



Laurentian University
Université **Laurentienne**



*Centre for Continuing Education
Course Supervision Guide*

*Spring 2011
Fall/Winter 2011-12*

**SPRING SESSION 2011
FALL/WINTER SESSION 2011-12**

Dear Course Supervisor:

Welcome and thank you for joining the Continuing Education team this session. We are delighted you have agreed to work with us and hope that you will find the experience both enjoyable and personally rewarding.

To facilitate your job, we have prepared a Course Supervision Guide. Even if you have taught or supervised a course for Continuing Education in the past, we urge you to take the time to read this resource carefully. There are frequent changes in regulations and policies and we have attempted to capture them in this guide for your reference. Students inevitably look to the course supervisor for information and we know you will be as anxious as we are that the information they receive is accurate and up-to-date. If for any reason you are uncertain about procedures, please call Bettina Brockerhoff-Macdonald, Senior Program Manager, at extension 3920, regarding Envision courses and Jean Dennie, Program Manager, at extension 3942, regarding On-Campus courses.

If you have recommendations on how we can improve our service to you, to the students, or should you run into any problems, please do not hesitate to contact me or the manager responsible for the program.

Wishing you all the best this session,

Yours sincerely,

A handwritten signature in blue ink that reads "Denis Mayer". The signature is written in a cursive style with a large initial "D".

Denis Mayer
Associate Vice-President
Student Affairs

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TERMS OF EMPLOYMENT
ENVISION COURSE SUPERVISORS

For all courses

The course supervisor agrees to the following terms of employment:

1. To return signed contract(s) and payroll information **within two weeks of receipt**.
2. To provide Off-Campus Library Services with a list of reference materials (texts and/or articles) for use by students during the course (ext. 3317 or 1-800-661-1058 or fax to 705-675-4877).
3. To provide to the Centre for Continuing Education **by the date specified** an assignment file and any additional study materials to be included in the package of materials sent to students, such as essay topics and outlines, details of assignments, lists of additional readings, etc.
4. To return marked assignments **within 5 working days** of receipt from the Centre for Continuing Education.
5. To schedule and be available at appropriate and adequate consultation times for students by telephone and e-mail. This information must be submitted to the Centre for Continuing Education along with the assignment file.
6. To provide scheduled exam(s) **by the date specified** to the Centre for Continuing Education in their final format on diskette using Word or in print form ready for duplication. On occasion, where students may have conflicts in their exam schedule, the course supervisor may be asked to prepare a second exam.
7. To adhere to the Senate regulations on the "ADetermination of Final Grades" (see p. 15).
8. To mark the exams and to submit these directly to the Centre for Continuing Education **no later than 14 calendar days after receiving the exams**. To complete the Grade Roster on WebAdvisor for each course taught (see p. 17 for instructions) and to send a printed copy to the academic chair/school director concerned **no later than 14 calendar days after receiving the exams**.
9. To complete and sign Requests for Special Arrangements to the Office of the Registrar before the beginning of classes, making sure to state the reason for the request along with the name(s) of the student(s). The course(s), if approved, will be added to the course master. No stipend is paid to course supervisors of special arrangement courses.
10. If there are any appeals concerning grades assigned by you, you may be called upon to provide any relevant information pertaining to the appealed grades

For all courses

1. Submission of the introductory material in a timely fashion
2. Return of graded student work in a timely fashion
3. Preparation and marking of tests, essays and all written term work
4. Being available for student counseling and advice via the telephone and by email on a weekly basis
5. Submission of exams in a timely fashion to the Envision office for printing and mailings
6. Preparation and marking of the final exam
7. Submission of final marks in a timely fashion. If an “incomplete” (“I”) is involved, it is expected that you will remain available until the student has completed all course requirements (usually one month after the end of classes) unless the department makes alternate arrangement for marking term work and/or exams
8. If there are any appeals concerning grades assigned by you, you may be called upon to provide any relevant information pertaining to the appealed grades

For online and blended courses

1. Weekly online presence in the Desire2Learn (D2L) environment (e.g., responding to student postings and questions on the online bulletin boards)
2. Grading and tracking of assignments submitted online in a timely fashion
3. Being available for student counseling and advice via the course email system and online bulletin boards on a weekly basis

**TERMS OF EMPLOYMENT
ON-CAMPUS
COURSE SUPERVISORS**

The course supervisor agrees to the following terms of employment:

1. To return signed contract(s) and payroll information **within two weeks of receipt.**
2. To teach contracted course(s) at the time and place indicated and according to the established schedule. Any changes in these arrangements must be approved by Jean Dennie (jdennie@laurentian.ca).
3. To teach said course(s) in a manner which reflects the content of the course approved by the appropriate academic unit or school and consistent with the description in the full-time calendar.
4. To arrange convenient times for individual student consultation at the teaching locale.
5. To adhere to the Senate regulations on the ADetermination of Final Grades@ (see p. 15).
6. To be available for the invigilation of the final exam, to mark the exam and to enter final marks on WebAdvisor **no later than 14 calendar days after the exam.**
7. To inform the Office of the Registrar (registrar@laurentian.ca) immediately of students who are present in class but whose names do not appear on the class list, and of students whose names are on the list but who are not attending classes.
8. To ensure that library support material has been requested for students to complete assignments by submitting a bibliography of such material to the Library by the specified date.
9. To ensure all library material, equipment, audio-visual aids, etc. borrowed personally from Laurentian University or the school in which your course is held are returned or make full restitution.
10. To complete and sign Requests for Special Arrangements and send them to the Office of the Registrar (registrar@laurentian.ca) before the beginning of classes, making sure to state the reason for the request along with the name(s) of the student(s). The course(s), if approved, will be added to the course master. No stipend is paid to course supervisors of special arrangement courses.

PAYROLL INFORMATION

Please return your signed contract and payroll information to the Centre for Continuing Education within **two weeks of receipt**. If you will be sharing the responsibility of your course, return your signed contract indicating the details of said assistance. Payment cannot otherwise be guaranteed.

This same requirement applies even if your course is cancelled. If your course is cancelled, you will not be reimbursed for any additional out-of-pocket expenses, but in this circumstance you will receive a cancellation fee as specified in your contract (live On-campus courses only). Please ensure that you keep your Laurentian pay slips. We are unable to comply with requests for past employment dates, payments, courses taught, for tax or any other purpose.

Normally, contracts will be forwarded in March for Spring Session and in June for Fall/Winter Session. For On-Campus courses do not wait for your contract to prepare your course outline, reading list, and text order form.

Please advise Jean Dennie (jdennie@laurentian.ca) for Spring session on-campus courses, and Bettina Brockerhoff-Macdonald (bbrockerhoff@laurentian.ca) for Envision courses in all sessions, in writing if you have been assigned a course as part of your regular workload (applies to full-time faculty only). Contracts are not issued to course supervisors teaching on load. If you receive a contract, but you will be teaching on load, return the contract clearly marked “on load.”

Any request for payment not accompanied by the appropriate documentation (i.e. name, home address, social insurance number, date of birth, banking information) will not be processed until such time as the information is made available to the Centre for Continuing Education.

If you have any questions, do not hesitate to contact Bettina Brockerhoff-Macdonald (bbrockerhoff@laurentian.ca) at 705- 675-1151 ext. 3920 , toll-free 1-866-279-5325, or fax 705-675-4897 for all Envision courses and Jean Dennie (jdennie@laurentian.ca) at 705-675-1151 ext. 3942, toll-free 1-866-279-5325, or fax 705-675-4897 for Spring session On-campus courses.

COURSE EXPENSES – ENVISION

1. CCE has preprinted Xpress Post forms for your use when forwarding assignments and exams (if the weight warrants it) to our office. These are labelled collect which means that you **do not** have to disburse any money. If it is impossible for you to use Xpress Post, disregard this request and return the forms to us with your next regular mailing.
2. Telephone charges incurred by course supervisors are reimbursed upon receipt of **original** telephone bills. We ask that local course supervisors to accumulate expenses until the total amount warrants a cheque (over \$25.00).
3. If you hire a marker for an Envision course, you must advise Bettina Brockerhoff-Macdonald (bbrockerhoff@laurentian.ca) no later than one week into the course for Spring Session and three weeks for Fall /Winter Session. This amount will then be deducted from your stipend.

COURSE EXPENSES – ON-CAMPUS

1. Photocopying is limited to \$50 for a six-credit course and \$25 for a three-credit course. Students are responsible for purchasing copied material used as an integral part of the course. CCE will pay only for material required by the course supervisor to deliver the course.
2. Before hiring a marker, a written request must be sent to Jean Dennie (jdennie@laurentian.ca). The number of hours, description of the work, dates to be worked and the hourly wage or amount of lump sum and budget number to be credited must be provided. If accepted, CCE will then transfer funds to the appropriate departmental budget.
3. Students are expected to pay for and/or buy their own educational materials. All instructional supplies and audio visual needs to be used by the course supervisor are to be approved by Jean Dennie (jdennie@laurentian.ca) before they are ordered. CCE will not approve material purchases after classes start. If payment for approved purchases is made in cash or charged to a personal credit card, CCE will reimburse the buyer upon receipt of **original receipts**. If the material is to be ordered by purchase order, advise Jean Dennie (jdennie@laurentian.ca) in Continuing Education. All material must be returned to CCE within one month of the end of the course.
4. The University will not reimburse instructors for fees paid to a secretary or other support staff. Secretarial services are supplied by each academic unit for On-campus courses.

LIBRARY ON-LINE WORKSHOP PROGRAM

You are strongly encouraged to require your students to complete the library's on-line workshop program in order to get full use of library resources, many of which are now available on-line using Proxy Access.

Instructors are to be guided by the following motion passed by Senate: THAT the Library On-Line Workshop modules be integrated as a required component into each undergraduate program in the earliest-level course (or courses) that demand (s) the use of the library.

The workshop program contains the following modules designed to develop a student's basic library skills:

- Library Catalog
- Finding Full Text of Journal Articles
- RACER and Interlibrary Loan
- RefWorks
- Research

This program is offered on-line via Desire2Learn (D2L), a computer application that uses Internet Explorer™ to deliver self-paced learning modules and testing materials in a web environment. Students may access the program at laurentian.ca/library, under "Online Library Instruction."

If you would like to take the program yourself, contact Ashley Thomson (athomson@laurentian.ca) at ext. 3322 and be sure to include your phone number as well as times you would be available for a call just in case he needs to talk to you personally..

INSTRUCTIONAL SUPPORTS

ON-CAMPUS COURSES ONLY

Texts

All arrangements for ordering texts or existing course packages should be made through the Laurentian University Bookstore. Course supervisors normally choose their own texts, but please be considerate of the cost and availability when adopting texts.

A desk copy of your text must be requested directly from the publisher. There is no arrangement in existence which permits course supervisors to view texts on approval. You may fax your requests to 705-675-4801 or order on-line at *bookstore.laurentian.ca*. You may also view the status of your order on this web site. Telephone orders are not accepted.

If you wish to discuss your text selection, call Gilberte Renaud (grenaud@laurentian.ca), Textbook Buyer, at ext. 2601.

Course Packages

Under the current Access Copyright license and the university policy to reproduce copyrighted and non copyrighted materials, you must submit your new course package(s) and/or laboratory notes, in a print ready format bibliographic information, to Leola Lamarche at Printing and Duplicating Services. All copyrighted material will be cleared and recorded by Léola Lamarche, Course Package Coordinator. The course packages will then be delivered and sold at the Bookstore. If required, please request a one time only complimentary copy for teaching purposes at the time of submission. Please note that in-class distribution for a cost recovery fee of any copied materials or notes is not permitted.

For already prepared course packages previously used in a course, you may submit your request to the Bookstore (along with your text order), or directly to the Course Package Coordinator.

If you require assistance to prepare a course package or any copyright information, please contact Léola Lamarche (llamarche@laurentian.ca), Course Package Coordinator, at ext. 4005.

Deadlines

Text and new course package orders may take up to eight weeks, so please adhere to the deadline dates below. Orders by telephone are not accepted.

- February 28 (Spring Session)
- May 15 (Fall/Winter Session - 1st term and full term)

- October 15 (Winter Session - 2nd term)

LIBRARY SERVICES

On-Campus Services

In order to access the services of the J.N. Desmarais Library, please register for a free faculty photo I.D. card at the Circulation Desk. Your valid I.D. card code will allow you to borrow books, use the indexes/abstracts, place high-demand material on reserve, book a study room, and use the interlibrary loan system.

For high-demand library material, the reserve system allows you to limit the loan period of specified items. You must supply all the information requested on the reserve form legibly and accurately. Specify the loan period: one hour, two hours, one day, three days or four days. The reserve forms are at the Circulation/Reserve Desks.

Off-Campus Services

Those teaching courses 50 kilometers or more away from the University may access the J.N. Desmarais Library through Off-Campus Library Services. All requests for library material (whether the material is located in Laurentian's own collections—or elsewhere) need to be ordered through RACER, our interlibrary loan system.

As part of the RACER registration process you will first require a library barcode. To obtain your barcode contact Off-Campus Library Services at DISTANCE_L@LAURENTIAN.CA or phone 1-800-661-1058 and leave a message with your name, phone number and when you can be reached.

After obtaining your barcode, please register for RACER by completing the online registration form on the Interlibrary Loan (RACER) policy page at laurentian.ca/library. When filling in the "Choose your location" field, select "Home Delivery - for Distance Education students only". Once registered, login to RACER and complete the "Blank Request Form" for each item you wish to borrow.

Requests are processed on a first come first served basis, so please make your request as early as possible. Allow time for delivery depending on location.

It is strongly recommended that your envision students follow a self-directed program in library research which will assist in developing information research skills. Internet Explorer, version 5.0 or above, is required in order to access the library instruction modules. Students may access the instruction program on the Library's web site at laurentian.ca/library.

Library books can be sent to a course supervisor, or to a student upon request, subject to availability. Access to the Library's web catalogue starts from the library's home page and access to various bibliographic and full-text databases is available through the university's proxy service. Consult the Library's web site at laurentian.ca/library for instructions on proxy access.

Your envision students are provided with a package outlining proxy access, as well as basic instructions for searching full-text databases and online indexes.

Questions regarding Off-Campus Library Services? Contact DISTANCE_L@LAURENTIAN.CA or phone 1-800-661-1058.

AUDIO/VISUAL SUPPORT MATERIAL AND EQUIPMENT

On-Campus

The Instructional Media Centre and Telecommunications is equipped to provide audio-visual equipment and production support such as photography, video taping, digital equipment and editing for students. A/V equipment must be ordered from the Centre located in the Fraser Building (ext. 2303). The IMC also boasts a video library and can access a variety of video distributors.

GUIDELINES FOR DEFERRED EXAM REQUESTS

A request for a deferred exam (mid-term or final) will be considered only if a student is in good academic standing in the course when the request is made and has met one of the following conditions:

1. A student was ill and not able to be present for the scheduled exam or was not able to adequately prepare for the exam - must be substantiated by a medical certificate.
2. A student was unable to be present or to adequately prepare for the exam due to a legal obligation such as jury duty, witness, defendant, etc.
3. A personal or family tragedy occurred which would prevent a student from being present or from adequately preparing for the exam.

No exceptions to the above conditions will be accepted.

A request must be received at least four (4) weeks prior to the exam whenever possible. An exam will not be deferred if the student has any outstanding student fees. There is a fee of \$40.00 (+ HST) for each exam. **For Envision courses**, requests must be submitted to the Centre for Continuing Education by mail, or if paying by credit card, by fax to 705-675-4897. **For On-campus courses**, requests must be submitted to the Registrar's Office (fax 705-675-4891). Payment and supporting documentation must accompany the request.

GUIDELINES FOR COURSE EXTENSION REQUESTS

A student may request consideration for an Incomplete grade (I) for a course in which he/she is compelled, due to extenuating circumstances, to submit assignments after the course ends. A student may concurrently request a deferred final exam. **A student must be in good academic standing prior to the scheduling of a deferred exam.** There is a fee of \$40.00 (+ HST) for each deferred exam. **For Envision courses**, requests must be submitted in writing to the Centre for Continuing Education with the reasons for the request and supporting documentation. **For On-campus courses**, requests must be submitted in writing, through the course instructor, to the dean of the faculty in which the course is taught.

A course assigned an Incomplete must be completed within one month after the end of the final exam period. If after that period the course is not completed or a further extension has not been granted by the dean, a grade of "F" will be recorded on the student's academic record. In order

to be considered for an extension beyond the normal one-month period, a student must submit another written request explaining the reasons for the additional extension.

DETERMINATION OF FINAL GRADES

1. Prior to the beginning of each session, On-Campus course supervisors submit for the approval of the department/school council a method of determining final grades in each of their courses no later than the dates specified below:

Spring Session	1 st term and full-term	May 26
	2 nd term	July 7
Fall/Winter Session	1 st term and full-term	September 21
	2 nd term	January 17

This method shall be consistent with department, school, faculty and Senate policies. Final approval of the method of determining final grades in each course rests with the dean.

2. The method must include some means of evaluating the student=s performance on the whole of the course work at the conclusion of the course, which means shall count for not less than 25% of the final grade and shall be consistent with department/school/faculty and Senate policies.
3. Methods of determining final grades approved by the chair/director, and the dean are filed for each course in the offices of the department, school, dean, and Registrar before the end of the second week of classes. The chair/director and dean=s signatures signify that the method of evaluation is consistent with existing department/school/faculty and Senate policies.
4. The method of determining final grades may be revised prior to the mid-point in the course provided the chair/director and the dean formally approve the revisions.
5. The approved method of determining final grades is explained to students in each course during the first week of classes. Revisions to the original method are explained to students during the week the revisions are approved.
6. Student Appeals dealing with the method of determining final grades shall, in the first instance, be submitted to the Department/School Appeals Committee no later than the end of the second week of classes, and in the second instance, if necessary, to the dean who shall make a final resolution after consultation with the student(s), the instructor, and the department chair/school director.
7. The instructor must inform students, upon request, of their standing prior to the date for honourable withdrawal from the course. If no written term work has been evaluated by that date, the information shall be given in the form of a written statement of the student=s standing.
8. All written term work carried out for evaluation purposes is returned to students with appropriate commentary. Students may discuss with their instructor the work presented, the comments made and the grade assigned. Final evaluation submissions are not returned to students but are kept on file by the department/school for a period of six months. Students

may review their final evaluation submission with the instructor within the appeal period. Normally, all classes shall be divided into two sections of equal length, separated by a ten-minute recess (applies to On-Campus and Off-Campus).

IN NO CASE SHALL THE COURSE SUPERVISOR EXEMPT THE STUDENT FROM ANY ACADEMIC REQUIREMENTS. The student shall be referred to the dean of the faculty concerned.

9. Each student must be assigned a numeric grade according to the grading scale below.

A	80 --100 %
B	70 -- 79 %
C	60 -- 69 %
D	50 -- 59 %
F	0 -- 49 %

“A” indicates **Exceptional Performance**: comprehensive knowledge in depth of the principles and materials treated in the course, fluency in communicating that knowledge and originality and independence in applying material and principles.

“B” indicates **Good Performance**: thorough understanding of the breadth of materials and principles treated in the course and ability to apply and communicate that understanding effectively.

“C” indicates **Satisfactory Performance**: basic understanding of the breadth of principles and material treated in the course and an ability to apply and communicate that understanding.

“D” indicates **Minimally Competent**: adequate understanding of most principles and material treated in the course, but significant weakness in some areas and in the ability to apply and communicate that understanding.

“FF indicates **Failure**: inadequate or fragmentary knowledge of the principles and materials treated in the course or failure to complete the work required in the course.

Or, in exceptional circumstances, usually for serious medical reasons, a student may be granted an extension and issued an Incomplete (I) grade. These incomplete grades must be signed and approved by the appropriate dean. If the assigned (I) is not given an extension date or revised beyond August 26, 2011 for **Spring** courses, January 17, 2012 for **Fall** courses, and May 25, 2012 for **Fall/Winter** and **Winter** courses, an (F) will be recorded on the student=s academic record.

No grade is reported. If you have no basis for evaluating the student and you suspect that he/she may have never attended your course or has withdrawn, leave a blank on the Grade Roster. Do not assign an “Incomplete” (I). In these cases, the Office of the Registrar will check the student=s registration status.

10. A printed copy of each completed Grade Roster on WebAdvisor must be submitted to your departmental chair/school director for approval.

PROCEDURES FOR MARKS SUBMISSION

Password for WebAdvisor

In order to get a password for WebAdvisor, you must first have a GroupWise e-mail account at Laurentian University (for example, tsmith@laurentian.ca). Only GroupWise e-mail addresses are compatible with the WebAdvisor system. If you are teaching for the Centre for Continuing Education live On-campus and live Off-campus and you do not have access to GroupWise or WebAdvisor, please contact Jean Dennie (ext. 3942). If you are teaching for the Centre for Continuing Education via Envision and you do not have access to GroupWise or WebAdvisor, please contact Bettina Brockerhoff-Macdonald (ext. 3920).

On-line grading (WebAdvisor)

STEP 1: *Grading*

1. Go to webadvisor.laurentian.ca.
2. Click on **WebAdvisor for Faculty**.
3. Click on **Grading**.
4. Enter your username and password, and click on **Submit**.
5. Use the arrow at the end of **Term** to choose the term. (Ex: 2011 Spring First Term, 2011 Second Term, 2011 Spring Full Term, 2011 Fall Term, 2011 Fall/Winter Term or 2012 Winter Term), then click on **Submit**.
6. You will be shown the course(s) that you teach for that specified term.
7. In the first column, under "Choose One", click in the box beside the course you want to grade first. Then click on **Submit**.
8. Your Grade Roster will now appear. Do not use the "Enter" key; you must use your mouse to navigate in the Grade Roster.
9. You must enter the grades from 0 to 100. Do not enter leading zeros.
10. For an Incomplete grade, enter an "I" and the appropriate date under **Expire Date**: 08/26/11 for Spring courses, 01/17/12 for Fall courses or 05/25/12 for Fall/Winter and Winter courses.
11. If a student has never attended your class and/or never submitted any course work, enter an "F."
12. Once you have entered a grade/value for every student, click on **Submit**.
13. If you enter a grade other than 0 to 100, you will get an error message, and the grades will not be submitted to the system. Fix the error(s) and click on **Submit** once again.
14. The grades are not officially submitted until you get the following message: "Your process is complete; press the **MENU** button to continue."

STEP 2: *Grade verification*

1. Click on **Grading** once more.
2. Choose the same Grade Roster (for ex. ANTR 2095EL 10) you just completed.
3. Click on **Print** on your browser.
4. Submit the printed copy to your academic chair/school director for approval.

5. Grades will be available for public distribution after they are verified by the school director/academic chair, who in turn will sign the copies and forward them to the Office of the Registrar.

**EXAM INVIGILATION /
ACADEMIC INTEGRITY**

Laurentian University encourages the creation and pursuit of knowledge through a broad range of academic programs, scholarly activities, research, publications, and learning environment. Students, faculty, and staff are called to uphold the highest standards in all their scholarly work. As such, academic integrity is a fundamental principle of the University based on the following core values: honesty, trust, fairness, respect, accountability, transparency and responsibility.

Students are responsible for demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Respecting and following university academic regulations, policies, and provincial and federal legislation (copyright laws).
- Following expectations and course requirements outlined by professors for referencing sources of information as well as for group work and individual work
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as an academic violation should speak with their instructors, teaching assistants, and/or advisors
- Completing and submitting personally original work for evaluation
- Collaborating appropriately and participating actively in group work situations
- Acknowledging the contributions of others
- Ensuring that one's academic work is not used inappropriately by others (e.g., not lending print documents or electronic files of academic work to others, including assignments and research data)
- Confidentiality of material and questions covered in course testing formats.
- Acting ethically and with integrity while conducting research and in the reporting of research results, as required by Laurentian University's Research Ethics Board
- Actively participating in the learning process.

More information on *Examples of Breaching the Policy* as well as the *Consequences and Procedures* for faculty to follow can be found online at: <http://cce.laurentian.ca/NR/rdonlyres/8FA02033-B1E1-469B-AF6F-EBE092D2F801/0/AcademicIntegrityDec2010.pdf>

If while invigilating an exam you suspect a student is cheating, record the student's name and the time. Confiscate the exam booklet and any material proof, i.e. crib notes. If you believe the student has hidden some evidence on his/her person, ask that it be handed to you but DO NOT

attempt to take it from him/her. In other words, do not touch the student! Advise the student that he/she has been charged with a breach of academic integrity and should leave the exam room. You must notify Bettina Brockerhoff-Macdonald (Envision courses) or Jean Dennie (On-Campus courses) as quickly as possible following the charge. CCE will notify the student of the charges against him/her as well as the procedures which may be taken by the course supervisor.

The initial responsibility for punitive action lies with the course supervisor in the case of a breach of academic integrity. The student may be assigned a zero for that particular assignment, test, exam, or for the entire course. For the complete set of regulations, please refer to the CCE website (cce.laurentian.ca). Under "Links" select "Academic Integrity for Students".