



University of Waterloo Policy 71

Student Discipline

Established: June 6, 1989
Last Updated: May 1, 2019
Class: G

1. INTRODUCTION

This policy applies to University of Waterloo (University or UW) students, including individuals who were students at the time of the event(s) upon which a disciplinary proceeding is based.

A discipline decision of an academic support unit (e.g. athletics, library, parking, on-campus pubs and student residences) is handled under the unit's internal mechanism and not under this policy unless the matter is referred to an associate dean.

Resources to advise students include the Conflict Management and Human Rights Office, Student Resource Office, Secretariat and faculty undergraduate and graduate offices. Resources to assist students include Counselling Services, Health Services, and AccessAbility Services.

Authority to deal with matters under this policy rests with the undergraduate and graduate associate deans. In cases where criminal proceedings have been initiated against a student, the authority usually vested in an associate dean rests with the vice-president, academic & provost, who will keep the associate dean of the student's home faculty informed. A decision of the vice-president, academic & provost is appealable to the University Committee on Student Appeals but remains in effect during the appeal process.

Matters pertaining to courses offered by and events occurring on the property of:

Conrad Grebel University College – Academic discipline is handled under this Policy. Non-academic discipline is handled under this Policy, except that, if the student involved has signed a contract with the college, then the discipline is handled under the terms of the contract and/or *Grebel Residents Handbook*.

Renison University College – Academic discipline is handled under this Policy. Non-academic discipline is dealt with under this Policy, except for residence matters, which are handled under residence procedures.

St. Paul's University College - Academic discipline is handled under this Policy. Non-academic discipline is dealt with under this Policy except for residence matters, which are handled under residence procedures.

St. Jerome's University - Discipline is handled under policies and procedures established by St. Jerome's.

The associate dean (undergraduate or graduate) of a student's home faculty is the locus for student discipline records. When a student is known to have changed faculties, the student's discipline record is to be forwarded to the associate dean of the new home faculty.

Behaviour which unduly interferes with the study, work or working environment of other members of the University or any aspect of another's University activity is dealt with under Policy 33 - Ethical Behaviour.

See [Appendix A - Academic Discipline Procedure](#)

See [Appendix B - Non-academic Discipline Procedure](#)

See [Appendix C - Guidelines When Criminal Proceedings have been Initiated against a Student](#)

See [Appendix D - Glossary](#)

See [Guidelines for the Assessment of Penalties](#)

2. PRINCIPLES

a. Academic

Communication, inquiry and the free exchange of ideas are fundamental to a university education, and require an environment of tolerance and respect. Academic freedom provides for the freedom to study, learn, publish and debate, independent of current opinion, subject to commonly accepted scholarly standards. Academic freedom is protected and carries with it the duty to use that freedom in a responsible and ethical way. A student's academic freedom does not extend to disruption of other students, faculty or staff members, or their work/study/residence environments.

Academic integrity is a commitment to five basic values: honesty, trust, fairness, respect and responsibility. It applies to all academic endeavours – teaching, learning and scholarship, and applies to a range of academic activities, from conduct in research to the writing of co-op work term reports.

Students are expected to know what constitutes academic integrity, to avoid committing offences, and to take responsibility for their actions.

Students are responsible for demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- Abiding by University policies and provincial and federal legislation.
- Following the expectations articulated by instructors for referencing sources of information and for group work.
- Submitting original work, citing sources fully, and respecting the authorship of others.
- Preventing their work from being used by others, e.g. not lending assignments to others, protecting access to computer files.
- Asking for clarification of expectations as necessary. Students who are in any doubt as to whether an action on their part may be viewed as a violation of the standards of academic integrity should ask their instructors, lab assistants and/or advisors.
- Adhering to the principles of academic integrity when conducting and reporting research.

b. Non-academic

Students are individually responsible for their actions whether acting alone or in a group. Students have an obligation to make responsible decisions concerning their conduct. Appropriate behaviour includes:

- Respecting the rights and property of others.
- Allowing for the peaceful and safe enjoyment of the University campus and facilities.
- Abiding by University policies, municipal bylaws, and provincial and federal legislation.

c. Procedural Fairness

The procedures for handling offences reflect the gravity with which the University views such offences. At the same time, these procedures represent the University's commitment to fairness.

Fairness is fundamental when dealing with students. Students have the right to be informed of policies, procedures or guidelines that may affect their academic progress or their conduct, and have the right to question whether decisions are consistent with those policies, procedures or guidelines.

Each student is entitled to:

- a presumption of innocence unless the contrary is established;
- be made aware of the case against him/her;

- have matters addressed fairly and expeditiously;
- be accompanied by a support person to any meeting with administrators and to any hearing;
- have matters heard by those who are not sitting in judgment of their own actions or decisions;
- know, respond to and seek clarification of evidence presented by witnesses; and
- decisions based on the balance of probabilities with consideration given to consistency and University precedent.

3. OFFENCES

Student misconduct relating to activities of any type under University auspices, other than that falling under [Policy 33 - Ethical Behaviour](#), is covered by this policy.

Any member of the University who has reason to believe that an academic offence has been committed by a student has a responsibility to report the matter promptly to the instructor of the course or to the associate dean of the faculty sponsoring the activity. A teaching assistant shall report to both the instructor and the appropriate associate dean of the faculty sponsoring the academic activity. The associate dean will investigate and render a decision or refer the matter to the appropriate authority.

Any member of the University who has reason to believe that a non-academic offence has been committed by a student has a responsibility to report the matter promptly to the associate dean of the student's home faculty or to UW Police who will advise the associate dean. The associate dean will investigate and render a decision or refer the matter to the appropriate authority. In cases involving disruptive or threatening behaviour on the part of students (including assault, vandalism, theft and similar behaviour), UW Police shall be contacted to establish order. Individuals should not attempt to resolve a dangerous situation. In all such cases the matter shall be reported to the associate dean by UW Police.

No degree, diploma or certificate shall be awarded, nor shall a student be allowed to withdraw from a course in which an offence is alleged to have been committed, from the time an alleged offence is reported until the final disposition of the matter.

Offences listed below are intended to be interpreted broadly. The list is not meant to be comprehensive, but rather illustrative of the typical categories of academic and non-academic offences. Misconduct includes causing an event to occur, either by omission or commission. Any act that violates the principles of this policy or that falls below a standard acceptable in the University community is subject to discipline, as is an attempt to commit or assisting someone to commit any such act.

Offences include, but are not limited to, the following:

ACADEMIC	NON-ACADEMIC
<ul style="list-style-type: none"> • cheating • plagiarism • unauthorized co-operation or collaboration as defined by the course instructor • unauthorized aids or assistance as defined by the course instructor • unauthorized resubmission of work • violation of examination regulations • impersonating another student or entering into an arrangement with another to be impersonated • obtaining, distributing, or receiving any confidential academic material without the express consent of the instructor • theft of intellectual property • academic or admission fraud discovered after registration 	<ul style="list-style-type: none"> • disruptive, dangerous, aggressive or threatening behaviour, including by electronic means • misuse of University resources, equipment or supplies, including, but not limited to, computers and network, keys, records, permits, letterhead • mischief • vandalism • theft • infringing unreasonably on the work of others • violation of instructor's communicated rules, such as prohibition of recording lecture • violation of safety regulations in a laboratory or other setting • unauthorized use of equipment, material or a facility or service • unethical behaviour

<ul style="list-style-type: none"> • altering, falsifying or withholding a relevant document • misrepresentation • obstruction or interference • misconduct in research including breach of ethics regarding human or animal testing • contravention of statute (e.g., <i>Copyright Act</i>) 	<ul style="list-style-type: none"> • contravention of statute (e.g., <i>Liquor License Act; Criminal Code</i>)
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Procedure -

See [Appendix A - Academic Discipline Procedure](#)

See [Appendix B - Non-academic Discipline Procedure](#)

4. PENALTIES

At the conclusion of an investigation where misconduct has been found, the student will be given at a minimum a letter of reprimand. Other penalties may be imposed as the situation warrants. University departments (e.g. Co-operative Education, Registrar’s Office, Graduate Studies Office, UW Police) shall be sent a copy of the decision as appropriate. A copy of a decision will be placed in the student’s discipline record by the associate dean of the home faculty.

Penalties (other than removal of privileges and expulsion) are normally not in force while an appeal is being decided. In exceptional circumstances (such as when the continued presence of the student would unduly affect scholarly activities), on a case-by-case basis and after consultation (e.g. with the associate dean, UW Police), the chair of the University Committee on Student Appeals (UCSA) may order that a penalty be enforced while an appeal is in process. Such a decision of the UCSA chair is final.

A student may not graduate while under suspension, nor will the University verify that degree requirements have been met until the end of the suspension.

One or more of the following penalties may be imposed:

ACADEMIC	NON-ACADEMIC
<ul style="list-style-type: none"> • letter of reprimand • disciplinary probation • grade penalty on an assignment, test, examination, or course; or, where applicable, failed standing in a term or modification of final grade • failed work term • extra academic work • removal of privileges • additional course(s), possibly taken as Degree Requirement, Not in Average • community service • suspension • expulsion • revocation of degree, diploma, certificate, standing or credit 	<ul style="list-style-type: none"> • letter of reprimand • disciplinary probation • restitution • community service • fine • eviction from UW student residence / housing • ban from a University facility or sponsored event, or from the campus • removal of privileges • suspension • expulsion
– such other remedial or disciplinary action or order as appropriate in the circumstances –	

Factors to be considered when imposing academic penalties

The circumstances surrounding each case of academic misconduct may vary to a significant degree. The penalty imposed should reflect these circumstances. The [Guidelines for the Assessment of Penalties](#) are

not intended to restrict the authority or flexibility of associate deans in imposing penalties. In each case the associate dean shall exercise his/her discretion, taking into consideration the relevant factors as outlined below. For the benefit of the student the associate dean shall provide an explanation in the written decision of the major reasons(s) the penalty imposed was deemed warranted.

Factors to be considered by associate deans when imposing a penalty include, but are not limited to:

- The severity of the offence, including its impact on others (UW students, faculty or staff; other students, members of the community)
- Relative weight of the assignment
- The level of the student's academic experience
- Whether the student admits guilt, accepts responsibility for his/her action and is amenable to educative remedies
- Extenuating circumstances that may help explain the action taken by a student
- Any aggravating factors
- Any record of previous offences
- For graduate students, whether the work in which the offence has been committed is one of the major milestones of the graduate program

See [Guidelines for the Assessment of Penalties](#)

5. REPORTING

At the conclusion of an investigation the person investigating will advise the student in writing of the determination. Normally the person who reported the incident will be advised that the matter has been dealt with.

A report on any discipline action taken is to be filed in the Secretariat by the associate dean. A summary of cases is to be posted to the Secretariat website annually.

The University Committee on Student Appeals will report cases annually to Senate.

Information related to a discipline decision will be retained in compliance with the University's records retention schedule.

6. APPEAL

A discipline decision is appealable under Policy 72 - Student Appeals provided that a ground for appeal can be established.

A decision of the vice-president, academic & provost (or delegate) is appealable under Policy 72 - Student Appeals provided that a ground for appeal can be established.

Deadline: An appeal must be started by delivering a [Notice of Appeal \(Form 72A\)](#) within 10 days of notification of the decision. See Policy 72 - Student Appeals.

FORMS

for use by associate dean to report a decision:

[Summary of Disciplinary Action Taken \(Form 71A\)](#)

Appendix A - Academic Discipline Procedure

It is expected that an associate dean will render a decision within 50 working days from the reporting of the offence to him/her. If this timeline will not be met, the associate dean will advise the student in writing and provide a revised timeline.

Examinations are a special situation. Procedures to be followed when misconduct is suspected are set out in the memorandum “Proctoring of Mid-Term Tests and Final Examinations: When Cheating is Suspected; Authority to Search for and/or Confiscate Unauthorized Aids Proctor Instructions”.

1.a) Allegation

A member of the University other than the course instructor who has reason to believe that an academic offence has been committed shall report the matter to the instructor of the course or the appropriate associate dean of the faculty sponsoring the academic activity within 5 working days of detection. A teaching assistant shall report to both the instructor and the appropriate associate dean of the faculty sponsoring the academic activity.

1.b) Informal resolution by instructor

If an instructor who discovers or is made aware of an apparent academic offence in a course he/she is teaching wishes to attempt to resolve the offence informally with the student, he/she shall begin the process within 10 working days of detection or notification of the offence. The proposed resolution may not have a penalty that exceeds a reduction in course grade and disciplinary probation.

The allegation, admission of guilt and proposed resolution shall be submitted by the instructor to the associate dean of the faculty sponsoring the academic activity and the student so informed. If the alleged offender is registered in a different faculty, the associate dean who receives the report shall inform the associate dean of the student’s home faculty of the allegation; together they shall decide which of them will handle the matter and keep the other informed.

The associate dean may instruct the Registrar’s/Graduate Studies Office to insert a UR notation (under review) for the course in the student’s academic record. No application for withdrawal from the course will be processed pending the outcome of the investigation. If an allegation is made after a student has withdrawn from a course, the withdrawal shall be void, the student re-enrolled in the course and a UR recorded. A UR remains until the matter is dealt with and the appeal period has expired. A student cannot graduate with a UR on his/her record.

Any evidence gathered shall be retained by the instructor in case it is required, but need not be submitted initially unless requested by the associate dean. The associate dean will check the student’s discipline record and determine whether the proposed resolution is appropriate. If the proposed resolution is approved by the associate dean, he/she will advise the instructor and student in writing. The associate dean shall file a copy of the informal resolution in the Secretariat and in the student’s discipline record.

If the proposed resolution is not approved by the associate dean, he/she will advise the instructor and student in writing that the matter will proceed as if the informal resolution had not taken place. The instructor will then submit any evidence collected to the associate dean, the student’s admission of guilt will be void and the matter will proceed under 1.c) below.

1.c) Allegation reported to associate dean

On notification of an alleged offence in a course the associate dean may instruct the Registrar’s/Graduate Studies Office to insert a UR notation (under review) for the course in the student’s academic record. No application for withdrawal from the course will be processed pending the outcome of the investigation. If an allegation is made after a student has withdrawn from a course, the withdrawal shall be void, the student re-enrolled in the course and a UR recorded. A UR remains

until the matter is dealt with and the appeal period has expired. A student cannot graduate with a UR on his/her record.

If the alleged offender is registered in a different faculty, the associate dean who receives the report shall inform the associate dean of the student's home faculty of the allegation; together they shall decide which of them will handle the matter and keep the other informed.

Upon receipt of an allegation that an offence has been committed, the associate dean shall decide whether an attempt should be made to resolve the matter informally. If so, the associate dean may encourage the faculty member and student to attempt a resolution under 1.b) above or may attempt to reach an informal resolution through direct discussion with the student. If a resolution is reached directly with the student, the associate dean shall file a copy of the informal resolution in the Secretariat and in the student's discipline record.

If informal resolution is not attempted or is not successful, the associate dean will proceed with a formal inquiry under step 2.

2. Formal Inquiry

The associate dean shall inform the student in writing of the allegation and the links to the applicable policy and case summaries. The student shall have 5 working days to respond in writing. If either party requests a meeting, one shall be arranged.

After receipt of the student's response or after the time for a response has passed the associate dean shall conduct a thorough investigation of the allegation. To assist in the investigation the associate dean may consult with people such as experts in the student's discipline, another associate dean, and UW Police. If the associate dean needs more information or response to specific questions from the student, this can be done either by a meeting, by telephone, or by email.

If the student fails to respond to any communication from the associate dean or fails to attend a scheduled meeting, the associate dean may proceed without input from the student.

When the investigation is complete the associate dean will provide the student with his/her written findings and decision. If either party requests a meeting, one shall be arranged. A copy of the decision shall be provided on a need-to-know basis to administrative units (e.g. Co-operative Education, Registrar's Office, Graduate Studies Office, UW Police) and will be filed in the Secretariat and in the student's discipline record.

3. Appeal

A formal inquiry decision of an associate dean can be appealed following the procedure set out in [Policy 72 - Student Appeals](#) provided that a ground for appeal can be established. A student must deliver a [Notice of Appeal \(Form 72A\)](#) within 10 working days of notification of the decision. See [Policy 72 - Student Appeals](#).

Academic Discipline Procedure

Who	When	What
Informal Resolution by instructor (if proceeding)		
Instructor	Upon detection of alleged offence [section 1.b]	Arrange to meet with student to discuss informal resolution
Instructor	Upon reaching proposed informal resolution [section 1.b]	Submit recommendation to associate dean
Associate dean	Upon receipt [section 1.b]	Determine whether proposed resolution acceptable; advise student and instructor
Allegation reported		
Member of the University	Within 5 working days of detection of alleged offence [section 1.a]	Advise associate dean of alleged offence; provide relevant information
Associate dean	On receipt of allegation [section 1.c]	Decide whether informal resolution or inquiry process to be followed
Informal Resolution by associate dean (if proceeding)		
Associate dean	Upon receipt of allegation [section 1.c]	Arrange to meet with student to discuss informal resolution and document if one is reached, report to Secretariat
Formal Inquiry (if proceeding)		
Associate dean	On receipt of allegation or failure of informal resolution process [section 2]	Notify student in writing of the charge and where to find policy and case summaries
Student	Within 5 working days of receipt of notice [section 2]	Respond in writing
Associate dean	On receipt of response or expiry of time given to respond [section 2]	Conduct investigation
Parties (optional)	At agreed time [section 2]	Meet, if requested by either party
Associate dean	On completion of investigation [section 2]	Notify student in writing of findings and decision, report to Secretariat
Parties (optional)	At agreed time [section 2]	Meet, if requested by either party
Appeal (if proceeding)		
Student (optional)	Within 10 working days of receipt of decision [Policy 72 – Student Appeals]	Appeal by submitting <i>Notice of Appeal</i> (Form 72A)

Appendix B - Non-academic Discipline Procedure

It is expected that an associate dean will render a decision within 50 working days from the reporting of the offence to him/her. If this timeline will not be met, the associate dean will advise the student in writing and provide a revised timeline.

1. Allegation

A member of the University who has reason to believe that a non-academic offence has been committed by a student shall, within 5 working days from detection, report the matter to the associate dean of the student's home faculty or to UW Police who will advise the associate dean.

Upon receipt of an allegation that an offence has been committed, the associate dean shall decide whether an attempt should be made to resolve the matter informally. If so the associate dean may attempt to reach an informal resolution through discussion with the student. If a resolution is reached directly with the student, the associate dean shall file a copy of the informal resolution signed by the student in the Secretariat and in the student's discipline record.

If informal resolution is not attempted or is not successful, the associate dean will proceed with a formal inquiry under step 2.

2. Formal Inquiry

The associate dean shall inform the student in writing of the allegation and the links to the applicable policy and case summaries. The student shall have 5 working days to respond in writing. If either party requests a meeting, one shall be arranged.

After receipt of the student's response or the time for a response has passed the associate dean shall conduct a thorough investigation of the allegation. If the associate dean needs more information or response to specific questions from the student, this can be done either by a meeting, by telephone, or by email.

If the student fails to respond to any communication from the associate dean or fails to attend a scheduled meeting, the associate dean may proceed without input from the student.

When the investigation is complete the associate dean will provide the student with his/her written findings and decision. A copy of the decision shall be provided on a need-to-know basis to administrative units (e.g. Co-operative Education, Registrar's Office, Graduate Studies Office, UW Police) and will be filed in the Secretariat and in the student's discipline record. If either party requests a meeting, one shall be arranged.

3. Appeal

A formal inquiry decision of an associate dean can be appealed following the procedure set out in Policy 72 - Student Appeals provided that a ground for appeal can be established. A student must deliver a [Notice of Appeal \(Form 72A\)](#) within 10 working days of notification of the decision.

Non-academic Discipline

Who	When	What
Allegation reported		
Member of the University	Within 5 days of detection of alleged offence [section 1]	Report in writing to associate dean
Associate dean	On receipt of allegation [section 1]	Decide whether informal resolution or formal inquiry process to be followed
Informal Resolution (if proceeding)		
Associate dean	[section 1]	Arrange to meet with student to discuss informal resolution and document if one is reached, report to Secretariat
Formal Inquiry (if proceeding)		
Associate dean	On receipt of allegation or failure of informal resolution process [section 2]	Notify student in writing of the charge and where to find policy and case summaries
Student	Within 5 working days of receipt of notice [section 2]	Respond in writing
Associate dean	On receipt of response or expiry of time given to respond [section 2]	Conduct investigation
Parties (optional)	At agreed time [section 2]	Meet, if requested by either party
Associate dean	On completion of investigation [section 2]	Notify student in writing of findings and decision, report to Secretariat
Parties (optional)	At agreed time [section 2]	Meet, if requested by either party
Appeal (if proceeding)		
Student (optional)	Within 10 working days of receipt of decision [Policy 72 – Student Appeals]	Appeal by submitting <i>Notice of Appeal (Form 72A)</i>

Appendix C - Guidelines When Criminal Proceedings have been Initiated Against a Student

When UW is made aware that criminal proceedings have been initiated against a student and the student's activity impacts or may impact campus safety, decisions with respect to student discipline shall be made by the vice-president, academic & provost (or delegate).

A group shall be convened as soon as possible to advise the vice-president, academic & provost (or delegate) and would likely include the following representatives: UW Police, legal advisors, associate dean (as appropriate), Health Services, and Counselling Services. Others whose advice may be sought, as the situation warrants, include Co-operative and Experiential Education and AccessAbility Services.

If a determination is made that the student's presence on campus would pose a risk/potential risk, a letter will be issued by the vice-president, academic & provost (or delegate) to the student indicating that the student is banned from UW property until further notice. The letter will be hand delivered by UW Police to either the student's legal counsel or to the court and copied to all those on campus who manage the student information for the student in question (e.g., associate dean(s), department/program chair(s), Co-operative and Experiential Education, Counselling Services, Graduate Studies and Postdoctoral Affairs, Health Services, Housing and Residences, Registrar's Office). A record of the ban will be recorded in the student information system. At a time when a ban may be removed, the same parties with a need to know will be notified.

The letter will advise the student what UW requires of the student so that UW can continue in its assessment/decision-making in the case (e.g., consulting psychiatrist report from an off-campus professional, etc.) and also makes clear under what circumstances the student may enter UW property (e.g., may be allowed on campus through pre-arranged visits and checking in with UW Police on arrival).

UW Police will attend at any show cause hearing to ask the court that conditions of release include that the student shall not enter UW property without having prior written permission from the vice-president, academic & provost (or delegate) and that upon entering UW property the student shall immediately attend at the UW Police office, present the written permission and follow the instructions provided by that office. UW Police will communicate the terms and conditions of release to those on campus with need to know.

Following receipt and review of the requested reports and taking into account other information as required, the vice-president, academic & provost (or delegate) will determine next steps and communicate these to the student as well as others with a need to know.

Appendix D - Glossary

appeal - a proceeding undertaken to have a decision reviewed by taking it to a higher authority (e.g. Faculty Committee on Student Appeals (FCSA), University Committee on Student Appeals (UCSA))

associate dean - the associate dean (undergraduate and graduate) of a faculty or his/her designate and, at Renison University College, the administrative dean or his/her designate

ban - prohibited from entering campus or a specific building or office

cheating - trying to gain/give an improper advantage in an academic evaluation. Cheating includes but is not limited to: copying from another student's work (with or without permission) or making it possible for another student to copy from one's own work; submitting another student's work as one's own; fabrication of data; consultation with any unauthorized person during an examination or test; possession, use or intent to use unauthorized aids during an examination or test.

confidential academic material - includes such things as test or examination questions, lab results, and academic information or documents which are not otherwise publicly available

discipline record - means the record retained by the associate dean of a student's home faculty (includes information related to allegations and decisions made under this policy)

disciplinary probation - a written warning to the student that his/her behaviour has been unacceptable and will be taken into account if further disciplinary matters arise. A copy of the warning shall be placed in the student's discipline record, but will not appear on grade reports or transcripts. The probationary period will expire on the student's graduation.

expulsion - the termination of all of a student's rights and privileges as a student at the University, with no possibility for readmission. The student is denied any further registration at the University in any program and his/her academic record, discipline record and transcript shall record this sanction permanently. If expelled, the student shall be withdrawn from courses in which a violation has not been committed without academic penalty. Expulsion shall be recorded on the academic transcript as follows: "Expelled (effective date). May not apply for readmission."

faculty - one of Applied Health Sciences, Arts, Engineering, Environment, Mathematics, and Science

home faculty - the faculty in which a student is registered

In the case of a program involving two or more faculties - one faculty, and therefore the associate dean of that faculty, will have been designated as having the responsibility to deal with discipline matters related to that program

impersonation - pretending to be another person for the purposes of someone gaining an academic advantage including in the taking of tests and examinations or the carrying out of laboratory or other assignments; entering into an arrangement to have another person pretend to be oneself for the purposes of gaining an academic advantage

instructor - the person assigned to teach a course or his/her delegate

letter of reprimand - a written warning to the student that his/her behaviour has been unacceptable and that a more severe penalty will be imposed if a similar offence occurs again. A copy of the letter shall be placed in the student's discipline record. The reprimand period will expire upon the student's graduation.

member of the University - a student or an individual employed by the University

misrepresentation - lying, submitting or presenting false research or credentials, or other documents or misrepresenting material facts for any academic purpose. This includes, but is not limited to, actions such as: concocting research or lab results; misrepresenting the date or time of submission; altering graded work for resubmission; failure to disclose prior academic records required for admission decisions or other academic purposes; misrepresentation of personal status (such as immigration); obtaining medical or other certificates or student ID under false pretences; altering documents or certificates, including health claims, tests, examinations and transcripts; and submitting false credentials for any purpose.

misuse of University resources - includes, but is not limited to, keys, records, email, computers and co-op job postings regardless of the source or location of the transmission (e.g., UW campus, off campus, single- or multiple-user computer, co-op employer's computer, cell-phone with text-messaging capabilities)

Documents relevant to student computer use include the [Guidelines on Use of UW Computing and Network Resources](#) and [Policy 33 - Ethical Behaviour](#)

notification: if sent by email or fax, the next working day after the material was sent; if sent by mail, the fifth working day after it was mailed

obstruction or interference - obstructing or interfering with the scholarly activities of another. This includes, but is not limited to, interfering or tampering with data or files, with human or animal research subjects, with a written or other creation (e.g. a painting, sculpture, file), with a chemical used for research, with any other object or study or research device or with library, electronic or other materials intended for academic use

plagiarism - presenting, whether intentionally or not, the ideas, expression of ideas or work of others (whether attributed or anonymous) as one's own in any work submitted whether or not for grading purposes

Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include, but are not limited to: books, articles, papers, material on the internet, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, and computer code/software.

Examples of plagiarism include, but are not limited to:

- Using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts without appropriate acknowledgment in any academic assignment
- Using another's data or research findings without appropriate acknowledgement
- Submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own
- Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks
- Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else
- Failing to cite oneself when permission has been given to make use of one's earlier work

research/research ethics - includes research with humans, with animals, and research integrity.

See Office of Research website.

removal of privileges - denial of privileges such as access to the library, use of on-campus computer account, or UW network access

restitution - payment to cover the costs of repairing or replacing damaged property or misused supplies in respect of which an offence was committed

revocation - revocation of any degree, diploma or certificate obtained by a graduate or cancellation of academic standing or credits obtained by any former student who, while enrolled, committed any offence which if detected before the granting of the degree or diploma would have resulted in a conviction and the application of a penalty sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted

student - an individual who is registered (paid his/her fees or has arranged to pay the fees) at the University of Waterloo or an individual who was a student, has not graduated, and can resume studies at the University of Waterloo without having to initiate a formal petition or re-application form.

support person - includes a student, friend or family member, does not usually include a lawyer or paralegal

suspension - a penalty under this policy that restricts a student's right to register at the University for a period of time. While under suspension, a student loses the right to attend lectures, write examinations, participate in the co-op employment program, or graduate. Courses taken elsewhere during a period of suspension shall not be eligible for credit toward a UW degree. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded. Suspension shall be recorded on the academic transcript as follows: "Suspended from date to date." At the date for resumption of studies the record shall be removed from the transcript but shall continue to be maintained in the student's discipline record.

theft of intellectual property - the possession or use of another person's intellectual property without that person's permission or knowledge. Examples include, but are not limited to:

- copying the answers of another student
- secretly accessing another's work and copying information from it
- taking another student's work after it has been submitted
- unauthorized use of an instructor's, a TA's, or the institution's intellectual property, including but not limited to: lecture content, both spoken and written (and any audio or video recording thereof); lecture handouts and presentations (e.g., PowerPoint slides); questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams); and work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner).

unauthorized aids or assistance - to use or possess an unauthorized aid; to use, obtain, or solicit unauthorized assistance; or to use or obtain prohibited material in any academic examination or term test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and services (such as writing, editorial, software, or research survey services) whether commercial or provided free of charge. Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the instructor.

unauthorized co-operation or collaboration - co-operation or collaboration with another student/other students in the completion of an academic assignment, in whole or in part, beyond what the instructor has indicated is acceptable; failure to follow the instructor's directions regarding the level of group work that is permissible for a particular assignment

unauthorized resubmission of work - submission of the same work or piece of a work more than once without prior written permission of the course instructor in which the submission occurs

This includes work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere, as well as un-graded prior submissions and no-credit submissions. Minor modifications and amendments, such as phraseology in an essay or paper do not constitute a significant and acceptable reworking of an assignment.

university - University of Waterloo

UR - grade under review or disciplinary proceedings underway, decision pending. The student is responsible for all course material and assignments until the case is resolved.

vice-president, academic & provost - vice-president, academic & provost or his/her delegate

working day - Monday to Friday, inclusive, excluding statutory and University holidays

In most UW offices regular business hours are 8:30 am to 4:30 pm, with some closed for lunch.

writing – includes any of email, fax and letter