

**DAN Department of Management and Organizational Studies  
Western University  
Graduate Diploma in Accounting  
May 2018**

**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 2018.

**CLASSROOM CONDUCT**

- Students are required to attend every component of the Graduate Diploma in Accounting.
- Perfect attendance is mandatory in all 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. Please note that there will be no classes on June 13, 2018, which is the day of the DAN convocation ceremony. We hope applicable students will be able to celebrate that day with friends and family. We will attempt to accommodate students graduating from other universities to allow them to attend their convocation ceremony as well.
- 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.
- Professional behaviour with respect to use of electronic devices while in the classroom is expected at all times. Photographs may not be taken in class of any instructor or course materials. We understand that there are emergencies, so if you need to take a phone call, or send a text message or e-mail, please excuse yourself and quietly step out of the room briefly to do so.
- Academic offenses will NOT be tolerated. We will review the requirements with students before each exam.
- Students are expected to purchase the casebooks for use in the classroom as assigned. Copyrights will be upheld. Reproduction of casebooks and other material that is distributed during classes is not acceptable either during the program, or after it is completed.

## 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 one assessment (mid-term or final exam), they will be asked to meet with the Director, and will be given a warning.
- When a student obtains a cumulative average of less than 70% at any time final grades are released (for example after the completion of the first two courses, or the second two courses), they will be asked to meet with the Director, and will be given a warning.
- Warnings will also be delivered for the following behaviours:
  - Student misses any class without prior permission or medical note.
    - Any unauthorized absence from class will also result in the student being denied the opportunity to participate in the 10% bonus session offered on Saturday, July 21, 2018. If the student has already participated in this bonus session prior to an unauthorized absence, the 10% bonus marks will not be awarded.
    - Under no circumstances will an absence be authorized to allow a student to meet work or volunteer commitments. Only one authorized absence will be permitted for a job interview.
  - Student appears distracted in class, i.e.: Inappropriately accessing devices for non-class related material.
  - Violating copyright protection on any course material.
- 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 program I will not be entitled to enter directly into the Capstone One level of CPA-PEP.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signature \_\_\_\_\_