MEMORANDUM

To: All Faculty of Arts Instructors

From: Kathy Acheson, Associate Dean of Arts, Undergraduate Students
       Julia Roberts, Acting Associate Dean of Arts, Undergraduate Programs

Date: December 5, 2016

Subject: Beginning of Term Reminders

Reminders:

- Charging fees for **ancillary course materials** (e.g., online resources, field trips) are subject to Ministry-mandated guidelines
- **LEARN service outages:** consult Waterloo Learn Help should these occur
- **Group work:** consider using the Group Assignment Disclosure checklist – also on page 7
- **If you are planning to submit an INC (incomplete) grade for any student,** be sure to use the INC agreement form (fyi – new University-wide process coming in fall 2017).
- **If you use i-clickers in your class,** please remind students that impersonation (using their absent friend’s to record their answers) can result in a suspension penalty. First-year students are especially prone to underestimating this offence.
- **Articulate your late submission of assignment policies in clear and unambiguous terms.** This helps avoid complaints later.
- **Course outlines:** Changes to grading breakdowns should only be made for absolutely compelling reasons, in writing, and with the express approval of the class. Students wishing to adhere to the original grading structure should be accommodated.

Contents

Important dates for the upcoming term........................................................................................................2
Religious holidays to be accommodated if requested......................................................................................2
Course outline requirements .............................................................................................................................3
Statements and links that must be included on all course outlines ....................................................................3
   Cross-listed course (requirement for all Arts courses) ..................................................................................3
   Academic Integrity ........................................................................................................................................3
   Accommodation for Students with Disabilities .............................................................................................4
   If you are using Turnitin® in your course .......................................................................................................4
Other points about course outlines and conduct .............................................................................................4
Other points about student discipline and academic integrity ........................................................................5
Tests and examinations ....................................................................................................................................5
Grades ..............................................................................................................................................................6
Group Assignment Checklist ............................................................................................................................7
Policy 71 (Student Discipline): Procedures .......................................................................................................8
Important dates for the upcoming term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures begin:</td>
<td>Tuesday, January 3</td>
</tr>
<tr>
<td>Last day to add a class:</td>
<td>Monday, January 16</td>
</tr>
<tr>
<td>Last day to drop, no penalty:</td>
<td>Monday, January 23</td>
</tr>
<tr>
<td>Final exam schedule published:</td>
<td>Wednesday, February 8 (approximate)</td>
</tr>
<tr>
<td>UW holiday (Family Day):</td>
<td>Monday, February 20</td>
</tr>
<tr>
<td>Reading Week</td>
<td>February 21-24</td>
</tr>
<tr>
<td>Last day to drop, receive a WD:</td>
<td>Friday, March 17</td>
</tr>
<tr>
<td>Lectures end:</td>
<td>Monday, April 3</td>
</tr>
<tr>
<td>Last day to drop, receive a WF:</td>
<td>Thursday, April 6</td>
</tr>
<tr>
<td>Exams begin:</td>
<td>Friday, April 7</td>
</tr>
<tr>
<td>Exams end:</td>
<td>Tuesday, April 25</td>
</tr>
<tr>
<td>Grades due, if no final exam:</td>
<td>Thursday, April 20</td>
</tr>
<tr>
<td>Grades due, if final exam:</td>
<td>7 days after final exam</td>
</tr>
<tr>
<td>Grades due, Online courses:</td>
<td>Tuesday, May 2, 2017 (tentative)</td>
</tr>
</tbody>
</table>

See also: [Quest important dates listing for 2016-17](#)

Religious holidays to be accommodated if requested

Requests for accommodation based on religious holidays must be submitted to the Associate Dean – Undergraduate Students as soon as the conflict becomes apparent; in any case, no later than one week following the publication of the final exam schedule.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Religious holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 6</td>
<td>Christmas (Armenia)</td>
</tr>
<tr>
<td>Saturday, January 7</td>
<td>Christmas (Coptic Christian and Eastern Orthodox)</td>
</tr>
<tr>
<td>Saturday, January 28</td>
<td>Chinese New Year (also Buddhist, Hong Kong, Taiwan, Vietnam)</td>
</tr>
<tr>
<td>Monday, February 27</td>
<td>Losar (Tibet-Buddhist)</td>
</tr>
<tr>
<td>Monday, March 13</td>
<td>Holi (Sikh, Hindu)</td>
</tr>
<tr>
<td>Monday, March 20</td>
<td>Now Ruz (Iran)</td>
</tr>
<tr>
<td>Tuesday, March 21</td>
<td>Now Ruz (Zoroastrian, Islam Ismaili, Baha’i, Afghanistan)</td>
</tr>
<tr>
<td>Thursday, March 24</td>
<td>Maundy Thursday (Coptic Christian and Eastern Orthodox)</td>
</tr>
<tr>
<td>Tuesday, April 11 (sundown) to</td>
<td>Passover (Jewish)</td>
</tr>
<tr>
<td>Tuesday, April 18</td>
<td></td>
</tr>
<tr>
<td>Thursday, April 13</td>
<td>Songkran/New Year (Cambodia, Myanmar, Sri Lanka, Thailand)</td>
</tr>
<tr>
<td>Friday, April 14 (UW closed)</td>
<td>Holy Friday (Coptic Christian and Eastern Orthodox)</td>
</tr>
<tr>
<td></td>
<td>Baisakhi (Sikh, Hindu, Bangladesh)</td>
</tr>
<tr>
<td>Friday, April 21</td>
<td>Ridvan (Baha’i)</td>
</tr>
</tbody>
</table>
Course outline requirements
The course outline, or syllabus, carries a **contractual weight**. It should be provided to all students in the course, in its full and complete form, **not later than the end of the first week of classes**.

Per the Secretariat, the following are the **course outline requirements**:

- Course number and title (including the cross-listed subject/number)
- Term and year of offering
- Class days, times, building, and room number
- Class instructor’s name, office, contact information, office hours
- Teaching assistant’s name, office, contact information, office hours (if applicable)
- Course description
- Course objectives
- Required text and/or readings
- A general overview of the topics to be covered
- The evaluation structure for the course including course requirements, deadlines, weight of requirements toward the final course grade
- Acceptable rules for group work (Use of the **Group Assignment Disclosure checklist** (page 7) is highly recommended.)
- Indication of how late submission of assignments and missed assignments will be treated
- Indication of where students are to submit assignments and pick up marked assignments

Other aspects relevant to the formulation of the course outline include the following points:

- The scheduling and administration of **tests and examinations must conform to UW policy** on these matters. By University policy, jurisdiction over issues relating to examination legality or illegality resides with the Associate Dean.
- In courses in which “participation” will be a weighted element, the nature and application of the requirement should be given unambiguous description and definition.
- In courses in which works on **library Reserve** will be included among the course reading assignments, a full and clear indication of the Reserve works involved should be provided.
- Recommended: publication of the dates of the final examination period, and a statement to the effect that student travel plans are not acceptable grounds for granting an alternative final examination time (see **Exam Regulations**).

**Statements and links that must be included on all course outlines**

**Cross-listed course (requirement for all Arts courses)**
Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

**Academic Integrity**

**Academic Integrity**: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the **UWaterloo Academic Integrity webpage** and the **Arts Academic Integrity webpage** for more information.

**Discipline**: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, 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 professor, academic advisor, or the Undergraduate Associate Dean.
When misconduct has been found to have occurred, disciplinary penalties will be imposed under
Policy 71 – Student Discipline. For information on categories of offenses and types of penalties,
students should refer to Policy 71 - Student Discipline. For typical penalties check Guidelines for
the Assessment of Penalties.

**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. When in doubt, please be certain to contact the
department’s administrative assistant who will provide further assistance.

**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 he/she has a ground for an appeal should refer to Policy 72 - Student
Appeals.

**Accommodation for Students with Disabilities**

**Note for students with disabilities:** The AccessAbility Services office, located on the first floor of
the Needles Hall extension (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 the AS office at the beginning of each academic term.

**If you are using Turnitin® in your course**

**Turnitin.com:** Text matching 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. Students will be given an option if they do not want to have their assignment
screened by Turnitin®. In the first week of the term, details will be provided about arrangements
and alternatives for the use of Turnitin® in this course.

Note: students must be given a reasonable option if they do not want to have their assignment
screened by Turnitin®. See guidelines for instructors for more information.

**Other points about course outlines and conduct**

- The outline is a contract with the students. Changes to grading breakdowns should only be
  made for absolutely compelling reasons, in writing, and with the express approval of the class.
  Students wishing to adhere to the original grading structure should be accommodated.
- Online resources such as assignments, practice tests and so on are subject to Ministry-imposed
  restrictions if fees are charged. Please review the guidelines to be sure your practices comply.
- Course drop/adds may only occur during the designated periods outlined above; after the “free drop”
  period (typically the first three weeks of classes), only the Examinations and Standings
  (E&S) Committee, on petition by the student, may over-ride the application of a WD or WF,
  depending on the date the student dropped the course.
- When signing in students to your course, remember that rooms are assigned based on the
  posted course cap and the room’s capacity; switching classrooms is often extremely difficult.
• A 10-minute interval is allowed between classes, for the first instructor to vacate, and the second instructor to set up the classroom. Please be considerate and co-operative.
• Instructors who change the configuration of the chairs/desks in a classroom for their particular class are asked to return the seats/desks to the standard orientation at the end of that class.

Other points about student discipline and academic integrity
• For assistance with pedagogical and practical course design consult one of Arts’ Teaching Fellows, or your Faculty Liaison at the Centre for Teaching Excellence.
• Not every error in citation constitutes a full-fledged case of plagiarism. Be judicious, especially in the case of first year students. Do report all occurrences to the Associate Dean – Undergraduate Students. Please refer to the comments at the end of this memo for detailed guidance, and do not attempt to devise your own remediation without consultation; these often backfire, especially in an increasingly litigious environment.
• Please see the set of guidelines for how to approach potential discipline cases at the end of this memo.
• Instructors should make their policies about using Turnitin® clear to students at the beginning of the term.
  o Instructors have the choice regarding whether to allow students to see the Turnitin® screening report, or to have only the course instructor receive such reports. Instructors who arrange for students to receive the reports believe the reports can serve an educational purpose.
  o If students submit their papers to Turnitin® in sufficient time before a submission date, they can revise their papers to avoid challenges about possible plagiarism. Each instructor may decide which approach to take.
  o Students need to inform their instructors (by a predetermined date) that they do not wish to have their work submitted to Turnitin®; alternatives for using Turnitin® could be one of:
    ▪ an annotated bibliography;
    ▪ a draft bibliography identifying and documenting all sources and submitted on a specified date before the due date for the assignment;
    ▪ a “scaffolded” assignment where the student submits an outline of their paper in advance and then at least one draft of the paper with their list of resources before the submission of the final paper with a bibliography;
    ▪ other options the instructor and student have agreed upon.

Tests and examinations
Look closely at the Exam Regulations for the official regulations governing examinations. Especially important to remember:
• The period (typically 2-3 days) between the end of classes and the start of exams is sacrosanct: lectures, tests, and other course activities may not be scheduled during this period.
• A final exam is any test worth more than 25%, and that covers all or most of a term’s course content. As such, it may not be scheduled in the last 5 lecture days of the formal lecture period for the term.
• Courses with final exams may not have other course assignments due during the final examination period.
• Courses without final exams may have an assignment equivalent in scope and value to a final exam due during the final examination period.
• **Instructors are expected to be available** for all scheduled final exams for their courses.
• Accommodations for deferred final exams are made only under specific conditions and time restrictions. It is the student’s responsibility to make him/herself available for the entire examination period, and **travel plans are not a sufficient reason to have a final exam deferred**. Course instructors need to be careful: the understandable wish to accommodate one legitimate request can quickly snowball into an impossible situation of multiple requests and questionable motivations, and can result in the impression of arbitrariness and/or favouritism on the part of the instructor. Please see the examination regulations, and refer any request with which you are not comfortable to the Associate Dean – Undergraduate Students.
• Any student may review their final exam under supervised access, without initiating a formal appeal procedure.

**Grades**

• The system accepts any number as the course grade; however, any grade from 0 – 32% will be calculated at 32% for the purposes of determining an Arts student’s average(s).
• Public posting of final grades is not permitted.
• **Please use the INC (Incomplete) agreement form** if you are planning to submit an INC grade for a student. The form may be accessed on the Faculty of Arts website.
**Group Assignment Checklist**

Please read the checklist below following the completion of your group assignment. Once you have verified these points, hand in this signed checklist with your group assignment.

1. All team members have referenced and footnoted all ideas, words or other intellectual property from other sources used in the completion of this assignment.
2. A proper bibliography has been included, which includes acknowledgement of all sources used to complete this assignment.
3. This is the first time that any member of the group has submitted this assignment or essay (either partially or entirely) for academic evaluation.
4. Each member of the group has read the full content of the submission and is assured that the content is free of violations of academic integrity. Group discussions regarding the importance of academic integrity have taken place.
5. Each student has identified his or her individual contribution to the work submitted such that if violations of academic integrity are suspected, then the student primarily responsible for the violations may be identified. Note that in this case the remainder of the team may also be subject to disciplinary action.

Course: _______________________________________________________

Assignment: ___________________________________________________

Date: __________________________________________________________

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Signature</th>
<th>Section Contributed</th>
<th>Section Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Policy 71 (Student Discipline): Procedures

Jurisdiction and authority in UW student disciplinary matters are defined in Policy 71: (1) “Authority to deal with matters under this policy rests with the Undergraduate and Graduate Associate Deans.” (2c)”Fairness is fundamental when dealing with students. Students have the right to be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and have the right to question whether decisions are consistent with those policies, procedures and guidelines.”

When an instructor has reason to believe that an academic offence has occurred, the matter must be reported promptly to the Associate Dean, Undergraduate Programs. This allows for checking if there are jurisdictional complications (e.g. the student is from another faculty) or if the student has prior offences. The Associate Dean decides whether an attempt to resolve the case informally (i.e., at the instructor/student level) is appropriate.

Once the Associate Dean has been consulted, there are three levels of handling academic misconduct:

- **By the instructor, without the official involvement of the Associate Dean.**
  
  o In such cases, the instructor has clearly determined that:
    
    ▪ The student demonstrably had no intention to deceive the instructor (e.g. minor verbatim phrases with citation but no quotation marks); and
    
    ▪ The standard penalty (0 on the assignment) would be too harsh under the circumstances.
  
  o In consultation with the Associate Dean, it is further determined that:
    
    ▪ There are no jurisdictional complications (e.g. the student is from another faculty);
    
    ▪ The student has no prior offences;
    
    ▪ The student would not otherwise benefit from the Academic Integrity workshop.

  o The instructor may impose grade penalties less than those mandated by the guidelines for assessment of penalties in the ordinary way (e.g. as might be imposed for failing to adhere to content, format or structure guidelines).

  o The student is not placed on disciplinary probation.

- **By the instructor, with the involvement of the Associate Dean (Informal Resolution):**

  o In such cases, all of the following conditions apply:
    
    ▪ Commission of the alleged offence seems unambiguous;
    
    ▪ It appears that Informal Resolution (agreement between instructor and student that an offence has occurred) is possible;
    
    ▪ The student is a first-time offender;
    
    ▪ There are no jurisdictional complications;

---

1 In this option, the student still gets a 0 on the assignment, but then attends a combined online and in-class workshop the following term that covers all the bases with regards to academic integrity and correct citation practice. In exchange, the student is not placed on disciplinary probation, and the incident is not recorded as a first offence. It’s a centrally-mandated option that is good for students where the apparent inadvertence of a relatively low-level offence is compounded by other factors suggesting that further training is appropriate, and is primarily (though not exclusively) designed for first year students.

2 Being placed on disciplinary probation makes the offence “official”; subsequent offences are treated more severely, and must include suspension as part of the penalty.
- Extremely serious penalties are not involved;
- The instructor/department/student is willing to handle the case at the Informal Resolution stage, and the Associate Dean agrees that Informal Resolution is appropriate.
  o A UR (Under Review) is placed by the Associate Dean against the course in the student’s Quest record, until such time as the matter is resolved and the final grade with the penalty included has been entered.
  o The standard penalty is applied (typically 0 on the assignment and a further 5 marks off the final grade in the course).
  o The student is placed on disciplinary probation.

- By the Associate Dean (Formal Resolution):
  o In such cases **one or more** of the following conditions apply:
    - Instructor and student do not agree that an academic offence has occurred;
    - There are jurisdictional complications (e.g. the student is from another Faculty);
    - The alleged offence is likely to warrant severe penalties;
    - The student already has a disciplinary record;
    - The Associate Dean believes it to be necessary.
  o The instructor need not communicate directly with the student regarding the offence.
  o A UR (Under Review) is placed by the Associate Dean against the course in the student’s Quest record, until such time as the matter is resolved and the final grade with the penalty included may be entered.
  o The penalty is determined and applied by the Associate Dean.
  o The student is placed on disciplinary probation.