

Student Behaviour and Discipline: Academic & Non-Academic (From Office of Academic Integrity)

Student discipline deals with both academic (e.g., cheating on assignments and exams, excessive collaboration, plagiarism) and non-academic (e.g., use of computer resources, harassment) behaviour. The Associate Deans (Undergraduate *or* Graduate) of your Faculty are responsible for all student discipline matters.

Student Academic Integrity

As approved by Senate, **uWaterloo faculty members are required to:**

- I. Include, up front, in course outlines, syllabi and/or on websites, information regarding academic offences, a reference or link to [Policy 71](#) and a link to your Faculty document on avoidance of academic offences; for an example, see the Arts document <https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behavior>

Students are expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. Students who are unsure whether an action constitutes an offence, or who need help in learning how to avoid offences (e.g., plagiarism, cheating) or about 'rules' for group work / collaboration should seek guidance from the course professor, TA, academic advisor, or the Undergraduate Associate Dean.

The following bulleted information should also be included on all course outlines:

- **Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check <http://uwaterloo.ca/academic-integrity> for more information.]
- **Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.
- **Discipline:** A student is expected to know what constitutes academic integrity [check <https://uwaterloo.ca/academic-integrity/integrity-waterloo-students/what-misconduct>] to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration, should seek guidance from the course instructor, TA, academic advisor, or the Undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student

Discipline, www.uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71. For typical penalties, check Guidelines for the Assessment of Penalties, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties> .

- **Appeals:** A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there are grounds. A student who believes he/she has grounds for an appeal should refer to Policy 72 (Student Appeals).
- **Note for Students with Disabilities:** AccessAbility Services (formerly the Office for Persons with Disabilities), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities, without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.
- **Turnitin.com and alternatives:** Plagiarism detection software (Turnitin) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. In the first week of the term, details will be provided about the arrangements for the use of Turnitin and alternatives in this course.

For a detailed list on all required information to be included on course outlines please see: https://uwaterloo.ca/centre-for-teaching-excellence/sites/ca.centre-for-teaching-excellence/files/uploads/files/courseoutlinetemplate_0.pdf

2. Discuss in the first class each term or when they hand out the first assignment or give the first test matters related to accepted academic practices, levels of tolerance and the standards of the discipline.
3. Define plagiarism, collaboration vs. excessive collaboration, group work, etc.

Note: Among students, particularly first year, there often is confusion about collaborative learning, group/team work or projects because university is frequently different from high school; at uWaterloo, there are "degrees" of team work. Instructors should clarify what is allowable with respect to collaboration on assignments or projects.

4. Deal with offences under Policy 71. For academic offences, the instructor has the option of attempting to resolve the offence informally with the student and sending the proposed resolution to the Associate Dean for approval or revision, or of reporting the matter directly to the Associate Dean for investigation. Non-academic offences are to be reported to the Associate Dean for investigation.

Disruptive or Threatening Student Behaviour

ref: Memorandum from the Provost (November 1, 2004)

“This memo is to draw your attention to the provisions for dealing with student behaviour that is sufficiently disruptive or threatening as to infringe on the legitimate pursuits of others on campus, whether in the lab or classroom, in the library or dormitory. A student's academic rights do not extend to disruption of other students (or faculty, staff) or their work/study environments. Refer to Policies 33 (*Ethical Behaviour*) and 71 (*Student Academic Discipline*) for complete protocol and practice in dealing with such student behaviour.

Because the same student may be involved in more than one incident (e.g., classroom and residence), Department Heads and Associate Deans are expected to advise and consult, deciding together on an appropriate course of action. In serious situations, the Faculty Dean should be informed and the University Police may have to be contacted.

The Directors of Security (ext. 32828), Conflict Management & Human Rights (ext. 33765) and the AccessAbility Services (ext. 35082) are available to assist in determining how to respond in particular circumstances.

Proctoring and General Conduct of Mid-Term Tests and Final Examinations: Authority to Search For / Confiscate Unauthorized Aids When Cheating is Suspected

ref: Memorandum from the Registrar and Dean of Graduate Studies (March 29, 2004)

“[UWATERLOO examination regulations and related matters](#) for faculty include the following statement: "If an instructor or proctor has reasonable grounds to believe that a violation of academic regulations has occurred, that person shall **collect all of the evidence** available.”

What follows is **advice to presiding officers and proctors** regarding confiscating material if cheating is suspected during mid-term tests or final examinations.

Only those items authorized for use in the examination are to be on the desk:

- bags, purses, knapsacks, etc., are to be closed and placed under the desk;
- all hats/caps must be removed and placed under the desk;
- wireless or electronic devices (e.g., cell phone, BlackBerry, earphones), must be turned off before the test or exam commences.

When there are reasonable grounds to believe that a violation of exam protocol has occurred, the presiding officer or proctor has authority to:

1. remove anything on the desk not authorized for use in the test or examination and keep it until the student has completed the test or examination and handed in the answer booklet, etc.

2. look into knapsacks, bags, purses, pencil cases, etc. to remove “evidence” (this is to be done in the presence of the student *and* another proctor); and return the knapsack, bag, purse, pencil case, etc., to be put under the student's desk. (NOTE: if the student requires a copy of such evidence, it is to be provided, and the original retained by the presiding officer or proctor.)
3. require the student to move to a seat where the presiding officer or proctor can more easily monitor the student
4. ask a student to adduce “evidence” where the presiding officer or proctor believes that the student has hidden it on his/her person. (NOTE: if the student refuses, under no circumstances should the alleged student offender be touched.)
5. remove answer book(s) and replace them with new ones; **in all cases, student(s) are to be allowed to finish writing the test or examination.**

As soon as possible following the conclusion of the test / examination, the presiding officer or proctor shall make a note of the time and details (e.g., refusal to cooperate); explain to the alleged student offender that the status of his/her paper is in question; identify the paper and set it aside; inform the course instructor of the circumstances; and, turn over all the evidence available. In the event that the instructor is not available, the presiding officer or proctor will inform the appropriate Associate Dean”

For additional information or assistance, contact an Associate Dean in your Faculty or the Secretariat (ext. 37549) or the Conflict Management & Human Rights Office (CMAHRO, ext. 35671 or 33675).