

Apology Letter Guidelines

The information below has been provided as a guideline when preparing an apology letter to another student.

In the end you can only write what you accept or what you believe, however if you have been asked to write an apology letter it is because in the view of the person assessing the case, your actions have brought an allegation of wrong doing upon a person that (in the end) was not guilty and most likely had no knowledge of your actions. As a result, you should be willing to take **full responsibility** for these actions.

Suggestions regarding an apology letter related to a discipline case. The letter must be clearly written (typed), in your own words.

1. There must be a clear statement of what you did. (For example, you took material from the other person's computer when they were not around). You may indicate that your actions have been found to be in violation of some part of Policy #71; however it is your actions you are apologizing for and not for the fact that you were found guilty.
2. There must be a clear indication that you (now) appreciate that you have placed another person in a difficult position.
3. There must be a clear indication that you understand the anxiety of the impact of an allegation and that others were involved as a result of your actions.
4. There must be some indication of remorse on your part.
5. It must be clear that you have learned from this experience and there must be some indication that you will seek to not repeat similar actions in the future.
6. The letter must be sincere.

In addition, you should avoid the use of terms such as "I would like to apologize" as this sounds like you would like to, but you are not apologizing. Make the apology clear.

As noted in the penalty letter you received, the "draft" version of the apology letter has a due date and this version should be emailed to the Associate Dean of Undergraduate Studies for approval, via policy71@engmail.uwaterloo.ca. Once the draft version is approved, [you will receive an email] the "final" version of the apology letter also has a due date for completion and should be **signed and mailed** to the Faculty of Engineering, University of Waterloo, 200 University Ave. West, Waterloo, Ontario, N2L 3G1, in the Engineering Undergraduate Studies Office in CPH 1320. Attention: Susan Key.