23 December 2019

Your full name, as appearing in Quest

Your current address

Your current city

Your current country

Your current postal/zip code

Prof. Paul Fieguth

Associate Dean of Undergraduate Studies

Faculty of Engineering

University of Waterloo

Waterloo, Ontario

N2L 3G1

Prof. Douglas,

In the course ECE 150 *Fundamentals of Programming*, it appears that another student or students copied my work and submitted it as their own. At no time did I intentionally provide my code to another student.

The other individual may be or was my roommate or fellow resident or residences who has access to my computer and I would on occasion leave it unlocked. Those who may have had access to my computer include: list names here. I understand that this is no excuse, and will in the future endeavour to ensure my personal accounts both on Quest and my own computing devices are secure.

Unfortunately, I have a very weak password, and I believe that another student may have deduced my password through some means. Since then, I have altered my password to be more secure.

This may, however, be partially my fault, as I have left my laptop insecure in common study areas and left my laptop unattended. I will endeavour in the future to always ensure my laptop is secure if I am not present.

This may, however, be partially my fault, as I allowed my laboratory partner in the course ECE 150 *Fundamentals of Programming* use my laptop to complete a project or lab in that course. My laboratory partner’s name is name here.

I violated Policy 71 by providing my source code for Project X to the following students:

1. student name
2. student name, etc.

It was my intention that your reasons however, instead, their actions.

I accept the penalty of 0 on the project and a –5% deduction from my final grade.

I do not believe the penalty of 0 on the project and a –5% deduction from my final grade is fair in this case for the following reasons: give reasons here.

Your chance to write an apology.

Sincerely,

Your full name, as appearing in Quest

20NNNNNN

uwuserid

**NOTE: This must be modified (with this comment removed) and submitted to the instructor associated with the course you are accused of violating Policy 71. That instructor will forward this message to the Associate Dean. In general, if the letters from all students regarding this case are reasonably aligned, then no investigation will occur. If, however, the letters differ in their claims, or if for one student this is a second or subsequent offence, or if one student does not accept the penalty, a formal investigation must occur.**

**THIS IS A TEMPLATE ONLY. YOU SHOULD ALWAYS ENDEAVOUR TO MODIFY THIS DOCUMENT SO THAT IT MOST CLOSELY MATCHES REALITY.**

**If you believe yourself to be innocent or do not accept the penalties, you can add to this letter any number of appendices that you may use to support your case. Please refer to the appendices in your letter.**