

## Reimagining the New Cambridge Food Bank

Design can no longer mean 'my design', it must now mean 'our design' [...] Our design includes awareness of and respect for climate change, the extinction of species and habitats, the management of energy and resource use, and the legitimate needs of every user. Our design includes children and the elderly, as well as people with specialized accessibility needs. Looking into the future, perhaps our designs will also include the alienated, homeless, and displaced populations, with room for those who protest and those who prefer to live online.

—Andrew Levitt, *Listening to Design: A Guide to the Creative Process*, 2018

The Waterloo School of Architecture sits on the traditional lands of the Neutral, Anishinaabeg and Haudenosaunee peoples. The school is situated on the Haldimand Tract: land stretching 10 kilometres on either side of the Grand River, granted to the Mohawk of the Six Nations. Their neighbours were the Neutral and Petun peoples to the north and the Anishinaabeg Mississaugas to the south. As visitors, we have a responsibility to know and care for these lands and the Indigenous people—past, present, and future—who have stewarded them for centuries.

Knowing this history highlights our collective responsibility to one another and our home: the earth. It also brings forth an awareness of our presence within the wider Cambridge-Waterloo region. While our community has a radius that can be measured from the school to the farthest student from it, there exists another community across the river with a much broader area of impact. The Cambridge Self Help Food Bank (CSHFB) has served people across the City of Cambridge and the Township of North Dumfries for the past 38 years. Originally a response to the severe economic recession at the time, it continues to be a vital resource, support, and change agent. The pandemic highlighted an urgent need for social services like the Food Bank and the critical resources it provides. The Food Bank has outgrown its current location on Ainslie Street and is being forced to move due to the new light rail transit (LRT) expansion. A new site and building are required to host their many programs, and the Food Bank hopes to reestablish itself as a vibrant community hub with this transition.

We have to ask unthinkable questions. We have to go right to the roots of what makes us such a devouring species, overly competitive, conquest-driven, hierarchical. We ought to ask questions about money, power, hunger. The scientists tell us that fundamentally there is enough for everyone. This Earth can sustain us. We can't just ask the shallow questions anymore. Our whys ought to go to the core of what we are. Then we ought to set about changing us. We ought to remake ourselves. —Ben Okri, *Artists Must Confront the Climate Crisis*, 2021

This studio calls for the re-envisioning and design of The New Cambridge Food Bank: our neighbours across the river. The project will bring focus to *our collective responsibility to one another* as designers and, more importantly, as human beings facing a climate crisis that will radically alter all life on earth. It is widely known that the building industry accounts for 40% of planet-warming carbon dioxide (CO<sub>2</sub>) emissions, and this demands the urgent need for carbon net zero standards to be the benchmark. This will be our energy target for The New Cambridge Food Bank, in alignment with our imperative—as designers of our built world—to be advocates of both social and ecological change.

It is important to prioritize the practical realities of a building's cost, program, and site, but less tangible questions about its impact are as important and demand our attention from the first creative thought through to the final design: How do we design with authenticity while respectfully working with the finite resources of our planet? How can our design processes be more inclusive and participatory? How can we

pioneer site-specific ecological and socially sustainable practices? What opportunities can new and traditional building methods and materials offer? How can we design spaces for self-determination and an enhanced sense of identity and belonging? Addressing these questions and other client requirements will necessitate an innovative rethinking of what is most resilient and enduring about architecture.

## The Cambridge Food Bank

It is rare for any of us, by deliberate choice, to sit still and weave ourselves into a place, so that we know the wildflowers and rocks and politicians, so that we recognize faces wherever we turn, so that we feel a bond with everything in sight. The challenge, these days, is to be somewhere as opposed to nowhere, actually to belong to some particular place, invest oneself in it, draw strength and courage from it, to dwell not simply in a career or a bank account but in a community...Once you commit yourself to a place, you begin to share responsibility for what happens there.  
—Scott Russell Sanders, *Local Matters*, Essay 1988

The Food Bank is currently located at 54 Ainslie Street South in a narrow 15,000 square foot building leased by the City of Cambridge. While they have resourcefully adapted to fit the space they were given, the building is not able to support the scale of operations. In their current location, they serve over 500 families per week and distribute over a million pounds of food per year.

The Food Bank's offerings are based on a holistic approach to community and wellbeing with food at the centre. The range and breadth of these offerings support and uplift a significant population. Their initiatives include a Community Pantry, Community Kitchen, Gardens, and the Mobile Food Market—a travelling market selling fresh produce at a nominal cost. They offer counselling and host health and wellness programs for youth, adults, seniors, and newcomers. They partner with local farmers to develop more sustainable and innovative methods of growing, harvesting, and distributing produce, handling any food waste with the same care and rigor.

The New Cambridge Food Bank will be grounded in the client's belief that we not only need one another despite our differences but because of our differences. It will offer a community of spaces to help foster empathy, giving, learning, creativity, interconnectedness, and understanding through the sharing of food and wellness. For their new home, the Food Bank envisions a greater presence and reach within the region. As such, the new building and site should offer as many opportunities as possible for community use and engagement.

The client invites us to reimagine what a 'Food Bank' might be, and to help heal longstanding stigmas around their services and the people they are in service to. The design must respond to the Food Bank's ethos of the shared responsibility we have to each other and our planet, weaving together the various strands and scales from the individual to the communal experience. The following questions reflect the client's core values of Healthy People, Connected Community, and Environmental Sustainability, and are intended to orient the design process throughout the term:

- Can a well-designed building positively impact individual and communal growth, and help people to identify themselves as part of a larger community?
- Can a building be seen as a place for support, strength, and refuge, where users are offered a sense of belonging that aids in the development of social and practical skills?
- Can a building be a robust example of the integration of environmental and ecological thinking and building technologies that are potentially instructive to those who visit and occupy the spaces?

## The Client

In the past jobs were about muscles, now they're about brains,  
but in future they'll be about the heart.

—*Minouche Shafik, Director of the London School of Economics*

If your life's work can be accomplished in your lifetime,  
you're not thinking big enough.

—Wes Jackson, Co-founder of the Land Institute

Our client, The Cambridge Food Bank, is made up of staff that include social workers, volunteers, farmers, health promoters, youth event planners, along with coordinators and managers for each department of operation. Despite working in an existing building and site that is not conducive to their operations and ambitions, the staff and volunteers at the Food Bank are a testament to the resiliency of this organization.

The client insists on the Food Bank being a place of belonging for all. They are concerned with the social challenges, stigmas, and assumptions around food insecurity, and see the new building as one piece addressing this larger, systemic issue with a renewed, more dignified social understanding. Inspired by the need for social transformation and motivated by global climate change, the client believes in the power of design to create a benchmark project for environmental performance with a commitment to carbon neutrality. Their dedication to the health of the planet and the health of its people extends to a building that not only houses the program but welcomes and shelters users with dignity, connecting them to nature's rhythms.

Given that we all "make sense" of the world differently, our client wants users to feel welcome, despite their situation, ability, or preference. These considerations need to be balanced in conjunction with materiality, thermal comfort, and spatial experience while developing your architectural narrative. Our client is not only concerned about energy use, but also where energy comes from and the wise management and treatment of water, materials, and waste. They are committed to creative and forward-looking approaches to materiality, accessibility, and beauty, and see architecture as an important voice in service of planetary betterment.

## The Site

Hope is always accompanied by the imagination, the will to see what our physical environment seems to deem impossible.

—Jericho Brown, Educator, poet, and writer

The Food Bank is assessing a property on Dundas Street South as the future home of their organization. The proposed site is located in an industrial pocket of Galt currently being pushed by the city towards redevelopment and has been selected primarily for its availability and location. The site is successful in meeting several of the client's essential requirements: it is accessible by public transit, it is well connected to main roadways for transport purposes, and it provides enough space to support the organizations current functions and potential future expansion. Surrounded mostly by industrial buildings, the site has the potential to be a stimulus for further community development and is connected to Cambridge transit nodes via Grand River Transit (GRT).

Bordered by a railway corridor at the rear of the property, there is currently an agglomerate of buildings on the site. Retrofitting older buildings can potentially consume less carbon than demolition and new construction by removing the carbon footprint associated with the demolition process and new material use. In commitment to carbon neutrality, and the short- and long-term needs of our client, there will be a partial demolition of the existing structures (refer to site documentation drawings for demolition extents). The new design proposal will include both new construction and an adaptive re-use of the remaining structure. Adaptive re-use involves a conscious, circular approach to design, and the proposal should include creative and practical ways to reuse the existing spaces in order to reduce building waste.

Due to long-term heavy industrial use along Dundas Street North, the properties along the railroad may have varying degrees of contamination. Any contamination on our site will be assessed and remediated prior to the start of construction.

Additional considerations particular to this site that you are expected to mitigate include: visibility and street presence, pedestrian access/egress, and vehicular access/egress. A 6-meter minimum roadway from Dundas St. to proposed building is required.

*All base site documentation including drawings and photographs are accessible through the Waterloo LEARN Arch 493 website.*

## Accessibility

Accessibility is of utmost importance to the client; accessibility equals belonging. The client requests that the building:

- Be accessible and stimulating to all ages and abilities
- Be usable 365 days of the year
- Be supportive of diverse human and non-human species
- Create new community spaces that bring people together
- Engage with the community regionally and locally

One of the key features of our site is its connection and proximity to key public transportation nodes and bike networks. Due to the importance accessibility, consideration of wayfinding and is crucial for the success of each proposal.

## Carbon Net Zero

Climate change is the fundamental design problem of our time. Not style, not fees, not education, not community, not health, not justice. All other concerns, many of them profoundly important, are nonetheless ancillary. The threat climate change poses is existential, and buildings are hugely complicit—even more so than that stock culprit, the automobile. As every architect should know, buildings consume some 40 percent of the energy in the U.S. annually, and they emit nearly half of the carbon dioxide (CO<sub>2</sub>), through greenfield development, cement production, and the burning of fossil fuels such as oil, gas, and coal. Because CO<sub>2</sub> traps solar energy in the atmosphere, thereby heating

the planet, it is the chief agent of climate change, making buildings—and by association, the architecture profession—profoundly responsible.

—Alan Organschi, Gray Organschi Architecture

To address and reverse the climate crisis requires connection and reciprocity. It calls for moving out of our comfort zones to find a depth of courage we may never have known. It doesn't mean being right in a way that makes others wrong; it means listening intently and respectfully, stitching together the broken strands that separate us from life and one another.

—Paul Hawken, *How to Bring Our Planet Back to Life*, 2021

The language of sustainability is pretty limited. [...] At its heart, sustainability the way we think about it is embedded in this worldview that we, as human beings, have some ownership over these what we call resources, and that we want the world to be able to continue to keep — that human beings can keep taking and keep consuming. The notion of reciprocity is really different from that. It's an expansion from that, because what it says is that our role as human people is not just to take from the Earth, and the role of the Earth is not just to provide for our single species. So reciprocity actually kind of broadens this notion to say that not only does the Earth sustain us, but that we have the capacity and the responsibility to sustain her in return.

—Robin Wall Kimmerer, from an interview entitled "Intelligence of Plants", 2016.

The concept of sustainable design is contingent on high performance building systems and conscious decisions around material use in the interest of achieving the best possible life cycle of a building. Construction materials specification is key to achieving project-specific environmental goals. As designers, we evaluate materials and products according to the client's budgetary constraints and occupants' comfort and productivity. A sustainable process of design aims to convert the linear path of materials (extraction, use, disposal in landfill) to a circular material flow that reuses materials as much as possible, much like the cycling and reuse of waste in nature. This project is a combination of new construction and the re-use of existing construction in an effort to achieve a carbon net zero design proposal. Assessing old and new building materials should be based on factors such as design adaptability, reduced maintenance, carbon footprint, minimal emissions, low toxicity or nontoxic material, recyclability and recycled content, local/regional sourcing, and affordability.

All of these factors need to be considered from the start of any proposal, so that the development and decision making of the project are underpinned by these considerations. While opinions differ about the best way to measure energy, carbon capture, and life cycle impact of buildings, there is universal agreement that material choices have significant consequences. For example, it is widely accepted that timber has a smaller carbon footprint than other major construction materials, as well as being sustainable and reusable. When harvested sustainably, the use of timber can support better forest management and curb deforestation: two major climate change issues. We need to choose materials that contribute to planetary balancing.<sup>1</sup>

Throughout the term, we will measure our buildings embodied and operational carbon impacts, assessing it against our carbon net zero benchmark.

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<sup>1</sup> <https://www.arup.com/perspectives/publications/research/section/rethinking-timber-buildings>

## Program

The success of the Food Bank—in both serving its individual patron as well as its community—is contingent on a harmonious design and organization of both the communal and functional programs. This means that the ‘back of house’ program is as crucial to day-to-day functioning as the other programs—so much so that the Food Bank urges the need for two equally important ‘front’ entrances.

The new building can be one or two storeys and will include the following spaces:

Program Type	Program	Details	No.	Total Area (m <sup>2</sup> )
Administration	Staff Offices	Open/flexible office w/ 3 private rooms (25 Staff total)*	-	70
	Staff Room	With kitchenette & Volunteer room	1	40
	Board Room	For meetings & flexible program	1	30
	Staff Washrooms	Near staff room—6 stalls + 1 universal w/c	-	40
				<b>180</b>
Specialized Program Spaces	Multi-purpose Room	For a variety of program uses	2	100
	Kitchen	Commercial kitchen w/ pantry	1	40
				<b>140</b>
Public spaces	Entry/Reception	Vestibule, reception, waiting area, donor drop off area with moderated access to services	1	50
	Community Pantry	With hampers and shelving	1	60
	Community Café	With kitchen + communal dining & events space	1	80
	Mobile Market	In-house preparation & storage for Mobile Market	1	20
	Washrooms	6 stalls + 1 universal w/c	-	40
				<b>250</b>
Community Partner Spaces	Offices	Privately located for counselling, etc	4	40
	Playroom	For uses such as play therapy	1	30
	Waiting Area	For participants waiting for appointments	1	15
	Washroom(s)	1 universal w/c for community partner & client use	1	10
				<b>95</b>
Storage, Processing & Service	Distribution Centre	Warehouse space to store all nonperishables (700m), receiving/inventory, produce processing, commercial fridge+freezer, laundry, storage	1	800
	Mech/Elec Room	Size dependent on system	1	~20
	Recycling/Garbage	In-house waste storage	1	15
				<b>835</b>
Site & Parking: (Outdoor program not included in building area)	Garden	Outdoor productive garden w/ covered storage (min. area)	1	300
	Vehicular parking	20 spots (3 Accessible) + Mobile Market vehicle Parking	-	-
	Bicycle parking	Covered area for 30 bicycles	-	-
	Loading Dock	Clear exterior space to accommodate truck delivery	2	200
	Outdoor Storage	For stationary and seasonal material		100
	Waste Area	Composter/ Dumpster/ Recycling		25
				<b>1500</b>
<b>Building Area</b>		Indoor building area		<b>1500</b>
Circulation	Indoor Circulation	30% addition to the total program area		<b>450</b>
<b>Total Building Area</b>		<b>Including circulation</b>		<b>1950</b>

*\*Staff office program could be clustered together as one large block or divided into two smaller spaces.*

## Studio Intentions

Arch 493 may be considered a somewhat non-traditional studio in that the assignments are highly prescriptive and there will be a serious inquiry into issues of architectural imagination, ecology, sustainability, comfort, and material assembly. The studio posits that we need to radically reevaluate the interplay between architecture, society, and ecology. This means that our definition of sustainability includes such concepts as social and economic stewardship. We believe that seeing these issues as a collective undertaking offers practical solutions to known needs but creates opportunities for new insight and broader impact.

We are taking this approach because we believe these issues generate authenticity, character and quality in buildings and bring discipline to any architectural pursuit. The “important” buildings that designers make an effort to visit, photograph, and even memorize, begin as great architectural ideas that survive the difficult and complex process of being built! Their ideas survive despite the inevitable constraints, scrutiny and challenges offered by budgets, clients, building codes and construction techniques. Our hope is to bring some of the richness, complexity, and depth of this process into the studio.

## A Note on ‘The Parti’ & Iteration

Typically, an architectural parti expresses the organizational qualities, spatial ordering and the essential character of your building and helps guide its development. Usually missing from this approach is any conscious strategy about energy. Since material, energy and ecology are of utmost importance to the studio, the architectural parti is to include your sustainability strategy to ensure these two narratives are treated as creative equals. In fact, because form and energy use are ultimately inseparable, unlocking their potential friction or leveraging their interdependent relationship may become a source of design insight and inspiration. To demonstrate this undertaking, we require that your parti diagram (concise representation of a conceptual idea) deliberately articulates the marriage of both ambitions. Imagining the project in this way will require you to have a clear sense of your expectations about “comfort” for each of the programed spaces. The way your architectural narrative addresses sustainability will be a key focus of this studio.

## Studio Organization

These two streams, [Arch 493](#) and [Arch 473](#) are intended to be inter-dependent, working in concert to enrich and inform one another. The studio is organized around three exercises:

### P1 – Schematic Design

The first exercise is a design project that generates the first schematic iteration of the studio, addressing key issues of site, program, climate, and sustainability through a clear big idea.

30% of Arch 493 grade.

Assigned on Monday May 8, 2023.

Deadline for submission and printing on LEARN on Monday May 29, 2023 at 10:00 PM

### P2 – Technical Report / Design Development

The second phase of the term calls for architectural development driven by the integration of sustainability goals as outlined in [Arch 473](#). This will include structural, mechanical, and environmental systems, life cycle strategies as well as development of enclosure details to work towards the carbon net zero benchmark.

100% of Arch 473 grade.

Assigned on Monday June 5, 2023.

Deadline for submission on LEARN on Friday June 30, 2023 at 10:00 PM

### P3 – Design Integration

The final phase of the term calls for a selective synthesis of your work, allowing for the integration of all salient design and technical components of the project.

70% of Arch 493 grade

Assigned on Thursday July 6, 2023.

Deadline for submission and printing on LEARN on Monday July 31, 2023 at 10:00 PM

Failure to pass P3 will result in a course fail. A separate detailed outline will be provided for each project. All submissions are digital PDF submissions with a maximum file size of 50MB per project. Each assignment you submit during the term will be assessed on the following basis:

1. Ambition and appropriateness in relation to the course material and assignments
2. Integrity and clarity in the development and presentation of your investigations
3. Breadth and depth of investigation framed by the course material and your interests
4. Craft and precision of the architectural expression
5. Completeness and communication in the documentation to express your intentions

### Schedule

Studio hours are Mondays and Thursdays from 9:30am-12:30pm and 1:30pm–5:30pm EST on days as indicated on the term schedule. **Arch 473 has dedicated time on Monday evenings from 6:00pm-8:50pm, if/when needed.**

Students are required to be working and available for sharing and discussion, attend and participate in all scheduled reviews, presentations, lectures, and events that occur during these hours. Detailed schedules will be sent on a weekly basis.

### Teaching Team

Teaching Assistants:

Phil Carr-Harris ([pcarrharris@uwaterloo.ca](mailto:pcarrharris@uwaterloo.ca)), Ethan Zhang ([yi.c.zhang@uwaterloo.ca](mailto:yi.c.zhang@uwaterloo.ca))

Staff:

Walter Bettio, Michael Bootsma, Melissa Ng, Amrit Phull, Samantha Scroggie,  
Jaliya Fonseka, coordinator ([jafonseka@uwaterloo.ca](mailto:jafonseka@uwaterloo.ca))

Consultants & Partners:

Jamie Dabner, Anna Ingebrigtsen, Robert Lepage, Janna Levitt, Alex Lukachko, Richard Mui + [Blackwell Structural Engineers](#), Amy Slack + [The Cambridge Food Bank](#), Tim Scott, Kenny Smith, Callan Wilson-Delafield.



The breadth and depth of the comprehensive studio would not be possible without the generous participation and contribution of our professional partners. Their willingness to share their knowledge and experience is fundamental to the Arch 493 / Arch 473 learning experience.

This studio builds on the care, dedication, and commitment of Andrew Levitt, Tim Scott, and Janna Levitt along with a group of dedicated staff, who led the 4B studio for over 25 years.

### **Course Delivery Platforms & Communication**

EMAIL – Email will be the primary mode of day-to-day communication.

LEARN – Official communication, work submission, and grade recording and release.

MS TEAMS – Used for supplementary discussions outside of in-person class time (if needed).

### **COVID-19 Special Statement**

Given the on-going situation around COVID-19, students are to refer to the University of Waterloo's developing information resource page (<https://uwaterloo.ca/coronavirus/>) for up-to-date information on academic updates, health services, important dates, co-op, accommodation rules and other university level responses to COVID-19.

### **Fair Contingencies for Emergency Remote Teaching**

To provide contingency for unforeseen circumstances, the instructor reserves the right to modify course topics and/or assessments and/or weight and/or deadlines with due and fair notice to students. In the event of such challenges, the instructor will work with the Department/Faculty to find reasonable and fair solutions that respect rights and workloads of students, staff, and faculty.

### **Late Work**

Assignments that are handed in late will receive an initial penalty of 20% on the first calendar day late and a 5% penalty per calendar day thereafter. After 5 calendar days, the assignment will receive a 0%.

Only in the case of a justified medical or personal reason will these penalties be waived. For verified health concerns, a [Verification of Illness Form \(VIF\)](#) must be submitted to your instructor who will coordinate with the Academic Services Coordinator and Associate Director, in the Undergraduate Office. Personal extenuating circumstances need to be communicated to your instructor who will coordinate with the Undergraduate Office as well. This is not the same as the AccessAbility Accommodations or the [short term absence](#) process.

Information on COVID-19 is available [here](#).

### **Passing Grades**

The standard minimum passing grade in each ARCH course is 50% with the following exceptions: the minimum passing grade is 60% for all studio courses (ARCH 192, ARCH 193, ARCH 292, ARCH 293, ARCH 392, ARCH 393, ARCH 492, and ARCH 493). Grades below the specified passing grade result in a course failure.

### **CACB Student Performance Criteria**

The BAS/MArch program enables students to achieve the accreditation standards set by the Canadian Architectural Certification Board as described [here](#). This course addresses the CACB criteria and standards that are noted on the Accreditation page of the School of Architecture [website](#).

## Mental Health Support

All of us need a support system. We encourage you to seek out mental health supports when they are needed. Please reach out to Campus Wellness (<https://uwaterloo.ca/campus-wellness/>) and Counselling Services (<https://uwaterloo.ca/campus-wellness/counselling-services>).

We understand that these circumstances can be troubling, and you may need to speak with someone for emotional support. Good2Talk (<https://good2talk.ca/>) is a post-secondary student helpline based in Ontario, Canada that is available to all students.

## Equity, Diversity and Inclusion Commitment

The School of Architecture is committed to foster and support equity, diversity and inclusion. If you experience discrimination, micro-aggression, or other forms of racism, sexism, discrimination against 2SLGBTQ+, or disability, there are several pathways available for addressing this:

A) If you feel comfortable bringing this up directly with the faculty, staff or student who has said or done something offensive, we invite you, or a friend, to speak directly with this person. People make mistakes and dealing them directly in the present may be the most effective means of addressing the issue.

B) you can reach out to either the [Undergraduate office](#), [Graduate office](#), or Director ([DirectorArchitecture@uwaterloo.ca](mailto:DirectorArchitecture@uwaterloo.ca)). If you contact any of these people in confidence, they are bound to preserve your anonymity and follow up on your report.

C) You can choose to report centrally to the Equity Office. The Equity Office can be reached by emailing [equity@uwaterloo.ca](mailto:equity@uwaterloo.ca). More information on the functions and services of the equity office can be found here: <https://uwaterloo.ca/human-rights-equity-inclusion/about/equity-office>.

D) [Racial Advocacy for Inclusion, Solidarity and Equity \(RAISE\)](#) is a student-led Waterloo Undergraduate Student Association (WUSA) service launching in the Winter 2019 term. RAISE serves to address racism and xenophobia on the University of Waterloo campus with initiatives reflective of RAISE's three pillars of Education and Advocacy, Peer-to-Peer Support, and Community Building. The initiatives include but are not limited to: formal means to report and confront racism, accessible and considerate peer-support, and organization of social events to cultivate both an uplifting and united community. You can report an incident using their [online form](#).

## Academic integrity, grievance, discipline, appeals and note for students with disabilities:

**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 [the Office of Academic Integrity](#) for more information.]

**Grievance:** A student who believes that a decision affecting some aspect of their university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](#). 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 to avoid committing an academic offence, and to take responsibility for their actions. [Check [the Office of Academic Integrity](#) for more information.] 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, 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](#). For typical penalties, check [Guidelines for the Assessment of 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 is a ground. A student who believes they have a ground for an appeal should refer to Policy 72, Student Appeals.

**Note for students with disabilities:** [AccessAbility Services](#), located in Needles Hall, Room 1401, 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:** Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course. It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.