
The University of Waterloo - General
Information

Waterloo

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Overview

2012-2013

The Undergraduate Calendar is published once a year by the Office of the Registrar. The Calendar provides official information about courses, programs, related policies, and regulations for both students and applicants, as well as general information about the University.

The course listings and academic programs/plans described in the Calendar represent Senate-approved requirements and electives for completion of degree requirements. Practical circumstances, such as significant budget shortfalls or the unavailability of qualified personnel, may restrict the actual choices available to students when compared with those listed in the Calendar or in other University publications. The University reserves the right to limit access to courses or programs/plans, and, at its discretion, to withdraw particular programs, plans (including sub plans/options/minors), or courses altogether. In the event that existing resources make it necessary to limit admission to a plan, sub plan, option, or minor, the admission process will be based on competition for the spaces available. In such circumstances the University will endeavour, to the best of its ability, to enable students to complete their degree requirements in a satisfactory manner. Prospective students or new registrants are advised to consult the most current information available from the University and its various Faculties in printed or electronic form, as well as the schedule of classes and academic advisor(s), before making decisions on registration, programs, or courses.

Information, or links to information, on tuition and other fees applies (except as may otherwise be indicated) to the 2012-2013 fiscal year of the University which commences May 1, 2012. Information relating to academic courses and degree requirements is that for the Fall/Winter/Spring academic cycle which commences in September 2012. Detailed information is provided in the relevant sections of this Calendar website.

Academic regulations and requirements listed in this Calendar apply to those students commencing their studies in their chosen plan in September 2012, January 2013, or May 2013. Students are normally governed by the regulations current for their academic plan at the time they commence studies in that plan, except when plan selection is required only after a specified period of registration. Students who select a plan within the time limits specified by the Faculty will be governed by the regulations current in the term in which they entered the Faculty.

When degree requirements change, a student may continue to be governed by the set of regulations as specified in the preceding paragraph or can elect to be governed by the new set of regulations, unless the Faculty specifies otherwise when the change is introduced.

Inquiries concerning the contents of the Calendar may be directed to the Registrar.

The University reserves the right to require a student to withdraw from a course or courses for academic or other reasons.

In the event that the University must take decisions in face of major disruptive events beyond its control, it will do so on the direction of medical or other authorities as appropriate, and will use its best efforts to minimize the academic consequences to its students.

The Senate and Board of Governors of the University of Waterloo reserve the right to invoke changes in this Calendar at any time without prior notice.

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 a member of the Association of Universities and Colleges of Canada, and the Association of Commonwealth Universities.

Academic Organization

The University of Waterloo is organized by academic units which offer a variety of academic plans leading to degrees and diplomas at undergraduate and graduate levels. These units, or Faculties,

include: Applied Health Sciences, Arts, Engineering, Environment, Mathematics, and Science.

Within the faculty framework are various academic departments and schools. The broader University community includes the federated university – [St. Jerome's University](#) and three affiliated colleges – [Renison University College](#), [Conrad Grebel University College](#), and [St. Paul's University College](#) which share in the delivery and administration of academic programs and offer student residence facilities.

The Campus

The main campus of the University is situated on a 1,000 acre (400 hectare) campus in the northwest section of the city of Waterloo. The School of Architecture is located in Cambridge and also operates a satellite campus in Rome. A Health Sciences campus in Kitchener houses The School of Pharmacy. A campus in Stratford is being developed and will house programs in digital media. A campus in Dubai was opened in 2009 and delivers undergraduate programs in Engineering and Mathematics. Waterloo, its twin city Kitchener, Cambridge, and Stratford are located in mid-western Ontario. The Regional Municipality of Waterloo has a population of approximately 508,000.

Since the opening of its first permanent structure on campus in 1958, the University has experienced continuous development of its campus environment. There are extensive library and computing facilities and a variety of student residences. In addition, the campus provides accommodation for a broad range of student social, cultural, recreational, and athletic activities.

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

Bachelor's Degrees

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:

| Degree | Abbreviation | Description | Faculty/College |
|---|--------------|--|-----------------|
| Bachelor of Accounting and Financial Management | BAFM | green with gold soutache braid trim | Arts |
| Bachelor of Applied Science | BASc | scarlet with white soutache braid trim | Engineering |

| Degree | Abbreviation | Description | Faculty/College |
|--|---------------------|--|----------------------------------|
| Bachelor of Architectural Studies | BAS | scarlet with yellow soutache braid trim | Engineering |
| Bachelor of Arts | BA | green with white soutache braid trim | Applied Health Sciences, Arts |
| Bachelor of Computer Science | BCS | wine with gold soutache braid trim | Mathematics |
| Bachelor of Computing and Financial Management | BCFM | silver with gold soutache braid trim | Arts, Mathematics |
| Bachelor of Environmental Studies | BES | orange with white soutache braid trim | Environment |
| Bachelor of Independent Studies | BIS | white with white soutache braid trim | Arts |
| Bachelor of Knowledge Integration | BKI | orange with turquoise soutache braid trim | Environment |
| Bachelor of Mathematics | BMath | wine with white soutache braid trim | Mathematics |
| Bachelor of Science | BSc | blue with white soutache braid trim | Applied Health Sciences, Science |
| Bachelor of Science in Pharmacy | BScPhm | blue with green soutache braid trim | Science |
| Bachelor of Social Work | BSW | gold with white soutache braid trim | Renison University College |
| Bachelor of Software Engineering | BSE | silver with white soutache braid trim | Engineering and Mathematics |
| Doctor of Optometry | OD | black silk hood in the American style, seafoam green border, and gold lining | Science |

Master's Degrees

Visit the [Graduate Studies Academic Calendar](#) for degree hood information.

Doctor of Philosophy (PhD) degree

Visit the [Graduate Studies Academic Calendar](#) for degree hood information.

Honorary Degrees

| Degree | Abbreviation | Description |
|---------------------------------|---------------------|--|
| Doctor of Divinity | DD | purple silk with mauve lining |
| Doctor of Engineering | DEng | scarlet silk with pink lining |
| Doctor of Environmental Studies | DES | orange silk with ivory lining |
| Doctor of Laws | LLD | pink silk with magenta lining |
| Doctor of Letters | DLitt | green silk with pale green silk lining |
| Doctor of Mathematics | DMath | wine silk with buff silk lining |
| Doctor of Science | DSc | blue silk with pale blue silk lining |

Gowns

| Type of Gown | Description |
|------------------------------------|---|
| Bachelor and Master's degree gowns | black with the Oxford cut and trim |
| Doctor of Philosophy degree gowns | Oxford cut and trim and are red, with facings and lower third of sleeves green |
| Honorary degree gowns | Oxford cut and trim, each with its own distinctive colour (following the configuration of the honorary degree colours above). The facings and lower third of the sleeves are black. |

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. 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 Integrity

All members of the University of Waterloo community are expected to hold to the highest standard of academic integrity in their studies, teaching, and research.

The [Office of Academic Integrity's website](#) contains detailed information on University of Waterloo policy for students and faculty.

This site explains why Academic Integrity is important and how students can avoid academic misconduct. It also identifies resources available on campus for students and faculty to help achieve academic integrity in—and out—of the classroom.

Academic Integrity Vision Statement

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.

University policies and other information that relate to this vision of academic integrity include:

Policies

| Number | Name |
|--------------------|----------------------------------|
| 33 | Ethical Behaviour |
| 69 | Conflict of Interest |
| 70 | Student Petitions and Grievances |
| 71 | Student Discipline |
| 73 | Intellectual Property Rights |

Other Information

- [University of Waterloo Copyright FAQs](#), University of Waterloo Library
- [A Guide for Graduate Research and Supervision at the University of Waterloo](#), Graduate Studies Office
- [Integrity in Research - Administrative Guidelines](#), Office of Research, University of Waterloo
- [Waterloo Commercialization Office](#), Office of Research, University of Waterloo
- [University of Waterloo - Top Ten Copyright FAQs](#) (pdf), Office of Research

Student Success

The Foundation Term

The Foundation Term¹ consists of three courses (0.5 unit each). Two courses are approved by the academic advisor for the plan in which the student wishes to continue his/her studies; normally the third course in University 101 (UNIV 101), a course that equips students with skills for study and life success.

Students who are in the Foundation Term must meet all of the following requirements:

- Obtain a term average that meets the requirements of the intended plan of study
- No course taken during the Foundation Term has a grade less than 60%
- No course taken during the Foundation Term has a grade of NMR or DNW
- If a course(s) taken during the Foundation Term is awarded an INC, the student cannot continue

degree studies until the course(s) is completed and all other Foundation Term requirements are met.

Failure to successfully complete UNIV 101 will result in immediate withdrawal from the University.

Failure to achieve the requirements of the intended plan of study will result in immediate withdrawal from the Faculty.

General Principles of the Foundation Term

The Foundation Term is one component of the University of Waterloo's efforts to support its students in achieving their full potential. The objectives of the Foundation Term are:

- a. To improve student experience and retention.
- b. To equip for success students who are faltering academically.
- c. To minimize, for those who do falter, the disruption to normal academic progression.²

The Foundation Term follows these principles.

1. During a student's first or second term of study, the Foundation Term is:
 - a. **Optional** if midterm grades indicate that the student is likely to be in academic peril. The student's academic advisor, in consultation with the Success Officer, can recommend that the student opt into the Foundation Term immediately. These students may have the option of continuing studies with a reduced course load and suggested interventions as recommended by the Success Officer, or withdrawing from that term in order to participate in the Foundation Term in a future term of study; OR
 - b. **Mandatory** for a student who would otherwise be required to withdraw.
2. Students who do not qualify for the Foundation Term (i.e., upper year students, part-time students, etc.) may, with the support of their academic advisor, opt to attend the Foundation Term.
3. Students will remain in degree studies during the Foundation Term.
4. Students entering the Foundation Term are not required to apply for re-admission unless they enter the Foundation Term after an absence of more than three terms (i.e., the student has become inactive).
5. Students who are successful in the Foundation Term normally will have previous terms' grades cleared according to faculty practices.
6. Students will only be allowed to participate in the Foundation Term once during their academic career at the University of Waterloo.
7. Where it is deemed, by the Faculty, that the Foundation Term would not address the source of the academic challenges, the student may be required to withdraw from the Faculty for a period of time to resolve the barriers to success. It is recommended that appropriate resources collaborate to make the best possible recommendations for future student success.

Student Success Office

For more information, refer to the [Student Success Office](#) website.

¹ The Foundation Term is not available to students of the Engineering Faculty.

² Some programs may require a four month hiatus before the student enters the Foundation Term.

Course Outlines

Effective Fall 2009, a course outline must be distributed to all students in an undergraduate course either electronically or on paper by the end of the first week of classes. See the basic elements required in a [course outline](#) (pdf).

Course outlines are also filed in each department.

Degrees Offered

The University of Waterloo offers the following undergraduate degrees:

| Degree | Abbreviation |
|---|--------------|
| Bachelor of Accounting and Financial Management | BAFM |
| Bachelor of Applied Science | BASc |
| Bachelor of Architectural Studies | BAS |
| Bachelor of Arts | BA |
| Bachelor of Computer Science | BCS |
| Bachelor of Computing and Financial Management | BCFM |
| Bachelor of Environmental Studies | BES |
| Bachelor of Independent Studies | BIS |
| Bachelor of Knowledge Integration | BKI |
| 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 website.

The University of Waterloo also offers graduate degrees. Additional information concerning graduate degrees and their related plans is available in the [Graduate Studies Calendar](#).

Honorary Degrees

The following honorary degrees are conferred by the Senate of the University:

| Degree | Abbreviation |
|---------------------------------|--------------|
| Doctor of Divinity | DD |
| Doctor of Engineering | DEng |
| Doctor of Environmental Studies | DES |
| Doctor of Laws | LLD |
| Doctor of Letters | DLitt |
| Doctor of Mathematics | DMath |
| Doctor of Science | DSc |

Convocation/Application for Degree

The University of Waterloo confers degrees and/or diplomas at two convocations per year, Spring (June) and Fall (October). All undergraduate students who expect to receive their degree or diploma at the next convocation ceremony must complete an [Intention to Graduate - Undergraduate Studies](#) form by the appropriate deadlines:

- Students completing degree requirements in the Fall term: December 1 (Spring convocation)
- Students completing degree requirements in the Winter term: March 1 (Spring convocation)
- Students completing degree requirements in the Spring term: August 1 (Fall convocation)

Students should note that **adherence to these deadlines is critical** to allow the time required for processing and an in-depth review of their academic record.

Students who have applied to graduate but do not yet qualify for their degree must submit another [Intention to Graduate](#) form after completing the necessary degree requirements. Their academic records will then be reviewed for the next convocation ceremony.

The name printed on the diploma must be the student's legal name as recorded on his/her academic record. Any change to this name must be supported by official documentation and submitted to the Registrar's Office by the above deadlines.

Graduands who are unable to attend convocation will have their diplomas mailed to their permanent home address by the Registrar's Office.

Systems of Study

The University offers students two different systems of study: the Regular System and the Co-operative

System (Co-op). Academic programs and/or plans may be offered under one system only, or under either system. Refer to each Faculty section of the Calendar for additional information.

To facilitate both systems of study, the University has three academic terms per year: Fall (September - December), Winter (January - April), and Spring (May - August).

Regular System

Under the Regular System of Study the student normally follows the conventional eight-month academic year (two consecutive terms) from September to April.

Co-operative (Co-op) System

Students studying in the Co-op System alternate their on campus academic terms with off campus work terms in business, industry, or government. Further information about the Co-op System is provided in [Department of Co-operative Education and Career Services](#).

Courses are normally four months in duration regardless of the system of study.

Centre for Extended Learning

The Centre for Extended Learning provides a variety of online and in-class learning opportunities to accommodate the needs of people seeking either university credit or non-credit courses.

Students must be admitted to the University of Waterloo in order to pursue credit courses. **No distinction in admission standards, grading practices, or promotion policies is made between those pursuing part-time or full-time study, on campus, or online.** Students who do not meet the normal admission requirements may be considered for admission under the University of Waterloo's Mature Student Admission Policy (for more information, please refer to [Admissions - Other Applicants](#)).

To enrol in non-credit courses, offered by Professional Development, students need only to register and pay fees. There is no admission process.

Credit: Online Courses and Programs

Students can complete online degree-credit courses without attending on-campus classes. Using a wide variety of media-rich learning materials (for example: online content, discussion forums, email, and other social networking options), students can study when and where it is most convenient.

The Centre for Extended Learning offers approximately 250 online courses in almost 45 subject areas. It is possible to earn an undergraduate degree in Arts or Science entirely online. In addition, certificate and diploma programs (comprised of undergraduate degree-credit courses) are available.

Full-time, on-campus students find online courses can be a convenient solution when an on-campus class they want is either full, will not fit into their schedule, or is not being offered. Many take a course when they are not on campus (for example: when on a co-op work term or away for the summer).

For more information:

Visit extendedlearning.uwaterloo.ca

Email extendedlearning@uwaterloo.ca

Call 519-888-4002

Non-Credit: Professional Development Courses and Programs

Non-credit Professional Development courses and certificates are offered throughout the year. Choose from 40 in-class courses and over 130 innovative online courses—all aimed at improving workplace performance and career advancement. Topics include: Accounting, Business Analysis, Communication, Leadership and Management, Productivity, Project Management, Sales and Marketing, Languages, Writing, and Computer and Information Technology.

In-class courses are taught in the Centre for Extended Learning Training Room, as well as online.

For more information:

Visit extendedlearning.uwaterloo.ca

Email makeithappen@uwaterloo.ca

Call 519-888-4002

Part-Time Studies On Campus

Part-time students are welcome to attend many day-time and evening on-campus classes. It is possible

to earn a degree entirely through part-time study on campus or through a combination of on-campus and online credit courses.

For more information:

Visit extendedlearning.uwaterloo.ca

Email makeithappen@uwaterloo.ca

Call 519-888-4002

Centre for Extended Learning Location

The Centre for Extended Learning is located at 335 Gage Avenue in Kitchener, approximately 4.5 kms from the University of Waterloo campus.

Cross-Registration with Wilfrid Laurier University

Undergraduate degree students enrolled in a degree program at the University of Waterloo may take advantage of courses offered by Wilfrid Laurier University (WLU) through a process called cross-registration.

University of Waterloo students who are registered in an academic plan or option that routinely uses courses at WLU will be able to enrol in those courses via Quest. Students in other plans, or who wish to cross-register in other courses, must carefully follow the instructions on the [Undergraduate Studies Cross-Registration Form](#) before submitting their request to the Registrar's Office. Post- and Non-degree students are normally not eligible to enrol and should consult with the Registrar's Office before proceeding. All cross-registration requests are subject to the approval of the student's academic advisor and space availability. Normally, approval will not be given to requests where the equivalent course is available at the home university.

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

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.** Detailed instructions are available on the cross-registration form.

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+ through F- 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 Waterloo courses taken prior to Fall 2001 and WLU courses with a letter grade.

| Assigned Letter Grades | Average Calculation Values |
|------------------------|----------------------------|
| A+ | 95 |
| A | 89 |
| A- | 83 |
| B+ | 78 |
| B | 75 |
| B- | 72 |
| C+ | 68 |

| Assigned Letter Grades | Average Calculation Values |
|------------------------|----------------------------|
| C | 65 |
| C- | 62 |
| D+ | 58 |
| D | 55 |
| D- | 52 |
| F+ | 46 |
| F | 38 |
| F- | 32 |

Non-numeric Grades

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

Unit Weights and Degree Requirements

Courses are assigned unit weights, which vary from 0.25 to 1.0 credit or more. Most one-term courses have a 0.5 unit weight except for lab courses, which are generally 0.25 unit each.

Course unit weights are used to calculate weighted averages as well as the tuition fees payable for the term. 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.

Determination of Level and Term of Study

Engineering, Optometry, Pharmacy, 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.

| | Units Threshold to Move to this Academic Level |
|--|--|
|--|--|

| Plans | 1A | 1B | 2A | 2B | 3A | 3B | 4A | 4B |
|---|-----|------|------|------|-------|-------|------|-------|
| All 3-year Plans | 0.0 | 2.0 | 4.0 | 7.0 | 9.5 | 12.0 | | |
| Science Plans Requiring < 23 units | 0.0 | 2.0 | 4.25 | 7.5 | 10.25 | 12.75 | 15.5 | 18.0 |
| Science Plans Requiring 23-24 units | 0.0 | 2.25 | 4.75 | 8.25 | 11.25 | 14.0 | 17.0 | 19.75 |
| Science Plans Requiring > 24 units | 0.0 | 3.0 | 6.0 | 9.0 | 12.0 | 15.0 | 18.0 | 21.0 |
| All Other 4-year Plans | 0.0 | 2.0 | 4.0 | 7.0 | 9.5 | 12.0 | 14.5 | 17.0 |

Class Attendance

Students are expected to attend all scheduled sections of the courses in which they have enrolled. Non-attendance does not constitute a course drop. Students are responsible for monitoring their class schedule on Quest for any changes.

On occasion there may be extremely strong demand for a particular course. At the discretion of the department/instructor, the following policy may then be enforced:

Students who do not attend class during the first week of term may be removed from the class 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 (such as a family problem, personal or health matter, or unavoidable work situation) must inform the professor, either directly or through the departmental secretary, by telephone or electronic mail during regular business hours, **before the start of the first class.**
- A legitimate emergency may make the above impossible. Students wishing to retain their place must inform the professor **as soon as possible, but no later than the beginning of the first class of the second week of term.**

Students may be required to present documentation confirming 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 may be cancelled because of a campus-wide emergency closure, such as inclement weather. Under these circumstances, instructors have the authority to reschedule the missed class at the same time on the next day on which classes are not scheduled (normally Saturday). The agreement of the class is not required in this case.

When the closure occurs during the last week of class in a term, the class can be rescheduled on the first available day between the last day of classes and the start of examinations.

If an instructor cancels a class for other reasons, 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 in [html](#) and [pdf](#).

TB Skin Test

Newly admitted students who have been living and/or pursuing their education outside Canada must

have documented evidence that they have had a recent TB skin test before undertaking studies at the University of Waterloo. In addition, students who have travelled outside Canada or the USA for four weeks or longer must have similar test results. Upon arrival or while attending the University, students must be prepared to present documentation if requested by a University official. This documentation must include the type of skin test taken, the date performed, and the number of millimeters of induration. Students who are requested to provide documentation but are unable to do so, or students who are unsure about the safety of the needles and/or injection procedures in their previous country of residence, must report to Health Services upon arrival on campus. Where applicable, Health Services will administer the TB skin test at a nominal cost.

Persons With Disabilities

The University has developed a number of academic accommodations and support services to assist students with disabilities. For more information, please reference the [Office for Persons with Disabilities](#) website.

Policies and Guidelines

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

All policies and regulations are subject to change.

Select Policy Number below or the [full text of all University of Waterloo policies](#).

The Examination Regulations and Related Matters document is available in [HTML](#) or [PDF](#).

| Policy Number | Policy Name |
|--------------------|--|
| 1 | Initiation and Review of University Policies |
| 19 | Access To and Release of Student Information |
| 21 | Alcohol Use and Education |
| 29 | Smoking |
| 32 | Pets on University Property |
| 33 | Ethical Behaviour |
| 34 | Health, Safety and Environment |
| 56 | Vacations and Vacation Pay for Non-regular Faculty Members, Including Graduate and Undergraduate Students with Academic Appointments |
| 64 | Use of Proprietary Computer Software |
| 66 | Use of University Resources and Affiliation |
| 69 | Conflict of Interest |
| 70 | Student Petitions and Grievances |
| 71 | Student Discipline |
| 72 | Student Appeals |
| 73 | Intellectual Property Rights |

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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, including:

[Director, Conflict Management and Human Rights](#)

Math and Computer, Room 4049
Extension 33765

Two programs are available:

1. **Resolution Support Program (RSP)** – non-advocacy, trained volunteer support for

- persons working through (in)formal resolution processes on campus
2. **Conflict Intervention Program (CIP)** – a volunteer mediation service for parties working towards resolutions

[Ombudsperson](#)

Student Life Centre, Room 2128
Extension 32402

[Co-ordinator for Persons with Disabilities](#)

Needles Hall, Room 1132
Extension 35082

The Federation of Students, [Counselling Services](#), Health Services, and the University of Waterloo Police all provide comfort and support for students in distress.

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Guidelines on Use of Waterloo Computing & Network Resources

For more information, refer to the [Guidelines on Use of Waterloo Computing and Network Resources](#), IST website.

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 for statistical purposes *only*, 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 can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us:

Via telephone:

Monday to Friday
8:30 a.m. to 4:30 p.m. EST/EDST
1-800-307-3382 or **1-613-951-7608**

Via mail:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada, Main Building, SC 2100-K
Tunney's Pasture, Ottawa, Ontario K1A 0T6

Via email:

PSIS-SIEP_contact@statcan.ca

Further details on the use of this information can be obtained from the [Statistics Canada website](#).

Freedom of Information & Protection of Privacy Act

Protection of Privacy

The University of Waterloo gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario, Canada.

Information submitted by applicants during the application process as well as any other information placed in their student record will be protected, used, and released in compliance with Ontario's *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F.31) and the University of Waterloo's policies.

Information applicants provide during the admissions process is collected under the authority of the *University of Waterloo Act, 1972*, and is needed to verify qualifications and determine eligibility for admission.

Application and admission information will form part of the student record and will be used to admit, register, and graduate students; record academic standing; administer awards and financial aid; authorize library access; and administer and operate academic, athletic, recreational, residences, alumni, and other University programs.

The University also collects specific and limited personal information on behalf of the Federation of Students and the Graduate Student Association. This information is used for membership administration, elections, annual general meetings, and the administration of student benefit plans and is disclosed to the two organizations solely for those purposes. Students should contact the office of either group if they have any questions about this matter.

Faculty or College of enrolment, programs of study, sessions registered, awards based on academic merit, degrees received, and dates of convocation are released upon request to authenticate students' current or past status at the University of Waterloo. Students who prefer that such information not be released are to advise the Registrar's Office or the Graduate Studies Office in writing, as appropriate.

Co-op students' grades, résumés, co-op work histories, and citizenship status (as required by federal employers) will routinely be provided to prospective co-op employers as part of the interview process to facilitate co-op work term employment.

Information on admission, registration, academic standing, and graduation may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions, and the provincial and federal governments.

Questions about the collection, use, and disclosure of personal information by the University, should be directed to the Freedom of Information and Privacy Coordinator, Secretariat, University of Waterloo, 200 University Avenue West, Waterloo, Ontario, Canada N2L 3G1. The email address of the Freedom of Information and Privacy Coordinator is fippa@uwaterloo.ca. See also University of Waterloo [Policy 19: Access to and Release of Student Information](#); [University of Waterloo Information and Privacy homepage](#).

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Disposal of Records

All documents submitted to support admission become the property of the University and will not be returned.

Supporting documents submitted by undergraduate applicants who do not eventually register are destroyed one month after the first day of the term of application. Supporting documents submitted by undergraduate applicants who do register are retained for the duration of their studies, and destroyed two years after their final term of registration.

Research with Human Participants

Research with human participants requires prior ethics review and clearance through the Office of Research Ethics (ORE). For more information on the application and ethics review processes, refer to the [ORE website](#).

Inquiries

General inquiries should be directed to:

The Registrar
University of Waterloo
Waterloo, Ontario, Canada N2L 3G1
519-888-4567, ext. 35378
Fax: 519-746-2882
registrar@uwaterloo.ca

The Registrar's Office is located on the second floor of Ira G. Needles Hall. Office hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Inquiries from applicants should be submitted to Undergraduate Admissions:

Undergraduate Admissions
University of Waterloo
Waterloo, Ontario, Canada N2L 3G1
519-888-4567, ext. 33106
Fax: 519-746-2882
myapplication@uwaterloo.ca
www.findoutmore.uwaterloo.ca/thenextstep

The Federated University and Affiliated Colleges:

[Conrad Grebel University College](#)
140 Westmount Road North
Waterloo, Ontario N2L 3G6
519-885-0220

[Renison University College](#)
240 Westmount Road North
Waterloo, Ontario N2L 3G4
519-884-4404

[St. Jerome's University](#)
290 Westmount Road North
Waterloo, Ontario N2L 3G3
519-884-8110

[St. Paul's University College](#)
190 Westmount Road North
Waterloo, Ontario N2L 3G5
519-885-1460
stpauls@uwaterloo.ca

Glossary of Terms

A comprehensive Glossary of Terms list is available on the [Quest website](#).