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**MEMORANDUM**

**ATTENTION** Senate **DATE** February 12, 2016  
**FROM** Rummana Khan Hemani  
Registrar & Executive Director, Student  
Enrollment *Pro Tem*  
**RE:** Annual Report on Student Discipline

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As per Policy S.10, Code of Academic Integrity and Good Conduct, please find enclosed the Annual Report on Student Discipline matters from [September 1, 2014](#) to [August 31, 2015](#).

Academic Discipline Annual report  
Annual Student Conduct Report  
University Board on Student Discipline  
Senate Committee on Disciplinary Appeals

A handwritten signature in black ink, appearing to read 'Rummana Khan Hemani'.

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Rummana Khan Hemani  
Registrar & Executive Director,  
Student Enrollment *Pro Tem*



SENATE AND ACADEMIC SERVICES

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MEMORANDUM

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ATTENTION Senate DATE February 11, 2016  
FROM Jo Hinchliffe, Associate Registrar  
Senate and Academic Services  
RE: ACADEMIC DISCIPLINE REPORT 2014-2015 *Joli*

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This report covers terms from September 2014 to August 2015. The revised Academic Honesty and Student Conduct Policy effective May 2009 requires reporting of academic dishonesty incidents to the Registrar’s office.

There are 46 active Academic Integrity Advisors representing all 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 2014-2015 members included: Rebecca Goyan, (chair) Lou Hafer (past-chair), Elaine Fairey, Donna McGee-Thompson, Jo Hinchliffe, Jenny Fiorini, Mark Walker, Rob Gordon, Mary-Ellen Kelm, Michael Lockett, Dean Diamond and Toby Donaldson.

The Academic Integrity Coordinator in the Registrar’s office collects and compiles data regarding academic dishonesty cases from units across all three campuses. Thirty different academic units reported incidents.

Between September 2014 and August 2015, 232 incident report forms were filed in the Registrar’s office. Of the 232 reports, 131 were for domestic students and 101 for international visa students. Year over year comparison for overall incidents has decreased by about 33%. 44% of incidents reported involved international-visa students, which is down significantly from last year. This is still not reflective of SFU’s demographics. 27 cases involving repeat offenders were identified through the central database and dealt with either by the Registrar’s Office or the Academic Unit Head following established policy.

The new course outline system template includes reference to the academic dishonesty policy and website on every outline so there is no longer a need to rely on instructors to write their own language.

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**

<b>Type of Incident:</b>	<b>September 2014 to August 2015</b>	<b>September 2013 to August 2014</b>
Plagiarism Examples: <ul style="list-style-type: none"> <li>- Paper contained overlap from four internet sources, uncited</li> <li>- Student submitted assignment which referenced material from a group project in another class</li> <li>- Student submitted paper on Turnitin, which indicated that 70% of the paper was directly taken from other sources without quotation, citation or any other form of attribution</li> </ul>	118	168
Cheating on exams or assignments Examples: <ul style="list-style-type: none"> <li>- Folded notes were found hidden in exam seat</li> <li>- Student used cellphone during final exam</li> <li>- Student used ruler in final exam that had formula written on it</li> </ul>	112	170
Fraud/Misrepresentation Examples: <ul style="list-style-type: none"> <li>- Student submitted falsified medical documents to defer exams</li> </ul>	2	10
<b>TOTAL</b>	<b>232</b>	<b>348</b>

**TABLE 2**

<b>Penalties</b> <b>*Note: Students can receive more than one penalty</b>	<b>September 2014 to August 2015</b>	<b>September 2013 to August 2014</b>
Give the student a warning	24	18
Assign a grade penalty less harsh than 'F' for the work	54	64
Impose a failing mark for the work	115	212
Assign a grade less harsh than 'FD' for the course	4	5
Assign a grade of "FD"	6	16
Re-do the work or do supplementary work	28	43
Issue a formal reprimand	3	3

**TABLE 3**

<b>Faculty</b>	<b>Incident Reports September 2014 to August 2015</b>	<b>Incident Reports September 2013 to August 2014</b>
BUS	17	22
EDUC	2	8
ENV	0	2
FAS	66	125
FASS	112	141
FCAT	3	14
HSCI	8	17
SCI	23	19

February 2016



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**MEMORANDUM**

**ATTENTION** Senate **DATE** February 18, 2016  
**FROM** Dean Diamond, Student Conduct Coordinator **PAGES** 4  
**RE:** Annual Report on Student Conduct:  
September 1, 2014 through to August 31, 2015

According to the policy S10.02 - Principles and Procedures for Student Discipline, “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.” The Academic Integrity and Good Conduct Office (AIGCO) serves as the designate for the Associate Vice President Students in the response to reports of student misconduct. This report does not include repeated incidents of Academic Dishonesty by the same student (these are included in the accompanying report on Academic Discipline). This report covers the period of September 1, 2014 to August 31, 2015.

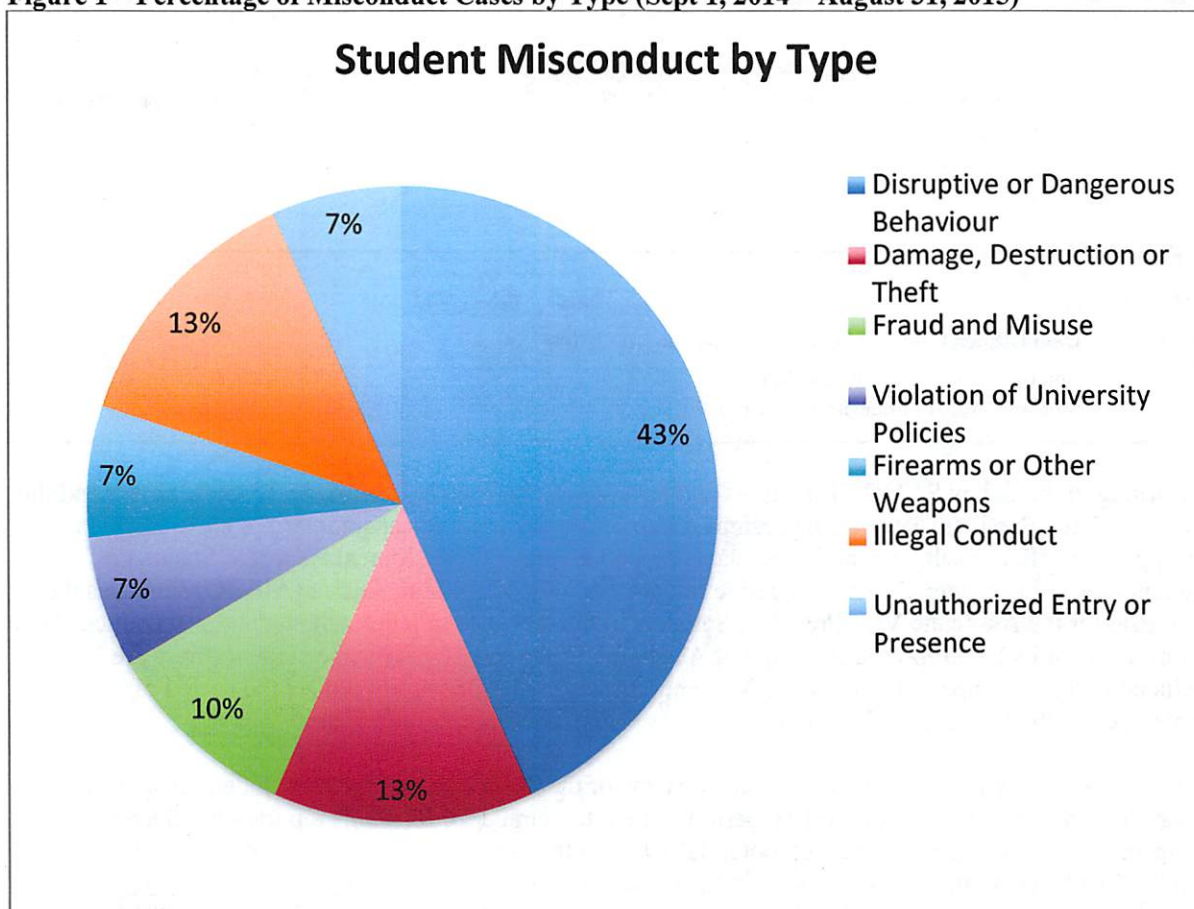
The following table and figures provide an overview of the 70 unique incidents of student misconduct reported to the AIGCO in this reporting period. The total number of incidents reported has decreased compared to last year (35% decrease), potentially due to the availability of consultations related to specific incidents or students, and outreach/in-service presentations on [Identifying & Responding to Behaviours of Concern](http://www.sfu.ca/students/studentconduct/behaviours.html) ([www.sfu.ca/students/studentconduct/behaviours.html](http://www.sfu.ca/students/studentconduct/behaviours.html)). During the 2014-2015 reporting period, 50 such consultations or presentations have been delivered.

Of the 70 reported incidents 50 resulted in a determination of ‘no misconduct’. The number of incidents involving Damage, Destruction or Theft has decreased substantially (78% decrease). **Table 1** provides a four-year history of the cases dealt with under Policy S10, categorized by type of incident. Some incidents fall into more than one category, thus the combined total of individual incident types is 80. **Figure 1** provides a percentage summary of the types of incidents that occurred in the 2014-2015 reporting period.

**Table 1 – Misconduct Cases by Type from 2011 to 2015**

	2011/2012	2012/2013	2013/2014	2014/2015
Disruptive or Dangerous Behaviour	11	18	12	13
Damage, Destruction or Theft	11	8	18	4
Fraud and Misuse	0	3	3	3
Violation of University Policies	4	0	15	2
Firearms or Other Weapons	0	0	1	2
Illegal Conduct	0	0	1	4
Unauthorized Entry or Presence	7	0	0	2
Misuse of Disciplinary Procedures	0	0	0	0
<b>TOTAL</b>	<b>33</b>	<b>29</b>	<b>50</b>	<b>30</b>
No Misconduct	-	-	58	50
<b>COMBINED TOTAL</b>	<b>33</b>	<b>29</b>	<b>108</b>	<b>80</b>

**Figure 1 – Percentage of Misconduct Cases by Type (Sept 1, 2014 – August 31, 2015)**



\*Figure 1 excludes 50 reported incidents that resulted in a determination of ‘no misconduct’

Of the eight (8) students who came to the attention of the AIGCO more than once during the year, all of them were deemed ‘no misconduct’. Eight repeat cases is a substantial increase (62.5%) from last year’s repeat occurrences. Five of these eight students were provided with short term Case Management support as a result.

An additional nine (9) students were brought to the attention of the AIGCO because of complex personal circumstances that had the potential to severely impact their academic endeavours. After conducting a needs assessment, three (3) of these students were referred back to existing supports (i.e. Back on Track Program) and three (3) did not accept offered Case Management support.

Data collected for the first time in the 2014-2015 Reporting period included the student’s academic level. The highest number of reported incidents occurred during a student’s 2<sup>nd</sup> year (specifically the first term of the 2<sup>nd</sup> year) and 4<sup>th</sup> year (specifically the second term of the 4<sup>th</sup> year). **Table 2** provides a comparison of incident rates by academic level. According to the 2014-2015 reporting period data, 2<sup>nd</sup> year and 4<sup>th</sup> year students are approximately 50% more likely to be reported for misconduct than 1<sup>st</sup> and 3<sup>rd</sup> year students. 4<sup>th</sup> year students in their last term (Level 8) are 433% more likely to be reported for misconduct than 1<sup>st</sup> year students in their first term (Level 1). By comparison, only 2 reported misconduct cases involved graduate students and 1 reported incident involved a non-credit student.

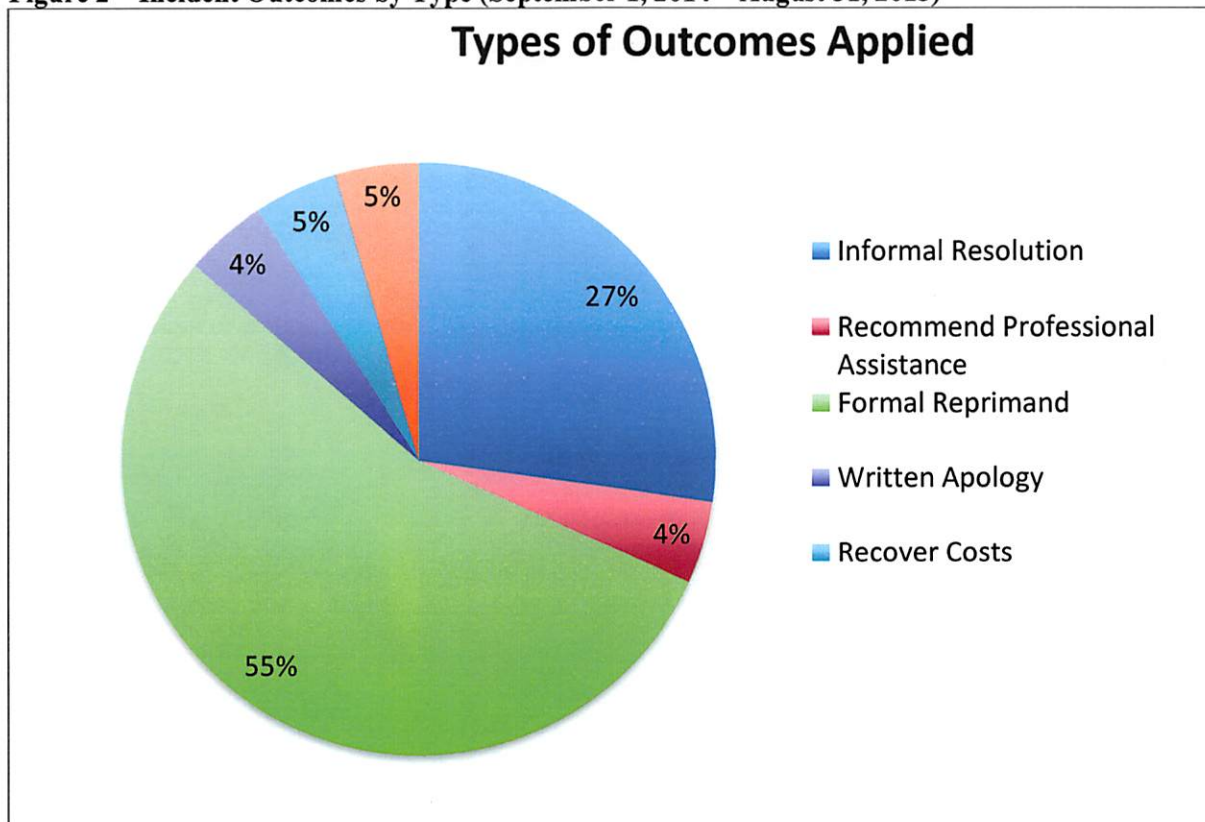
**Table 2 – Misconduct Cases by Academic Level**

Academic Level	# of Reported Incidents
1 <sup>st</sup> Year	
Level 1	3
Level 2	10
2 <sup>nd</sup> Year	
Level 3	14
Level 4	6
3 <sup>rd</sup> Year	
Level 5	3
Level 6	11
4 <sup>th</sup> Year	
Level 7	4
Level 8	16
Graduate	2
Non-Credit	1
<b>TOTAL</b>	<b>70</b>

\*Table 2 includes all 70 reported incidents

**Figure 2** provides a percentage summary of the outcomes of the cases of misconduct. More than one outcome may be applied in a single case. Formal Reprimands and Informal Resolutions continue to be the most common outcomes. No students appealed the applied outcome to the University Board on Student Discipline.

**Figure 2 – Incident Outcomes by Type (September 1, 2014 – August 31, 2015)**



\*Figure 2 excludes 50 reported incidents that resulted in a determination of 'no misconduct'

Respectfully Submitted,



Dean Diamond, M.Ed. CCC  
Student Conduct Coordinator  
Academic Integrity & Good Conduct Office



## **University Board on Student Discipline**

**Reporting Period: September 1, 2014 – August 31, 2015**

### **UBSD Membership**

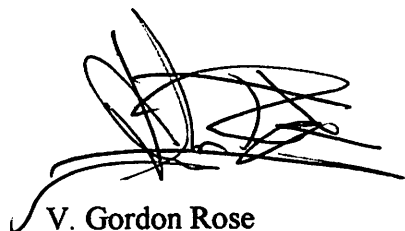
**Faculty:** V. Gordon Rose (Coordinator), Psychology (January 2009 – December 2017)  
Kevin Douglas, Psychology (September 2010 – September 2016)  
Elizabeth Elle, Biological Sciences (October 2012 - September 2015)  
David Murphy, Communication (May 2014 - April 2017)

**Students:** Hugh Curtis, Graduate, Criminology (September 2014 – August 2015)  
Erika De Torres, Undergraduate, Political Science (April 2014 – March 2015)  
Subin Punnen, Undergraduate, Molecular Biology and Biochemistry (August 2014 – July 2015)  
Madelaine Simpkin, Undergraduate (September 2013 – August 2015)

**Staff:** Tracy Bruneau, Computing Science (August 2004 – August 2016)  
Harriet Chicoine, Engineering Science (January 2010 – October 2018)  
Shelley Gair, Graduate Studies (November 2014 -- October 2017)

Six 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

File #    Nature of Offence    Outcome

14-5	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(a) – Plagiarism, including: 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.	The President accepted the unanimous recommendation of the UBSD that the student receive an FD for their Directed Readings course and a FD grade for their M.A. thesis. Also, their thesis will be withdrawn from the Library, and a recommendation will be made to Senate to revoke their M.A. degree.
14-6	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(c) – Cheating on exam in a Biological Sciences course by using course notes or any other aids not approved by an Instructor during an examination; the unauthorized possession or use of an examination question sheet, an examination answer book, or a completed examination or assignment.	The President accepted the unanimous recommendation of the UBSD that the student be permanently prohibited from admission or readmission to any program at SFU, and that a notice of this penalty for academic dishonesty will be placed on the academic record with the University and will remain there, in a form that would necessarily be provided to any other educational institution asking for information from SFU in the context of considering admittance to any program.
14-7	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(e) – Cheating on assignment in a Computing Science course by using, or attempting to use, another student's answers; providing answers to other students; failing to take reasonable measures to protect answers from use by other students; or in the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.	The UBSD Tribunal upheld the student's appeal, overturned the finding of academic dishonesty, and directed the Applicants assignment be graded accordingly-.
14-8	Academic Dishonesty under SFU Policy S10.01, section 4.1.2(e) – Cheating on exam in a Computing Science course by using, or attempting to use, another student's answers.	The President accepted the unanimous recommendation of the UBSD that the "FD" be confirmed and that the student receive a one-semester suspension from Simon Fraser University.
14-9	Academic Dishonesty under SFU Policy S10.01, section 4.1.2(a) - Plagiarism, including: submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation.	The President accepted the unanimous recommendation of the UBSD that the student receive a three-semester suspension from Simon Fraser University.
15-1	Academic Dishonesty under SFU Policy S10.01, section 4.1.2(b) – Submitting the same, or substantially the same, essay, project or other assignment more than once...unless prior approval has been obtained from the instructor to whom the work is being submitted; and Academic Dishonesty under SFU Policy S10.01, section 4.1.2(a) - Plagiarism, including: copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student's original work.	The UBSD Tribunal dismissed this application due to an impermissible delegation of powers.

## Senate Committee on Disciplinary Appeals

Reporting Period  
September 2014 – August 2015

The Senate Committee on Disciplinary Appeals (SCODA) heard two appeals during the period covered by this report; both cases involved graduate students charged with plagiarism.

### SCODA Appeal No. 2015-01 (plagiarism)

This case involved a graduate student's MA thesis and a directed readings paper, which were found to contain substantial amounts of plagiarized material and improper citations. The UBSD recommended an FD grade for the directed readings course, an FD grade for the MA thesis, for the MA degree to be revoked, and for a five semester student suspension to be imposed. The President upheld this decision.

With the assistance of a lawyer, the student appealed the President's decision based on University Policy S10.04, 2.1(iii), "that the penalty imposed on the student is excessive in all the circumstances of the case;" S10.04, 2.1(ii) "that a factual error occurred of sufficient magnitude that it may reasonably be said to have altered the outcome of the case against the student;" and S10.04, 2.1(iv) "that new, material evidence is available which, despite the exercise of due diligence by the party wishing to appeal, could not have been made available at the time of the hearing giving rise to the appeal."

After a considerable presentation of the facts and deliberation by SCODA, the committee voted to uphold the President's decision.

This case represented one of the more serious ones that have come before SCODA. The SCODA report states that "SCODA finds that a plagiarized MA thesis, published by the Simon Fraser University Library, tarnishes the reputation of the entire university and diminishes the legitimate work of all SFU scholars. With the exception of a plagiarized PhD thesis, it is hard to imagine a more serious instance of student plagiarism."

Finally, SCODA noted that "given the nature and degree of plagiarism, a permanent suspension would have been appropriate. The allowance of a potential return to complete the MA degree is considered by SCODA to be lenient."

### SCODA Appeal No. 2015-02 (plagiarism)

This case involved two papers submitted to the graduate student's intern supervisor during a Co-op term, which were found to contain material that was substantially plagiarized. The UBSD recommended a three semester student suspension be imposed. The President upheld this decision.

The student appealed of the President's decision based on University Policy S10.04, 2.1(iii), "that the penalty imposed on the student is excessive in all the circumstances of the case;" and S10.04, 2.1(ii) "that a factual error occurred of sufficient magnitude that it may reasonably be said to have altered the outcome of the case against the student."

SCODA found that there was no factual error in the case and all procedures were followed. However, SCODA also placed different weight on some of the mitigating factors, and in particular, concluded that there was some chance that the student did misunderstand the nature of her assignment. SCODA, therefore, reduced the penalty to a suspension of two semesters.

### SCODA Membership as of August 2015:

Chair: Dr. Doug Allen, Department of Economics  
Vice-Chair: Dr. Jillian McIntosh, Department of Philosophy

Senate Committee on Disciplinary Appeals – SCODA  
2015 Report

**Faculty (Regular Members)**

Dr. Abraham Punnen, Department of Mathematics  
Dr. Daniel Laitsch, Centre for the Study of Education Leadership and Policy (CSELP)

**Faculty (Alternate Members)**

Mr. Christian Venhuizen, Beedie School of Business

**Students (Regular Members)**

Mr. Iman Baharmand, Student Representative  
Mr. Ranjodh Gill, Student Representative  
Mr. Marc Legacy, Student Representative

**Students (Alternate Members)**

Mr. Hangu Kim, Student Representative

**Secretary**

Ms. Concetta Di Francesco, Secretary, Senate and Academic Services



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Doug Allen, Chair (2014-2015)

Nov. 30, 2015.

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Date