

Academic Integrity

The key to the success of the Department of Civil and Environmental Engineering in producing graduates who are leaders in their fields is furnishing graduates with the ability to become critical thinkers, problem solvers, and effective communicators. In no small part, this success may be attributed to the intellectual abilities of our undergraduate students.

Recently, there has been an increase in the number of incidences of copying assignments and lab reports, plagiarism, and cheating in the exams throughout the Faculty of Engineering. These academic offences have a punitive effect on the majority of students who expend considerable personal efforts to both learn the curriculum and individually complete assignments, labs, and projects. The small minority of offending students does not reflect a positive image of the University of Waterloo following graduation, which has unfavourable implications in terms of employer recruiting and the University's international reputation.

Student Academic Discipline is governed by University Policy 71, available on the internet at URL:

<http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Information and reports of the University of Waterloo Committee on Student Appeals (UCSA) can be found at URL:

<http://www.adm.uwaterloo.ca/infosec/students/infoforstudents.htm>

The Civil and Environmental Engineering department policy is to prosecute all incidences of plagiarism, copying or cheating to the full extent of Policy 71, which includes punishments ranging from reprimand to expulsion, depending on the severity of the case. No allowances are made for first offences or for ignorance of the policy.

University Policy 71 defines academic offences to include plagiarism, copying and cheating.

Plagiarism is defined as taking “intellectual property,” such as words, drawings, photos, or artwork, etc., written or created by others, and passing it off as your own. When you submit a report or assignment with your name on it, it is assumed that you are the author of everything in the assignment except for those materials that are specifically identified as coming from other sources. Therefore, if you include sentences, photos, drawings or figures from other sources in a work report or lab report, the complete reference must be cited. This applies in particular to any material cut-and-pasted from the internet or any other electronic source. Failure to cite the source completely is plagiarism, an academic infraction with serious consequences under Policy 71. For example, when two or more quotes are used, they must all be cited completely. If the first quote is fully cited, but later quotes are not identified, this constitutes plagiarism.

Cheating includes “copying from another student's work or allowing another student to copy from one's own work, submitting another person's work as one's own, fabrication of data, consultation with any unauthorized person during an examination or test, and use of unauthorized aids.”

Therefore, it is in your interests to avoid any involvement in plagiarism, copying or cheating, and to report any evidence of these activities to the Associate Chair for Undergraduate Studies.

Plagiarism, copying or cheating will lead only to embarrassing and time-consuming disciplinary measures. If the pressure of assignments tempts you to consider any of these activities, please contact your course instructors, the Class Professors, the Associate Chair for Undergraduate Studies, or the Engineering Counselling Office (CPH-1325C, extension 2849) for guidance.

Missed Tests, Assignments, Labs, or Exams

Students who encounter serious or on-going problems that may affect their performance are strongly encouraged to speak with the course instructors, the Class Professor, or the Associate Chair for Undergraduate Studies as soon as possible so that all parties can respond effectively and fairly to the situation.

1. If a student misses a test, exam, or assignment deadline, it is his or her responsibility to contact the course instructor or the Class Professor as soon as possible, preferably the same day.
2. Although illness may constitute a valid reason for missing an exam, it does not automatically entitle a student to an alternate exam. If an alternate exam time is provided, it is expected that it will be as soon as possible after a student returns to class. In some instances, students may be asked to write the exam the next time the course is offered.

Verification of Illness

If missed assignments, lab reports, or examinations due to illness are to be considered, the student concerned must provide the Department of Civil and Environmental Engineering Undergraduate Office with a Verification of Illness, preferably using the attached *University of Waterloo Verification of Illness* form, which is also available on line at URL:

http://www.healthservices.uwaterloo.ca/Health_Services/VERIFICATION%20OF%20ILLNESS.html

University of Waterloo Verification of Illness certificates are available from the University of Waterloo Health Services. If a student is seen at a facility other than the UW Health Services, it is the responsibility of the student to ensure that the attending physician indicates *the degree and dates of incapacitation* on the medical certificate. This information will be used to determine if the student is eligible for consideration and to determine the follow-up action. For example, “was seen on ...”, “attended Emergency Department on ...”, or “was treated and discharged” are not acceptable. If the required information regarding the degree and dates of incapacitation is not provided, the Department cannot provide academic accommodation.

Only when a student is attended by a physician and the degree of incapacitation is severe for the day of the exam, is the student allowed to miss a midterm or final exam. A student must inform the instructor and the Undergraduate Studies Office within 24 hours of the exam, unless the student is incapable of doing so, in order to be considered for academic accommodation. Illness does not automatically entitle a student to an alternate exam and academic accommodation will be considered on a case-by-case basis. If a deferred exam is granted by the Office of Undergraduate Studies, the student is expected to write on or before the last day of the exam period.

When the degree of incapacitation is moderate or slight, a student should complete the scheduled exam.

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