignment was returned.**

A request for relief is to be made in writing using the prescribed form. To obtain a copy of the form, contact Ms. Shelley Clark at [writing@uwo.ca](mailto:writing@uwo.ca). Complete the form, save it, and return it as an attachment to an email to Ms. Clark's attention at [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 recent years, but who is not the student's instructor. The student must submit the original work but should also 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 Director agree will become the final grade for the assignment.

Deadlines for requests for academic relief against a final grade in a course are as follows: January marks: January

31st; April/May marks: June 30th; Intersession marks: July 31st; Summer Evening marks: August 31st; Summer Day marks: September 15th; Spring/Summer Distance Studies courses: October 15th. A request for a change in grade will have one of three results: the grade may stand, or be raised, or be lowered. If students wish to proceed in their request for academic relief beyond this point, they should apply in writing to the Dean of the Faculty of Arts and Humanities, University College, Room 112.

### **Scholastic Offences (Including Plagiarism)**

“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 must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>) .

*All students in 1000 and 2100 level Writing courses will be required to submit copies of all assignments written outside of class hours to turnitin.com. Your section instructor will advise you further on the procedures to be followed.*

Plagiarism (the unacknowledged use of another person's work) is one of the most serious academic offences since it involves fraud and misrepresentation. In plagiarizing, one is in effect claiming another person's words or ideas or data as one's own work, and thus misrepresenting material subject to academic evaluation. It is necessary, therefore, that plagiarism carry appropriate penalties. These are within the discretion of the instructor in consultation with the Director of Writing Studies, but they may include a grade of zero on the assignment without the privilege of resubmitting it or failure of the course.

**THE SERIOUS OFFENCE OF PLAGIARISM CAN HAVE ADDITIONAL CONSEQUENCES AT THE FACULTY LEVEL.** Instructors must report instances of plagiarism to the Director of Writing Studies, who will report the infraction to the Office of the Dean of Faculty of Arts and Humanities.

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.

**Contact Information:**

Shelley Clark, Program Assistant  
Department of English and Writing Studies/Writing Studies Office  
Faculty of Arts and Humanities  
University College Room 2401A  
London ON N6A 3K7  
[smclark@uwo.ca](mailto:smclark@uwo.ca)  
519-850-2920

Dr. Kathleen Fraser  
Director, Writing Studies  
Department of English and Writing Studies  
Faculty of Arts and Humanities  
University College Room 2433  
[kfraser@uwo.ca](mailto:kfraser@uwo.ca)  
519-661-2111 x85641

Dr. Jamie Johnston  
Undergraduate Program Director, Writing Studies  
Department of English and Writing Studies  
Faculty of Arts and Humanities  
University College Room 2429  
[jjohns6@uwo.ca](mailto:jjohns6@uwo.ca)  
519-661-2111, ext. 85869

*rev. August 2022*