

# Concern Scoping Worksheet

*This document is a self-guided worksheet only. It is provided to help students think through and organize concerns related to University policies and processes.*

*This worksheet is not a formal submission, and it should not be submitted in place of any informal request, complaint, petition, grievance, or other formal process at the University of Waterloo.*

## Part 1: List your Concerns

In this section, list each concern as **one clear, factual sentence**.

Focus on *what happened*, not why you think it happened or how it felt. Avoid explanations, conclusions, or policy language at this stage.

If a concern cannot be written in one sentence, it may contain more than one issue and should be split into separate concerns.

- What action or situation are you concerned about?
- What changed, stopped, or was decided?
- Who was involved (role, not name)?

Concern 1:

Concern 2:

Concern 3:

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## Part 2: Concern Category

For each concern listed above, identify the **primary type of concern** it represents.

Choose the category that best fits the concern's *core issue*, even if other aspects are also present. If a concern fits more than one category, separate it into multiple concerns in Part 1.

For example;

- Academic decisions = outcomes, requirements, or processes affecting your degree
- Conduct = how someone acted toward you
- Employment = pay, hours, duties outside academic requirements

	Concern 1	Concern 2	Concern 3
Academic decision/process			
Conduct or behaviour			
Intellectual property or research integrity			
Employment or compensation			
Health and safety			
Records or privacy			

## Part 3: Matching Concern to Policy

Use this section to identify which **University policy or process is designed to review this type of concern.**

This step is about finding the *right process*, not about assessing the strength or seriousness of the concern.

It is common, and expected, for different concerns to align with different policies.

Category	Primary policy or process
Academic decision/process	<a href="#">Policy 70 – Student Petitions and Grievances</a>
Conduct/harassment/retaliation	<a href="#">Policy 33 – Ethical Behaviour</a>
Gender-Based and Sexual violence	<a href="#">Policy 42 – Gender-Based and Sexual Violence Alleged Against Students</a>
Intellectual property	<a href="#">Policy 73 – Intellectual Property Rights</a>
Research misconduct	<a href="#">Research Integrity Administrative Guidelines</a>
Conflict of interest	<a href="#">Policy 69 – Conflict of Interest</a>
Teaching assistant employment	<a href="#">Policy 30 - Employment of Graduate Student Teaching Assistants</a>
Other graduate employment	<a href="#">Graduate Student Employment Guidelines</a>
Health and safety	<a href="#">Policy 34 – Health, Safety and Environment</a>
Student records/privacy	<a href="#">Policy 46 and Student Information Guidelines</a>

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## Part 4: Policy 70 Check

Complete this section **only** for concerns you believe may fall under **Policy 70 (Student Petitions and Grievances)**.

Policy 70 focuses on **academic decisions and processes**, not conduct, intent, or compensation. Use these questions to test whether Policy 70 is the appropriate route.

- If your answers focus mostly on behaviour, motivation, harassment, or retaliation, the concern likely belongs under a different policy.
- If you cannot clearly identify an academic decision, Policy 70 may not apply.

**What academic decision was made?**

**Who made the decision and when?**

**What part of the process was unfair?**

**How did this affect your academic progress?**

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## Part 5: Outcome Sought

Identify what you are hoping the process will result in for each concern.

Different university processes can provide different types of outcomes. Aligning your concern with a process that can actually grant the outcome you seek can help avoid delays or dismissals.

- Reconsideration of an academic decision (including reassessment of a grade)
- Clarification or correction of an academic requirement
- Finding related to conduct or behaviour
- Compensation or financial remedy
- Intellectual property determination
- Safety remedy or intervention
- Something else:

*Remember: Wanting an outcome does not guarantee it is available under every policy.*

## Part 6: Final Check

Use this checklist to confirm that your concerns are clearly separated, appropriately scoped, and matched to the correct process **before** submitting anything formally. This step often reveals whether concerns should proceed together or separately.

- Each concern is clearly stated and separated
- Each concern is matched to the most appropriate policy or process
- Policy 70 concerns focus on decisions and process, not conduct
- Requested outcomes align with what that policy can actually be given
- You have reviewed the **official version** of the relevant policy or guideline
- I have reviewed the submission procedure, timelines, and requirements for the appropriate policy or process (including where and how submissions must be made)

## Important Note about Policies and Guidelines

University policies, procedures, and guidelines can and do change over time.

Before taking action or submitting a formal request:

- Always consult the **official policy or guideline** as published by the University Secretariat or responsible office
- Refer to the version in effect at the time of the events or decision, where applicable
- If there is a discrepancy between a summary and an official policy, **the official policy governs**