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*, I violated Policy 71 by collaborating too closely with my peers in this course. While collaboration is encouraged, we understand now this should be limited to the sharing of ideas and not the sharing of either source code or sharing of pseudo-code that in essence is essentially the same as sharing source code. Once the design is completed, we should author our own projects individually.

The student I collaborated with was Student Name.

The students with whom I collaborated with include:

1. Student A’s name
2. Student B’s name
3. etc.

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.**