Student Responsibilities and Rights
Revised January 2010

Institutions of higher learning recognize that an effective education is one that repeatedly challenges the student while providing an opportunity for the student to learn to meet those challenges. Instructors strive to provide tests and examinations that discriminate among students according to their varying success in learning to meet and overcome respective challenges.
This implies that these are integral components of a successful higher education:

1. The amount of material covered in a lecture will be considerable, and you will not be expected to be able to write down everything that is spoken by the instructor, but instead will have to apply *effective and selective note-taking skills*. If necessary, you are responsible to seek training in these skills at campus workshops.
2. The most effective learning takes place through an active and constructive, rather than a passive, process. You are therefore obligated to do more than simply memorize information passed on by the instructor during a lecture. You must study outside of class in order to fully comprehend the material presented.
3. You are responsible for and may be tested on any lecture material (including videos or other learning aids) as well as any material contained in the assigned readings.
4. Grading: If you believe that an error has been made in grading a course requirement, please contact the TA. Students who believe they provided valid answers that have not been addressed by the TA are invited to make a case to the instructor *after an initial discussion with the TA*. Please note that upon appeal, the instructor reserves the right to re-grade any portion of the submitted material. Hence, it is possible that an appeal may result in a lower grade.
5. You are expected to check the course UWACE web page on a regular basis for announcements concerning schedule changes to classes and office hours, additional reference materials, answers to common questions, etc.
6. Students are responsible for ensuring that assignments submitted via online dropboxes are properly uploaded to UW-ACE and are saved with the extension that is specified by the instructor. Unless otherwise indicated, assignments that are not submitted properly by the due date listed in the course outline will receive a mark of zero. Students may attempt to properly submit assignments after the due date but the instructor reserves the right to consider this as a regular late assignment and reweight the grade as indicated in the course outline.
7. **Academic Integrity**: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check www.uwaterloo.ca/academicintegrity/ for more information.]
8. **Grievance:** A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.
9. **Discipline:** A student is expected to know what constitutes academic integrity [check www.uwaterloo.ca/academicintegrity/] to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check Guidelines for the Assessment of Penalties, www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.
10. **Appeals:** A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm.
11. **Note for Students with Disabilities:** The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic

accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Department of Health Studies and Gerontology
Practice Regarding Course Assignments and Examinations
Revised JUNE 2010

Late Assignments
Unless stated otherwise in the course outline:

1. All assignments are due at the **beginning of class** on the dates indicated in the course outline, or, for online submission, as specified in the course outline.
2. Unless a *"Student Request for Variance from HSG Course Outline"* form (**http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf**) has been approved by the instructor:
    a. Late assignments will be penalized by **10% of the assignment total mark per 24-hour period to a maximum of 5 days**. The late penalty begins immediately after the beginning of the class in which the assignment is due, or immediately after the posted time at which the assignment is due by dropbox.
    b. **After the 5 day maximum** assignments will not be accepted and a **grade of 'zero'** will be recorded for the assignment,
3. Elective arrangements (e.g. travel plans) or heavy workloads are not considered acceptable grounds for variance.

Missed Tests/Examinations

1. Tests, mid-term examinations and final examinations not scheduled during the regular examination period will be administered on the dates indicated in the course outline.
2. Failure to contact the instructor **within 48 hours** of a test/exam missed due to unforeseeable circumstances **or** failure to submit a *"Student Request for Variance from HSG Course Outline"* form (**http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf**) with acceptable documentation according to the timeline determined by the course instructor will result in **a mark of "zero"** for the test/exam.
3. Elective arrangements (e.g. travel plans) or heavy workloads are not considered acceptable grounds for variance.
4. A student who becomes ill during the writing of a test/examination and is unable to continue should ensure, before leaving the site of the examination, that the proctor in charge is notified of the situation. In addition, the student must notify the course instructor and supply complete documentation as specified for a missed examination **within 48 hours** after the partially completed exam. Failure to do so will result in the recording of the grade achieved on the partially completed test/examination
5. If a student completes a test or examination, even though he/she is ill, the grade obtained in the course will normally stand. Subsequent petitions for an exception to academic regulations on the grounds of illness may be considered if accompanied by acceptable documentation (see below). The student's Department or Faculty may take the illness into consideration, and possibly alter academic standing, but the grade will not normally be altered.
6. False claims of illness and/or the submission of false supporting documentation constitute an academic offence that will result in disciplinary action under Policy #71.

Request for Variance Documentation

1. It is the student's responsibility to submit to the course instructor a completed *"Student Request for Variance from HSG Course Outline"* form (**http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf**) and acceptable written documentation substantiating the reasons for not completing the evaluation component

(test/exam or assignment) as scheduled **at least one week before the exam date or assignment due date**. An alternate arrangement may be made if the request is approved by the instructor. A copy of the *"Student Request for Variance from HSG Course Outline"* form will be kept in the student's file.

2. In special unforeseeable circumstances where a test/exam or an assignment is missed due to circumstances beyond the control of the student, it is the student's responsibility to contact the course instructor **no later than 48 hours after the scheduled date** and arrange to submit acceptable documentation and a completed *"Student Request for Variance from HSG Course Outline"* form (**http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf**) according to the timeline determined by the course instructor.
3. Acceptable documentation may include a copy of a death certificate or obituary[1], a police report or a doctor's certificate.
4. Doctor's certificates **must** be completed using the *UW Verification of Illness Form* available at **http://www.healthservices.uwaterloo.ca/Health_Services/verification.html**. Degree and Dates of Incapacitation must be indicated on the form. Students who consult their physicians or use the services of off-campus walk-in clinics must provide this form to the attending physician for completion. Doctors' notes and forms created by the physician or clinic are not normally acceptable. Instructors are not compelled to accept medical documentation that contains the same information specified on the UW Verification of Illness Form, buy may do so in exceptional circumstances. Health Services charges a $10 fee for completing the *UW Verification of Illness Form*, which is not covered by OHIP/UHIP. Similarly, fees for this service levied by off-campus practitioners are the student's responsibility.

Accommodations Due to Extenuating Circumstances

Requests for variance must be approved by the course instructor and **are not automatic** upon the presentation of acceptable documentation. The instructor will use the documentation along with all information available to him/her when determining whether accommodation is **warranted**.

Where a request for variance is approved by the instructor, the following university-wide accommodation practices will normally apply:

1. **Missed/Late Assignments**: The weighting of the missed assignment is added to the final examination weighting or is spread over the remaining assignments. **Assignment due dates are not extended**, with the exception of project-based, thesis or similar courses where submissions must be made. Instructors may use their discretion in these cases and allow an extension.
2. **Term Tests/ Examinations**: The weighting of the missed test/midterm examination is added to the final examination weighting or spread over the remaining tests. **Term tests are not deferred**.
3. **Final Examinations**: A deferred final examination is written the next time that the course is taught. Although not compelled to do so, instructors **may** use their discretion to schedule make-up final examinations at a mutually agreed upon date and time earlier than the next offering of the course.
4. If granted, alternative final examinations may be of a different format than the regularly scheduled exam.

[1] If an obituary is used as the only supporting documentation the student's relationship to the deceased must be apparent (i.e. through same uncommon surname, student's name in obituary, etc.)