

Annual Report on Student Discipline Matters

September 1, 2010 – August 31, 2011

Statistical Summary – Non-academic Discipline Incidents\*

Statistical Summary – Academic Dishonesty Incidents\*

University Board on Student Discipline \*\*

Senate Committee on Disciplinary Appeals \*\*

\* **Section 6.1 of Policy S10.03 states:** The Registrar and the Senior Director, Student and Community Life, shall maintain a statistical summary of cases which are handled through their offices each year, and these data shall be included in the Annual Report on Student Discipline Matters.

\*\* **Section 6.2 of Policy S10.03 states:** In addition to the data in 6.1, the Annual Report on Student Discipline Matters must contain a summary of the UBSD Tribunal's decisions, the President's decisions, SCODA's decisions and the penalties imposed. This report will be accessible to the University community and will be submitted to Senate for information except where the Tribunal, SCODA or the President determine that cases or parts of cases should not be disclosed. The Summary must not disclose the identities of the parties. A set of decisions which does not disclose the identities of the parties shall be maintained in the office of the Secretary of the UBSD and is available for review upon reasonable notice.



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**MEMORANDUM**

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<b>ATTENTION</b>	Senate	<b>DATE</b>	October 24, 2011
<b>FROM</b>	Tim Rahilly	<b>PAGES</b>	4
<b>RE:</b>	Annual Report of Student Conduct: September 1, 2010 through to August 31, 2011		

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According to the policy on Principles and Procedures for Student Discipline S10.02, “The Registrar and the Associate Vice-President Students or designate must maintain a statistical summary of cases handled through their offices each year, and these data must be included in the Annual Report to Senate on Student Discipline Matters.” This report outlines the period of September 1, 2010 to August 31<sup>st</sup>, 2011.

Simon Fraser University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination. Each student is responsible for his or her conduct as it affects the University community.

The procedures for handling student misconduct outlined in Policy S10.01, Appendix 1. As per the policy, reports of misconduct are forwarded to the Associate Vice President Students or designate who will give the student an opportunity to meet and discuss the situation. The Associate Vice President or designate is empowered to take one or more of the following courses of action:

- i. seek an informal resolution;
- ii. recommend the student receive counselling or other professional assistance and, if necessary, assist the student in obtaining counselling or other professional services;
- iii. issue a formal written reprimand to the student;
- iv. assess and recover costs to rectify the damage or loss caused by the student;
- v. require the student to write a letter of apology to any person adversely affected by the student’s behaviour;
- vi. require the student to perform up to 50 hours of community service;
- vii. terminate the student’s scholarships or other financial support;
- viii. refer the matter to the University Board of Student Discipline (UBSD).

This report does not include cases of student criminal activity which have taken place on campus that are currently before the courts. However, cases that have already been disposed of by the courts and are then followed up under the Code of Academic Integrity and Good Conduct policy are included.

Table one provides a five year history of the number of cases dealt with under the Policy as well as categorized behaviors. Figure one shows this year's cases by the broad categories used in the Policy.

Table 1 – Misconduct Cases from 2006 to Present

	2006/07	2007/08	2008/09	2009/10*	2010/11
Disruptive or Dangerous	24	8	17	10	13
Damage or Theft	13	9	3	12	11
Fraud and Misuse	4	1	3	0	0
Unauthorized Presence	1	1	1	0	0
Misuse of Procedures	1	0	0	0	0
University Policies	1	2	6	1	1
Firearms & other Weapons			0	0	0
Illegal Conduct			0	0	0
<b>TOTAL</b>	<b>44</b>	<b>21</b>	<b>30</b>	<b>23</b>	<b>25</b>

Figure 1 – Percentage of Misconduct Cases by Category (September 1, 2010 – August 31, 2011)

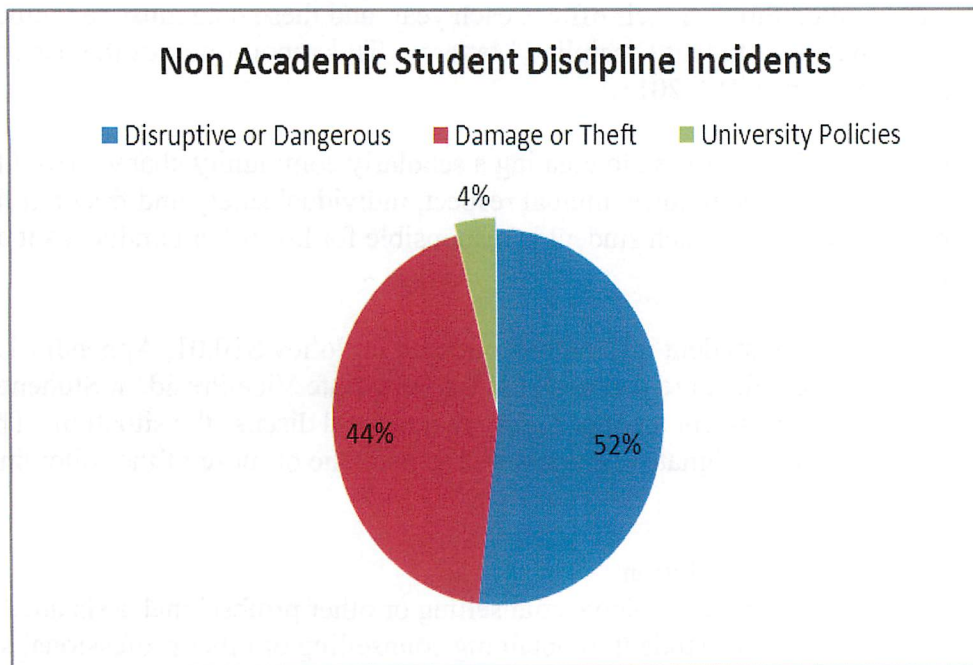


Table two (next page) provides case-by-case outcomes for each incident reported. Generally, if a case was resolved by seeking informal resolution, there are no other resolutions reported. This year, there was one case where we did seek informal resolution but the student rejected this and under the Policy opted to bring the case to the University Board on Student Discipline (UBSD). In this case, ultimately, the student dropped the UBSD appeal and the case was resolved informally.

**Table 2 – Incident Type & Sanctions imposed (September 1, 2010 – August 31, 2011)**  
**Non Academic Student Discipline Incidents**

Incident Type	%	Resolution							
		Seek Informal Resolution	Recommend Professional Assistance	Issue a Formal Reprimand	Recover Costs	Require Written Apology	Require Community Service	Terminate Financial Aid	Refer to UBSD
Disruptive or Dangerous Behaviour	13						X		
				X		X			
		X							X
			X						
			X						
				X		X	X		
				X		X	X		
		X			X				
				X		X			
			X						
					X				
Damage, Destruction or Theft	11		X	X		X			
				X		X			
				X		X			
				X		X			
				X		X			
				X		X			
				X		X			
				X		X			
				X		X			
				X		X			
Fraud and Misuse									
Unauthorized Entry / Presence									
Violation of University Policies	1			X		X			
<b>TOTAL</b>	<b>25</b>	<b>2</b>	<b>4</b>	<b>19</b>	<b>1</b>	<b>17</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Percentage*</b>		<b>8%</b>	<b>16%</b>	<b>76%</b>	<b>4%</b>	<b>68%</b>	<b>12%</b>	<b>0%</b>	<b>4%</b>

\* Each case can result in multiple actions; accordingly percentages will total more than 100%

Finally, there are a few general observations I would like to share with Senate:

- The prorated number of incidents is similar this year to last year.
- As has been the practice in past years, cases clearly stemming from mental health issues are managed separately; provided the student agrees to that, the disciplinary process is not brought to bear. Nonetheless, there has been an increase of cases reported under this Policy

where students have been referred to counseling. There is no provision under the Policy that permits me to compel a student to follow the recommendation to seek counseling.

- The use of alcohol remains a strong correlate to incidents of student misconduct.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tim Rahilly". The signature is written in a cursive style with a horizontal line above the first name.

Tim Rahilly, Ph.D.



SENATE AND ACADEMIC SERVICES

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MEMORANDUM

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ATTENTION Senate  
FROM Kate Ross, Registrar and Executive Director, Student Enrollment  
RE: ACADEMIC DISCIPLINE REPORT 2010-2011

DATE December 1, 2011

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This report covers the period from September 2010 to August 2011. The revised Academic Honesty and Student Conduct Policy effective May 2009 requires reporting of academic dishonesty incidents to the Registrar’s office.

There are 39 active Academic Integrity Advisors representing programs, departments and faculties coordinated by the Academic Integrity Coordinator in the Registrar’s office. The Academic Integrity Advisory Committee reports to the Registrar and 2010-2011 members included: David Paterson, Lou Hafer, Rob Gordon, Elaine Fairey (chair), Jenny Fiorini, Kate Ross, Jo Hinchliffe, and two student representatives. It meets once each term.

The Academic Integrity Coordinator in the Registrar’s office collects and compiles data regarding academic dishonesty cases from units across all three campuses. Between September 2010 and August 2011, 457 incident report forms were filed in the Registrar’s office. Twenty-nine of thirty-four academic units reported incidents. Seven cases involving repeat offenders were identified through the central database and dealt with either by the Registrar or the Academic Head following established policy.

Table 1 below lists the most common types of incidents that occur and Table 2 details the breakdown of penalties assigned. Table 3 looks at the breakdown of incident reports by Faculty.

The Academic Integrity Advisory committee wishes to bring to the attention of Senate that 53% of students with academic dishonesty records in this period are international-visa students (up from 47%). Jo Hinchliffe, the Academic Integrity Coordinator is leading a project to review and develop communication and programmatic strategies related to the student population in general and international students in particular.

**TABLE 1**

<b>Type of Incident:</b>	<b>January- August 2010</b>	<b>September to August 2010-2011</b>
<p>Plagiarism</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Main section of paper was taken from an on-line document without any reference to this source</li> <li>- Most of paper written by tutor</li> <li>- Used patchwriting for 60% of written assignment</li> </ul>	76	211
<p>Cheating on exams or assignments</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Completely filled the back of the calculator with data, equations, nomenclature and other aids</li> <li>- Notes found in washroom with student</li> <li>- Provided assignment solutions to another student</li> <li>- Two students handed in the same codes as their solution to the assignment</li> <li>- Used clicker registered to another student and answered quiz questions</li> </ul>	96	238
<p>Fraud/Misrepresentation</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Forged medical documents used to obtain a deferred final exam</li> <li>- Found to have taken several Chinese courses in high school in China</li> <li>- Missed four labs but asserted they were present and asked for grades</li> <li>- Stole a manual</li> </ul>	7	7
<b>TOTAL</b>	<b>179</b>	<b>456</b>

**TABLE 2**

<b>Penalties</b> <b>*Note: Students can receive more than one penalty</b>	<b>January to August 2010</b>	<b>September to August 2010-2011</b>
Give the student a warning	27	67
Assign a grade penalty less harsh than 'F' for the work	25	75
Impose a failing mark for the work	116	291
Assign a grade less harsh than 'FD' for the course	24	18
Assign a grade of "FD"	12	11
Re-do the work or do supplementary work	17	16
Issue a formal reprimand	8	11

**TABLE 3**

<b>Faculty</b>	<b>Incident Reports January to August 2010</b>	<b>Incident Reports September to August 2010-2011</b>
BUS	9	21
EDUC	1	12
ENV	0	9
FAS	39	168
FASS	83	159
FCAT	4	16
HSCI	4	8
SCI	39	64

December 2011



University Board on Student Discipline  
Reporting Period: September 1, 2010 – August 31, 2011

UBSD Membership


Faculty: V. Gordon Rose (Coordinator), Psychology (January 2009 – December 2011)  
Wanda Cassidy, Education (November 2008 – October 2011)  
Anne Macdonald, Business Administration (September 2006 – August 2012)  
Kevin Douglas, Psychology (September 2010 – September 2013)

Students: Anton Bezglasnyy, Undergraduate, Political Science (Sept 2009 – August 2011)  
Kathy McKay, Graduate, History (July 2008 – June 2012)  
Pasha Tashakor, Graduate, Engineering Science (September 2010 – September 2011)  
Kyle Vincent, Graduate, Statistics (September 2010 – September 2011)

Staff: Tracy Bruneau, Computing Science (August 2004 – August 2013)  
Donalda Meyers, Education (November 2005 – October 2011)  
Harriet Chicoine, Engineering Science (January 2010 – December 2012)

Seven cases concerning academic dishonesty, one case concerning student misconduct, and one case concerning misrepresentation were submitted to the University Board on Student Discipline in the period covered by the report.

A summary of the cases is forwarded to Senate for information.



V. Gordon Rose  
Coordinator, University Board on Student Discipline

University Board on Student Discipline  
Reporting Period: Report filed 1/20/10 - August 31, 2011

### 2010-2011 Reporting Period

Faculty: (Loyola House of Hospitality, Reporting Period: January 2009 - December 2011)  
W. J. (Reporting Period: November 2008 - October 2011)  
Loyola House of Hospitality (Reporting Period: September 2008 - August 2012)  
Loyola House of Hospitality (Reporting Period: September 2010 - September 2011)

Students: (Reporting Period: September 2009 - August 2011)  
Loyola House of Hospitality (Reporting Period: June 2012)  
Loyola House of Hospitality (Reporting Period: September 2010 - September 2011)  
Loyola House of Hospitality (Reporting Period: September 2010 - September 2011)

Faculty: (Reporting Period: August 2004 - August 2012)  
Loyola House of Hospitality (Reporting Period: October 2011 - October 2011)  
Loyola House of Hospitality (Reporting Period: January 2010 - December 2012)

For those reporting academic dishonesty, one case concerning student misconduct and one case concerning reporting misconduct were submitted to the University Board on Student Discipline in the reporting period by the reporting faculty.

A summary of the cases is included in the report to the University Board on Student Discipline.

*[Handwritten signature]*  
Loyola House of Hospitality

Loyola House of Hospitality  
Loyola University Board on Student Discipline

## Student Discipline Summary

File #	Nature of Offence	Outcome
11-1	Academic Dishonesty – Two separate acts of academic dishonesty, committed in consecutive semesters, following a previous instance of academic dishonesty in the prior semester.	The student admitted to the academic dishonesty. The President accepted the unanimous recommendation of the UBSD that an appropriate course grade for CMPT 125 be re-determined by the Director of the School and that the student receive a three-semester suspension from the University commencing with the Summer 2011 semester.
11-2	Academic Dishonesty – An incident of plagiarism following two previous reported cases of academic dishonesty that occurred prior to 2009.	The UBSD panel unanimously found that the alleged act of academic dishonesty was not established on a balance of probabilities.
11-3	Case of Student Misconduct	Student appealed allegations and disciplinary sanctions. Allegations and disciplinary sanctions `withdrawn by the University. Student withdrew the appeal.
11-4	Academic Dishonesty – An admission of academic dishonesty by a student who has a record at SFU for a previous act of academic dishonesty.	The President accepted the unanimous recommendation of the UBSD that the student receive a suspension of five semesters to commence in the Fall semester of 2011.
11-5	Academic Dishonesty – An admission of academic dishonesty by a student who has a record at SFU for two previous acts of academic dishonesty.	The President accepted the unanimous recommendation of the UBSD that the student receive a suspension of six semesters to commence in the Fall 2011 semester.
11-6	Misrepresentation - Prior learning experience in the Chinese language.	Case withdrawn by applicant.
11-7	Academic Dishonesty – Student appealed an FD grade in CMPT 383 for academic dishonesty. Director is recommending that a greater penalty be imposed due to the student submitting, as his original work, two assignments that were purchased or acquired from another source.	The student continued to deny responsibility. The President accepted the unanimous recommendation of the UBSD that the student receive an FD grade in CMPT 383 and a suspension of three semesters to commence in the Fall 2011 semester. Appealed to SCODA.
11-8	Academic Dishonesty – An admission of academic dishonesty by a student who had copied work from a previous report submitted in 2010. Student had been previously disciplined for academic dishonesty.	The President accepted the recommendation of the UBSD that the FD grade in ENSC 384 be confirmed and that the student receive a two semester suspension from the University to commence in the Fall 2011 semester.
11-9	Academic dishonesty. Cheating on midterm exam by failing to take reasonable measures to protect answers from use by other students.	Student appealed the departmental finding of academic dishonesty. The Tribunal upheld the student's appeal and instructed the department to restore the student's midterm exam mark to its pre-penalty status.

## Senate Committee on Disciplinary Appeals

Reporting Period  
September 2010 – August 2011

The **Senate Committee on Disciplinary Appeals (SCODA)** heard **seven** appeals during the period covered by this report, four of which involved charges of plagiarism and three of which involved charges of cheating during an examination. Two cases involved graduate students and five involved undergraduate students.

### **SCODA Appeal Nos. 2010-02 and 2010-03 (plagiarism)**

Appeal based on Policy S10.04, section 2.1(iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) The penalties under appeal were grades of “FD” assigned to two students who were part of the same 2-person work group and submitted an assignment worth 5% of the course grade identical to that submitted by a third student in the course. The third student received a grade of “0” for the assignment, significantly less harsh than that imposed on the two students who appealed. Given the disproportionate nature of the penalties imposed even though all three students were equally involved in the incident, the Committee found in favour of the students and varied the penalties to substitute grades of “F” for the course in each case.

### **SCODA Appeal No. 2010-04 (cheating during an examination)**

Appeal based on Policy S10.04, section 2.1(i) (“a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process or altered the outcome of the case against the student”) and section 2.1 (iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) The penalty under appeal was a grade of “FD” assigned to a student based on violation of S10.01, section 4.1.2(e)(ii), prohibiting cheating during examinations by “providing answers to other students.” The student was given the opportunity to discuss the incident with the instructor, but was not given an opportunity to discuss the matter with the Chair of the Department *before* the “FD” was imposed, as required by S10.01, Appendix 3. For that reason, the Committee found in favour of the student on this issue, varying the penalty to substitute a grade of “F” for the course.

### **SCODA Appeal No. 2010-05 (cheating during an examination)**

Appeal based on Policy S10.04, section 2.1(i) (“a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process or altered the outcome of the case against the student”) and section 2.1 (iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) The penalty under appeal was a grade of “FD” assigned to a student based on violation of S10.01, section 4.1.2(e)(ii), prohibiting cheating during examinations by “using, or attempting to use, another student’s answers.” The student was given an opportunity to discuss the matter with the instructor. The Chair of the Department conceded, however, that he did not contact the student to give him an opportunity to discuss the matter *before* the “FD” was imposed, as required by S10.01, Appendix 3. For that reason, the Committee found

in favour of the student on this issue, varying the penalty to substitute a grade of “F” for the course.

**SCODA Appeal Nos. 2011-01 (plagiarism)**

Appeal based on Policy S10.04, section 2.1(iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) The penalty under appeal was a grade of “F” assigned to a graduate student for a term paper, lengthy passages of which were copied almost verbatim from the original source with little or no attribution. The student conceded that the paper was plagiarized but argued that the copying was not intentional. The Committee confirmed the original decision which remained unchanged.

**SCODA Appeal No. 2011-02 (cheating during an examination)**

Appeal based on Policy S10.04, section 2.1(iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) The penalty under appeal was a grade of “0” assigned for a midterm worth 17.5% of the course grade after the instructor found an open notebook in the student’s possession during the examination, in violation of S10.01, section 4.1.2(c)(iii). The student admitted that he had an open notebook in his possession during the examination but asserted that he did not intend to cheat. The Committee confirmed the original decision which remained unchanged.

**SCODA Appeal No. 2011-03 (plagiarism)**

Appeal based on Policy S10.04, section 2.1(i) (“a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process or altered the outcome of the case against the student”) and section 2.1 (iii) (“the penalty imposed on the student is excessive in all the circumstances of the case.”) At issue were three grades of “F” assigned to a graduate student for separate graduate courses after it came to light that substantial parts of major papers submitted for each were plagiarized, contrary to Policy S10.01, section 4.1.2(a). The Department acted immediately to notify the student of the concern that had arisen in connection with the first paper and to give her an opportunity to discuss the matter. By the time the meeting took place a day later, the Department had learned that similar problems existed with two papers submitted for other courses. All three papers were discussed at the meeting; the Department informed the student that it would impose grades of “F” for the three courses based on academic dishonesty. In imposing penalty, the Department weighed the factors set out in S10.02, section 1.9, including whether the academic dishonesty in each instance was part of a pattern of repeated acts. The Committee noted that if the plagiarism in the first paper had been discovered at the time it was originally graded, it would not yet have been part of a pattern of repeated acts and this particular factor might have been assigned less weight. The Committee therefore found in favor of the student on the issue of excessiveness with regard to the first paper, varying the penalty to substitute a grade of “0” for the paper but allowing the grades she had earned in the remainder of the course to stand, resulting in a “C+” in the course. The Committee concluded, however, that the grades of “F” assigned for the later courses were not excessive in all the circumstances of the case. It confirmed the original decisions with regard to these courses which remained unchanged.

**SCODA Membership as of November 2011:**

**Chair:** Dr. Andrea Geiger, Department of History

**Vice-Chair:** Dr. Abraham Punnen, Department of Mathematics

**Faculty (Regular Members)**

Dr. Andrea Geiger, Department of History

Dr. Geoffrey Poitras, Faculty of Business Administration

Dr. Abraham Punnen, Department of Mathematics

**Faculty (Alternate Members)**

Dr. Doug Allen, Department of Economics

Dr. Lorraine Halinka Malcoe, Faculty of Health Sciences

**Students (Regular Members)**

Ms. Christi Garneau-Scott, graduate student

Mr. Jordan Kohn, undergraduate student

Mr. Lucas McFadden-Gummeson, undergraduate student

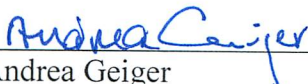
**Students (Alternate Members)**

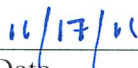
Mr. Ben Lee, undergraduate student

Dr. Kamran Reayat, graduate student

**Secretary**

Ms. Concetta Di Francesco, Student Academic Appeals

  
\_\_\_\_\_  
Andrea Geiger  
Chair, SCODA

  
\_\_\_\_\_  
Date