

University of Waterloo Policies

Policy 33: Ethical Behaviour: Holds that the university community must be just and respectful. No member of the University of Waterloo can interfere with the work and study environment of another member, including off campus. This policy has been violated if a member experiences *discrimination* (e.g. preferential treatment), *harassment* (e.g. unwelcome comments), *sexual harassment* (sexual comments or advances that become part of the work or study environment), *poisoned environment* (e.g. unsupportive or disrespectful comments or actions), or *workplace harassment* (unwelcome comments or actions against an individual in the workplace). If this policy has been violated, students can tell their supervisor or department chair. If the issue is above the department level, students can go to the dean, associate provost, or vice president.

Policy 70: Student Petitions and Grievances: All members of the University of Waterloo are expected to act with fairness and integrity. Policy 70 covers protection of academic freedom and procedural fairness. Examples of procedural fairness include being able to have someone accompany you to meetings with administration (e.g. GSA), participate in petition or grievance proceedings without threat, and to be heard by members who are not directly involved with the issue. *Petitions* (70 A) involve seeking for “exception or relief” from normal rules (e.g. dropping a course past a deadline). *Grievances* (70 B) involve a process when a student acknowledges that the rules were applied fairly, but a decision was made that was unfair or unreasonable (e.g. grading error). Graduate students can file a petition by submitting the appropriate form to the office of Graduate Studies and Postdoctoral Affairs. Petition decisions are final. Students can file a grievance by first making a request to the person who made the decision (e.g. chair of a committee). If not satisfied, the student can file a Notice of Challenge form to their associate dean. Grievance decisions can be appealed under Policy 72.

Policy 72 Student Appeals: This policy applies to students who are appealing a decision made under policies 33 (ethical behaviour), 70 B (grievances), or 71 (student discipline). In order to appeal, a student must submit a Notice of Appeal form within 10 work days to the chair of the Faculty Committee for Student Appeals or the University Committee for Student Appeals (depending on the issue). A student may appeal if they believe there is evidence that the original hearing was biased, there is new evidence, there was a serious procedural error made, insufficient weight was given to evidence, or if the penalty the student was given was unreasonable for the offence. A student cannot appeal based on being unhappy with University of Waterloo policy or if they neglected deadlines. Students cannot appeal things such as admission, program or course requirements, issues handled by UW Police, or fees and contracts (e.g. a meal plan).

Policy 73: Intellectual Property Rights: Holds that all intellectual property created through teaching or research activities is owned by the creators unless it was an assigned task by the administration, or the research was sponsored or contracted where a contract specifies otherwise. The University of Waterloo is entitled to a free licence to copy and use the material. Policy 73 covers authorship, collaborative work, copyright, patents, teaching materials, and data management. If an issue cannot be settled informally, students can go to the Vice President of University Research.