



University of Waterloo
Committee on Student Appeals (UCSA)
Summary of Discipline Cases -- 2009-10

<u>Description</u>	<u>Degree</u>	<u>Year</u>	<u>Penalty/decision</u>
Altering, falsifying a relevant document			
Student submitted an altered unofficial UW transcript to another university to support his/her application for graduate studies.	Undergraduate	4	Three-term suspension; disciplinary probation for duration of UW undergraduate career.
Mitigating/Extenuating Circumstances: <i>The student meant only to mislead his/her father with the transcript.</i>			
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In order to support a petition to drop a class without penalty, the student provided a false death notice concerning his/her grandfather's death. The student claimed that he/she was unable to obtain proper documentation to support the petition as the death took place in a remote area.	Undergraduate	2	Take two ethics courses before graduation, with minimum grades of 60%; disciplinary probation for duration of UW undergraduate career.
Mitigating/Extenuating Circumstances: <i>Student is getting professional help to deal with his/her personal problems which in part resulted in the gross misjudgement leading to this incident. Student was remorseful and appeared to be determined to follow through with the requisite counselling.</i>			
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Cheating			
Student provided a copy of his/her proposal to another student who copied it and submitted it as his/her own without referencing.	Undergraduate Undergraduate	1 1	Both students will receive a grade of zero on the proposal with an additional five mark deduction from the final grade once the normal marking scheme has been applied; disciplinary probation for duration of UW undergraduate career.
Mitigating/Extenuating Circumstances:			

Extensive copying from text, lecture notes, articles.

Undergraduate

3

Zero on assignment; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was caught using a calculator onto which the answers from the midterm had been written.

Undergraduate

2

Zero on the exam; failure (32 grade) in the course; one-term suspension; disciplinary probation for the duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted parts of another student's work for an assignment without referencing.

Undergraduate

2

Student will receive a grade of zero on the assignment with the final grade taking this mark into consideration; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used parts of his/her partner's work for his/her own report without referencing and without the partner's knowledge or consent.

Undergraduate

1

Zero on the report, with an additional five mark deduction to be taken from the final grade after the normal marking scheme has been applied.

Mitigating/Extenuating Circumstances:

Student A was helping Students B, C and D with their projects and provided a copy of his/her assignment to them which was not permitted under the rules of the instructor for the project. Students B, C and D used Student A's information and did not reference this assistance.

Undergraduate

1

Undergraduate

1

Undergraduate

1

Undergraduate

1

Student A will receive a 50% grade reduction for the project. Students B, C and D will receive a grade of zero on the project with an additional five mark deduction from the final grade once the regular grading scheme has been applied; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material from another student for an assignment without referencing.	Undergraduate	3	Zero on the assignment; grade will be calculated based on failing the assignment; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student provided another student with his/her report for the course. The other student changed it slightly and handed it in for credit without referencing.	Undergraduate Undergraduate	1 1	Both students will receive a grade of zero on the report with the final course grade being determined by an additional five mark deduction; both students are required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student copied parts of the solution for an assignment directly from the instructor's manual which was illegally obtained online.	Undergraduate	1	Student will receive a grade of zero on the assignment with an additional 5% to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student copied parts of the solution for an assignment directly from the instructor's solution manual which was illegally obtained online.	Undergraduate	1	Zero on the assignment with additional 5% to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student used material from another student for his/her report without citation.	Undergraduate	2	Zero for the report with an additional eight marks to be deducted once the normal marking scheme has been applied to determine the final grade; student is required to attend and earn credit at the University of Waterloo academic integrity workshop during the next academic term; student is required to complete a case study on the situation.
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Mitigating/Extenuating Circumstances: *A new penalty associated with unauthorized resubmission of work has recently been implemented which affected this student's previous offence penalty.*

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied assignment answers from another student who gave the student the assignment for structure reference only, not to copy.

Undergraduate

1

Zero on the assignment; student is required to attend and earn credit at the UW Academic Integrity Workshop.

Mitigating/Extenuating Circumstances: *The student contacted the instructor under his/her own volition, prior to the instructor contacting him/her, to admit what he/she did.*

Copied four discussions posted by other students in the course.

Undergraduate

1

Zero on each of the four discussion topics; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied parts of the answer for an assignment directly from the instructor's manual which was improperly obtained online.

Undergraduate

1

Student will receive a grade of zero on the assignment with an additional 5% deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment using work by another student that was obtained without that student's knowledge.

Undergraduate

3

Zero for assignment; five marks off final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the answer available in a previous term. Undergraduate 3 Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use rather than copying is more appropriate.*

Submitted assignment was similar to the solution set made available in a previous term. Undergraduate 3 Zero on the assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use rather than copying is more appropriate.*

Submitted assignments were excessively similar; in particular, one student provided the assignment to the other. Undergraduate 4 Both students: zero on assignment; disciplinary probation for duration of UW undergraduate career.
Undergraduate 4

Mitigating/Extenuating Circumstances: *Students were quick to admit the offense in discussion and, in particular, the similarity was sufficiently minor to warrant a slight penalty reduction.*

Student supplied another student with three discussion posts, each of which was the work of another member of the team; the student did so without their knowledge or consent. The other student subsequently uploaded them onto the discussion post as his/her own work. Undergraduate 1 -100% on each of the discussion posts in question; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. Due to the grade weight of the course elements, and through long-standing practice, the usual zero on the course assignments are each here calculated as -100%.*

Student submitted online discussion posts that were identical copies of the work of three other students in another team. Undergraduate 1 -100% on each of the discussion posts in question; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. Due to the grade weight of the course elements, and through long-standing practice, the usual zero on the course assignments are each here calculated as -100%.*

Student used material from another student for his/her report without referencing. Undergraduate 4 Student will receive a grade of zero on the report with the final grade taking this penalty into consideration.

Mitigating/Extenuating Circumstances: *The complexity of the instructions and the student's stress leads to no extra five mark deduction. The students were allowed to share some material (but not as much as this student used).*

Student copied material from another student for an assignment. Undergraduate 2 Student will receive a grade of zero on the assignment with an additional five mark deduction from the final grade once the normal marking scheme has been applied; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied material from another student without citation. Undergraduate 2 Student will receive a grade of zero on the project with an additional five mark deduction from the final grade once the normal marking scheme has been applied; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Group submitted an assignment wherein the text portion was entirely composed of passages that were direct paraphrases of, or very closely similar to, submissions of two other groups. Student A admitted contacting student B and C, each from one of the other groups and admitted using the materials he/she received from them to complete the assignment for his/her group's assignment. Students B and C acknowledge providing student A with material from his/her group's assignment without the knowledge or consent of his/her group members. Student D and E are members of the same group as student A. Undergraduate 3 Students A, B, and C: zero on the assignment; a further five marks off the final grade in the course; Students D and E: a grade of 50% on the assignment.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. There is no evidence to suggest the other members of the group had any knowledge of the student's actions; therefore, no disciplinary action has been taken against them.*

Student copied other student's posts. Undergraduate 1 0% on the assignment; student is required to attend and earn credit at the UW Academic Integrity Workshop.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

3

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted by another student in a previous term.

Undergraduate

2

Zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied information from another student without his/her knowledge.

Undergraduate

2

Satisfactory completion of assignment in accordance with instructions prior to receiving a credit for course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The offence itself was relatively minor and, on recommendation from course staff, the standard course penalty was applied.*

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term.

Undergraduate

2

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students' work was excessively similar.

Undergraduate

1

Undergraduate

1

Undergraduate

1

Student A: zero on assignment; disciplinary probation for duration of UW undergraduate career; Students B and C: zero on assignment and 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The student was writing a mid-term exam. At the end of the allotted time, after receiving the 10 minute warning and just prior to handing in the exam, the student told the proctor that two pages were missing. The proctor confirms that the exam was intact when it was received from the professor and processed prior to distribution on the day of the test.

Undergraduate

3

Zero on the exam in question; further ten marks off the final grade in the course; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was observed by the two proctors and the course instructor repeatedly looking at the exam of another student seated directly in front of him/her. The other student was observed holding his/her paper up off the surface of the desk, while the other student was observed looking at it.

Undergraduate

2

Both students: zero on the test in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Undergraduate

3

Mitigating/Extenuating Circumstances:

Student A provided his/her project to student B which was against the rules.

Undergraduate

2

Both students will receive a grade of zero on the project. Once the instructor has applied his/her normal marking scheme to calculate the course grade Student A will receive an additional ten mark deduction to determine the final grade and Student B will receive an additional five mark deducted to determine the final grade. Student A is required to complete a case study on the situation. Student A is required to successfully complete two ethics courses to be chosen from a list provided by the associate dean and earn an average in the set of at least 60% with no course being below 50%. These courses must be taken over and above all degree requirements and are to be designated as "DRNA". Both students are placed on disciplinary probation for duration of UW undergraduate career.

Undergraduate

2

Mitigating/Extenuating Circumstances:

Students copied material from another student without referencing.

Undergraduate

1

Both students will receive zero on the report; once normal marking scheme has been applied to calculate the course grade; additional five marks will be deducted to determine the actual final grade; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Student used material from a previous year on assignment.

Undergraduate

1

Zero on assignment; additional five marks from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student admitted to using a report from a previous year in preparing his/her submission.	Undergraduate	1	Zero on the report; additional five marks from the final course grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student used material from another student for two assignments without referencing.	Undergraduate	2	Student will receive a grade of zero for the two assignments with the final grade taking these marks into consideration; student is required to complete a case study on the situation; the student is to complete two courses from a list provided by the associate dean; an average of at least 60% in the set of courses must be obtained with no course less than 50%. These courses are to be taken over and above the required courses for the degree and must be designated as DRNA; disciplinary probation for duration of UW undergraduate degree.
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Mitigating/Extenuating Circumstances:

Submitted assignment was similar to information made available in a previous term.	Undergraduate	1	Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student provided information to another student who copied this information for his/her report without citation.	Undergraduate Undergraduate	1 1	Both students will receive a grade of zero on the report with an additional five mark deduction from the final grade once the normal marking scheme has been applied; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Students submitted virtually identical assignments.	Undergraduate	2	Both students - zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	2	

Mitigating/Extenuating Circumstances:

Student used material from another student for two assignments without referencing.	Undergraduate	2	Zero on both assignments; student is required to attend and earn credit at the Waterloo academic integrity workshop during the student's next academic term; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student used portions of another student's work in his/her own assignment without the other's student's knowledge or permission.	Undergraduate	2	Zero on the assignment; formal apology letter to the victim; complete a case study on the situation; completion of two ethics courses from a list provided by the associate dean with no grade being less than 50% and obtaining an average in the set of courses of at least 60%; These courses must be taken over and above degree requirements and designed as DRNA; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student used material from another student without referencing this assistance.	Undergraduate	3	Zero on the assignment with the final grade into consideration; the student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student used material from another student's assignment in his/her own without referencing.	Undergraduate	2	Zero on the assignment with the final grade being calculated taking this mark into consideration; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar to another student's assignment. Undergraduate 2 Zero for the test; five marks off final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was excessively similar to that of another student. Undergraduate 3 No mark penalty assigned since the student WD'd course, otherwise zero on the assignments; an additional five mark reduction in the final grade.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to answer made available in a previous term. Undergraduate 4 Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use rather than copying is more appropriate.*

Submitted assignment was similar to answer made available in a previous term. Undergraduate 3 Zero on assignment; 5% deducted from final grade; take additional course chosen by associate dean, but not counting towards degree requirements; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use rather than copying is more appropriate; this finding mitigates the offense sufficiently to avoid suspension.*

Students found guilty of simultaneous excessive collaboration offenses. Undergraduate 3 All students: zero on assignment, 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
Undergraduate 3
Undergraduate 3

Mitigating/Extenuating Circumstances:

Another student left files on a computer drive thinking no one else would be able to access them. This student admitted to finding the files and submitting them for his/her assignment.

Undergraduate

1

Zero on assignment; -5% from final grade; disciplinary probation for duration of UW Undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted sections of another student's work as his/her own assignment without referencing.

Undergraduate

3

Zero on the assignment with the final grade being calculated taking this submission into consideration; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students were observed by two proctors communicating with each other during the final exam. In particular, one student placed his/her scantron sheet in clear view of the other student who glanced at it several times.

Undergraduate
Undergraduate

1
N/A

Both students: two-term suspension; zero on final exam; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material from another student without referencing for two assignments.

Undergraduate

3

Zero on both assignments with the final grade being calculated based on these grades; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material from another student's laptop without his/her knowledge or permission for his/her own report.

Undergraduate

1

Failing grade in the report; ethics course from a list provided by the associate dean and earn an average of at least 60%.

Mitigating/Extenuating Circumstances:

Student submitted material from another student for an assignment without referencing.	Undergraduate	4	Zero on assignment; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar to that of another student.	Undergraduate	4	Zero on the assignment in question; further five marks off the final course grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar to that of another student.	Undergraduate	2	Both students: zero on the assignment in question; further five marks off the final course grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	4	

Mitigating/Extenuating Circumstances:

Student submitted material from another student for an assignment without referencing.	Undergraduate	3	Student will receive mark of zero on the assignment; student is required to complete a case study on the situation.
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Mitigating/Extenuating Circumstances:

Student's assignment contained material from another student without referencing.	Undergraduate	1	Student was offered and successfully completed a workshop; student to receive a letter of reprimand.
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Mitigating/Extenuating Circumstances:

Student's assignment contained material from another student without referencing.

Undergraduate

1

Student was offered and successfully completed a workshop; student is to receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the answers made available in a previous term.

Undergraduate

1

Zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the answers made available in a previous term, including typos. The student indicated that he/she changed answers based on the work of friends.

Undergraduate

2

Zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a final exam that exclusively contained responses that were nearly identical to the official marking scheme.

Undergraduate

2

Expelled from the University of Waterloo.

Mitigating/Extenuating Circumstances: *It was concluded that the student must have gained access to these answers beforehand. This offense was simultaneous with another third offense.*

Both students copied information for an assignment from another student without referencing which was against the instructor's rules for the assignment.

Undergraduate

1

Both students will receive a grade of zero on the assignment; once the instructor has applied the normal marking scheme to calculate the course grade; additional five marks to be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Direct copying from a paper submitted by another student.

Undergraduate

3

Zero on assignment; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The submitted assignment was similar to the answers made available in a previous term.

Undergraduate

2

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use than copying is more appropriate.*

Student submitted a discussion post that was identical to that of another student without that student's knowledge or permission.

Undergraduate

1

-100% on the assignment in question; further five marks off the final grade in the course; disciplinary probation for the duration of the UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. Due to the grade weight of the course element, and through long-standing practice in the department, the usual zero on the course assignment is here calculated as -100%.*

Student used material from another student for his/her assignment without citation.

Undergraduate

1

Student will receive a failing mark on the assignment with the final grade taking this into consideration. The student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term. The student is required to complete a case study on the situation; disciplinary probation for the duration of the UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material from another student without citation for three assignments.

Undergraduate

2

Student will receive a mark of zero on all three assignments. Student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student received assistance from another student for an assignment who presumably had obtained the answers through an unauthorized method.

Undergraduate

1

Student will receive a grade of zero on the assignment with an additional 5% to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied the answer for an assignment directly from the instructor's materials which was illegally obtained online.

Undergraduate

1

Student will receive a grade of zero on the assignment with an additional 5% to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student received assistance with an assignment from other students who presumably had obtained the answers through an unauthorized method.

Undergraduate

1

Student will receive a grade of zero on the assignment; additional 5% to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Parts of the student's assignment were copied from an assignment from a previous year.

Undergraduate

1

Zero on assignment; additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

During a question and answer session using i-clickers, the professor noticed that there were more clickers registered than the number of students a head count indicated were present. The instructor spoke to the class about his concerns, and thereafter, 5 clickers ceased to register answers.

Undergraduate

3

Zero on the test; further ten marks off the final grade in the course; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student accepted the clicker of another student and used it to answer questions to an in-class test in that student's absence, at the same time as the student was using his/her own.

Undergraduate

3

Zero on the test in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was substantially similar in content to another student's assignment.

Undergraduate

2

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was identical to that submitted by another student.

Undergraduate

1

Both students: zero on the assignment in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Student submitted answers for an assignment that had been copied directly from the instructor's manual which was not available to students.

Undergraduate

1

Student will receive a grade of zero on the assignment; an additional five marks will be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student provided word-for-word replication of answers from last year's exam on this year's for several questions. The student had failed the course previously and says he/she had made notes from the previous exam answers that he/she then copied into this year's exam which was an open-book exam conducted online.

Graduate - Master's

N/A

Zero on each of the questions that were copied word-for-word; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term. The student pestered another student until he/she acquired the previous assignment, which, while ostensibly gathered for reference, was submitted directly as his/her own.

Undergraduate

2

Zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the answer made available in a previous term.

Undergraduate

1

Zero on assignment, disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The section of the assignment that raised the issue was sufficiently small that a finding of inappropriate use rather than copying is more appropriate.*

Submitted assignment was similar to answers made available in a previous term.

Undergraduate

3

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term.

Undergraduate

2

Three-term suspension; zero on assignment; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Student acquired part of another student's previous solution without that student's knowledge, which was similar to a previous offense, though the circumstances in this case would make it difficult to prosecute theft. The student's previous offences were simultaneous first offences, and the student was warned another offense would be treated more severely.*

Submitted assignment was similar to one submitted in a previous term. Undergraduate 2 Zero on assignment; 5% deducted from final grade; remain on disciplinary probation.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term. Undergraduate 3 Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term. Undergraduate 2 Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the answers made available in a previous term. Undergraduate 3 Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Penalty is mostly due to a lack of referencing of help received and not arising from direct copying from past materials, and so is lighter than standard.*

Student used another student's material for his/her assignment without citation. Undergraduate 1 Students final grade will be 32; currently the student has been asked to withdraw from the program and has been taking several non-degree terms. The student is not permitted to enrol in any more non-degree terms at the University of Waterloo; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material from another student's workplace computer without his/her knowledge for his/her own assignment.

Undergraduate

2

Zero on the assignment; complete a twenty page essay discussing appropriate use of other students' assignments in an academic environment according to guidelines provided by the associate dean; complete a case study on the situation; complete two ethics courses from a list provided by the associate dean where no course grade may be less than 50% and the average required in the set of courses must be at least 60%. These courses are to be taken over and above any degree requirements and must be taken as DRNA; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material for his/her own assignment from another student's USB key which he/she had found without the student's knowledge.

Undergraduate

3

Student will receive a grade of NCR in the course; student is required to complete a fifteen page essay examining "penalties for students found copying from another student without that student's permission at other North American universities"; students is required to complete a letter of apology; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was asked by a friend to upload his/her assignment as he/she had to go somewhere else and "didn't have time" to do it. As the student noticed errors, he/she made some alterations and error corrections which were not authorized by the other student.

Undergraduate

2

Zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Four students submitted work for a group assignment where much of the content was taken directly from course materials without citation.

Undergraduate

1

Undergraduate

1

Undergraduate

1

Undergraduate

1

All students: successfully complete Academic Integrity Workshop; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Without being asked, the students completed and resubmitted a new version of the assignment.*

Student copied work from another student without his/her knowledge.

Undergraduate

1

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with some answers identical to the new instructor assignment information that had not yet been released.

Undergraduate

1

Student A: zero on the assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied another student's work without his/her knowledge.

Undergraduate

1

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student received help via phone and e-mail from another student for an assignment. Extensive parts of the assignment were identical, including incorrect portions.

Undergraduate

3

Zero in assignment; additional five marks deducted from final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments was excessively similar to that of another student.

Undergraduate

1

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students worked together and submitted identical responses to four out of six questions.

Undergraduate
Undergraduate

2
2

Both students: Submission of a three to five page paper addressing what happened and summarizing reflections on it; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment written by another student from a previous year.

Undergraduate

2

Zero in the assignment; an additional five marks from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Both students excessively collaborated on an assignment which was contrary to the rules of the instructor. One student copied material from another student, changing it slightly, and submitted it without acknowledging this assistance.

Undergraduate
Undergraduate

1
1

Both students will receive a grade of zero on the assignment; once the instructor has applied the normal marking scheme to calculate the course grade, an additional five marks will be deducted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student cheated from another student's exam paper during final examination.

Undergraduate

1

Three-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was excessively similar to that of another student in a previous term.

Undergraduate

1

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted work for an assignment which contained significant portions of unreferenced work from another student's past assignment.

Undergraduate

2

Zero on the assignment; completion of case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted work for two assignments which contained significant portions of unreferenced work from another student's past assignments.

Undergraduate

3

Zero on both assignments; complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Due to problems with his/her assignment, the student produced and submitted information which was what he/she expected rather than submitting his/her own work that he/she produced for the assignment.

Undergraduate

1

Zero on the assignment; once the instructor has applied the normal marking scheme to calculate a course grade; an additional five marks will be subtracted to determine the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar to another student.

Undergraduate

4

Undergraduate

4

Both students: zero% on the assignment; 5% reduction in overall course mark; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student A submitted an online discussion post that had been copied from one supplied by student B.	Undergraduate	4	Both students: zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	4	

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the assignment made available in a previous term.	Undergraduate	4	Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the assignment made available in a previous term.	Undergraduate	2	Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term.	Undergraduate	3	Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignment was similar to another assignment made available in a previous term.	Undergraduate	4	Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted a group project in which his/her portions had been copied from a previous submission of the same assignment.

Undergraduate

1

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to one submitted in a previous term.

Undergraduate

4

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied material from another student's report which was against the instructor's rules for the assignment.

Undergraduate

1

Zero for the report; once the instructor has applied the normal marking scheme to calculate the course grade, an additional five marks to be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment and earned a failing grade. The student then resubmitted a reworked assignment for additional marks.

Undergraduate

2

Zero on assignment; minus 5% from final grade; graduation postponed; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student's submitted assignment contained unreferenced work from another student's previous work.

Undergraduate

1

Final grade to be calculated based on the submitted material, assuming that the source in question had been referenced; completion of case study; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student's assignment did not match the answers that would have been produced by the information submitted.

Undergraduate

1

Student will receive a grade of zero for the assignment; normal marking scheme to calculate the course grade; an additional five marks is to be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student copied from another student's material which was contrary to the rules for the assignment.

Undergraduate

1

Undergraduate

1

Student A, zero for the assignment; once instructor applied the normal marking scheme to calculate the course grade, and additional six marks is to be deducted to determine the final grade; take one ethics course from a list provided by the associate dean. Obtain a grade of at least 60% in the course and does not count towards the degree; course must be designated as DRNA. Student B - receive a letter of reprimand. Both students: disciplinary probation for duration of UW undergraduate careers.

Mitigating/Extenuating Circumstances:

Student submitted a group project in which his/her portions had been copied from a previous submission of the same assignment from an earlier course offering. It was confirmed that the student did so without any knowledge or involvement of the rest of the group, who have not been penalized as a result.

Undergraduate

3

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation.

Mitigating/Extenuating Circumstances:

Student copied from another student's paper during a quiz.

Undergraduate

3

Zero for the quiz; in the calculation of the final grade, this quiz is to be treated as having a value of 20% of the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to an assignment made available in a previous term.

Undergraduate

3

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Both students worked together on an assignment which was against the instructor's rules.	Undergraduate Undergraduate	2 2	Both students - zero on the assignment; students are required to complete a case study on their situation; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the information made available in a previous term.	Undergraduate	3	Zero on assignment; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances: *Student had extenuating family circumstances particularly surrounding the incident that warranted a slight penalty reduction.*

Submitted assignment was similar to one submitted in a previous term.	Undergraduate	2	No mark penalty assigned since student WF'd course; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.	Undergraduate Undergraduate	2 1	Both students: zero on assignments; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student's assignment contained material from another student without referencing.	Undergraduate	1	Student was offered and successfully completed a workshop; received a letter of reprimand
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Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student's assignment contained material from another student without referencing.

Undergraduate

1

Student was offered and successfully completed a workshop. Student is to receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Student's assignment contained material from another student without referencing as well as material that was previously submitted without referencing and without permission from the instructor.

Undergraduate

1

Student was offered and successfully completed a workshop; student to receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to the information made available in a previous term.

Undergraduate

2

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted information for an assignment that was not produced by his/her work.

Undergraduate

1

Zero on the assignment; once the instructor has applied the normal marking scheme to calculate a course grade; an additional five marks will be subtracted to determine the final course grade.

Mitigating/Extenuating Circumstances:

Impersonation

In a final exam, the proctors noticed that the student's WatCard photo ID did not resemble the individual writing the exam. When questioned, the student gave false information. When subsequently questioned by the associate dean, the correct student could not recall many of the details of the situation and gave information which differed significantly in substance and content from what had been reported.

Undergraduate

2

Zero on exam; failure in the course to be registered as a zero grade; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Misrepresentation

In order to write a test on a certain day, the student claimed to be from a faculty different from the one in which he/she was actually registered.

Undergraduate

1

Student will receive a grade of NCR in the course; student is required to prepare a fifteen page essay discussing "The effects and impact of misrepresentation" according to guidelines provided by the associate dean; in order to satisfy the course requirement, the student is required to take an another replacement course and earn a grade of not less than 60%; this course must not be counted towards any part of the degree program; disciplinary probation for duration of UW undergraduate degree.

Mitigating/Extenuating Circumstances:

Student sat a midterm exam in a course in which he/she was not enrolled without permission of the instructor.

Undergraduate

3

No mark penalty assigned since the student was not enrolled in the course; student must take an additional course with the requirement of a mark of at least 60% in average; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an altered midterm for remarking which was identified when it was compared to a scanned copy of the original. It included extensive changes.

Undergraduate

4

One-term suspension; zero on the test; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an altered midterm for remarking which was discovered because the original was scanned before being returned to the students.

Undergraduate

4

One-term suspension; zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student altered a term test and submitted it for regrading. The changes were evident when the test was compared to the scan taken before it was returned to the student.

Undergraduate

1

Zero on term test; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Student made a compelling case that it was inadvertent, which was believable in part because the change was slight.*

Student submitted a modified midterm exam for regrading.

Undergraduate

3

Zero on midterm exam; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *There were alterations throughout including one of the four questions asked to be regraded.*

Student asked a friend, who he/she claims is not registered at UW, to sit a quiz in his/her stead.

Undergraduate

4

Two-term suspension; zero on assignment; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Scans of the midterm exam were taken before they were returned to students. This student submitted a midterm exam for remarking with several questions which legitimately required remarking, but with one question which had a term added to the answer that would be worth an extra mark.

Undergraduate

4

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

It was discovered that the student had not declared previous post-secondary education on admissions documents; in particular, the previous university notified the Registrar's Office about studies taken prior to the student's admission; student had been awarded several entrance scholarships by the University of Waterloo for which the student is now known to have not been eligible.

Undergraduate

1

Entrance scholarships to be revoked by the university; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The student contended that the omission was unintentional. The student still would have been eligible for admission to UW if the information had been known and, since arrival, is in excellent standing.*

Student submitted a test for regrading in which answers had been altered, in an effort to gain additional marks.

Undergraduate

2

Zero on the test in question; further five marks off the final grade in the course; disciplinary probation for the duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Concurrent with a plagiarism charge (later dropped) arising from an assignment, the student told the instructor that he/she had met with the Academic Integrity Officer and come to an agreement on the informal resolution, but that the AI Officer had said it was up to the instructor to impose the penalty; when the instructor attempted to verify this with the Academic Integrity Officer, it became evident that the conversation had not taken place. The student agreed, and apologized profusely.

Undergraduate

3

Take course, achieving at least 50% and completed by the end of the term, with the grade included in the average but with the course not able to satisfy any degree requirements; apology letters to Academic Integrity Officer and instructor; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a test to the professor for regrading. The professor, upon examining the test became suspicious as it contained entire correct answers for which he/she had not previously given any marks. It also showed signs of having been tampered with.

Undergraduate

3

Zero on the assignment in question; a further ten marks off the final grade; failure in the course, to be entered as a grade of 32; two-term suspension.

Mitigating/Extenuating Circumstances: *Based on the evidence, the associate dean has no choice but to conclude that the student has consciously misrepresented his/her actions surrounding the submission of the test for regrading, despite specific and clear exhortations not to do so. Therefore the standard suspension has been increased to two terms.*

The day that the exams were scheduled to begin, the student submitted by fax a letter and proctor declaration form to support his/her request for deferrals. The student was attempting to delay writing of two exams until another time, and had proposed using an independent proctor to write the third. The letter was from his/her employer and it indicated that the student was required to work both days the exams were scheduled to take place. After contacting the employer it was discovered that the employer did not prepare the letter and that the student was attempting to obtain the exam deferrals fraudulently.

Undergraduate

4

Failure in each of the courses, recorded as a grade of 32; FTC grade in other course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty; counselling was recommended to the student since it was clear that the personal challenges he/she faces are real. That does not, however, mitigate what is a serious academic misconduct, and which must be penalized accordingly.*

Student modified his/her final exam and then presented it again for remarking.

Undergraduate

2

Five-term suspension; zero on assignment; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted for regrading a test in which two answers had been altered.

Undergraduate

2

Zero on the test in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a test for regrading with an answer altered. The tests had been scanned for reference just prior to being returned to the students so the discrepancy was immediately apparent.

Undergraduate

1

Zero on the test in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an altered midterm examination for remarking. In particular, the student unstapled his/her exam, inserted a marked page from the exam of another student on which the information has been erased and rewritten in his/her own hand, and declared the exam had simply been incorrectly summed.

Undergraduate

2

Zero on midterm and 5% deducted from final grade, required to take three courses, specified by the associate dean, in excess of degree requirements achieving at least 60% in each, which will count in average; remain on disciplinary probation.

Mitigating/Extenuating Circumstances: *There were medical circumstances that would make a suspension overly harsh.*

Student submitted a test for regrading. On comparison with a scan of the test made before it was handed back, it was evident that sections had been altered.

Undergraduate

3

Two-term suspension; zero on term test; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a final exam where he/she had erased his/her own name and placed that of another individual at the top.

Undergraduate

2

One-term suspension; zero on final exam; 5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted photocopies of altered VIF, lab tests, proof of death certificate, to whom it may concern letters, funeral home letter, verification of illness forms and letters.

Undergraduate

1

Zero grades in each of assessment in various courses affected; five marks deducted from final course grade in each case; expulsion from the University of Waterloo.

Mitigating/Extenuating Circumstances: *Student claims that each instance of perceived misconduct was the result of an imposter. However, UW police investigation was unable to find any evidence of an imposter.*

Student submitted altered mid-term for remarking.

Undergraduate

1

Zero on student's mid-term exam, plus a further five marks reduction in course mark; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted for regrading a test in which he/she had altered a number of answers, claiming that the grade had been incorrectly recorded. The tests had been scanned for reference just prior to being returned to the students so the discrepancies were immediately apparent.

Undergraduate

2

Zero on the test in question; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student acquired another student's submission, presumably from the drop box, and proceeded to alter the student ID and name and submitted it as his/her own.

Undergraduate

3

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career; letter of apology to other student; enroll in course designated and achieve at least 60%; course will count in average but not towards any degree requirements.

Mitigating/Extenuating Circumstances:

Student resubmitted a test for regrading. On comparison with a scan of the test before it was handed back, it was evident that sections had been altered, which the student admitted contritely. In particular, the student had altered a small section of the test to highlight its connection with work done elsewhere but, nonetheless, believed such alteration would be rewarded with extra marks.

Undergraduate

2

Zero on the test and 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The midterm submitted for remarking appeared to be altered to the instructor.

Undergraduate

2

Zero on midterm; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted the second part of a take-home exam late, with a doctor's note explaining that the late submission was due to illness. The doctor's note proved to be taken from a website.

Undergraduate

4

Zero on the final exam; failure in the course; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a test for regrading with an answer altered. The instructor noted the discrepancy because a scan of the test as graded had been made at the time it was marked, in an effort to avert such practices. In a meeting with the associate dean, the student did not dispute the allegation.

Undergraduate

2

Zero on the test; a further five marks off the final grade in the course.

Mitigating/Extenuating Circumstances:

Student submitted for regrading a test which had been altered, in order to obtain more marks for a particular question.

Undergraduate

1

Zero for the test; an additional 5 marks from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The student resubmitted a test for regrading. On comparison with a scan of the test made before it was handed back, it was evident that sections had been altered, which the student admitted contritely. In particular, the student had altered a small section of the test to highlight its connection with work done elsewhere but, nonetheless, believed such alteration would be rewarded with extra marks.

Undergraduate

2

Zero on test; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student provided misleading information regarding email problems to the instructor regarding assignment submission.

Undergraduate

4

Student's grade will be calculated based on the submitted material; the student is required to complete a fifteen page essay discussing "Handling misrepresentation in an academic environment" according to guidelines provided by the associate dean; student is required to complete a case study on the situation; student is required to provide an acceptable letter of apology to the instructor.

Mitigating/Extenuating Circumstances:

On two occasions the student asserted to the course professor that his/her late assignments had been blocked or otherwise interfered with due to technical malfunctions. Investigation found that this was not the case.

Undergraduate

3

Zero on the second assignment; failure in the course, to be recorded as a 32 grade; four-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Third offence. The student's repeated pattern of conscious misrepresentation to course instructors and other UW administrative officials is striking and deeply troubling. While the associate dean is sympathetic to the student's assertions of depression and other extenuating personal circumstances, and has no reason to specifically disbelieve them, the student has had more than sufficient past experience to dissuade him/her from resorting to such measures when he/she encounters difficulties. Therefore the four-term suspension is to be served immediately following the previously imposed suspension.*

Student submitted an altered midterm for regrading.

Undergraduate

1

One-term suspension; zero on midterm; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student prepared and submitted a resume to an employer containing false information

Undergraduate

4

Three-term suspension; failed grade for term.

Mitigating/Extenuating Circumstances:

Obtaining confidential academic materials

Student was photographed by another individual in the afternoon prior to sitting his/her exam with a copy of it in his possession.

Undergraduate

4

One-term suspension; zero on final exam; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Plagiarism

Student submitted an assignment in which at least two large segments were either taken verbatim or closely paraphrased from internet sources.

Undergraduate

Non-degree

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student included a paragraph copied verbatim from the materials without quotation marks or proper citation. Undergraduate 2 Zero on the assignment; a further ten marks off the final grade in the course; one-term suspension; successful completion of additional course as a graduate requirement, coded CLC; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used material for his/her term report from sources without citing. Undergraduate 4 Zero on the term report; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted two assignments, each of which contained substantial portions taken either verbatim or closely paraphrased from various online sources. Undergraduate 2 Zero on each of the assignments; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Simultaneous first offences.*

Student submitted an assignment in which substantial portions were taken either verbatim or very closely paraphrased from an online source. Undergraduate 3 Zero on assignment; failure in course; six-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Fourth offence; the standard penalty of expulsion is deemed too harsh in this case, given that the associate dean is satisfied that the overwhelming nature of the student's challenges, as well as their impact on the student have been entirely verified.*

Student submitted a paper in which all the content with the exception of the first paragraph had been paraphrased from other sources without acknowledgement. In a meeting with the associate dean, the student acknowledged the plagiarism. The student had also dropped the course after receiving notification from the course instructor of the misconduct allegation, thereby incurring a WF grade; and he/she had subsequently petitioned to have the WF changed to a WD, claiming that he/she had dropped the course in error. Undergraduate 4 Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. Because there is evidence that the course was dropped specifically to evade the misconduct allegation, and given that the student missed so much of the class both before and after the misconduct, the WF grade against the course will stand.*

Sections of the student's final assignment were not properly referenced and passages are quoted verbatim without quotation marks or citation.

Undergraduate

4

Zero for final assignment; five marks off final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Plagiarism: failed to provide a reference for a statement taken verbatim from another source.

Graduate - Master's

N/A

Zero on the component of the assignment plus five mark reduction on final grade; disciplinary probation for duration of graduate career.

Mitigating/Extenuating Circumstances: *Student had cited the material once, but failed to use quotation marks there and elsewhere. It was suggested by the instructor that the penalty should be reduced somewhat from the zero on the assignment because this was judged to be unintentional. This suggestion was accepted when the student acknowledged the error.*

The student submitted an assignment in which a passage was included verbatim from a website, with an author citation but without quotation marks. The website source was included in the works cited list.

Undergraduate

3

Zero on the assignment.

Mitigating/Extenuating Circumstances: *Since the author's name was cited in the passage in question, the associate dean is satisfied that the student was not attempting to intentionally mislead the instructor. Therefore, the additional five marks off the final grade penalty has been waived as not appropriate in this case.*

Large portions of student's assignment were taken verbatim from various sources without citation.

Undergraduate

3

Zero on the course element; failing grade in the course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Two of this student's previous offences were non-academic so the standard penalty of four academic offenses (expulsion) does not apply in this case.*

Student included passages quoted verbatim without citation for an assignment.

Undergraduate

3

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Informal resolution arrived at by instructor and student. Further 5 marks off penalty waived.*

Sections of the student's assignment were not properly referenced and passages are quoted verbatim without marks or citation.

Undergraduate

3

Zero for the assignment; five marks off final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Sections of the student's two papers were not properly referenced and passages are quoted verbatim without quotation marks or citation.

Undergraduate

2

Grade of zero for both papers; five marks off final course grade; submission of a plagiarism statement and citation exercise; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student plagiarized parts of his/her portion of a group assignment.

Undergraduate

4

Zero on the assignment worth 25%; -5% from final grade.

Mitigating/Extenuating Circumstances:

Student used material from internet for his/her resubmitted work report without referencing.

Undergraduate

3

Failure on the work report will remain unchanged; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Quotes not properly cited, or quotation marks not used.

Undergraduate

3

Zero on assignment; continued counselling at Counselling Services; completion of two workshops; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *English as a second language. All three offences have been minor and illustrate an ignorance of proper citation, referencing, more so than intent. Student has also been dealing with extenuating personal and family issues throughout his/her university career; student was warned that any subsequent academic offense will result in an automatic three-term suspension.*

Student submitted as the final assignment work completed by another individual that had been accepted for publication but that was not yet published.

Graduate - Master's

N/A

Modification of the final grade.

Mitigating/Extenuating Circumstances: *Student has been confronted about the findings and did not deny what he/she had done.*

Student submitted an assignment that contained numerous passages taken verbatim primarily from the internet. There were no quotation marks or citations, and the sources were not included in the works cited list.

Undergraduate

4

Zero on the assignment in question; further five marks off the final grade in the course.

Mitigating/Extenuating Circumstances:

Student submitted two assignments that had been taken entirely from the internet.

Undergraduate

1

Zero on each of the assignments; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Sections of the student's paper were not properly referenced and passages are quoted verbatim without quotation marks or citation.

Undergraduate

4

Submission of a plagiarism statement and citation exercise. NOTE: Since the incident was processed well after the student had dropped the course, no mark penalty could be imposed; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Sections of the student's paper were not properly referenced and passages are quoted verbatim without quotation marks or citation.

Undergraduate

3

Student withdrew from course; Student was required to submit a plagiarism statement and citation exercise and attend an academic integrity workshop; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with passages that very closely paraphrased passages found online without citation.	Undergraduate	4	Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

In two courses the student submitted answers to a number of unit questions that had been largely or completely taken verbatim from uncited sources from the internet.	Undergraduate	N/A	Zero for each of the units; further five marks off the final grade in both courses; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student copied section of the assignment from the web.	Undergraduate	1	Zero on the assignment resulting in NCR for the course; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment entirely composed of passages that had been taken verbatim from websites.	Undergraduate	4	Zero on the assignment; failure in the course to be recorded as a failed grade; two-term suspension; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances: *Second offence; standard penalty. The egregious nature of the plagiarism makes the two-term suspension appropriate in this case.*

Copied answers for an assignment from a website.	Undergraduate	2	Zero on assignment; -5% from final grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student included a lengthy post in his/her first discussion topic post that was identified as being from an article that he/she did not attribute.

Undergraduate

1

Zero on assignment.

Mitigating/Extenuating Circumstances:

Student included quotations without proper attribution.

Undergraduate

3

Student was required to resubmit the work report and attend the academic integrity workshop initiative.

Mitigating/Extenuating Circumstances:

Student submitted a take home exam with material taken without citation of any kind from two websites.

Undergraduate

4

Zero on the assignment in question; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a short assignment that was almost entirely identical to one posted on the internet.

Undergraduate

2

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with several sentences copied verbatim from internet without citation or quotation.

Undergraduate

3

One-term suspension; zero on assignment; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Copying without proper citation.

Undergraduate

4

Zero on assignment; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was almost entirely composed of material taken verbatim from seven different websites, and used without any attribution whatsoever.

Undergraduate

3

Zero on the assignment and a further ten marks off the final grade in the course; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment in which significant portions had been taken verbatim and without citation of any kind from a number of internet sources. At the same time, simultaneous offences were uncovered involving plagiarized material being included in four online discussion posts.

Undergraduate

3

Zero on the assignment; failure in the course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted group assignment was excessively similar to an online solution from a website.

Undergraduate

3

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with substantial portions taken verbatim from three different uncited web sources, and which included other segments from two articles and a book that were either uncited entirely or did not include quotation marks.

Undergraduate

Cross-
register-
ed at
WLU

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted a summary assignment with substantial material taken from various websites.

Undergraduate

2

Zero on the assignment; further five marks off the final grade in the course; consultation with Counselling Services to assist in establishing priorities and weighing responsibilities; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *While the standard penalty is appropriate, if the student's petition to withdraw from the term is successful, the resulting WF grade will be too harsh a penalty under the circumstances. Given the student's situation, the fact that he/she has not attended class for such a long period, and that there is no evidence that he/she withdrew from the class in an effort to evade the charge, the associate dean is satisfied with allowing the withdrawal from the term, while still imposing disciplinary probation.*

Student submitted two assignment proposals; each had been plagiarized from published works.

Undergraduate

4

Ten marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The proposals carry no grade weight in themselves, but must be accepted by the professor before work begins on the assignment.*

Student submitted an assignment that was almost entirely taken, either verbatim or closely paraphrased, from a website that was not cited in the text or included in the bibliography.

Undergraduate

3

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student cut and pasted a part of his/her assignment from a website without proper attribution.

Undergraduate

1

Zero in the assignment; an additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with portions taken from internet sources verbatim and cited, but without quotation marks.

Undergraduate

3

Zero on the assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *5% penalty is waived as not appropriate given the circumstances of this case.*

The student plagiarized parts of a case study report, deriving uncited material from the web. The student admitted to his/her actions.

Undergraduate

3

Zero in the assignment; additional five marks to be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Plagiarism.

Undergraduate

4

Zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Student had correctly referenced sources, but did not include quotation marks. There was no intent by the student to plagiarize, just ignorance to what constitutes plagiarism.*

Copying without proper citation.

Undergraduate

3

Zero on assignment; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student freely admitted to plagiarizing large portions of his/her assignment.

Undergraduate

3

Zero on assignment; minus 5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment almost entirely composed of verbatim passages taken from the article being summarized.

Undergraduate

4

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Plagiarism

Graduate - Master's

N/A

Zero on the term paper plus a further 5% off the course grade.

Mitigating/Extenuating Circumstances:

Student submitted an assignment in which the latter portion of the assignment was taken either verbatim or closely paraphrased from material found at an internet site.

Undergraduate

2

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment substantially composed of materials taken verbatim or very closely paraphrased from a variety of internet sources.

Undergraduate

1

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student plagiarized significant portions of a major assignment and failed to cite sources of information in online posts of the same course.

Undergraduate

3

Zero on assignment; zero in posts; additional five marks deducted from final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student handed in two assignments which contained facts, figures and information that had been obtained from a variety of sources which not been identified, and for which no in-text citations had been included.

Undergraduate

2

Zero on each of the assignments; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment which was almost entirely taken verbatim or closely paraphrased from a variety of internet sources.

Undergraduate

4

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment with verbatim passages taken from a website.

Undergraduate

2

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Plagiarism

Undergraduate

1

Zero for the assignment; additional five marks will be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Sections of the term paper were taken directly from sources without putting the text in quotation marks.

Graduate - Master's

N/A

Zero on the assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students worked together on assignment and used paragraphs directly from material without referencing.

Undergraduate

3

Undergraduate

3

Both students: UW Academic Integrity workshop.

Mitigating/Extenuating Circumstances:

Plagiarism	Undergraduate	1	Zero for the assignment; additional five marks will be deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment with segments taken verbatim and without citation from a variety of internet sources.	Undergraduate	2	Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Unauthorized aids or assistance

Student brought an unauthorized aid in to the midterm examination. When the proctor tried to confiscate the aid, the student resisted, significantly disrupting the exam. The student followed the proctors to a professor's office where he/she grabbed the examination and the unauthorized aid and fled. An instructor followed and retrieved the materials. The student then harassed the instructor over a period of time in an effort to prevent the incident being reported.	Undergraduate	4	Four-term suspension; zero on midterm; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career; apology letters with one to the instructor for theft/flee/chase, another to the instructor for cheating on the exam, and a third to the instructor and proctor team for the disruption.
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Mitigating/Extenuating Circumstances:

Student brought unauthorized notes in to the exam.	Undergraduate	4	Zero on exam; failure in course; one-term suspension; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student copied information on the back of his/her calculator, contrary to exam regulations. Undergraduate 2 Zero in final exam; zero in course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *This misconduct does not appear to be fully opportunistic. The decision to bring in information seems to have been made in anxious, panicked state of mind before the exam, and taking a more generous view, is not considered to be fully premeditated, and therefore does not warrant a two-term suspension.*

Student brought an unauthorized aid in to the final exam. Undergraduate 2 Zero on final exam; 5% deducted from final grade; counselling; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The student had extenuating personal circumstances that warranted a mitigation of the standard penalty.*

Exam staff found unauthorized aids hidden beneath the student's final examination. Undergraduate 3 Zero on final examination and 5% deducted from final grade, disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was in possession of unauthorized notes during a midterm exam. Student claimed the notes were already on the table when he/she arrived to write the exam, and the student hid the pages with the exam rather than bring them to the instructor. At the very least, the student is guilty of opportunistic cheating on an exam. Undergraduate 2 Zero on test; additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was caught with answers on the cover of his/her calculator during examination. Undergraduate 3 Zero on exam; -5% from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student carried in to the final exam a permitted study aid that had answers written on it which were not permitted.

Undergraduate

2

Zero on the exam; failure in the course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student made calculations on a term test consistent with use of a calculator which was an unauthorized aid.

Undergraduate

1

Zero on the term test; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student used an authorized aid during the final examination.

Undergraduate

1

Zero on the examination; failing grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student brought in handwritten notes on a small piece of paper, which he/she consulted during the writing of his/her mid-term exam. Aids were not allowed. The student had ample opportunity prior to the exam to reconsider his/her plan to use the notes, but did not and therefore his/her actions were clearly premeditated.

Undergraduate

1

Premeditated cheating in a term exam; zero in the midterm exam; and additional five marks deducted from the final course grade; failure in the course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student brought an unauthorized aid in to a midterm examination. The teaching assistants suspected cheating during the examination and discovered a piece of paper containing course material under the student's desk after the student had completed the examination and left the room. The handwriting on the paper matched the handwriting on the student's midterm.

Undergraduate

3

Zero on the midterm; a failing grade in the course; two-term suspension from the university; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student was caught by the proctor copying from a cheat sheet, which had on it answers to one of the questions on the midterm exam.

Undergraduate

2

Zero on the exam; failure in the course, to be recorded as a grade of 32; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student carried in to the exam a calculator onto which he/she had written answers; this was discovered by one of the proctors during the exam and the calculator was confiscated.

Undergraduate

4

Zero on the exam; failure in the course; a two-term suspension; disciplinary probation for duration of UW undergraduate degree.

Mitigating/Extenuating Circumstances:

Student was found with an authorized aid in the final examination.

Undergraduate

2

Zero on final exam; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student took a calculator in to the midterm that included information written on the inside of the cover.

Undergraduate

3

Zero on the test; failure in the course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student brought unauthorized notes in to the exam.

Undergraduate

4

Zero on the exam; failure in course; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student put information relevant to the course on the reverse side of a calculator lid and brought it to the final examination.

Undergraduate

3

One-term suspension; zero on final exam; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Unauthorized co-operation or collaboration

Submitted assignments were excessively similar.

Undergraduate

1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate

1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Student admitted to excessive collaboration with another student concerning an assignment.

Undergraduate

4

Zero in the assignment; additional five marks from the final course grade; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate

1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Undergraduate

1

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

2
2

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

2
2

Both students: zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student collaborated with another student which was against the instructor's rules for the assignment.

Undergraduate

1

Zero on the assignment; letter of reprimand in the file.

Mitigating/Extenuating Circumstances:

Both students worked together on an assignment excessively which was against the instructor's rules.

Undergraduate
Undergraduate

1
1

Both students - zero on the assignment; once instructor has applied the normal marking scheme to calculate the course grade an additional five marks will be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students used another group's work and included it in his/her project which was not permitted under the rules of the instructor.

Undergraduate 3
Undergraduate 3

Both students will receive a grade of zero on the report portion of the project. The project itself is worth 10% of the final course grade; disciplinary probation for the duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar

Undergraduate 1
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 2
Undergraduate 3

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The student submitted an assignment that was identical in some places, similar in others, to the assignment of another student in the class. The student admitted to excessive collaboration in the completing of this assignment.

Undergraduate 2
Undergraduate 2

Zero in the assignment; additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Material handed in for all the assignments for this group of students contained identical work. This excessive amount of collaboration was contrary to the instructor's rules for the assignment.

Undergraduate 2
Undergraduate 2
Undergraduate 2
Undergraduate 2

All students: zero on the assignment; once the instructor has applied the normal marking scheme to calculate the course grade, an additional five marks to be deducted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Student 1's first offence is being treated as a warning due to an implementation change for unauthorized resubmission penalties.*

Submitted assignments were excessively similar as agreed informally between the instructor and the students.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment and 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate
Undergraduate

1
1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 1
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The submitted assignments were excessively similar.

Undergraduate 1
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 1
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 1
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 2
Undergraduate 1

Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Excessive collaboration with another student.	Undergraduate	2	Zero for the assignment; additional five marks will be deducted from the final course grade for the assignment in question; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar	Undergraduate	1	Student A: no mark penalty assigned since student WD'd course; disciplinary probation for duration of UW undergraduate career. Student B: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	1	

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.	Undergraduate	1	Student A, C, D, E: zero on assignments; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career. Student B & F: no mark penalty assigned since student's WD'd course; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	1	
	Undergraduate	1	
	Undergraduate	1	
	Undergraduate	1	

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.	Undergraduate	1	Both students: zero on assignments; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	1	

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.	Undergraduate	1	Both students: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	1	

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was virtually identical to that submitted by another student.

Undergraduate

2

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate

1

Undergraduate

1

Undergraduate

1

Undergraduate

1

All students: zero on assignments; 5% deducted from final grade/ disciplinary probation for duration of UW undergraduate career; letter of apology to student work was copied from; Student C disciplinary probation for duration of UW undergraduate career only.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate

1

Non-degree

1

Student A: zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career. Student B: no mark penalty assigned since student WD'd course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that had portions similar to that of two other students. The course instructor reported this was acknowledged by the student and the two other students involved.

Undergraduate

1

Undergraduate

1

Undergraduate

1

All students: zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student A admitted to copying a significant portion of a report made available to him/her by Student B.

Undergraduate

4

Undergraduate

4

Both students: zero for the report; additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar, and in some instances identical including typos and errors, to that of another student.

Undergraduate 2
Undergraduate 3

Both students: zero on the assignment; a further five marks off the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate 2
Undergraduate 1

Both students: zero on assignment; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The level of similarity was limited in a few small areas and the students were sufficiently contrite to warrant a slightly lighter penalty.*

Students collaborated excessively on an assignment and copied material from a previous term without noticing that there had been some changes. Both students admitted their misconduct.

Undergraduate 2

Both students, zero on assignment; additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Three students shared materials for a project which was against the rules of the instructor.

Undergraduate 2
Undergraduate 2
Undergraduate 2

All three students will receive a grade of zero on the project. Students A and B will have an additional five marks deducted from the final course grade once the normal marking scheme has been applied.

Mitigating/Extenuating Circumstances: *Student C provided a reference to the collaborators.*

Student copied material from another student without referencing.

Undergraduate 2
Undergraduate 2

Student A - zero on the assignment with the final course grade taking this mark into consideration. Both students are required to complete a case study on their situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student collaborated on an assignment with another student more than what was permitted by the instructor.

Undergraduate

4

Grade for the report is to be taken as 25% of the grade that would have been earned had the work not included excessive collaboration. Then once the instructor has applied his/her normal marking scheme to calculate the course grade, an additional five marks is to be subtracted to determine the final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Submitted assignments were excessively similar.

Undergraduate

2

Undergraduate

2

Both students: zero for the assignment; an additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

The students collaborated excessively on an assignment which was not permitted under the rules of the instructor.

Undergraduate

1

Undergraduate

1

Both students will receive a grade of zero on the assignment with an additional five marks deducted from the final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Students discussed the assignment and collaborated more than was permitted under the rules of the instructor.

Undergraduate

1

Undergraduate

1

Both students - grade of zero on the assignment; students to complete a case study; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that was virtually identical to that submitted by another student.

Undergraduate

3

Zero on the assignment; further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted work that was excessively similar to another student in the course.	Undergraduate	2	Student A: zero on assignment; 5% deducted from final grade; enrol in additional course achieving at least 60%, where the course counts in average but cannot be used to meet other degree requirements; remain on disciplinary probation. Student B: one-term suspension; zero on assignments; 5% deducted from final grade; remain on disciplinary probation for duration of UW undergraduate career.
	Undergraduate	2	

Mitigating/Extenuating Circumstances: *As both this and the first offence for student A were relatively minor, suspension would be overly harsh.*

Excessive collaboration with another student.	Undergraduate	2	Zero on assignment; additional five marks will be deducted from the final course grade for the assignment in question; disciplinary probation for duration of UW undergraduate career.
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Mitigating/Extenuating Circumstances:

Student submitted an assignment that was similar to another student's assignment.	Undergraduate	1	Both students: zero for course; five marks off final course grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	1	

Mitigating/Extenuating Circumstances:

Three students excessively collaborated and copied from each other on an assignment. This was not permitted under the instructor's rules.	Undergraduate	2	All students: will receive a failing grade on the assignment and are required to complete a case study on this situation; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	2	
	Undergraduate	2	

Mitigating/Extenuating Circumstances:

Three students collaborated excessively on a report which was against the instructor's rules for the assignment.	Undergraduate	2	All students: zero on the report which represents 5% of the final grade; disciplinary probation for duration of UW undergraduate career.
	Undergraduate	2	
	Undergraduate	2	

Mitigating/Extenuating Circumstances:

The student and a classmate each submitted individual assignments which showed clear evidence of excessive collaboration.

Undergraduate
Undergraduate

3
3

Both students: one course in ethics, with a minimum grade of 60%; submission of case study exercise; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Normally, this misconduct would result in zero for the assignment, and additional 5 marks taken from the final course grade. The instructor's marking scheme for the course is such that the student's final exam grade, which is 17% is to be used as the course grade.*

Unauthorized resubmission of work

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Failing grade on the assignment which will be taken into consideration for the final grade; choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade; student is required to complete a case study on the situation; student will receive a letter of reprimand in file.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic semester.

Mitigating/Extenuating Circumstances:

Submitted assignment was similar to his/her own submitted in a previous term which was not authorized by the course instructor as would be required.

Undergraduate

3

Zero on assignment; 5% deducted from final grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student had submitted materials for two assignments that had been previously submitted without reference or permission from the instructor.

Undergraduate

4

Final grade for the course is to be based on the submitted material. The student is required to earn credit at the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances: *The student had changed the work significantly.*

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

2

Failing grade on the assignment which will be taken into consideration for the final grade; student is required to choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student submitted previously submitted work without referencing or permission from the instructor

Undergraduate

2

Student will receive a failing grade on the assignment without the final mark taking this into consideration. The student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted work for an assignment that had been previously submitted without referencing or permission from the instructor.

Undergraduate

2

Student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted previously submitted work for an assignment without referencing or permission from the instructor.

Undergraduate

2

Student is to receive a failing grade on the assignment with the final grade taking this into consideration; student is required to prepare a fifteen page essay discussing "self-plagiarism and how it is handled in five other Canadian or American Universities" according to the associate dean's guidelines; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted parts of previously submitted work without referencing and without the instructor's permission.

Undergraduate

1

Final grade will be based on the submitted material; student was offered and has successfully completed a workshop; student will receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

2

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade; student is required to complete a case study on the situation; student will receive a letter of reprimand in file.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Final grade will be based on the submitted material; student was offered and has successfully completed a workshop; student will receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Student submitted an assignment which was a direct copy of what he/she had submitted when he/she previously took the course.

Undergraduate

4

Zero on the assignment; a further five marks off the final grade in the course; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade; student is required to complete a case study on the situation; student will receive a letter of reprimand in file.

Mitigating/Extenuating Circumstances:

Student resubmitted a portion of a previously submitted assignment without referencing.

Undergraduate

2

Grade for this assignment will be calculated based on the material submitted for the module; student is required to complete a case study on the situation; student will receive a letter of reprimand in file.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

1

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade; choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student submitted work that had been previously submitted without referencing or permission from the instructor.

Undergraduate

3

Student's grade for the course will be calculated based on the submitted material for the module; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The usual case study penalty has been waived due to the time period that passed since the offence.*

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

4

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

4

Failing grade on the assignment which will be taken into consideration for the final grade; choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Failing grade on the assignment which will be taken into consideration for the final grade.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student resubmitted parts of his/her previously submitted work without referencing.

Undergraduate

2

Final grade is to be calculated based on the submitted material; student to complete a case study on the situation.

Mitigating/Extenuating Circumstances:

Student submitted portions of his/her own work from a previously submitted assignment without referencing or permission from the instructor.

Undergraduate

4

Student will receive a failing grade on the assignment; student is required to prepare a fifteen page essay discussing "the reuse of your own intellectual property without proper reference" according to guidelines provided by the associate dean; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Failing grade on the assignment which will be taken into consideration for the final grade; choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student submitted work from a previously submitted assignment without referencing or permission of the instructor.

Undergraduate

4

Zero on the assignment with the final grade taking this mark into consideration.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

3

Failing grade on the assignment which will be taken into consideration for the final grade; choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that had been used previously without referencing or permission from the instructor.

Undergraduate

2

Zero on the assignment; student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student resubmitted a portion of a previously submitted assignment without referencing.

Undergraduate

2

Grade for this assignment will be calculated based on the material submitted; student will receive a letter of reprimand in file.

Mitigating/Extenuating Circumstances:

Student resubmitted a portion of a previously submitted assignment without referencing. Undergraduate 3 Grade for this assignment will be calculated based on the material submitted for the module; letter of reprimand in the file.

Mitigating/Extenuating Circumstances:

Student submitted portions of a previously submitted assignment without referencing or permission from the instructor. Undergraduate 2 Student will receive a grade of NCR in the course.

Mitigating/Extenuating Circumstances: *Student is required to withdraw from program and has left the university.*

Student submitted portions of an assignment that had been previously submitted without referencing or permission from the instructor. Undergraduate 4 Zero on the assignment; final grade will be calculated based on failing this submission; student is required to complete a case study on the situation.

Mitigating/Extenuating Circumstances:

Unauthorized resubmission of work. Undergraduate 4 Zero for the assignment; additional five marks deducted from final course grade; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted an assignment that had been previously submitted without referencing or permission from the instructor. Undergraduate 2 Zero on the assignment with the final grade taking this penalty into consideration; student required to attend and earn credit for the University of Waterloo academic integrity workshop during the next academic term.

Mitigating/Extenuating Circumstances:

Student submitted parts of previously submitted work without referencing and without the instructor's permission.

Undergraduate

2

Final grade will be based on the submitted material; student has been offered and has successfully a workshop; student will receive a letter of reprimand.

Mitigating/Extenuating Circumstances:

Student submitted work that had been previously submitted for two assignments without referencing or permission from the instructor.

Undergraduate

2

Student will receive a grade of zero on both assignments with the final mark taking these grades into consideration. The student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student's assignment contained portions of previously submitted work without citation or permission from the instructor.

Undergraduate

1

Student will receive a failing grade on the assignment which will be taken into consideration for the final grade; student is required to choose two articles on academic integrity, summarize and comment on the relevance of the two articles to the situation and provide a written report for the associate dean.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment which had been previously submitted without referencing or permission from the instructor.

Undergraduate

2

Student will receive a mark of zero on the assignment with the final grade result taking this mark into consideration; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted work on an assignment that had been previously submitted without referencing or permission from the instructor.

Undergraduate

2

Grade for the course will be calculated based on the material that was submitted for the assignment; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *It was noted that the student had significantly modified the submission.*

Student used part of his/her own previously submitted work for three assignments as well as work from another student without referencing.

Undergraduate

2

Student is required to complete a fifteen page essay; attend University of Waterloo academic integrity workshop during the student's next academic turn; complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Failure in previous term and medical problems in the family.*

Student submitted work that had been previously submitted without referencing or permission from the instructor for one assignment.

Undergraduate

2

Grade for the course will be calculated based on the material that was submitted for the assignment; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *It was noted that the student had significantly modified the submission.*

Student submitted previously submitted material for two assignments without referencing or permission from the instructor.

Undergraduate

2

Grade for the course will be calculated based on the material that was submitted for the assignments. Student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted his/her own previously submitted work for one assignment without referencing or permission of the instructor.

Undergraduate

4

Zero on the assignment with grade being calculated based on failing the assignment. Student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted portions of his/her own previously submitted work for three assignments without citation or permission from the instructor.

Undergraduate

1

Final grade of NCR has been assigned; student is required to submit a case study on the situation; student is required to complete a fifteen page essay discussing "Citing your own work"; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *Student is repeating terms and clearly struggling. Assigned penalty is sufficient without making academics impossible at this point.*

Student submitted an assignment that had been used previously without referencing or permission from the instructor.

Undergraduate

3

Student will receive a grade of zero on the assignment; student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted parts of previously submitted work without referencing and without the instructor's permission.

Undergraduate

2

Final grade will be based on the submitted material. The student has been offered and has successfully completed a workshop; letter of reprimand.

Mitigating/Extenuating Circumstances:

Student submitted work that had been previously submitted without referencing or permission from the instructor for three assignments.

Undergraduate

2

Student will receive a failing grade for the first assignment; for the other two assignments, the instructor is asked to grade them as if the required citations were in place; Student is required to attend and earn credit at the University of Waterloo academic integrity workshop during the student's next academic term; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student resubmitted work that had been previously submitted for an assignment without referencing or permission from the instructor.

Undergraduate

2

Student will receive a failing grade on the assignment with the final mark taking this grade into consideration; the student is required to attend and earn credit for the University of Waterloo academic integrity workshop during the student's next academic term.

Mitigating/Extenuating Circumstances:

Student submitted work from a previously submitted assignment without referencing or permission from the instructor.

Undergraduate

2

Zero on the assignment; student is required to complete a case study on the situation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during the next academic term.

Mitigating/Extenuating Circumstances:

Student submitted material for an assignment that had been previously used without referencing or permission from the instructor.

Undergraduate

2

Student is to attend and earn credit for the University of Waterloo academic integrity workshop during this/her next academic term.

Mitigating/Extenuating Circumstances:

Violation of examination regulations

Student did not sit the final exam due to illness. However, there is an exam candidate card for the student. Student did not respond to allegation.

Undergraduate

4

Zero in final examination; failure in course; two-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Disruptive, dangerous, aggressive or threatening behaviour

Student was not professional in his/her treatment of the teaching assistant following the midterm examination for the course.

Undergraduate

1

Zero on the midterm with an additional five mark penalty to determine the final course grade; student is required to complete a case study on the situation; student is required to take two ethics courses from a list provided by the associate dean, earning an average in the set of at least 60% with no course less than 50%. These courses may not be counted toward the degree and are to be designed as DRNA; student is required to write an apology letter to the course instructor and to the teaching assistant according to guidelines provided by the associate dean; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Both students posted inappropriate comments on Facebook that were threatening in nature.

Undergraduate

1

Undergraduate

1

Both students will have their grade calculated based on their submitted material in the course; both students are required to prepare a fifteen page essay; both students are required to submit an acceptable letter of apology. Student A is required to prepare a letter discussing his/her actions, reflecting on these actions and providing advice to other students to avoid a similar situation in the future. Student B is required to complete a case study on his/her situation and to arrange to have at least one counselling appointment to discuss techniques for managing frustration in a more positive way; both students are on disciplinary probation for duration of UW undergraduate careers.

Mitigating/Extenuating Circumstances:

Student entered an exam attired in a chicken costume and proceeded to cause a commotion while a second student filmed the incident.

Undergraduate

1

Undergraduate

1

Both students are required to complete a case study on the situation; provide an acceptable apology letter to the professor; take and earn credit for an additional course selected that will not be counted as part of the degree program and must be taken as "DRNA".

Mitigating/Extenuating Circumstances:

Student was observed speeding and driving recklessly on campus and initially attempted to evade being stopped by UW Police. Student was subsequently charged with impaired driving by Waterloo regional police.

Undergraduate

2

One-term suspension; letter of apology to Director of Police Services; banned from campus with the exception of appointment with Counselling Services; banned from driving a vehicle on campus; banned from any licensed venues or events on campus with the exception of Waterloo Warrior football games; disciplinary probation for the remainder of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; the suspension, letter of apology and disciplinary probation are standard penalties; additional penalties have been imposed in consultation with the director of UW Police Services.*

Infringing unreasonably on the work of others

Student included inappropriate material on a test in a course in which he/she was not enrolled.

Undergraduate

4

Complete a fifteen page essay, a case study on the situation and make a \$200 donation to the Sexual Assault Support Centre of Waterloo Region; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Student drew inappropriate pictures on his/her final examination paper for one question.

Undergraduate

1

Student will receive a grade of zero on the question; once normal marking scheme has been applied to calculate the course grade, an additional eight marks will be deducted to determine the final grade; student required to take additional course and achieve a grade of at least 60%. This course may not be counted towards the degree and is to be designated as "DRNA"; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Mischief

Two students entered a UW classroom and using a "Super Soaker" sprayed the students in class and their belongings with water, and then fled the area. The unknown accomplice filmed the event as it occurred. Four students complained to UW Police. The student expressed remorse for his/her actions and refused to reveal the identity of the other student involved.

Undergraduate

4

35 hours of community service to be served as determined by the associate dean, and to be completed as a condition as a graduation; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *The student wrote a letter of apology to the class and financially compensated one individual for the cost a damaged device.*

Student displayed loud and disruptive behaviour in a library on more than one occasion, despite repeated efforts by library staff to silence him/her. On two occasions, the student was evicted from the library by UW police. Despite these efforts and numerous other warnings he/she persisted in this behaviour, until the matter was brought to the attention of the associate dean. The student dismissed his/her actions as high spirits and being possessed of a sociable nature, for which he/she could not be held responsible. However, the student came to understand after further discussion that his/her actions were highly objectionable, and expressed suitable remorse for them.

Undergraduate

2

Letter of apology to the library staff; thirty-five hours of community service as decided by the associate dean; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances: *First offence; standard penalty. The associate dean, in consultation with the Director, Organizational Services, UW Library, has concluded that the more serious disruptive behaviour offence would not be appropriate in this case.*

Misuse of University resources

Student logged onto a UW computer using another student's UW account password without his/her knowledge or consent. In addition, he/she requested of the faculty computing office help desk that certain ports be opened for that computer, apparently for file sharing and/or to play an online game, though he/she claimed in his/her request that it was the purpose of accessing research databases. Evidence has been provided by the computing office that links the student to the improper use of UW student ID, as well as his/her intention of using the ports for an online computer game. In a meeting with the associate dean the student did not dispute the allegations and expressed great remorse for his/her actions.

Undergraduate

2

Letter of apology to the student in question; successful completion of two courses as a condition of graduation; one-term suspension; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Other

Use of stolen property

Student used a laptop stolen by a friend whose identity the student refused to reveal. The student claims that he/she did not know the laptop was stolen. The student was confronted by UW Police. The stolen laptop was eventually returned to its rightful owner, who suffered inconvenience and expense as a result of the theft.

Undergraduate

1

Twenty-five hours Community Service before the end of the term; \$150.00 to be paid to UW Student Bursary; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:

Theft

Student A and student B misused another student's WatCard. In a meeting with the associate dean, Student A accepted full responsibility for his/her actions, but had no explanation for why he/she chose to behave as he/she did.

Undergraduate 4
Undergraduate 2

Student A: \$100.00 to be paid to a trust fund; a letter of apology to be written to the owner of the WatCard; Student B: restitution and letter of apology to the victim; Twenty-six hours community service before the end of the term; \$100.00 to be paid to a UW student bursary. Disciplinary probation for duration of UW undergraduate career for both.

Mitigating/Extenuating Circumstances: *The associate dean agrees with the UW Police Service that criminal charges would be excessive in this case. Monetary contribution is appropriate as an expression of remorse, since it will directly benefit students who are experiencing financial hardship.*

Unethical behaviour

A fire was lit in a building on campus by an individual who was the guest of four students. The students were not directly involved in the incident but did not assist in the investigation as they should have.

Undergraduate 1
Undergraduate 1
Undergraduate 1
Undergraduate 1

All students: twenty-five hours of community service to be completed by the end of the term; disciplinary probation for duration of UW undergraduate career.

Mitigating/Extenuating Circumstances:
