

PLAN 675

Special Readings on Selected Planning Topics Course Request Form

School of Planning, University of Waterloo

Abbreviated Course Title: _____ Unit weight: 0.5

(Abbreviated title must contain 30 characters only, including spaces)

Full Course Title: _____

Instructor: _____ Term & Year offered: _____

Student Name(s): _____ Enrollment capacity: _____

Student ID(s): _____

If this is a field course, will there be additional costs incurred by the student(s): _____

Brief description of course content and intentions (Please attach course outline): _____

Instructor signature: _____ Date: _____

Student signature: _____ Date: _____

Grad Officer Signature: _____ Date: _____

School Director Signature: _____ Date: _____

Date course added to the Schedule of Classes: _____

Note: Please attach a course outline, including meet/contact schedule with student

Academic Offences

Dealing with Plagiarism and Other Academic Offences:

All faculty and staff are obliged to promptly report all suspected academic offences to the Associate Dean (Undergraduate Studies) who will decide whether an academic offence has occurred, and the penalty that should be applied. Student discipline cases involve only the Instructor and the Associate Dean; no other parties are to be involved in these matters. Policy 71 guides all student academic discipline matters. Policy 70 addresses appeals and grievances.

All departmental officers and all course instructors should make themselves thoroughly aware of the details of the University policy on academic discipline (Policy #71). This policy is on the Web at: <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

To provide appropriate guidance to students, all course outlines in the Faculty of Environment must include a note that the issue of plagiarism is a significant concern and reference the web documents for Policy #71. There should be text in the outline and verbal discussion as necessary to communicate to students both the gravity of the offences defined under the policy and the seriousness with which the University views plagiarism. This statement is recommended for inclusion in the Course Outline:

Consequences of Academic Offences:

A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (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](#), <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm> Within ENV, those committing academic offences (e.g. cheating, plagiarism) will be placed on disciplinary probation and will be subject to penalties which may include a grade of 0 on affected course elements, 0 on the course, suspension, and expulsion. Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to [Policy #70](#), Student Grievance, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

ENV students are strongly encouraged to review the material provided by the university's [Academic Integrity office](#) (see: <http://uwaterloo.ca/academicintegrity/Students/index.html>).

In courses in which the question of collaborative work may be an issue, the course outline should give an unambiguous definition of what is or is not acceptable. Finally, I would urge that you construct and conduct your courses in ways that avoid the inadvertent provision of opportunities to cheat. For example, do not test in an overly crowded examination room (if necessary, use more than one room for an exam); do not repeat the same written assignments or the same test; provide adequate security in the return of marked papers and tests, et cetera.