

Annual Report on Student Discipline Matters
September 1, 2012 – August 31, 2013

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 Associate Vice-President Students or designate, 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 determines 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

ATTENTION	Senate	DATE	October 2013
FROM	Tim Rahilly	PAGES	4
RE:	Annual Report of Student Conduct: September 1, 2012 through to August 31, 2013		

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, 2012 to August 31st, 2013.

As outlined within the Code of Academic Integrity and Good Conduct Policy (S10.01), “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.” At the core of the policy is the principle that students are responsible for their actions and the impact to the University community.

In accordance with this policy, my office reviews and investigates reports of student misconduct as outlined within Appendix 1 of the policy. Upon completion of the review process, the Associate Vice-President Students, or designate, is able to impose one of the following resolutions:

- i. informal resolution;
- ii. recommend the student receive counselling or other professional assistance
- iii. issue a formal written reprimand
- iv. assess and recover costs to rectify the damage or loss
- v. require the student to write a letter of apology
- 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 year Student Services hired a temporary staff member to serve as the Designate for the Associate Vice President Students in the response to reports of student non-academic misconduct. This role was established to review the current policy, practice and protocols associated with addressing student misconduct and students in distress. This report will provide an overview of the official student conduct investigations that took place, as well as the work that was done to address student support, overall.

It is important to note that this report does not include cases investigated where no misconduct was found (a total of 5 such cases were identified) or where a case involving student criminal activity is currently before the courts. However, cases that have been concluded by the courts and then followed up on under the Code of Academic Integrity and Good Conduct policy are included.

The following tables and figures provide an overview of the incidents of student misconduct. Table 1 provides a five-year history of the number of cases dealt with under the Policy categorized by type of incident. Figure 1 provides a summary of the types of incidents that occurred. Disruptive behavior and damage/theft continue to be the most common types of incidents of student misconduct.

Table 1 – Misconduct Cases from 2007 to 2013

	2007/08	2008/09	2009/10*	2010/11	2011/2012	2012/2013
Disruptive or Dangerous	8	17	10	13	11	18
Damage or Theft	9	3	12	11	11	8
Fraud and Misuse	1	3	0	0	0	3
Unauthorized Presence	1	1	0	0	7	0
Misuse of Procedures	0	0	0	0	0	0
University Policies	2	6	1	1	4	0
Firearms & other Weapons		0	0	0	0	0
Illegal Conduct		0	0	0	0	0
TOTAL	21	30	23	25	33	29

*2009 discipline reporting changed from calendar to academic year

Figure 1 – Percentage of Misconduct Cases by Category

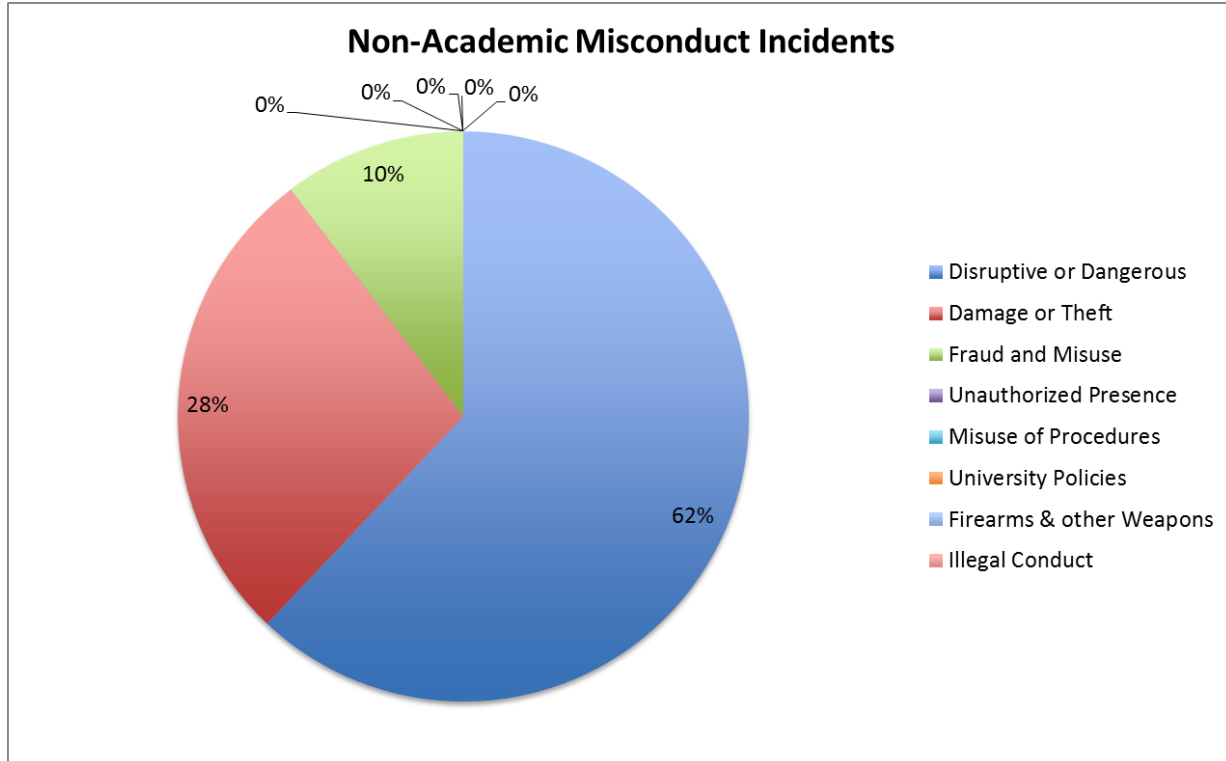


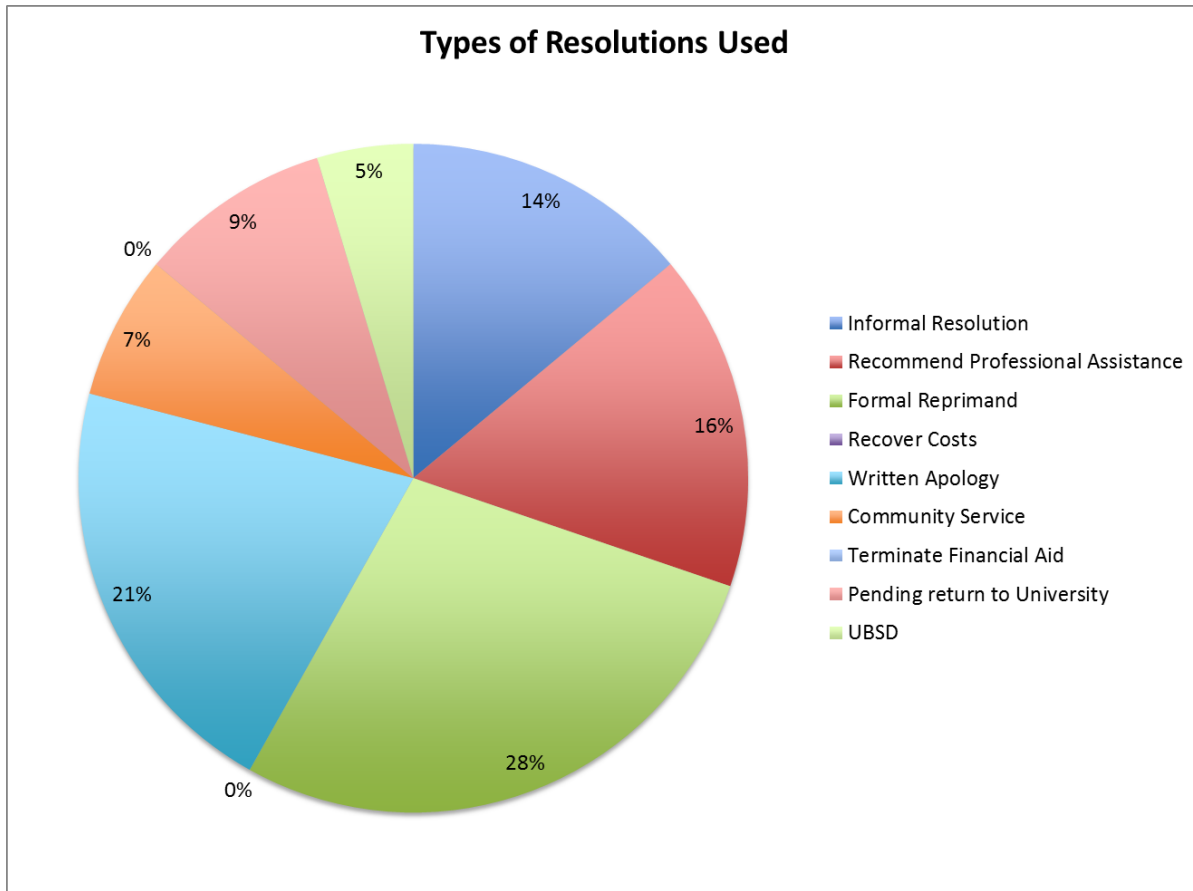
Table and Figure 2 provide an accounting of the resolutions of the cases of misconduct. Table 2 is a listing of the incident and the corresponding resolution or resolutions that were applied. Figure 2 is a summary of the student misconduct resolutions for this academic year.

This year, there were more informal resolutions with students, however formal reprimand and apology letters remain the most common resolution. These resolutions are proving successful as this academic year there were no incidents of students being involved in repeat cases of misconduct from previous years.

Table 2 – Incident Type & Resolutions (September 1, 2012 – August 31, 2013)

Disruptive or Dangerous Behaviour	Damage, Destruction or Theft	Fraud and Misuse	Unauthorized Entry or Presence	Violation of University Policy		Informal Resolution	Recommend Professional Assistance	Formal Reprimand	Recover Costs	Written Apology	Community Service	Terminate Financial Aid	Pending return to University	UBSD
1							1	1		1				
1													1	
1													1	
1													1	
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18	8	3	0	0		6	7	12	0	9	3	0	4	2
					TOTAL									
62.1%	27.6%	10.3%	0.0%	0.0%	PERCENT	14.0%	16.3%	27.9%	0.0%	20.9%	7.0%	0.0%	9.3%	4.7%

Figure 2 – Incident Resolutions by Type (September 1, 2012 – August 31, 2013)



In addition to student conduct management, the new temporary position also took on a role to work directly with students presenting with complicated personal circumstances that had the potential to severely impact their academic endeavours. From October 8, 2012 – August 31, 2013 this position worked individually with 21 such students, helping them to access support and assistance for their complex individual needs. This provides a benefit to the institution as working with these high-need students proactively can prevent future student conduct incidents or other adverse impacts to the university community.

There are a few general observations I would like to share with Senate:

- This year the majority of student conduct cases involves a component of risk or harm towards others. Unlike in previous years, alcohol has not been a primary contributing factor.
- Many of the conduct cases and most of the students in distress had mental health and mental illness as a contributing factor. The respective incidents, therefore, were much more complex for the parties involved and put a greater strain on the university’s resources. These cases have again highlighted the need for the university to have a more comprehensive mental health strategy that includes policy to support students experiencing acute mental illness.
- This year had one case of a repeat offence. This was addressed and hopefully no further incidents will occur.

Having a staff member this year dedicated to managing student conduct issues and supporting students in distress has been very valuable to our institution, and has enabled us to more adequately support this growing area of need. Student Conduct policies and processes are being assessed and updated to better align with current best practices and protocols.

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

ATTENTION Senate DATE December 12, 2013
FROM Jo Hinchliffe, Associate Registrar and Executive Director, Student Enrollment (Acting) *Jo Hinchliffe*
RE: ACADEMIC DISCIPLINE REPORT 2012-2013

This report covers terms from September 2012 to August 2013. 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 2012-2013 members included: David Paterson (Chair), Lou Hafer, Rob Gordon, Elaine Fairey, Mike Peregrine, 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. Twenty-six different academic units reported incidents.

Between September 2012 and August 2013, 436 incident report forms were filed in the Registrar’s office. Of the 436 reports, 237 were for domestic students and 199 for international visa students. Year over year comparison for overall incidents has decreased by 12.5%, and it should be noted that there has been a decrease in cases involving international-visa students at 54% compared to 63% over the same period last year. This is still not reflective of SFU’s demographics and remains to be seen if this is a downward trend. Thirty-six¹ cases involving repeat offenders were identified through the central database and dealt with either by the Registrar or the Academic Head following established policy.

The project to improve the university’s communication strategies related to academic integrity that will appeal to the student population in general and international students in particular was

¹ There were 28 cases in 2011-2012, not 12 as indicated in the report.

completed. The web site has been updated and a variety of tools are being used to better communicate with students. This is on-going.

An electronic version of the incident report form has been developed by Computing Science and is used not only by FAS but also by several other departments across the institution. This format increases the likelihood of reporting by instructors as it is more efficient.

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.

TABLE 1

Type of Incident:	September 2011- August 2012	September 2012 to August 2013
Plagiarism Examples: <ul style="list-style-type: none"> - Verbatim overlap with unacknowledged internet site - Copying and patchwriting from published source, omitting citations - Plagiarized part of lab assignment from Yahoo!Answers 	175	247
Cheating on exams or assignments Examples: <ul style="list-style-type: none"> - Took pictures of exam and sent them to someone outside and then copied the answers from their phone - Found to have formulas written in palm of hand during final exam - Sheet of notes found inside glasses case during exam 	277	158
Fraud/Misrepresentation Examples: <ul style="list-style-type: none"> - Impersonated instructor to gain access to answer key - Stole final exam - Tutor did work for students, submitted as their own work - Files submitted with different completion dates 	46	31
TOTAL	498	436

TABLE 2

Penalties *Note: Students can receive more than one penalty	September 2011- August 2012	September 2012 to August 2013
Give the student a warning	46	61
Assign a grade penalty less harsh than 'F' for the work	95	56
Impose a failing mark for the work	333	297
Assign a grade less harsh than 'FD' for the course	12	16
Assign a grade of "FD"	28	11
Re-do the work or do supplementary work	20	15
Issue a formal reprimand	8	20

TABLE 3

Faculty	Incident Reports September 2011 to August 2012	Incident Reports September 2012 to August 2013
BUS	17	47
EDUC	11	9
ENV	3	5
FAS	244	95
FASS	152	218
FCAT	15	9
HSCI	5	31
SCI	51	22

December 2013

University Board on Student Discipline

Reporting Period: September 1, 2012 – August 31, 2013

UBSD Membership

Faculty: V. Gordon Rose (Coordinator), Psychology (January 2009 – December 2014)
Wanda Cassidy, Education (November 2008 – October 2014)
Kevin Douglas, Psychology (September 2010 – September 2016)
Elizabeth Elle, Biological Sciences (October 2012 - September 2015)

Students: Chad Johnstone, Undergraduate, Business (May 2012 – April 2013)
Sylvia Gajdics, Graduate, Education (July 2012 – August 2013)
Stacey Robinsmith, Graduate, Education (July 2012 – August 2013)
Robert Ennis, Undergraduate, Criminology (October 2011 – September 2014)
Japreet Lehal, Undergraduate, Health Sciences (May 2013 – April 2014)
Madelaine Simpkin, Undergraduate, (September 2013 – August 2014)

Staff: Tracy Bruneau, Computing Science (August 2004 – August 2016)
Harriet Chicoine, Engineering Science (January 2010 – October 2015)
Donalda Meyers, Education (November 2005 – October 2014)

Ten cases concerning academic dishonesty were submitted to the University Board on Student Discipline in the period covered by the report.

A summary of the cases is attached for information.



V. Gordon Rose
Coordinator, University Board on Student Discipline

Student Discipline Summary

<u>File #</u>	<u>Nature of Offence</u>	<u>Outcome</u>
12-6	Academic Dishonesty under SFU Policy S 10.01, sections 4.1.2(a), (c), (d), (g), (h), (i), and (k) – Student obtained a marked midterm, altered it and then attempted to turn it in as his own work.	The President accepted the unanimous recommendation of the UBSD that an FD grade in CMPT 125 is appropriate and that the student should receive a suspension of three semesters.
12-7	Academic Dishonesty under SFU Policy S 10.01, sections 4.1.2(a), 4.1.2(d), and 4.1.2(e) – Handing in code substantially identical to that of three other students for an assignment in CMPT 225.	The President accepted the unanimous recommendation of the UBSD that the F grade in CMPT 225 is appropriate and that the student should receive a suspension of one semester.
12-8	Academic Dishonesty – Cheating on invigilated exams for two distance education courses, PSYC 268 and PSYC 379, by bringing in and using course materials to write the exams.	The President accepted the unanimous recommendation of the UBSD that the final grades for PSYC 268 and PSYC 379 be changed from F to FD grade, and that the student be prohibited from enrolling in future CODE courses from any Faculty.
12-9	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(e) – Cheating on exam by attempting to use another student's answers	The UBSD Tribunal concluded that it was not shown that the student committed academic dishonesty in BISC 357 to the required degree of proof. The Tribunal upheld the student's appeal and directed that the student's quiz should receive the mark it otherwise would have and appropriate steps be taken to change his grade.
13-1	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(d)– Student submitted assignments that were purchased or acquired from another source for EDUC 487 and contracted to purchase assignments for EDUC 341.	The President accepted the unanimous recommendation of the UBSD that the FD grades in EDUC 341 and 487 be confirmed, and that the student should receive a suspension of five semesters.
13-2	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(c) – Student was observed looking at a piece of paper during an REM 350 midterm examination.	The UBSD Tribunal concluded that the student has committed academic dishonesty in REM 350. The Tribunal accepted the evidence provided by the Respondent's witness and rejected the evidence of the Applicant. The Tribunal denied the student's appeal and confirmed the finding of the Faculty member, who imposed a grade of 0 for the midterm in REM 350.
13-3	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(b) and section 4.1.1(c) – Student submitted a draft paper for POL 241 that was identical to a paper submitted for POL 101.	The UBSD Tribunal concluded that the student has committed academic dishonesty in POL 241. The Tribunal applied an objective standard, and concluded that in these circumstances, a reasonable student would have known that drafts were subject to academic honesty requirements. The Tribunal denied the student's appeal and confirmed the finding of the Department Chair, who imposed a grade of FD for POL 241.
13-4	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(f) – Person writing the final examination for ECON 105 was presenting herself as the student, but was not the student.	The President accepted the unanimous recommendation of the UBSD that the FD grade in ECON 105 be confirmed, and that the student should receive a suspension of four semesters.
13-5	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(c) and (l) – Student was observed taking photos of the exam paper and receiving photos of answers on her cell phone during the ECON 302 final examination.	The President accepted the unanimous recommendation of the UBSD that the FD grade in ECON 302 be confirmed, and that the student should receive a suspension of three semesters.

Student Discipline Summary

<u>File #</u>	<u>Nature of Offence</u>	<u>Outcome</u>
13-6	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(a) – Student submitted a research proposal that contained sentences and phrases from another author’s work without proper acknowledgement or accreditation.	The UBSD Tribunal concluded that the student has committed academic dishonesty in EDUC 950. The Tribunal was satisfied on a balance of probabilities that the student committed the acts as noted in the documentation. The Tribunal denied the student’s appeal and confirmed the finding of the Instructor, who imposed a grade of F for EDUC 950.

Senate Committee on Disciplinary Appeals (SCODA)

Reporting Period
September 2012 – August 2013

The **Senate Committee on Disciplinary Appeals (SCODA)** heard **two** appeals during the period covered by this report, both involving undergraduate students charged with plagiarism.

SCODA Appeal No. 2012-03 (plagiarism)

Appeal based on of University Policy S10.01, 4.1.2a(iii) “failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.” At issue was a penalty of a low grade of 40% for an essay assigned by an instructor after it was determined that a substantial number of phrases had been plagiarized. The student denied having copied the phrases, and claimed the correspondence was a matter of coincidence.

On the matter of plagiarism, the committee was unconvinced by the student’s assertion of coincidence, and concluded, on a balance of probabilities, that the material identified by the professor was indeed plagiarized. The committee also agreed that the penalty imposed was lenient. Hence, the Committee confirmed the original decision which remained unchanged.

SCODA Appeal No. 2013-01 (plagiarism)

Appeal based on University Policy S10.01, 4.1.2a (iii) “failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.” In this case the student acknowledged plagiarism took place, but felt that the penalty was too harsh because the “F” grade would delay graduation.

The committee agreed that plagiarism took place. With regard to the matter of the excessiveness of the penalty, the committee found, based on an evaluation of all the circumstances of the case, that the penalty imposed was normal and appropriate for a violation of this type. The committee, therefore, confirmed the original decision.

SCODA Membership as of August 2013:

Chair: Dr. Doug Allen, Department of Economics

Vice-Chair: Dr. Andrea Geiger, Department of History

Faculty (Regular Members)

Dr. Andrea Geiger, Department of History

Dr. Abraham Punnen, Department of Mathematics

Faculty (Alternate Members)

Dr. Sam Black, Department of Philosophy

Dr. Karen Kavanagh, Department of Physics

Students (Regular Members)

Ms. Ashley Pullman, Student Representative
Mr. Cody Coombes, Student Representative
Ms. Nimisha Parekh, Student Representative

Students (Alternate Members)

Mr. Marc Legacy, Student Representative
Ms. Meaghan Wilson, Student Representative

Secretary

Ms. Concetta Di Francesco, Senate and Academic Services



Doug Allen, Chair (2012-2013)

Oct. 23/13.

Date