

# MEMORANDUM

To: All Course Instructors  
From: David McKinnon, Associate Dean (Undergraduate)  
Date: July 11, 2008  
Re: Text for Course Outlines and/or Websites on University Policy

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In order to ensure a consistent message on University policies relating to academic offenses and student grievances is provided to students in each course, the Senate Undergraduate Council has approved text to be included on all course outlines and/or websites. To further assist students understanding of how to avoid some commonly misunderstood academic offenses, a note on “Avoiding Academic Offenses” has been added to the University mandated text for courses offered by the Faculty of Math. These changes are effective September 1, 2008 and thus for the fall 2008 term and later course outlines and/or websites:

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility.

**Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 – Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

**Discipline:** A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about rules for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 – Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

**Avoiding Academic Offenses:** Most students are unaware of the line between acceptable and unacceptable academic behaviour, especially when discussing assignments with classmates and using the work of other students. For information on commonly misunderstood academic offenses and how to avoid them, students should refer to the Faculty of Mathematics Cheating and Student Academic Discipline Policy, <http://www.math.uwaterloo.ca/navigation/Current/cheating-policy.shtml>

**Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 – Student Petitions and Grievances (other than regarding a petition) or Policy 71 – Student Discipline if a ground for an appeal can be established. Read Policy 72 – Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>