

Policy on Scholastic Discipline*

Teacher Candidates are expected to demonstrate a level of academic integrity befitting a degree or diploma in Education and membership in the teaching profession. Any form of academic dishonesty on the part of a Teacher Candidate undermines the integrity of the Faculty's degrees and diplomas, and raises grave doubts about whether or not that Teacher Candidate should be permitted to proceed towards graduation.

Teacher Candidates must be fully aware of and understand what constitutes academic dishonesty, and avoid both the fact and the appearance of any such offences. Ignorance is not an option.

Scholastic Offences include the following:

Plagiarism: presenting another's words or ideas as one's own.

The concept of plagiarism applies to all assignments, including lesson and unit plans, laboratory reports, diagrams, and computer projects. Detailed advice about plagiarism and how to avoid it can be found on the Preservice website. For further information, Teacher Candidates may consult their instructors, the Associate Dean's Office, and a variety of current style manuals available in the University's libraries.

Cheating on a test or examination.

Falsifying any material you submit for academic evaluation (e.g., pretending that you actually taught a particular lesson when you did not, or reporting a discussion or interview that did not take place)

Submitting a false medical certificate or other such documentation.

Recycling, Double-counting, or Double-dipping: If you submit an assignment, part of an assignment, a reflective comment, or an on-line posting that you or someone else has already submitted in another course, you are committing a scholastic offence. In the unusual circumstance that such recycling of your own original work might be acceptable, you must have *prior written approval* from the instructor to whom the work is to be submitted.

Penalties for scholastic offences include the following:

The Faculty of Education will not treat lightly any incident of academic dishonesty. A Teacher Candidate guilty of a scholastic offence may be subject to the imposition of one or more penalties such as

- reprimand;
- a requirement to repeat and resubmit the assignment;
- a failing grade in the assignment;
- a failing grade in the course in which the offence was committed;
- failure of the year;
- suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the Teacher Candidate is currently registered;
- expulsion from the University.

In addition to any proceedings which may take place within the University, evidence of wrongdoing may result in criminal prosecution.

* The scholastic offences and penalties listed on this page are excerpted from Western's full policy on **Scholastic Discipline** which is available at the following site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf. Teacher Candidates should view the entire document to ensure they are aware of all aspects of this policy.

Teacher Candidates' Responsibilities

Principles of academic integrity require that you avoid both the fact and the appearance of any form of academic dishonesty. This means, with regard to assignments, that you must

- ensure you are fully aware of and understand what constitutes academic dishonesty;
- submit work you have prepared specifically for the course in question, not something you purchased online, borrowed from someone else, had someone else write for you, or recycled from another course;
- seek only appropriate help from others (such as proof-reading, or discussing your ideas with someone else to gain clarity in your thinking);
- ask for further information or assistance from your instructors or the Associate Dean's Office, or both, if you find yourself in a situation that raises questions or concerns for you about academic integrity.

As well, even if you are pretty sure you know what constitutes plagiarism, you should check out the information about plagiarism (and how to avoid it) on the Preservice website.

Instructors' Responsibilities

Principles of academic integrity apply to all members of the university community. With regard to assignments, they require that instructors will do their best to

- devise meaningful assignments that further the aims of their courses;
 - provide clear descriptions of assignments so you know what is expected of you;
 - give due and careful consideration to your assignments when evaluating them and assigning grades;
 - inform you of any suspicions they may have that you have plagiarized or submitted work not entirely your own, or that you have committed another kind of scholastic offence,
- and,**
- report any suspicions to the Associate Dean who will, in consultation with the instructor, determine whether further investigation is required or penalties warranted.