MEMORANDUM FROM THE PROVOST

November 1, 2004

To: Chairs / Directors, Academic Departments / Schools
    Heads, Academic-Support Departments
    Associate Deans, Undergraduate, Graduate & Research, Computing
    Members, Executive Council

From: Amit Chakma, Vice-President, Academic & Provost

Copy: Directors, Conflict Management & Human Rights, Office for Persons with Disabilities,
    UW Police
    Chair, University Committee on Student Appeals

Subject: Disruptive or Threatening Student Behaviour

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. For convenience,
 excerpts from Policy 33 [Ethical Behaviour] and Policy 71 [Student Academic Discipline] are
reproduced overleaf.

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, together deciding 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 [Al MacKenzie, ext. 2828], Conflict Management & Human Rights
[Matt Erickson, ext. 3765] and the Office for Persons with Disabilities [Rose Padacz, ext. 5231] are
available to assist in determining how to respond in particular circumstances.

In order to inform the University community, Policy 71 requires that a summary of each student
discipline case (see http://www.adm.uwaterloo.ca/infosec/OfficialDocuments/discipline.htm) be filed in the
University Secretariat and sent to any others (e.g., other Associate Dean, the Registrar, Dean of Graduate
Studies) with a legitimate need to know. The level of detail about such incidents to be included in
UCSA's annual report to Senate will be determined by the Chair of the University Committee on Student
Appeals.

Since disruptive behaviour may be a sign that a student is in distress, I attach a pamphlet prepared by
Counselling Services, 'helping students in distress: signs & guidelines.'