

Policy Framework: Missed Classes, Late Work, AI Policy and Academic Integrity

Absence/Late Accommodation Policy

1. 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

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](#).

2. Students missing a test/assignment/lab or examination will report the absence by submitting Academic Consideration Request form through [STUDENT ABSENCE PORTAL](#).
3. **All requests for Academic Considerations 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.
 - Any designated assessments as noted on the course outline.

Furthermore, students should not request Academic Consideration for any assessment which offers a flexible deadline (e.g. no penalty if submitted within a certain window of time past the deadline, determined by the instructor) or flexibility in grading (e.g. “grade based on best 7 of 9 tutorials”). Requests for Academic Consideration (for any reason) for assessments with built-in flexibility may be denied.

If a student mistakenly submits their one allowable undocumented Academic Consideration request for an assessment listed above that do not require academic consideration, the request cannot be recalled and reapplied. This privilege is forfeited.

4. **Requests without supporting documentation are limited to one per term per course.**
5. **An undocumented absence is only valid for a 24-hour period, from midnight on the day specified to midnight of the following day.** An appropriate use of an undocumented absence would be for an in-class assessment that takes place that day. Where the time given to complete the assessment is longer than 24 hours, an undocumented absence will not cover a student for the full time given to complete the assessment, and flexibility considerations in submitting the assessment will override the undocumented absence.
7. NOTE: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence.
8. It is the student's responsibility to check the date, time and location of the [Special Examination](#).

II. Religious Accommodation

When scheduling unavoidably conflicts with religious holidays, which (a) require an absence from the University or (b) prohibit or require certain activities (i.e., activities that would make it impossible for the student to satisfy the academic requirements scheduled on the day(s) involved), no student will be penalized for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and instructor involved, they should consult the appropriate Department Chair and, if necessary, the student's Dean.

It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

III. Scheduling Assignments and Tests

http://westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#Page_68

Scheduling Assignments

For professional faculties with sessional dates differing from the standard University term, the following regulations may not apply. The policy of the university shall be that departments (or faculties) be required to ensure that for courses offered under this jurisdiction:

1. No new (i.e., previously unannounced) assignments are introduced in the last six weeks.
2. Notice of the dates and nature of assignments be given to students before the final six weeks of a course.
The intent of this rule is to permit students to set their work schedule.
3. For the Faculty of Engineering, no in-class assessment, regardless of the weight towards the final grade, shall be administered in the final calendar week of the Fall or Winter term.

Scheduling Tests

1. Tests for full-year courses may not be scheduled during the last week of classes in the Fall (September to December) term (5 days, excluding Saturdays and Sundays) or during the last 3 weeks of classes in the Winter (January to April) term (15 days, excluding Saturdays and Sundays).
An exception is made for practical laboratory or performance tests since they are understood to be tests which by their nature require the scheduling of specialized space or facilities, and which typically do not involve the same kind of preparation on the part of the student as do written or oral tests.
Professional schools with special practicum or curricular requirements also are exempt from this condition.
2. Tests for one- term courses may not be scheduled during the last 3 weeks of classes in the term. For the Faculty of Engineering, a test is defined as any time-limited written or oral assessment that comprises 5% or more of the student's final grade in the course.
3. The department/faculty shall ensure that all conflicts with previously scheduled classes or tests are resolved, either by rescheduling the tests, or by offering an equivalent test at another time for those students who have declared a conflict prior to the test in accordance with policy as set by the department.
4. All tests normally will be held during regularly scheduled class hours. If, for sound academic or administrative reasons, out-of-class tests must be scheduled, such tests may be held on any day, subject to conditions 1- 2 above. Reasonable notice of out-of-class tests must be given in order to allow students to resolve conflicts with other academic duties or university-sanctioned extracurricular activities.
Out-of-class tests may be scheduled on Fridays between 7:00p.m. and 10:00p.m., Saturdays between 9:00 a.m. and 10:00 p.m., and Sundays between 10:00a.m. and 10:00p.m. 5. In cases where a ruling regarding what constitutes a test or assignment is required, the instructor and/or student may consult the appropriate dean.

III. **Academic Integrity**

In the Faculty of Engineering, we encourage students to create a culture of honesty, trust, fairness, respect, responsibility, and courage, befitting the professional degree you are pursuing.

Please visit [Academic Integrity Western Engineering](#) for more information

IV. **Academic Offences**

Plagiarism means using another's work without giving credit. The university has rules against plagiarism and other scholastic offences. Western Engineering has a zero-tolerance policy on plagiarism. The minimum penalty is zero on the course work and a repeat offence will earn you zero on the course. A third offence may lead to expulsion from the university.

[Scholastic Discipline for Undergraduate Students & Cheating, Plagiarism and Unauthorized Collaboration: What Students Need to Know](#)

Students must write their reports, essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. University policy states that cheating, including plagiarism, is a scholastic offence. The commission of a scholastic offence is attended by academic penalties, which might include expulsion from the program. If you are caught cheating, there will be no second warning.

All required papers may be subject to submission for textual similarity review to commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents on 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>). Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the relevant section of the Academic Handbook:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

V. **Faculty of Engineering AI Policy**

The use of generative Artificial intelligence (GenAI) tools won't be discouraged in the Faculty of Engineering. As we pride ourselves on building the future we can't hide from the use of GenAI tools to contribute to the understanding of the course materials. You are able to use GenAI tools as follows:

- For any written assignment, except take-home exams and personal reflections, you may use a GenAI tool to help you brainstorm or frame your initial ideas and grammar. However, your final submission must be entirely in your own words and demonstrate your individual experience and insight.
- For any written or practical project AI tools may be used across your workflow. Use them responsibly and reflect in your final presentation on how these tools supported or challenged your creative thinking.
- All GenAI tools used at any point of the course with the intent of helping with homework, assignments or any other assessment content must be disclosed and referenced appropriately.

GenAI tools use won't be permitted in any type of examination or other assessments where the faculty have prohibited their use. If use of GenAI tools is detected by the instructor in these instances, academic offences penalties might be imposed against the student.

VI. **Accessibility**

Western is committed to achieving barrier free accessibility for persons with disabilities studying, visiting and working at Western. As part of this commitment, there are a variety of services, groups and committees on campus devoted to promoting accessibility and to ensuring that individuals have equitable access to services and facilities. To help provide the best experience to all members of the campus community, please visit the [Accessibility Western University](#) for information on accessibility-related resources available at Western.

Students with disabilities may arrange for academic accommodation at Western. For a more detailed explanation, please visit [Academic Support & Engagement - Academic Accommodation](#).

VII. **Inclusivity, Diversity, and Respect**

The Faculty of Engineering at Western University is committed to creating equitable and inclusive learning environments that value diverse perspectives and experiences. We recognize that university courses often marginalize students based on social identity characteristics such as, but not limited to, Indigeneity, race, ethnicity, nationality, ability, gender identity, gender expression, sexuality, age, language, religion, and socioeconomic status. Understanding this, we strive to facilitate equitable experiences and inclusion within the classroom by respecting and integrating multiple ways of knowing, being, and doing. Please visit the [Office of Equity, Diversity and Inclusion](#).

VIII. **Health and Well-Being**

- [Health & Wellness Services – Students](#) - Offers appointment-based medical clinic for all registered part-time and full-time students.
- [Mental Health Support](#) - Provides professional and confidential services, free of charge, to students needing assistance to meet their personal, social and academic goals. Services include consultation, referral, groups and workshops, as well as brief, change-oriented psychotherapy.
- [Crisis Support](#) - For immediate assistance, please visit Thames Hall Room 2170 or call 519-661-3030. The crisis clinic operates between 11:00 am - 4:30 pm. For after-hours crisis support, click [here](#).
- [Gender-Based Violence and Survivor Support](#) - "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 To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Important Contacts

[Engineering Undergraduate Services](#)

SEB 2097 519-661-2130 engugrad@uwo.ca

Important Links

- [WESTERN ACADEMIC CALENDAR](#)
- [ACADEMIC RIGHTS AND RESPONSIBILITIES](#)
- [ENGINEERING PROGRESSION REQUIREMENTS AND ACADEMIC REGULATIONS](#)
- [UNIVERSITY STUDENTS' COUNCIL \(USC\) - SERVICES](#)
- [IMPORTANT DATES AND DEADLINES](#)
- [ACADEMIC CONSIDERATION FOR MEDICAL ILLNESS - UNDERGRADUATE STUDENTS](#)
- [ACCOMMODATIONS FOR RELIGIOUS HOLIDAYS](#)
- [SCHEDULING OF ASSIGNMENTS, TESTS, AND EXAMINATIONS](#)
- [STUDENT FORMS](#)
- [OFFICE OF THE REGISTRAR](#)
- [RETENTION OF ELECTRONIC VERSION OF COURSE OUTLINES \(SYLLABI\)](#)
- [ACADEMIC APPEALS](#)
- [STUDENT ABSENCE PORTAL](#)