UNIVERSITY OF REGINA  
FACULTY OF BUSINESS ADMINISTRATION  
*Business Law*  
BUS 307 040 Spring 2019  
Tuesday and Thursday 2:00 p.m. to 4:45 p.m.  
Room ED 623 (Education Building)

**INSTRUCTOR**  
Heather Nord, B.A., J.D., M.B.A.  
Contact Information:  
URCourses email.  
Office: CL333.  
Office hours by appointment.

**COURSE DESCRIPTION**  
The course provides the student with an introduction to Canadian legal institutions and processes. Topics discussed include the judicial system, sources of law, constitutional law, civil liability, regulation of business, professional liability, torts, contracts, property law, employment law, insurance and guarantee, business organization and corporate governance.

**COURSE OBJECTIVES**  
The objective of the course is to give students a general understanding of substantive and procedural law to be able recognize legal risks in a business environment in the following way:

- understand substantive and procedural law in Canada;
- understand how to access and understand relevant provincial and federal legislation;
- recognize legal issues that affects businesses in Canada;
- apply that knowledge to identify potential legal risks in important areas of business activity;
- learn how to research legal issues; and
- develop legal and technical writing skills.

**COURSE MATERIAL**  
It is imperative that students continually check [URCourses](#) over the course of the semester. Updates and additional information regarding the course will be provided on [URCourses](#). Failure to check [URCourses](#) in a timely manner may negatively affect your progress in the course.
In addition, handouts, web-links, and/or additional readings may be assigned through UR Courses. Students are responsible for obtaining these supplementary materials when so directed.


**NOTE:** NO previous editions of the text prior to the 14th edition are acceptable. There are significant changes to the format and content of this edition as compared to previous editions. Cases and other material will be assigned from the text and you will be confused if you use another edition of the text.

**Additional Readings:** PowerPoint slides, statutes, articles, video links, etc., as assigned throughout the course.

**Websites:** A comprehensive listing of key websites is provided on the inside cover of the text. In addition, we will make extensive use of a legal database called CanLII. See below:

- **CANLII:** *Canadian Legal Information Institute*: A legal research website providing statutes, regulations and reported cases. CanLII also contains all federal and provincial statutes, their regulations, case law (“note ups”) and the decisions of administrative agencies, boards and commissions by jurisdiction. It is comprehensive and easy to use. **This will be the main source for online research for the case paper and other assignments.** See: [www.canlii.org](http://www.canlii.org)

**COURSE SCHEDULE**

**NOTE:** The course schedule is the planned approach to the course, but it should be considered “tentative” as circumstances may cause us to vary it from time to time. You will be advised of any changes in the course schedule on URCourses and email. Please make sure to review URCourses and your University/URCourses email often so you don’t miss important notifications and instructions.

**FIRST CLASS:** Tuesday, May 7, 2019: *Overview of the Course and Law, Society and Business and the Machinery of Justice*

*Please remember to bring your name card to class every day so I can get to know you.*

**Required Reading:**

- **Course Outline Business Law 307 040 Spring 2019** (See URCourses at the top of the site)

- **Text** and the **Power Point slides** for *Chapter 1: Law, Society and Business and Chapter 2: The Machinery of Justice.*

In our first class, we will get to know each other and discuss the objectives of the course and our expectations.

We will review the Course Outline in detail to ensure you know what is expected of you and when and how the class is scheduled. The Course evaluation criteria will be discussed. The course materials are described in the Course Outline found at the top of the URCourses site.

The Power Point slides are available to help you deal with a significant volume of specific legal terms and principles. They are uploaded to UR Courses prior to each week’s class, so please use them as you see fit. However, they don’t replace your attendance in class or doing the readings from the text as well.

It is necessary to understand how law is created and how to find various sources of law: statutes and cases. We will learn how to research the law – by locating statutes and cases on CanLII, a comprehensive legal database, and how to read a statute and “brief” a case.

Thursday, May 9, 2019: The Machinery of Justice and Government Regulation of Business

Required Reading:
Finish Chapter 2.

✓ Text and the Power Point slides for Chapter 3: Government Regulation of Business

NOTE: REVIEW the article for the first assignment which is uploaded on UR Courses

Tuesday, May 14, 2019: The Law of Torts

Required Reading:
✓ Text and the Power Point slides for Chapter 4: The Law of Torts

NOTE: This would be a good place to review the document posted on UR Courses entitled “How to Write a Case on an Exam”. This will help you prepare for the tort case problems which we will discuss in class.
Thursday, May 16, 2019: Professional Liability
NOTE: The Competition Act Assignment is due today in print and on URCourses email, with statute excerpts attached as an Appendix.

Required Reading:
✓ Text and the Power Point slides for Chapter 5: Professional Liability: The Legal Challenge.
✓ Tort case problems from the text

NOTE: There is an assignment about Self-Regulated Professions in Saskatchewan which requires choosing a self-regulated profession in the province and researching the “enabling statute”. There are several important aspects of the regulator and the profession to discuss. See URCourses for details. It is due on

Tuesday, May 21, 2019: Contracts

Required Reading:
✓ Text and the Power Point slides for:
  Chapter 6: Formation of a Contract: Offer and Acceptance
  Chapter 7: Formation of a Contract: Consideration and Intention; and

(Note: We don’t take Chapter 11 in the course).

Thursday, May 23, 2019: Contracts

Required Reading:
✓ Text and the Power Point slides for:
  Chapter 10: Writing and Interpretation; and
  Chapter 9: The Grounds Upon Which a Contract May be Set Aside: Mistake and Misrepresentation
✓ Review for the Midterm: How to Write a Case on an Exam, tort and professional liability cases.

Tuesday, May 28, 2019: Review for the Midterm Exam

Thursday, May 30, 2019: MIDTERM EXAM
Location: the Midterm exam will be held in our classroom.
Duration: It will be 2 hours, 15 minutes in length.
Content: Chapters 1 to 10, inclusive.
Format: The exam will include multiple choice, true and false and short answer questions and case problems based on class materials, the text, the PowerPoint slides and readings assigned to date.
NOTE: YOU MAY BRING A STUDY SHEET TO THE EXAM. It can be one page of 8.5 x 11”, double-sided, in any font or format you wish. Please submit it with your exam documents.
Tuesday, June 4, 2019: Contracts

Required Reading:
✓ Text and the Power Point slides for:
  Chapter 12: The Discharge of Contracts
  Chapter 13: Breach of Contract and its Remedies
✓ Statute Review: The Frustrated Contracts Act, S.S., c. F-22.2

Thursday, June 6, 2019: Employment Law

Required Reading:
✓ Text and the Power Point slides for Chapter 18: The Contract of Employment

Tuesday, June 11, 2019: Insurance Law and Landlord Tenant Law
NOTE: The professional regulation assignment is due today in print and on UR Courses email.

Required Reading:
✓ Text and the Power Point slides for:
  Chapter 16: Insurance and Guarantee and
  Chapter 22: Landlord and Tenant.
✓ Review The Landlord and Tenant Act, R.S.S., 1978, c. L-6

Thursday, June 13, 2019: Business Organization and Corporate Governance

Required Reading:

Tuesday, June 18, 2019: Review for the final exam
Please see UR Courses prior to the review for exam details.

Wednesday, June 26, 2019: FINAL EXAM:
Location: RI 119: 2:00 p.m. to 5:00 p.m.

The exam will include multiple choice, true and false and short answer questions and case problems taken from class materials after the midterm, the text, the PowerPoint slides and assigned readings. Additional details about the format and content of final exam will be posted on UR Courses prior to the exam date.

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COURSE EVALUATION

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<th>Distribution of Marks</th>
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<tr>
<td>Class Participation</td>
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<td>Competition Act Assignment</td>
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<td>Midterm Exam</td>
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NOTE:
Your mark in this class will be made up of several components, as noted above.

Please note:
- All assignments are mandatory and must be submitted.
- Please don’t decide to omit an assignment thinking that you will merely forfeit those marks, opting for a 0 on that assignment. That is not the case: it will result in you receiving an “NP” in the class for not completing all required assignments (NP means “No Paper”), not a 0 on the particular assignment.
- A 0 is assigned if the work is so substandard as to not be worth any marks.
- No alternative methods of course evaluation will be considered.
- Late assignments will only be considered if they are a result of a personal emergency or health reasons. You must advise me in advance of the due date and provide appropriate documentation in support of your request.

Your mark in this class will be made up of several components, as noted above.

1. Class Participation: ongoing
   - Class participation is worth 10% of your grade.
   - Attendance, class discussion, preparation, possible optional assignments and other class involvement are all part of class participation.
   - Attendance is required in this class. An attendance sheet will be circulated at the end of each class. Please make sure to sign it each class.
   - Note: If you miss more than 3 classes you may receive 0/10 for CP, at the instructor’s discretion, notwithstanding having completed optional assignments.
   - We have a lot of material to cover in this course so please prepare for each class by reading the required chapters of the text, the PowerPoint slides which will be posted on URCourses prior to each lecture, and other assigned readings such as statutes or articles, and be prepared to discuss assigned case problems or assignments in class. We may have an occasional quiz in class!
   - Please remember to use your name cards in class so I can get to know you by name.
   - Your comments and questions are always welcome and add value to the class.
2. Short Assignment: *Competition Act, 1985*
Due date: Thursday, May 16, 2019

- The assignment is worth 5% of your grade.
- Please also refer to URCourses for information.

**Subject of the Assignment**
- The subject of the assignment is price fixing which is a type of competition restriction prohibited in the marketplace, pursuant to the federal *Competition Act, 1985*, R.S.C., c. C-34 (“the Act”), and the federal Competition Bureau and its Commission, a tribunal which hears matters pertaining to violations of the *Competition Act*.

**Purpose of the Assignment**
- The purpose of the assignment is for you to understand how price fixing is determined, to review the statute in order to identify the relevant sections describing the prohibited activity of price fixing in the marketplace, describe the procedures and penalties stipulated in the Act, understand and describe how the federal Competition Bureau regulates and governs marketplace activities in Canada, see how the consumer is protected, how liability is established and note the punishments for companies which violate the statute.

**Content of the Assignment**
The assignment should include the following information. You can organize it in whatever way you choose.

- An introduction outlining the purpose of the assignment, the scope and methodology of the assignment, the statute involved (with the correct legal citation), the title and URL of the news article(s) used and of the Competition Bureau and Commission website. Note that the Commission is the federal administrative tribunal which hears matters of contravention of the Act.

- The purpose of the *Competition Act, 1985*. Cite the relevant section of the Act.

- The mandate, mission and value statements of Competition Bureau and the Competition Commission (the administrative tribunal which hears competition violations and decides on appropriate sanctions and punishment). You will have to research this and cite the Act where required.

- A description of the activities of the Competition Bureau and the Commission, giving a brief description of its website. Please provide the URL.

- The public complaints process available for consumers or companies to report a competition violation, referring to relevant sections of the statute and the Competition Bureau’s website where necessary.
The nature of competition violations such as price fixing. Quote and cite relevant sections of the Act. Define and describe price-fixing. You can use external research.

- The investigation procedures used by the Competition Bureau, making reference to specific sections of the Act.

- The penalties for violations under the Act.

- What was the outcome of the Loblaw’s bread price fixing case? Describe what happened in this case and how it relates to procedures and/or possible penalties under the Act. You can refer to the article on URCourses or additional articles and research.

- A conclusion.

Research Required
- You have to do some research in this assignment. You MUST USE THE TEXT and the STATUTE, AS WELL AS THE ORGANIZATION’S DATABASE(S)
- Find out how the Competition Bureau functions, how the Competition Commission is structured and functions. What is price fixing? Review the Competition Act, 1985, R.S.C. c. C-34. This is a required part of the assignment. Please pay careful attention to which sections are relevant, how to cite and quote specific sections of the Act, how to properly cite the Act, and which process is used to investigate the complaint. You also need academic/legal reference(s).
- Make sure to refer to the Act thoroughly in your paper as it is the foundation for competition violations.
  - Include a separate page for the Reference List and format the Reference List sources properly, using APA.
  - Pay careful attention to using legal citations properly, especially the statute.

Format of the Assignment
- Please use headings in formatting your paper. This is not optional! There are reasons for headings. They give structure to the paper and ensure that you consistently cover all relevant aspects so the reader can follow the organization of your paper and your arguments.
  - You may use the questions from the URCourses site to structure your paper.
  - The paper should be no fewer than 6 pages and no more than 8 pages in length.
  - Times New Roman, 12 point font. Please do not use another font size or style.
  - Double spaced.
  - You must use page numbers (bottom/centre of the page) in your paper.
  - Please use a separate Title Page and a separate Reference List.
  - Please use APA citation style. If you are not familiar with how to correctly source references in a university assignment, please review it carefully. You will lose marks if you source incorrectly or fail to source your writing.
  - Do not use footnotes or endnotes.
  - You must use the appropriate case and statute citations. There are hundreds of examples in the text so please review this part of your writing carefully.
 Remember that the name of the statute and the case is always italicized.
 The first time you refer to a case or a statute you must use the full legal citation. E.g. *Smith v. Jones*, 2013 SKCA 127 (CanLII) or *The Business Corporations Act*, R.S.S. 1978, c. B-10, etc.
 Thereafter, you may use a short form of the case name or statute title without the full citation as long as you have so noted this in your first reference. E.g. *Smith v. Jones*, 2013 SKCA 127 (CanLII) (“Smith”), or *The Business Corporations Act*, R.S.S. 1978, c B-10 (“SBCA”) or (“the Act”).
 Do not use the quotation marks when you use the short form title or the Act.
 If you are referring to only one statute in your assignment, you can refer to that statute as the Act (Act always has a capital “A”) after the first reference to it following the full legal citation.
 All Saskatchewan statutes are cited with “R.S.S.” (Revised Statutes of Saskatchewan) or “S.S. (Statutes of Saskatchewan) in their title.
 Statutes from any other jurisdiction than Saskatchewan use specific letters for their province. E.g. “R.S.A” (Revised Statutes of Alberta); or “S.A” (Statutes of Alberta), “S.O” (Statutes of Ontario).
 S.C is Statutes of Canada, and R.S.C. means Revised Statutes of Canada.
 This notation is your clue as to the jurisdiction of the statute. Please make sure you note this carefully in all your legal research.
 Specific sections or “provisions” (it means the same thing) of a statute are denoted by a section number. E.g. s.27(1)(e) is read as “Section 27, subsection (1)(e), or Subsection 27(1)(e).
 You may also use “Section” or “section” written out in full. You do not capitalize section within the text, only if you are beginning a sentence with the word.
 Multiple sections are noted as “ss.” followed by the sections numbers: E.g. ss. 25-31, or the word “sections 25-31” written out in full.
 Do not write out the section number in words: e.g. section thirty-three. This is not correct legal style. Use s.33 or section 33.

**Submitting the Paper**
- You must submit a print copy of the assignment at the beginning of class, on the due date, and an electronic copy by email, with an appendix, on URCourses as a Word or PDF attachment, at the same time.
- An appendix is relevant material included at the end of a paper. It is like creating a “mini” statute. Label the first appendix as Appendix A, and use the FULL LEGAL CITATION OF THE STATUTE as a sub-heading. This is essential.
- Please attach the Appendix to both the PRINT AND ONLINE versions of the assignment.
3. **Midterm Exam**  
**Date:** Thursday, May 30, 2019  
- The Midterm exam is worth **35%** of your grade.  
- We will write in class.  
- The exam is 2 hours in length.  
- The exam will include multiple choice, true and false and short answer questions, and case problems based on class materials, the text, the PowerPoint slides, cases, statutes and readings assigned to date.

4. **Research Assignment: Professional Regulation in Saskatchewan**  
**Due Date:** Tuesday, June 11, 2019  
- The assignment is worth **10%** of your grade.  
- Please also refer to URCourses for information.

**Subject of the Assignment**  
- The subject of the assignment is a self-regulated profession in Saskatchewan.

**Purpose of the Assignment**  
- The purpose of the assignment is to give you a better understanding of which professions are self-regulated, how they are regulated and governed in Saskatchewan, how the public is protected, and the responsibilities and liabilities of these professions.

**Format and of the Assignment**  
- **Please use headings in formatting your paper. This is not optional!** There are good reasons for headings. They give structure to the paper so the reader can follow the organization of your paper and your arguments.  
- **Note:** “Headings” are not the same thing as “Headers”, or a “Running Header” used in APA paper formatting. A running header is the title of the paper printed on the top of every page. I don’t require Headers, but I do want you to use appropriate headings in the internal organization of your paper.  
- The paper should be no fewer than 8 pages and no more than 10 pages in length.  
- Times New Roman, 12-point font. **Please do not use another font size or style.**  
- Double spaced.  
- You must use **page numbers** (bottom/centre of the page) in your paper.  
- Please use a **separate** Title Page and a separate Reference List.  
- Please use APA citation style. If you are not familiar with how to correctly source references in a university assignment, please review it carefully. You will lose marks if you source incorrectly or fail to source your writing.  
- Do not use footnotes or endnotes.  
- **You must use the appropriate case and statute citations.** There are hundreds of examples in the text so please review this part of your writing carefully.  
  - Remember that the name of the statute and the case is always *italicized.*
The first time you refer to a case or a statute you must use the full legal citation. E.g. *Smith v. Jones*, 2013 SKCA 127 (CanLII) or *The Business Corporations Act*, R.S.S. 1978, c B-10, etc.

Thereafter, you may use a short form of the case name or statute title without the full citation as long as you have so noted this in your first reference. E.g. *Smith v. Jones*, 2013 SKCA 127 (CanLII) (“Smith”), or *The Business Corporations Act*, R.S.S. 1978, c B-10 (“SBCA”) or (the Act).

If you are only referring to one statute in your assignment, you can refer to that statute as the Act (it always has a capital “A”) after the first reference to it following the full legal citation.

All Saskatchewan statutes are cited with “R.S.S.” (Revised Statutes of Saskatchewan) or “S.S. (Statutes of Saskatchewan) in their title.

Statutes from any other jurisdiction than Saskatchewan use specific letters for their province. E.g. “R.S.A” (Revised Statutes of Alberta); or “S.A” (Statutes of Alberta), “S.O” (Statutes of Ontario), etc. **This is your clue that you are NOT using a Saskatchewan statute and must look up the appropriate Saskatchewan statute.**

Specific sections or “provisions” (it means the same thing) in a statute are denoted by a section number and the statute. E.g. s.27(1)(e) is read as “Section 27, subsection (1)(e), or Subsection 27(1)(e).”

You may also use “Section” or “section” written out in full. Multiple sections are noted as “ss.” and the numbers, or the word written out in full.

Do not write out the section number in words: e.g. section thirty-three. This is not correct legal style. Use s.33 or section 33.

**Content of the Assignment**
The assignment should include the following information:

- An introduction outlining the scope and methodology of the paper, the profession you have chosen, its enabling statute and the name of the regulatory body which governs that profession.
- A description of the statute which governs the profession in Saskatchewan, using proper legal citation.
- The mission and value statements for the profession.
- The profession’s regulatory body’s mandate and purpose.
- A description of the activities of the profession.
- The URL and a brief description of the website of the professional and regulatory organizations.
- The public complaints process, referring to the statute and the regulatory organizations’ website where necessary.
- The nature of professional misconduct or incompetence. Cite the statute.
- The discipline procedures for the profession, with reference to specific sections of the enabling statute.
- The penalties for infractions, and
- A full description of the Code of Conduct or Code of Ethics of the profession. This is very important as it also establishes the basis for discipline.
Research Required

- You have to do some research to find the statute which governs the profession and the regulatory body for that profession IN SASKATCHEWAN. This is a required part of the assignment.

- Please pay careful attention to the statute you cite; it must be the relevant statute for Saskatchewan, not another province or country.

- Use that statute throughout your paper as it is the foundation for governance of any self-regulated profession but also use websites and academic/legal references.

- You don’t have to use cases in this assignment. (There is nothing preventing you from reading relevant cases online and learning from them. They might be useful examples for discipline and penalties but are not a required part of the content.)

Submitting the Paper

- You must submit a print copy of the assignment at the beginning of class, on the due date, and an electronic copy by email, with an appendix, on URCourses as a Word or PDF attachment, at the same time.

- An appendix is relevant material included at the end of a paper. In this case, you will have to copy/paste the specific sections of the Competition Act, 1985, R.S.C., which you have cited in your paper. It is like creating a “mini” statute. Label the first appendix as Appendix A, and use the TITLE and FULL LEGAL CITATION OF THE STATUTE as a sub-heading.

- Please attach the Appendix to both the PRINT AND ONLINE versions of the assignment.

5. Final Exam

Date: Wednesday, June 26, 2019 from 2:00 p.m. to 5:00 p.m.
Location: RI 119

- The exam is worth 40% of your grade.

- It is not cumulative. It will cover material taken in the second half of the course.

- It will include multiple choice, true and false and short answer questions and case problems taken from class materials after the midterm, the text, the PowerPoint slides and assigned readings.

OTHER IMPORTANT INFORMATION

SPECIAL ACCOMMODATION
If you require special accommodation of any kind in this course because of a disability please advise me. In addition, please contact the Coordinator, Disability Resource Office at 306 585 4631 or visit them at Room 251.15 Riddell Centre. Please bring 4 copies of your documentation to our meeting. Thank you.

MENTAL HEALTH COUNSELLING SERVICES, UNIVERSITY OF REGINA
Please take a moment to review the information on URCourses about the counselling services offered by the University of Regina. University can be a very stressful and challenging time, and students face a great deal of pressure with deadlines and course work. It is important to take care of yourself and to reach out if you are feeling overwhelmed.

**URCOURSES**
This course is supported by *URCourses*. If you do not have a user name and password please go to the *URCourses* home page to establish one. Course notes, class information and any group discussions are hosted at this site. Please ensure that you routinely check the site for class updates.

**UNIVERSITY OF REGINA COUNSELLING SERVICES**
Please review the University of Regina Counselling Services information uploaded to URCourses for this class. It is very important that you read it and familiarize yourself with the assistance available through the University of Regina Counselling Services.

**DISRUPTIVE CLASSROOM BEHAVIOUR**

1. **Continued Tardiness / Continued Early Departures**: There is no excuse for continually arriving late for class or leaving prior to the end of class. This behaviour is both disruptive and disrespectful towards other students and the professor.

2. **Cell phones**: The ringing of cell phones and other electronic devices during class indicates a lack of respect for others in the class. Please put your cell phones on silent or vibrate during class. There are occasions, however, when an emergency or crisis situation requires these devices be active. If you are in such a situation, please speak to the professor before the class begins.

    If a student is found looking at a cell phone during an examination, the exam will be confiscated, the student will be asked to leave the examination and the student will be referred to the Associate Dean of Arts (Undergraduate) for suspected cheating.

3. **Text Messaging**: Although you may claim that you are multi-tasking, text messaging also impairs your learning in class. It also demonstrates a lack of respect for others in the class, notably the professor. Text messaging is expressly forbidden during class.

4. **Personal computers**: You may bring a personal computer to the classroom as long as it does not disturb your classmates. If typing or other computer noise (including alarms, watching podcasts or surfing) bothers others in class, you may be requested to return your computer to its case and take notes using paper and pen.

5. **Private conversations**: There are times when you may need to speak with the person sitting next to you about the course. If you need to do so, it is appreciated if you would do so quietly. If the professor can hear you at the front of the room it is not being done quietly enough.
OTHER STUDENT RESPONSIBILITIES

- Students are asked to engage in careful and timely reading of the course material.
- Students are required to familiarize themselves with the University of Regina requirements regarding Academic Dishonesty.
- Students having difficulty with the course are advised to contact the professor immediately to discuss the situation.

ACADEMIC DISHONESTY

*Overview and Appeals*

The Faculty of Business Administration assumes that all academic work submitted by a student was completed honestly by that student. To do otherwise is to commit academic dishonesty.

Assignments, tests and examinations are designed for the student to show the professor how well they have mastered course material. When the professor evaluates the student’s work, it must therefore be clear which ideas and words are the student’s own. The general principles of academic integrity for students doing course work are that they are to do their own original, individual work, unless told otherwise by the course professor, and are to give credit for other people’s ideas or words. Students should be aware that, while collaborative or group work on assignments may be encouraged in some disciplines, it is not acceptable in others (refer to the last point in para. 5.13.2.3.). Discussion of ideas with faculty and other students, (that is, intellectual debate) is both allowable, and important, provided that credit is given in written work for ideas that are not one’s own (see para. 5.13.2.2.). Group study (as distinct from group work on an assignment that is to be graded) is likewise permissible unless explicitly forbidden by the professor.

The Associate Dean of the Faculty of Business Administration will be notified and will investigate alleged academic misconduct. Action appropriate to the situation will be taken and the student notified in writing. The range of possible penalties for an act of academic misconduct is detailed in the University of Regina Policy 5.13.4.2.*Academic Misconduct* and may include other appropriate penalties at the discretion of the Associate Dean.

According to the University of Regina Policy 5.14.1 *Council Discipline Committee*, students may appeal the imposition or severity of a penalty for misconduct (academic or non-academic) to the Council Discipline Committee. Requests for a hearing must be submitted, in writing, and within 30 days of the date of imposition of the penalty.

**Cheating:** Cheating on examinations includes, but is not restricted to, copying from another student’s exam booklet, using unauthorized notes during an exam, arranging for a substitute to take an examination, or giving and receiving unauthorized information prior to an exam. All instances of cheating will be referred to the Associate Dean of the Faculty of Business Administration.

**Plagiarism:** Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one’s first-hand experience and not
acknowledging the source. The student must give credit for the material by identifying the
source, using one of the generally accepted citation methods. All instances of willful
plagiarism will be referred to the Associate Dean of the Faculty of Business
Administration.

**Co-responsibility:** Any student who knowingly assists in any form of academic dishonesty
shall be considered as guilty as the student who accepts such assistance. Students should
take care when allowing their work to be copied or otherwise used by fellow students to
ensure that academic dishonesty is not occurring, nor should students sell or give
unauthorized copies of examinations to other students. All instances of willful co-
responsibility will be referred to the Associate Dean of the Faculty of Business
Administration.

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