The University

Classes at the University of Waterloo commenced in July, 1957, with the introduction of the Co-operative Engineering program. In March, 1959, a Private Bill was approved by the Legislative Assembly of the Province of Ontario incorporating the University of Waterloo as a degree-granting institution offering courses at both the undergraduate and the graduate levels. The University is co-educational and non-denominational. Programs are offered in Applied Health Sciences, Arts, Business Entrepreneurship and Technology, Engineering, Environmental Studies, Independent Studies, Mathematics, Science, Social Work, and Software Engineering. The University is a member of the Association of Universities and Colleges of Canada, and the Association of Commonwealth Universities.

The Campus

The University is situated on a beautiful 900 acre (365 hectare) campus in the northwest section of the city of Waterloo. The School of Architecture is located in Cambridge. A Health Sciences campus is being planned for a site in Kitchener. Waterloo, its twin city, Kitchener, and Cambridge are located in mid-western Ontario. The Regional Municipality of Waterloo has a population of approximately 450,000.

Since the opening of its first permanent structure on campus in 1958, the University has experienced continuous development of its campus environment. The 72 buildings on campus and the new School of Architecture in Cambridge provide excellent facilities to support the University's teaching and research. There are extensive library and computing facilities and a variety of student accommodation in University, Federated University and Affiliated College residences. In addition, the campus provides accommodation for a broad range of student social, cultural, recreational, and athletic activities.

UW Research & Technology Park

Waterloo's newest home for innovation and excellence is one of the largest such ventures in North America, and will provide over 1.2 million square feet of space for technology related companies. Designed to be a world-class information technology centre, this huge endeavour is a six-way public/private partnership. Located on 120 acres (49 hectares) of land on the north campus surrounded by a 270-acre (110-hectare) environmental reserve, the R&T Park includes a 21,000 square-foot accelerator centre to help bring great ideas to market.

University Colours

The official colours of the University of Waterloo are gold, black, and white.

University Arms and Motto

The Arms and Motto for the University of Waterloo, as first adopted in October 1961, and as officially granted in August 1987, by the Lord Lyon King of Arms, are described as follows:

Or, on a chevron Sable between three lions rampant Gules a Chevronel Argent. Above the Shield is placed an Helm suitable to an Incorporation (VIDELICET: – a Salade Proper lined Gules) with a Mantling Sable doubled Or, and on a Wreath of the Liveries is set for Crest between two maple branches in saltire a trillium displayed and leaved all Proper, and in an Escrol over the same this Motto “CONCORDIA CUM VERITATE” – In Harmony with Truth.

The University Mace

The symbolic theme may be described as follows: The fundamental concept is unity amid diversity and tension in the creative intellectual process that strives to bring forth a new individual. The design of the mace interprets this theme in the idiom of the life process: from the seeds at the base of the stave the mace grows in unity and strength until it differentiates by a four-fold separation into diverse elements.

The four-fold diversity is significant because of the four Faculties existing at the time the Mace was presented to the University and as well, of the four Federated and Affiliated Colleges. These diverse elements together form a crown, and the points of the crown, while tending toward a union do not quite touch but remain as individuals suspended in tension and yet engaged in a deep harmony. This creative process is focused not on the traditional spherical orb of static perfection but rather on an elliptical silver ovum — the egg-shaped symbol of creativity — the marvellous potential of a new individual life.

University Academic Regalia

The academic regalia chosen for the University of Waterloo is patterned after that of the University of Oxford (except where noted).

Degree Hoods

1. For the Bachelor’s degree, hoods are black silk in the Oxford Bachelor shape, with a border in a colour which indicates the Faculty or degree. Degree colours or colours of a specific discipline are:
   - Bachelor of Accounting and Financial Management (BAFM) — colour to be announced (Arts)
   - Bachelor of Applied Science (BASc) — scarlet (Engineering)
   - Bachelor of Architectural Studies (BAS) — scarlet with yellow soutache braid trim (Engineering)
   - Bachelor of Architecture (BArch) — yellow (Engineering)
   - Bachelor of Arts (BA) — green (Applied Health Sciences, Arts)
   - Bachelor of Computer Science (BCS) — wine with gold soutache braid trim (Mathematics)
   - Bachelor of Environmental Studies (BES) — orange (Environmental Studies)
   - Bachelor of Independent Studies (BIS) — white (Arts)
   - Bachelor of Mathematics (BMath) — wine (Mathematics)
   - Bachelor of Science (BSc) — blue (Applied Health Sciences, Science)
University Jurisdiction

The University exercises its statutory jurisdiction and authority with respect to the operation, protection, and control of its property and plant and the regulation of persons on campus insofar as is necessary to ensure the orderly performance of the University’s functions. In certain situations, the authority of the University may be exercised with respect to the behaviour of members of the University community while off campus if such behaviour is found to be in conflict with the policies, procedures, and practices of the University. The University reserves the right to refuse admission or re-admission to any candidate or to require a student to withdraw when, in the opinion of University officials, a student poses a danger to the University community.

In addition, it should be recognized that all members of the University community, as members of society at-large, are subject to the law (federal, provincial and municipal) with respect to their actions, whether those actions occur on or off campus.

An extension of these provisions concerns student conduct while participating in University-sponsored off-campus activities. In this regard, students are expected: to abide by the policies, procedures, and practices of the University; and, to abide by reasonable instructions, given orally or in writing, by any official of the University authorized to secure compliance with policies, procedures, and practices, provided that the official is identified and is acting in an official capacity.

Academic Organization

The University of Waterloo is organized under a number of academic units which offer a variety of academic plans leading to degrees and diplomas at undergraduate and graduate levels. These units include: The Faculty of Applied Health Sciences, The Faculty of Arts, The Faculty of Engineering, The Faculty of Environmental Studies, The Faculty of Mathematics, The Faculty of Science, and the Independent Studies Program.

Within the Faculty framework are various academic departments and schools. The broader University includes the federated university and three affiliated colleges which share in the delivery and administration of academic programs and offer student residence facilities. These institutions are described in more detail below.

THE FEDERATED UNIVERSITY AND AFFILIATED COLLEGES

St. Jerome’s University

In 1865, two years before Canada achieved nationhood, St. Jerome’s College was founded by the Congregation of the Resurrection to meet the demand for higher education in Waterloo County.

Over the years, the College grew in size and occupied various locations in the Kitchener–Waterloo area. In 1959, through an Act of the Ontario Legislature, St. Jerome’s College was granted independent university status. The name was changed to the University of St. Jerome’s College to reflect new university powers and the authority to grant degrees.

As an independent university, St. Jerome’s College entered into federation with the newly established University of Waterloo, and a series of College buildings were constructed in the heart of the UW campus. In the federation agreement, St. Jerome’s waived its degree-granting rights so that its students earn a Bachelor of Arts or a Bachelor of Mathematics degree of the University of Waterloo.

In 1998, the University of St. Jerome’s College officially and legally changed its name to St. Jerome’s University, a change that clarifies St. Jerome’s status as a federated university. Students registering at St. Jerome’s enjoy all the benefits of being part of a
small, comfortable community at the heart of a world-renowned university, and still graduate with a University of Waterloo degree.

Today, St. Jerome's provides students with a contemporary Catholic context in which the Christian tradition serves as the basis for a rich academic, liturgical, and community life. With approximately 1,000 full- and part-time students, two residences – a men's and a women's – accommodating 280 students, and a faculty and staff of over 40 men and women, St. Jerome's is a dynamic community.

St. Jerome's teaches courses in English; French; History; Human Sciences; Italian language, literature, and culture; Legal Studies and Criminology; Mathematics; Medieval Studies; Philosophy; Psychology; Religious Studies; Sexuality, Marriage and Family Studies; and Sociology. Students registered at St. Jerome's take courses from all across the University of Waterloo campus.

From its local roots in Waterloo County, St. Jerome's has grown and today serves a much wider constituency, teaching undergraduate students from high schools throughout the province of Ontario and beyond. Educators, health care professionals, pastoral care workers, and others take advantage of special programs for professional upgrading and development.

St. Jerome's brings its campus to the community in many ways, most notably through lectures and mini-courses sponsored by the St. Jerome's Centre for Catholic Experience. The Centre works to heighten public awareness and understanding of the major social and religious issues of the day.

Renison College

Renison is the Anglican-supported college on the University of Waterloo campus. Affiliated with the University, it registers students in Academic Plans of the Faculty of Arts, including its own Social Development Studies plan. A Diploma of General Studies in Social Work and, as a supplement to the diploma, a Certificate in Studies of Child Abuse are also available. Renison also offers a post-BA Honours Bachelor of Social Work program.

The College offers courses in Social Work, Psychology, Sociology, and Interdisciplinary Social Science for its Social Development Studies plan. This multidisciplinary Major is designed for students interested in such helping professions as social work, teaching, the ministry, and law. Students who complete the requirements receive the BA of the University.

To serve students who will have business and cultural contacts with the nations of the Far East and those who will be travelling to the area, Renison offers a collection of courses in East Asian Studies, including East Asian Culture, and Chinese (Mandarin), Japanese, and Korean languages. The College also offers a Diploma in East Asian Studies, which may be combined with most other study plans.

Besides courses in Social Development Studies and East Asian Studies, the College offers courses in English, English Language Teaching (see Arts), ESL, Fine Arts, History, and Religious Studies. Renison College faculty members and courses are indicated by an “R” in this Calendar.

The School of Social Work at Renison College offers a ten-month (regular stream) and three-year (alternate stream) post-BA Honours Bachelor of Social Work program which prepares generalist social work practitioners to provide services to a broad range of populations at all systems levels. It is designed for BA graduates with the requisite social work and social science courses. It is based on contemporary social work theory and practice and includes a community-based field practicum. Courses provide an in-depth examination of the history, theoretical background, and practice of social work. The Honours Bachelor of Social Work program is accredited (2002-2007) by the Canadian Association of Schools of Social Work.

Renison accommodates 220 men and women in its residences. Its multi-cultural and multi-faith student body enjoys the strong sense of community and individual attention that a small college can provide as well as all the advantages of a major university. Both academic day students and residents are encouraged to participate in a wide range of activities including student government, athletics, semi-formals, and community dinners.

Conrad Grebel University College

Conrad Grebel provides residential, teaching, research, and community education programs from a Mennonite perspective. The College offers University of Waterloo courses in History, Philosophy, Religious Studies, Sociology, Interdisciplinary Arts, English, Peace and Conflict Studies, and Music. The relationship between Conrad Grebel and the University of Waterloo is reciprocal: students from all faculties on campus take UW courses at the College, and UW students who live in the College residence are enrolled across the faculties at the University. Conrad Grebel includes a library and archives; its professors are active in research and consulting activities around the world.

Conrad Grebel also includes a residence for 174 students; 142 in residence and 32 in apartments. Residence life at the College offers students an uncommon opportunity to make connections and forge lifelong friendships. Students from many different denominations and cultural backgrounds share a lively, ecumenical environment where a commitment to living responsibly and respectfully with others transforms what could otherwise be just another dormitory into a colourful community that has purpose and character. Worship services, music recitals, intramural games in a great variety of sports, Peace Society meetings, coffee houses, and involvement in service projects, along with courses in dozens of different subjects, are only a few of the many educational experiences available at Conrad Grebel.

St. Paul's United College

St. Paul's offers UW courses and student residences which are open to all University of Waterloo students. This teaching and residential community was originally established in 1962 by the United Church of Canada and is affiliated with the University of Waterloo. It is an open and friendly environment welcoming students from a diverse range of cultures, beliefs, faculties, and interests.
The College offers studies in Spirituality and Personal Development, enabling students to understand the relationship between religion and personal growth as they relate to the dynamics of human development. The College also participates in the University's Department of Religious Studies with the other UW Colleges and the Faculty of Arts. Religious Studies courses are available for academic credit to any student enrolled in the University.

UW's Aboriginal Counsellor resides at St. Paul's, offering a wide array of support services and cultural experiences, including advice to Aboriginal students, courses in Native Studies, speakers, and an annual Pow Wow. Aboriginal students living in St. Paul's residence benefit from their proximity to Aboriginal services.

One section of the residence, “La Bastille,” is designated The French Residence, and offers English-speaking students who have achieved some competence in French an opportunity to further develop their French skills. This program is offered in co-operation with the French Studies Department and is open to any student in any faculty.

St. Paul's residence is available to any UW student. The undergraduate residence is home to 194 frosh and upper year students. About 100 graduate students reside in our new graduate community. Residence life in the College provides a valuable contribution to a student's university experience. Through a program of community dinners, interest groups, and social activities rich in tradition, students are able to involve themselves with various projects and issues related to the University, spirituality, personal life, and society. Residents and Associates of St. Paul's learn from each other and together form a vital and enriching community.

**Degrees Offered**

The University of Waterloo offers the following undergraduate degrees:

- Bachelor of Accounting and Financial Management (BAFM)
- Bachelor of Applied Science (BASc)
- Bachelor of Architectural Studies (BAS)
- Bachelor of Architecture (BArch)
- Bachelor of Arts (BA)
- Bachelor of Computer Science (BCS)
- Bachelor of Environmental Studies (BES)
- Bachelor of Independent Studies (BIS)
- Bachelor of Mathematics (BMath)
- Bachelor of Science (BSc)
- Bachelor of Science in Pharmacy (BScPhm)
- Bachelor of Social Work (BSW)
- Bachelor of Software Engineering (BSE)
- Doctor of Optometry (OD)

Further information concerning these degrees and their related plans is available in the Faculty sections of this Calendar.
Co-operative System

Students studying under the Co-operative System alternate academic terms on campus with work terms off campus in business, industry, or government. Further information about the Co-operative System is provided in “Department of Co-operative Education and Career Services.”

Courses are given in four-month terms regardless of the system of study.

Undergraduate Research Internship (UW-URI)

The Undergraduate Research Internship (UW-URI) is an academic milestone that an undergraduate student at the University of Waterloo may undertake as an additional component to her/his undergraduate program of study. An undergraduate student must be registered in an academic program participating in the UW-URI Program. To achieve this milestone, the student is required to complete at least two research modules and prepare a “Research Portfolio.” A research module is normally one term in duration, may be completed on a part- or full-time basis at the University, and may be combined with a co-operative education work term. Financial support is available on a competitive basis; students should consult academic units for information. This milestone holds no credit value toward the completion of any undergraduate academic program; rather it is an additional component of experiential learning offered by the University of Waterloo. Holders of the milestone, Undergraduate Research Internship (UW-URI), will have participated in various aspects of scholarly research, which may include the development of research methodologies, data collection, data analysis, critical analysis, proposal writing and publications appropriate to the program in which the student is registered. The student is expected to demonstrate the acquisition of these skills through the preparation of a research portfolio. Details are available from the Associate Dean of Graduate Studies, Graduate Studies Office, NH, and on the Graduate Studies website, www.grad.uwaterloo.ca.

Distance and Continuing Education, Part-time Studies

The University of Waterloo offers more than 250 distance education courses in almost 45 subject areas. It’s possible to earn a Bachelor of Arts degree (either a non-major or with one of many majors) or a Bachelor of Science degree (general, non-major) entirely through distance study. As well, there are diploma and certificate programs available.

Full-time, on-campus students find distance education courses can be the solution when an on-campus class they want is full, won’t fit into their schedule, or isn’t being offered. Many take a distance course when they are not on campus (for example, when on a work term or away for the summer).

For more information, visit dce.uwaterloo.ca; email distance@uwaterloo.ca; call 519 888-4050.*

Part-Time Studies

Most students who study on campus part-time take courses in the evening. However, students are welcome to attend many day-time classes as well. It is possible to earn a degree entirely through part-time study or through a combination of part-time and full-time attendance. For more information about part-time study on campus, visit dce.uwaterloo.ca; email conted@uwaterloo.ca; call 519 888-4002.*
Cross Registration with Wilfrid Laurier University

Cross-registration procedures have been developed to enable students who are in an undergraduate degree program to take advantage of courses available at both the University of Waterloo and Wilfrid Laurier University. Post-degree and non-degree students may cross-register only with the approval of the Assistant Registrar for their Faculty.

Both universities conduct a course selection process as part of timetabling development for their own students who plan to return in the next academic year or term. Courses given at the other university as integral parts of specified academic plans or options may be chosen routinely during the class enrolment process. Requests to cross-register in other courses must be submitted on a special form available at www.registrar.uwaterloo.ca/forms/CrossRegn.pdf. All cross-registration requests are subject to approval of the student's academic advisor and availability of space in the course. Normally, approval will not be given to requests where the equivalent course is available at the home university.

Students must pay all fees at their home university regardless of the number of courses taken by cross-registration. The prerequisites for courses and grading system of the host university apply. Grades are reported to the student's home university based on the grading system of the host university and are combined with the results of the student's other courses to complete the record. A student's overall academic standing is determined solely by the home university. See Faculty sections for specific information regarding courses taken by cross registration at Wilfrid Laurier University.

Regulations concerning the dates for adding or dropping a course as well as petitions for cross-registered students are governed by the student's home institution. Students should be careful to note the grading system, drop/add deadlines, and examination schedules of each university as they may not coincide.

For further details, please contact the Registrar's Office.

Grading System

Grades for all courses taken prior to Fall 2001 appear either as one of 15 letter grades from A-plus through F-minus or as numeric marks from 0 to 100.

Effective Fall 2001, numeric grades on a scale from 0-100 are used by all Faculties.

Averages are reported in all Faculties as percentages. Average calculation values are used for calculating overall averages for students with letter grades on their records.

The following conversion scale applies for courses taken prior to Fall 2001.

<table>
<thead>
<tr>
<th>Assigned Letter Grades</th>
<th>Average Calculation Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95</td>
</tr>
<tr>
<td>A</td>
<td>89</td>
</tr>
<tr>
<td>A-</td>
<td>83</td>
</tr>
<tr>
<td>B+</td>
<td>78</td>
</tr>
<tr>
<td>B</td>
<td>75</td>
</tr>
<tr>
<td>B-</td>
<td>72</td>
</tr>
<tr>
<td>C+</td>
<td>68</td>
</tr>
<tr>
<td>C</td>
<td>65</td>
</tr>
<tr>
<td>C-</td>
<td>62</td>
</tr>
<tr>
<td>D+</td>
<td>58</td>
</tr>
<tr>
<td>D</td>
<td>55</td>
</tr>
<tr>
<td>D-</td>
<td>52</td>
</tr>
<tr>
<td>F+</td>
<td>46</td>
</tr>
<tr>
<td>F</td>
<td>38</td>
</tr>
<tr>
<td>F-</td>
<td>32</td>
</tr>
</tbody>
</table>

Non-numeric Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Average Calculation Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEG</td>
<td>Aegrotat, credit granted due to illness</td>
<td>N/A</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit only, no credit granted</td>
<td>N/A</td>
</tr>
<tr>
<td>CR</td>
<td>Credit granted</td>
<td>N/A</td>
</tr>
<tr>
<td>DNW</td>
<td>Did not write examination, no credit granted</td>
<td>32</td>
</tr>
<tr>
<td>FTC</td>
<td>Failure to complete incomplete course work, no credit granted</td>
<td>32</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete course work, no credit granted</td>
<td>N/A</td>
</tr>
<tr>
<td>IP</td>
<td>Course in progress, no grade assigned at this time and no credit granted</td>
<td>N/A</td>
</tr>
<tr>
<td>MM</td>
<td>Missing mark, no credit granted</td>
<td>N/A</td>
</tr>
<tr>
<td>NCR</td>
<td>No credit granted, failure recorded</td>
<td>N/A</td>
</tr>
<tr>
<td>NMR</td>
<td>No mark reported, no credit granted</td>
<td>32</td>
</tr>
<tr>
<td>RPL</td>
<td>Supplemental grade confirming a failed course has been replaced by a suitable alternative passed course</td>
<td>N/A</td>
</tr>
<tr>
<td>UR</td>
<td>Grade under review or disciplinary proceedings underway, decision pending.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: Where disciplinary penalties are being considered or have been imposed for an academic offense committed in a course, the student may not drop the course in question. The student is responsible for all course material and assignments until the case is resolved.

WD     Withdraw after the drop deadline, no credit granted N/A
WF     Withdraw/Failure, no credit granted 32

Unit Weights and Degree Requirements

Courses are given unit weights which vary from 0.25 to 1.00 credit or more. Most courses have a 0.50 unit weight and are of a one-term duration.
Course unit weights are used to calculate weighted averages. Unit weights are also used in calculating tuition fees. Part-time students especially should be aware of this fact when choosing courses.

Students should read individual Faculty regulations carefully to be sure that degree requirements are understood and met in the manner required.

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**Determination of Level and Term of Study**

**Architecture, Engineering (all plans), Optometry, Software Engineering**

Normally, progress to the next term is based on successful completion of the previous term.

**All Other Plans**

Normally, admission to each term is based on successful completion of the number of units specified in the following chart.

<table>
<thead>
<tr>
<th>Units Threshold to Move to this Academic Level</th>
<th>1A</th>
<th>1B</th>
<th>2A</th>
<th>2B</th>
<th>3A</th>
<th>3B</th>
<th>4A</th>
<th>4B</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 3-year Plans</td>
<td>0.00</td>
<td>2.00</td>
<td>4.00</td>
<td>7.00</td>
<td>9.50</td>
<td>12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Plans Requiring &lt; 23 units</td>
<td>0.00</td>
<td>2.00</td>
<td>4.25</td>
<td>7.50</td>
<td>10.25</td>
<td>12.75</td>
<td>15.50</td>
<td>18.00</td>
</tr>
<tr>
<td>Science Plans Requiring 23 – 24 units</td>
<td>0.00</td>
<td>2.25</td>
<td>4.75</td>
<td>8.25</td>
<td>11.25</td>
<td>14.00</td>
<td>17.00</td>
<td>19.75</td>
</tr>
<tr>
<td>All Other 4-year Plans</td>
<td>0.00</td>
<td>2.00</td>
<td>4.00</td>
<td>7.00</td>
<td>9.50</td>
<td>12.00</td>
<td>14.50</td>
<td>17.00</td>
</tr>
</tbody>
</table>

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**Class Attendance**

Students are expected to attend all meets of courses for which they have registered. Non-attendance does not constitute a course drop. The following policy has been approved for use at the discretion of the department/instructor in exceptional cases where there is excessive demand for a particular course: **Students who are not in attendance during the first week of classes may be removed from the class list and replaced by students from a waiting list, maintained by the course instructor, unless they have justified their absence through the following procedures.**

- Students who know that they cannot be present during the first week of class for a legitimate reason: family problem, personal or health matter, unavoidable work situation, must inform the professor directly or through the departmental secretary by telephone or electronic mail during regular business hours before the meeting of the first class.

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**THE UNIVERSITY OF WATERLOO**

- In a few cases, legitimate emergencies may make the above impossible. The student must inform the professor as soon as possible, and before the beginning of the first class of the second week, in any case, if the student wishes to retain his or her place.
- Students may be required to present documentation proving the reasons for non-attendance. Students who are removed from a class in accordance with this policy will be notified by the Registrar’s Office.

**Rescheduling Cancelled Classes**

From time to time classes are cancelled because of a campus-wide emergency closure. In these cases, instructors have the authority to reschedule the missed class on the next day on which classes are not scheduled (normally Saturday) at the same time as the missed class without the agreement of the class. When the closure occurs in the last week of classes, the make-up class can be scheduled on the first day in the period between the last day of classes and the start of examinations. If an instructor cancels a class for other than the above reason, s/he can reschedule the missed class only with the consent of all students in the class.

**Examination Regulations**

The Examination Regulations and Related Matters document is available at www.registrar.uwaterloo.ca/exams/ExamRegs.pdf.

**Policies and Guidelines**

Listed below are links to University of Waterloo policies and other information relevant to undergraduate students. All policies and regulations are subject to change. Inquiries, or requests for copies of documents, should be directed to the University Secretariat, Needles Hall, unless otherwise noted.

The full text of all University of Waterloo policies is available on the Internet at the following address: www.adm.uwaterloo.ca/infosec/Policies/Policies_index.htm.

The Examination Regulations and Related Matters document is available at www.registrar.uwaterloo.ca/exams/ExamRegs.pdf.
Help and Information Through Academic/Administrative Channels

A student who has a question or complaint is advised to follow normal administrative channels: the Associate Dean in each Faculty or the Faculty Dean.

There are several other on-campus individuals and services/facilities available to advise and assist students; these include: the Director, Conflict Management and Human Rights (Math and Computer, Room 4049, ext. 3765); the Ombudsperson (Student Life Centre, Room 2128, ext. 2402); the Co-ordinator for Persons with Disabilities (Needles Hall, Room 1132, ext. 5082); the Federation of Students, Counselling Services, Health & Safety, and the UW Police all provide comfort and support for students in distress.

The Office of Conflict Management and Human Rights provides two services: the Resolution Support Program (RSP), and the Conflict Intervention Program (CIP). RSP provides non-advocacy one-on-one trained volunteer support for persons working through informal or formal resolution processes on campus. CIP provides a volunteer mediation service for parties working through resolutions.

Use of Computing Facilities

A “Statement on the Use of UW Computing and Network Resources” was issued by the President on the advice of Executive Council and the University Committee on Information Systems & Technology on December 2, 1998. This statement “provides guidelines that govern the appropriate and ethical use of these resources, informs users of expectations and responsibilities assumed in the use of UW computing and network resources, and clarifies the context.” The following Guiding Principles, Rights/Responsibilities and Adjudication/Disciplinary Action are contained in the statement.

Guiding Principles

1. UW encourages the use of computing and network resources to enhance the working and learning environment of its members.

2. These resources are provided primarily to support and further the mission of UW.

3. UW values and strives to provide its members with an environment of free inquiry and expression. Freedom of expression and academic freedom should be limited to no greater degree in electronic format than in printed or oral communication.

4. Members of the UW community are responsible and accountable for their actions and statements, which includes showing.
reasonable restraint in the consumption of shared resources. There is an expectation of appropriate and ethical behaviour (see Policy #33) in the use of computing and network resources. Users of computing and network resources are expected to comply with applicable provincial and federal laws and pertinent University of Waterloo policies and procedures.

5. There is a presumption of privacy. The privacy of system users should be respected and reasonable safeguards in place to protect it.

Rights/Responsibilities
Contained within and following from the Guiding Principles are a variety of rights and responsibilities of both the user and the University. Some of these are presented below.

UW Rights and Responsibilities:
• To allocate the use of and access to UW computing and network resources.
• To define access privileges of UW users and, where just cause is present, to revoke access privileges of any UW user.
• To inform UW users of their rights and responsibilities in the use of UW computing and network resources, and to communicate clearly the terms and conditions under which access to and use of such resources are provided.
• To ensure reasonable safeguards are in place to protect the privacy of UW users.
• To ensure reasonable security for UW computing and network resources, and where just cause is present, to act upon complaints in a reasonable manner.

User Rights and Responsibilities:
• To a presumption of privacy in the use of the computing resources assigned to them. Users should keep in mind that certain information is gathered routinely.
• To use University computing and network resources in a manner which does not unduly interfere with the study, work or working environment of other users.
• To be accountable for the use of any computing and network resources assigned to the user.
• To seek permission from the appropriate University authority to use UW computing or network resources for fundamentally different purposes than those for which they were allocated.

Adjudication/Disciplinary Action
Misuse of the University’s computing and network resources may result in disciplinary action within the University. Any such action undertaken will be governed by relevant University of Waterloo policies and procedures as described in the Statement on Use of UW Computing and Network Resources. The full text of the Statement is available electronically on the web at www.admin.uwaterloo.ca/infocist/use98.htm. Copies can also be obtained from IST’s help desk (MC, Room 1052).

Student Academic Records
Student academic records shall be the property of the University; access to those records, and release of information concerning them, shall be governed by the general law and by the University’s policies with respect thereto.

Notification of Disclosure of Personal Information to Statistics Canada
Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand “outcomes.” In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student’s name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada’s website at www.statcan.ca or by writing to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney’s Pasture, Ottawa, K1A 0T6.
Research with Human Participants

The University of Waterloo requires that all research conducted by its students, staff, and faculty involving humans as participants undergo prior ethics review and clearance through the Director, or Manager, Office of Research Ethics (ORE). The ethics review and clearance process is intended to ensure that projects comply with the University of Waterloo's Guidelines for Research with Human Participants (www.research.uwaterloo.ca/ethics/human/ethicsReview/UWStatement.htm), the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm), as well as guidelines of provincial and federal agencies, and that the safety, rights, and welfare of participants are adequately protected. The Guidelines inform researchers about ethical issues and procedures that are of concern when conducting research with humans (e.g., confidentiality, recruitment, risks, and benefits, informed consent process etc.).

The Director and Manager, in association with the Human Research Ethics Committee, develop and distribute educational materials, procedural information, and sample documents related to research with human participants, and provide consultation, assistance, and support to researchers at all stages of the application and review process. The Director coordinates University research within local elementary and secondary schools, and liaises with government agencies on matters pertaining to research with humans. The Manager provides ongoing monitoring of human research projects with ethics clearance. Additional details about the application and review procedures can be obtained by contacting Dr. Susan Sykes, Director, Research Ethics and Grants, Susanne Santi, Manager Office of Research Ethics, or from the Office of Research Ethics website at www.research.uwaterloo.ca/ethics/human/index.htm.