

# Course Outline

## CS1026A: Computer Science Fundamentals I

*Sections 001 & 002*

**Fall 2025**

## 1. Course Information

### 1.1. Course Description

CS 1026 introduces the basic concepts of computer programming and program design. It is intended for students who have interest in learning basic programming skills including those who intend to study Computer Science. This course assumes no previous programming background, although having some experience with programming is an asset. Programming skills will be developed using the Python programming language. Course topics include: data types, variables, expressions, program constructs, strings (text), functions, basic data structures (lists, tuples, sets, and dictionaries), file input/output, exception handling, object-oriented design, classes, and problem-solving techniques. Programming examples and assignments are taken from a variety of disciplines.

### 1.2. Antirequisite(s)

Computer Science 1025A/B, Computer Science 2120A/B, Data Science 1200A/B, Engineering Science 1036A/B, Digital Humanities 2220A/B.

## 2. Instructor Information

| Instructors                               | Section | Email              | Office |
|---|---------|--------------------|--------|
| Mike Katchabaw                            | 001     | katchab@csd.uwo.ca |        |
| Bryan Sarlo ( <i>Course Coordinator</i> ) | 002     | bsarlo@uwo.ca      |        |

We generally try to respond to e-mails in two business days (non-holiday weekdays). It is important to start working on assignments early, such that we have enough time to respond to your questions before the due date.

Students must use their Western (@uwo.ca) email addresses when contacting their instructors or TAs. We will be unable to respond to e-mails sent from other email providers for privacy reasons. Include the course code (CS1026) in the subject line of emails to avoid your emails being sent to our spam folder.

Please also note that Python source files (files ending in .py) are blocked by Western's e-mail server. If you need to send a Python file to your instructor or TA, please first place it in a zip archive or rename the file extension to .txt.

### 3. Class Schedule, Delivery Mode, & Technology Requirements

#### 3.1. Class Schedule

| Section               | Tuesday             | Thursday*           |
|-----------------------|---------------------|---------------------|
| 001<br>Mike Katchabaw | 9:30 AM to 11:30 AM | 9:30 AM to 10:30 AM |
| 002<br>Bryan Sarlo    | 12:30 PM to 2:30 PM | 1:30 PM to 2:30 PM  |

*\* The Thursday class will be used for quizzes and open drop-in office hours located in the lecture room. On weeks without quizzes this lecture is optional and given as free time to watch the lecture videos posted to OWL.*

#### 3.2. Delivery Mode

This course uses a flipped-classroom model. This means that lecture and tutorial videos will be posted weekly on the OWL course site. Students are expected to view these videos and complete any required tasks (listed on the OWL course site) before attending lecture sessions each week.

Active participation in the Tuesday lecture (e.g. responding to questions with iClicker) is required and part of your participation grade. The Thursday lecture is optional except on days where a quiz is given.

Scheduled in-person lectures will primarily consist of in-class group activities lead by your section's assigned instructor. Students are expected to come prepared to work on activities and bring any necessary supplies including blank paper and writing utensils to each session. Bringing a laptop or electronic device capable of running the iClicker software is required.

#### 3.3. Technology Requirements

To participate fully in this course, you are required to have a laptop capable of running iClicker, Python 3.10 (or more recent) and PyCharm **Community** Edition (2024 version or more recent). This software is available for Windows, macOS, and Linux. The Community Edition of PyCharm is free of charge. Do **not** get the Professional version as it is not free and not required for this course.

You will also need a web browser and reliable internet connection capable of viewing YouTube videos and submitting assignments online (via OWL Brightspace). You will be required to agree to accept the terms of use and privacy agreements for all required software and services to take this course.

It is also highly recommended that you bring your laptop on days without quizzes so you can fully participate in examples and activities.

### 3.4. Tentative Topics

- Introduction to Computers & Python
- Variables & Types
- Input/Output
- Conditionals
- Loops
- Functions
- Lists, Tuples, Sets, and Dictionaries
- Debugging and Problem Solving Techniques
- Exception Handling
- Introduction to Object-Oriented Programming

### 3.5. Key Sessional Dates

**Classes begin:** September 4, 2025

**Fall Reading Week:** November 3 – 9, 2025

**Classes end:** December 9, 2025

**Exam period\*:** December 11 – 22, 2025

*\* You must be available during the exam period. Planning travel during these dates will not be grounds for a special (makeup) exam.*

### 3.6. Consulting Hours

The instructors will hold consulting hours on Thursdays at the scheduled class times in the respective lecture rooms. The exceptions are Sept. 5 (first day of class), Oct. 9 (quiz 1), and Nov. 13 (quiz 2). All other Thursdays, unless otherwise stated, will be our consulting hours so you can come with questions. If you do not have any questions, you do not have to come to the class those days.

The CS department is introducing a brand new drop-in centre in . This room will be used for consulting hours with TAs. You are encouraged to use the drop-in centre to ask for help with assignments and other course-related questions. More information about the scheduling of those TA consulting hours will be posted on Brightspace as it becomes available.

## 4. Course Materials

### 4.1. Required Textbook

This course has one ***required*** eTextbook:



**Title:** Programming in Python 3

**zyBook ISBN:** 979-8-203-08686-0

**zyBook Code:** UWOCOMPSCI1026ABFall2025

**Author:** Bailey Miller

You may either purchase an access key from [the Western Book Store](#) or purchase the eTextbook directly from zyBook's site. The price of the text from the Book Store is \$75 Canadian, the price of the text from zyBook's is about \$57 USD.

Each week assigned readings from this text will be posted to the OWL Brightspace course site as well as recommended homework and studying activities. Completing these readings and homework the week they are posted is highly recommended and is one way to earn participation marks (more details about this are in **Section 5: Methods of Evaluation**).

## 4.2. OWL Course Site

Course material will be posted to OWL: <https://westernu.brightspace.com/>

Both sections 001 and 002 are sharing the same OWL site. It is labelled "COMPSCI 1026A 001 LEC FW25: COMPUTER SCIENCE FUNDAMENTALS I". Although it just contains 001 in the title, it is the site for **both** sections.

Students are responsible for checking the course OWL site (<https://westernu.brightspace.com/>) and their Western email regularly for news and updates (at *least* once a week). This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the [OWL Brightspace Help](#) page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

### iClicker

iClicker (<https://www.iclicker.com/>) will be used for the in-person sections and will be the basis for your participation grade. This software is free for Western students and can be used on either your laptop or smartphone.

For support with iClicker, please contact iClicker's support team at <https://www.iclicker.com/support>.

## 5. Methods of Evaluation

### Grading Scheme and Assessment Dates

The overall course grade will be calculated as listed below:

| Course Element | Weight | Notes                                     |
|----------------|--------|---|
| Assignments    | 33%    | See Assignments section for breakdown     |
| Labs           | 7%     | Best 7 of 11, each worth 1%               |
| Quizzes        | 20%    | 2 quizzes, each worth 10%                 |
| Participation  | 10%    | Can be earned via iClicker and/or ZyBooks |
| Final Exam     | 30%    | Scheduled by the university               |

\* Before being allowed to complete any assignments or access lecture content you **MUST** complete the online orientation quiz. OWL will not allow access to these until you complete the orientation quiz.

**To be eligible to receive a grade of 50% or higher (i.e. to pass the course), you must achieve:**

- at least 40% weighted average on the quizzes and final exam
- at least 40% weighted average on the four assignments
- Submit at least 2 assignments.

If you fail to meet **any** of these conditions, your final mark will be either 45% or your calculated grade, whichever is lower.

**To be eligible to receive a grade of 65% or higher (i.e. to be eligible to take COMP 1027), you must achieve:**

- at least 50% weighted average on the quizzes and final exam
- at least 50% weighted average on the four assignments
- Submit at least 3 assignments.

If you fail to meet **any** of these conditions, your final mark will be either 60% or your calculated grade, whichever is lower.

## 5.1. Assignments

There will be Python programming assignments based on topics you learned from the lectures, labs, and zyBook readings. Each assignment will require you to implement one or more Python programs based on a given specification (assignment document).

All assignments are due via Gradescope at 11:59 PM on the given due date unless stated otherwise. If an assignment has to be cancelled **by the instructors** for any reason, the remaining assignments will be re-weighted to add up to 33%. Instructions for using Gradescope will be provided on the OWL course site.

A **tentative** (*subject to change*) schedule of assignments is given below (*see the OWL course site for official due dates and assignment descriptions*):

| Assignment | Tentative Due Date | Weight<br>(of your final grade) | Tentative Topics  |
|------------|--------------------|---------------------------------|---|
| <b>1</b>   | Mon, Sept. 29      | 5%                              | Basic operations, conditional statements, strings, and input/output |
| <b>2</b>   | Fri, Oct. 24       | 8%                              | Conditional statements, loops, and functions.                       |
| <b>3</b>   | Wed, Nov. 26       | 10%                             | Functions, lists, files, and exceptions.                            |

|   |            |     |  |
|---|------------|-----|--|
| 4 | Tue Dec. 9 | 10% | Classes, objects, dictionaries, and lists. |
|---|------------|-----|--|

Assignments will be posted to OWL Brightspace at least one week before the official due date.

### Late Coupons & Late Policy

It is expected that students budget enough time to properly submit their assignments via OWL and allow for any unforeseen technological issues. Students are expected to regularly backup their assignments and submit well before any deadline.

To allow for flexibility and any unexpected circumstances that may impact your ability to submit assignments a late coupon system is used in this course:

1. Each student will be given **four (4)** “*late coupons*” in total for the semester that may be used to submit an assignment one day late per coupon without penalty.
2. You can use **at most 3 late coupons per assignment.**
3. If you submit late and have no late coupons remaining, **a zero grade will be given on the assignment.**
4. If you submit more than 3 days late, **a zero grade will be given on the assignment** regardless of the number of late coupons you have remaining.
5. Late coupons will **not** be replenished. For example, if you use 3 late coupons on Assignment 1, you will only have 1 left for the remainder of the course.
6. Late coupons will be applied automatically when an assignment is submitted late. You are not required to inform the course instructor or TA.
7. Each late coupon is valid for a 24-hour period only. For example, if an assignment is due on September 1st at 11:59 PM and you submit on September 2nd at 12:00 AM (one minute past 11:59 PM) this would require one late coupon, as would any submission between September 1st at 11:59 PM and September 2nd at 11:59 PM. After September 2nd at 11:59 PM and up to September 3rd at 11:59 PM, 2 late coupons would be required. After September 3rd at 11:59 PM and up until September 4th at 11:59 PM, 3 late coupons would be required. After September 4th at 11:59 PM, no more submissions will be accepted, and a zero grade will be given on the assignment regardless of how many late coupons you have remaining.
8. **It is the student’s responsibility to keep track of how many late coupons they have available throughout the semester.** An item in the OWL gradebook will be used to track your late coupons but this is not updated live and may be out of date. In case of a discrepancy, the actual number of coupons used (and not what is listed in OWL) will be used for determining any late penalty.
9. Re-submissions are allowed up to 3 days after the due date but note that re-submissions after the deadline will be considered late, regardless of when the initial submission was made. The date and time of your most recent re-submission will be used for determining lateness.
10. Late coupons must be used before any special circumstances are considered. This means that you need to consume all late coupons before applying for academic consideration for an assignment.
11. **After all late coupons are used, no extensions will be given for assignments** except for in the event of serious medical or compassionate grounds. A student must follow the procedure for

Academic Accommodation for Medical Illness as given in this document and provide medical documentation to academic advising.

**12. Late coupons cannot be used on any course component except assignments.**

**Assignment Rules & Policies**

The following rules and policies apply to all assignments:

**1. Gradescope and Automated Tests:**

- a. All assignments must be submitted via Gradescope. No assignments will be accepted via email, OWL, or any other method.
- b. A portion of each assignment's grade will come from auto-graded tests and the rest will come from programming style, formatting, logic, comments, etc. Some of the tests will be provided but additional tests may be run that are hidden from you. You should create your own additional tests to ensure your code works properly in all cases. It is your responsibility to ensure the tests run and pass on Gradescope in order to get full marks.
- c. Any attempts to "hardcode" or otherwise "fool" the autograder will result in a zero grade on that test even if the test shows as passing on Gradescope.
- d. You can re-submit as many times as needed on Gradescope without penalty. However, re-submissions that come in after the due date are considered late and will be subject to late penalties and/or coupons, based on the policies described above. Note that if you wish to revert to an earlier submission, you can re-activate them in Gradescope but it is your responsibility to ensure the version you wish to submit is activated before the assignment is closed for submissions (within 3 days of the official due date).

**2. Regrade Requests:**

- a. If you disagree with the grading of your assignment or have questions about how the mark was determined, you should submit a regrade request via Gradescope within 1 week of the assignment being returned to you. The teaching assistant who marked your assignment will review your request and determine if any adjustment is necessary. If you feel the response to your regrade request was not sufficient, you may bring the issue to the attention of your course instruction (via email).
- b. No regrade requests will be considered if they are submitted outside of Gradescope (e.g. via email) and no regrade requests will be considered after 1 week of the assignment being returned.
- c. No regrade requests will be considered for automated tests. It is your responsibility to ensure that any automated tests on Gradescope are passing before making your final submission.

**3. Academic Integrity:**

- a. **Assignments are to be done individually, not in groups or with the aid of others** (including tutors or using code from online and other sources). Submitted code will be run through a similarity-checking software. Any students with significantly high similarity will be referred to the department's integrity committee and will receive a zero grade (the integrity committee may apply additional penalties). **Do not copy or share code in any way.**

- b. You may not use generative AI or tools capable of generating code for assignments.**  
Use of these tools on assignments (even for small portions of code or comments) will result in a zero grade and referral to the department's integrity committee.
- c. You may not use code you have previously written from past courses or past terms**  
without written permission from the course instructor.
- d. You may not share or otherwise publish your code online (e.g. to GitHub) publicly**  
until one month after the course has completed.

## 5.2. Labs

Lab sessions offer an opportunity to work with a course teaching assistant and your fellow students to solve one or more Python problems. They also provide an opportunity to meet with your teaching assistant and ask questions about course content.

Lab instructions will be available on the course website at the start of each week and you are expected to complete the lab in-person during the lab session you are registered in. The **tentative** (subject to change) lab schedule is shown below:

| Lab | Week                | Tentative Topics                         |
|-----|---------------------|--|
| 1   | Sept. 15 to 19      | Variables, user input, casting, printing |
| 2   | Sept. 22 to 26      | Boolean expressions, conditionals        |
| 3   | Sept. 29* to Oct. 3 | Loops                                    |
| 4   | Oct. 6 to 10        | Functions                                |
| 5   | Oct. 13* to 17      | Libraries                                |
| 6   | Oct. 20 to 24       | Lists                                    |
| 7   | Oct. 27 to 31       | Debugging, exceptions                    |
| 8   | Nov. 10 to 14       | File input/output                        |
| 9   | Nov. 17 to 21       | Dictionaries, sets                       |
| 10  | Nov. 24 to 28       | Classes and objects                      |
| 11  | Dec. 1 to 5         | Classes and objects                      |

*\* No labs will be held on days recognized by Western as non-instructional days, including the National Day for Truth and Reconciliation (Tuesday, Sept. 30<sup>th</sup>) and Thanksgiving (Monday, Oct. 13<sup>th</sup>). If your lab happens to land on a non-instructional day an alternative means for completing and submitting your lab will be provided.*

### The following rules and policies apply to the in-person labs offered in this course:

1. You must attend the lab session in which you are registered. No exceptions!
2. To obtain full credit for attending a lab session you must: 1) attend the lab session you are registered in, 2) arrive on time, 3) actively participate and work on the lab problems, 4) allow the teaching assistant running the lab to review your work and record your attendance, and 5) either complete the lab in full or demonstrate to the teaching assistant running the lab that you have made a good effort towards completing the lab. Teaching assistants may ask questions about your work to ensure you have understood the topics covered.
3. Each completed lab is worth 1% of your final grade, up to a total of 7% (the best 7 lab grades will count and the lowest 4 lab grades will be dropped automatically).



4. No further accommodation will be given if more than 4 labs are missed for any reason.
5. You are strongly encouraged to complete all 11 labs even though only the best 7 will count toward your grade. Labs are important for learning or refreshing on topics covered in lectures and for practicing hands-on programming and debugging. They will also help with preparing for assignments, quizzes, and the final exam.

### 5.3. Quizzes

There will be two in-class quizzes tentatively scheduled for October 9 and November 13. Both are on Thursdays and will be held in class instead of having office hours in the classroom at those times. Each quiz will be 30 minutes in length. Quizzes will be on paper in-class.

**All quizzes are individual work and closed book.** You may not use electronics of any kind. Having a phone or other electronic device on your person (including in your pocket) is not allowed and will be treated as an academic offence.

**No make-up quizzes will be offered.** If you miss one of the quizzes for any reason, the weight of that quiz will automatically be placed on the other quiz (no consideration request or notification is required). If you miss both quizzes, you will need to request an academic consideration from your home faculty's advising unit for missing the second one; and the weight of both quizzes will be placed on the final exam if your academic consideration is approved. Note that a poor quiz grade is not grounds for re-weighting the quiz(zes).

Quizzes are on paper and will be mixed format. There will be multiple choice questions and written (i.e. short answer) questions.

### 5.4. Participation

Your participation grade can be achieved in two ways: iClicker response during Tuesday classes and completion of assigned ZyBooks activities.

For each week, you can earn 1% participation through either of these options. You are encouraged to participate in **both** options, but you are only required to do one of them to earn the participation mark for that week. Note: completing both will not get you 2% for that week, there is only 1% that can be earned each week. The participation mark cannot exceed 10%. We have 11-12 weeks but only the best 10 marks will count towards this grade.

#### 5.4.1. iClicker Participation

The iClicker participation is earned by both your attendance and active participation in the Tuesday lecture (recorded via iClicker). This will be graded as a pass or fail for each **Tuesday** lecture.

To obtain a passing grade for a lecture, you must:

1. Attend the full lecture **in-person** and on time with a device capable of using iClicker (it is your responsibility to ensure your device is functional and charged before each lecture).
2. Actively participate in any activities, iClicker quizzes, or iClicker polls conducted during the Tuesday lecture.

3. Answer **at least** 50% of the iClicker questions given during the lecture (the correctness of the answer does not matter).

Any attempt to circumvent the participation system or earn a passing participation grade without attending class is an academic offence and will result in an **overall** participation grade of zero and the offence being reported to the Dean's Office. This includes but is not limited to taking any iClicker quizzes outside of the classroom, completing an iClicker quiz for another student, or having another person complete the quiz for you.

You must subscribe to iClicker using your UWO email address and the same name on your Western profile. A penalty will be applied if your name or email address do not match that in our system.

### 5.4.2. ZyBooks Participation

The ZyBooks participation is earned by reading and completing all activities in the assigned sections for the given week. This will be graded as a pass or fail for each week's set of readings.

There are two types of activities in ZyBooks: Participation Activities and Challenge Activities. You must complete all activities of **both** types in the assigned sections to get credit for that week.

Note that ZyLabs are optional and do not contribute to the ZyBooks participation mark. There are also some optional sections in the ZyBooks that do not contribute to the participation mark.

You must subscribe to ZyBooks using your UWO email address and the same name on your Western profile. A penalty will be applied if your name or email address do not match that in our system.

## 5.5. Final Exam

The final exam will be scheduled by the University. The exam period is from December 11<sup>th</sup> to 22<sup>nd</sup> and the exact date, time, and location for our exam will likely be announced in November. **The final exam is cumulative, closed book, and is 3 hours in length.**

You must be available during the final exam period. No special (make up) exam will be offered if you are absent due to avoidable travel conflicts.

## 6. Accommodations & Missed Coursework

### 6.1. General information about missed coursework

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](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](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage:

[https://registrar.uwo.ca/academics/academic\\_considerations/](https://registrar.uwo.ca/academics/academic_considerations/)

All requests for Academic Consideration 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 (Defined by policy)
- Assignments requiring additional accommodation beyond that provided by the late coupon system (one exception allowed by course syllabus).

**Due to the built-in flexibility in all course components other than the final exam, students cannot make any Academic Consideration requests without documentation in this course.**

## **6.2. Evaluation Scheme for Missed Assessments**

### **6.2.1. Assignments**

Assignments may be submitted up to 3 days after the due date without documentation or a consideration request **but only if the student has enough late coupons remaining**. See section 5.1 for full details and rules on late coupons. Once all late coupons are used (they must be used first) or for absences longer than 3 days, a documented consideration request is required, and the weight of the assignment covered by the consideration request will be moved to the final exam or an appropriate extension for the assignment might be arranged, depending on the length of the absence. The time window in the consideration request must cover at least one day before the official due date and the time window must not be possible to cover by the students existing late coupons alone (late coupons must be used first). No consideration will be for requests that only cover days after the due date (i.e. the window covered by late coupons).

### **6.2.2. Labs**

The four (4) lowest lab marks will be dropped including missed labs. No further accommodations will be made if more than four labs are missed, given this already built-in flexibility.

### **6.2.3. Quizzes**

If exactly one quiz is missed, the weight of that quiz is automatically moved to the other quiz (which was taken). No documentation or consideration request is required for this.

If both quizzes are missed, an approved academic consideration will be required for the second missed quiz and the weights of both quizzes will then be moved to the final exam.

#### **6.2.4. Participation**

Participation can be earned in two different ways: through active in-class participation via iClicker or via reading and completing ZyBooks activities. Each week, the participation mark can be earned from either option (and it doesn't have to be the same option for every week).

Furthermore, we have 11-12 weeks in the term and only 10 weekly participation marks available so you can miss the participation for one or two weeks without affecting your overall participation grade.

Given these flexibilities, there will be no extensions, make-up options, or other accommodations for missed participation marks.

#### **6.2.5. Final Exam**

When a student misses the Final Exam and their Academic Consideration has been granted, they will be allowed to write the Special Examination (the name given by the University to a makeup Final Exam). See the Academic Calendar for details (under [Special Examinations](#)), especially for those who miss multiple final exams within one examination period.

### **6.3. Essential Learning Requirements**

Even when Academic Considerations are granted for missed coursework, the following are deemed essential to earn a passing grade:

- The minimum requirements for the final exam, quizzes, and assignments averages as defined in Section 5 of this document.

### **6.4. Coursework with Assessment Flexibility**

By policy, instructors may deny Academic Consideration requests for the following assessments with built-in flexibility:

- Assignments
- Labs
- Quizzes
- Participation

*\* Please do **not** send medical documentation to your course instructors or teaching assistants.*

## **7. Additional Statements**

### **7.1. Religious Accommodation**

When conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as

early as possible but not later than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays:

<https://www.edi.uwo.ca>.

## **7.2. Accommodation Policies**

Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf)

## **7.3. Academic Policies**

The website for Registrar Services is <https://www.registrar.uwo.ca/>.

In accordance with policy,

[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp113.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf)

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

No calculators, phones, smart watches, headphones, or other electronic devices will be permitted during the final exam. No phones or other electronic devices may be on your person while writing the final exam.

While a laptop will be used for quizzes, you may not access any application other than a web browser to access the quiz on OWL. No other sites or resources may be used for quizzes.

The final exam and quizzes are closed book. No notes, texts, or other resources are allowed.

## **7.4. Scholastic Offences**

Policy on Scholastic Offences:

[https://uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_offences.pdf](https://uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_offences.pdf)

Procedures on Scholastic Offences (Undergraduate):

[https://uwo.ca/univsec/pdf/academic\\_policies/appeals/undergrad\\_scholastic\\_offence\\_procedure.pdf](https://uwo.ca/univsec/pdf/academic_policies/appeals/undergrad_scholastic_offence_procedure.pdf)

## **7.5. Use of Electronic Devices During Assessments**

In courses offered by the Faculty of Science, the possession of unauthorized electronic devices during

any in-person assessment (such as tests, midterms, and final examinations) is strictly prohibited. This includes, but is not limited to: mobile phones, smart watches, smart glasses, and wireless earbuds or headphones.

Unless explicitly stated otherwise in advance by the instructor, the presence of any such device at your desk, on your person, or within reach during an assessment will be treated as a *scholastic offence*, even if the device is not in use.

Only devices expressly permitted by the instructor (e.g., non-programmable calculators) may be brought into the assessment room. It is your responsibility to review and comply with these expectations.

## 7.6. Use of Generative AI Tools

Unless otherwise stated, the use of generative AI tools (e.g., ChatGPT, Microsoft Copilot, Google Gemini, or similar platforms) is **not permitted** in the completion of any course assessments, including but not limited to: assignments, lab reports, presentations, tests, and final examinations.

Using such tools for content generation, code writing, problem solving, translation, or summarization—when not explicitly allowed—will be treated as a **scholastic offence**.

If the use of generative AI is permitted for a particular assessment, the conditions of use will be specified by the instructor in advance. If no such permission is granted, students must assume that use is prohibited. It is your responsibility to seek clarification before using any AI tools in academic work.

All required papers and assignments may be subject to submission for textual, metadata, and code similarity review using commercial plagiarism detection software under license to the University for the detection of plagiarism (i.e. Gradescope and/or Measure Of Software Similarity (MOSS)). Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Gradescope (<https://www.gradescope.com/>).

## 7.7. Support Services

Please visit the Science & Basic Medical Sciences Academic Advising webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic-related matters: <https://www.uwo.ca/sci/counselling/>.

Students who are in emotional/mental distress should refer to Mental Health@Western (<https://uwo.ca/health/>) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

[https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html)

To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

[http://academicsupport.uwo.ca/accessible\\_education/index.html](http://academicsupport.uwo.ca/accessible_education/index.html)

if you have any questions regarding accommodations.

Learning-skills counsellors at Learning Development and Success (<https://learning.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.