

Annual Report on Student Discipline Matters

2007/2008

University Board on Student Discipline **
Senate Committee on Disciplinary Appeals **
Statistical Summary – Academic Dishonesty Incidents*
Statistical Summary – Non-academic Discipline Incidents*

* **Section 11.1 of Policy T10.03 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 11.2 of Policy T10.03 states:** In addition to the data in 11.1, the Annual Report on Student Discipline Matters will 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 cases or parts of cases that the Tribunal, SCODA or the President decides should not be disclosed. Such summary shall 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..

University Board on Student Discipline
Reporting Period: January 2008 – December 2008

UBSD Membership

- Faculty: David MacAlister (Co-Ordinator), Criminology (Oct 2005 – Dec 2008)
Deborah Connolly, Psychology (Nov 05 – Oct 2008, 2nd term)
Greg Baker, Computing Science (Oct 2004 – Sept 2010, 2nd term)
Anne Macdonald, Business Administration (Sept 06 – Aug 2009)
Kevin Douglas, Psychology (Sept 2008 – Aug 2009, replacing G.Baker while on study leave)
Wanda Cassidy, Education (Nov 2008 – Oct 2011)
- Students: Jasmine Crane, Grad, MPP Program (Sept 2007 – April 2008)
Grant Janzen, UG, FASS (Sept 2007 – April 2008)
Jeff Miller, UG, FAS (Sept 2007 – Aug 2009, 2nd term)
Karel Casteels, Grad, Mathematics (Sept 2007 – Aug 2009, 2nd term)
Kathy McKay, Grad, FASS (July 2008 – June 2009)
Amanda van Baarsen, UG, FASS (July 2008 – June 2009)
- Staff: Tracy Bruneau, Computing Science (Aug 2004 – Aug 2010, 2nd term)
Donalda Meyers, Education (Nov 2005 – Oct 2011, 3rd term)
Yvonne Tabin, Continuing Studies (Oct 2006 – Oct 2009, 3rd term)

Eight cases concerning academic dishonesty were referred to the University Board on Student Discipline. The UBSD dealt with five cases in the period covered by the report; one case appealed to the UBSD by a student was subsequently withdrawn by the student, and two cases (also student appeals) were referred to the Senate Committee on Disciplinary Appeals.

A summary of the cases dealt with by the UBSD is forwarded for the information of Senate.



David MacAlister
Coordinator, University Board on Student Discipline

Case #	Nature of Offence	Outcome
08-1	Academic Dishonesty – Cheating on final examination	Allegations of academic dishonesty appealed by student; appeal subsequently withdrawn by the student
08-2	Academic Dishonesty – Alteration of transcript to gain admission to SFU Co-Op Program	Student admitted academic dishonesty. The President accepted the recommendation of the Tribunal and suspended student for two semesters. Transcript revised to remove credit for Co-Op course in question. Following suspension eligible to return but must take Foundations of Academic Literacy program. Upon successful completion, will be permitted to enroll in other SFU courses.
08-3	Academic Dishonesty – Had another student write examination on his/her behalf	The Tribunal found that the student committed academic dishonesty. The student had a record of prior acts of academic dishonesty. The President accepted the recommendation of the Tribunal and permanently suspended the student from the University, the Departmental penalty (F in course) to stand, and the student's transcript will contain an annotation reflecting the permanent suspension.
08-4	Academic Dishonesty – Student wrote an examination on behalf of another student	The Tribunal found that the student committed an act of academic dishonesty. The President accepted the recommendation of the Tribunal and suspended the student from the University for a period of six terms.
08-5	Academic Dishonesty – Plagiarism, failed to put quotation marks to reference work of others	Student appealed departmental ruling. Since student was not disputing the facts, the case was referred to SCODA by Co-ordinator of the UBSD. The appeal more closely fit the "penalty appeal" paradigm rather than the "factual appeal", therefore the UBSD was without jurisdiction to proceed.
08-6	Academic Dishonesty – Plagiarism, failed to put quotation marks to reference work of others	Student appealed departmental ruling. Since student was not disputing the facts, the case was referred to SCODA by Co-ordinator of the UBSD. The appeal more closely fit the "penalty appeal" paradigm rather than the "factual appeal", therefore the UBSD was without jurisdiction to proceed.
08-7	Academic Dishonesty – Submission of fraudulent letters of reference in support of application to graduate program at SFU	The Tribunal found that the student committed academic dishonesty. The President accepted the recommendation of the Tribunal and suspended the student for six terms. The President also accepted the recommendation that the student will be unable to graduate until the period of suspension has expired. Appealed to SCODA
08-8	Academic Dishonesty – Several incidents of plagiarism in several distance education courses in same semester	Case outstanding *

File #	Nature of Offence	Outcome
08-8 *	Academic Dishonesty – Several incidents of plagiarism in several distance education courses in same semester	President accepted the recommendation of the Tribunal and suspended the student for six terms. The President also accepted the recommendation that the student must take and successfully complete the Foundations of Academic Literacy program, or a suitable alternative identified in consultation with the Student Learning Commons at SFU, before being allowed to enroll in other credit courses at the university. In addition, a grade of F will be awarded to the five courses taken in the semester in question.

* Note: UBSD case outcomes posted following the January 12, 2009 Senate meeting.

Senate Committee on Disciplinary Appeals

Reporting Period
January 2008 – December 2008

The **Senate Committee on Disciplinary Appeals (SCODA)** dealt with **five** appeals in the period covered by this report, four of which involved charges of plagiarism and one which involved the submission of falsified documents:

1) SCODA Case Appeal No - 08-3 (plagiarism)

Appeal based on Policy T10.03, section 8.1(a) (“that a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process”). The Committee found in favour of the student and varied the grade assigned to the paper from 0/40 to 15/40 (“F”) based on its finding that the instructor’s discretion, as outlined in T10.03, section 2.1, was impeded by the adoption of a department policy mandating a grade of “0” in all cases of academic dishonesty without consideration of the facts specific to the case.

2) SCODA Case Appeal No – 08-6 (plagiarism)

Appeal under Policy T10.03, section 8.1(a) (“that a procedural error occurred of sufficient magnitude that it may reasonably be said to have affected the fairness of the process”). The Committee found in favour of the student and concluded that the mark of “0” assigned by the instructor should stand, but that the “Academic Dishonesty Report” should be removed from both University and department files because the instructor did not notify the student that the report had been filed or give the student an opportunity to discuss the matter until some weeks after the report was filed.

3) SCODA Case Appeal No – 08-3¹ (plagiarism)

Appeal under T10.03, section 8.1(c) (“the penalty imposed on the student is excessive in all the circumstances of the case”). The Committee found in favour of the student and concluded that the grade of “0” assigned by the professor should stand, but that the “Academic Dishonesty Report” should be removed from both University and department files.

4) SCODA Case Appeal No – 08-4 (plagiarism)

Appeal based on Policy T10.03, section 8.1(c) (“that the penalty imposed on the student is excessive in all the circumstances of the case”). Pursuant to T10.03, section 10.3(d) (“confirming the original decision which remains unchanged”), the Committee concluded that the grade of “0” assigned by the professor should stand and that the Academic Dishonesty Report should remain in the student’s file.

5) SCODA Case Appeal No – 08-7 (falsified documents submitted for admission)

Appeal of UBSD Case 08-7 based on T10.03, section 8.1(b) (“that a factual error of sufficient magnitude that it may reasonably be said to have altered the outcome of the

¹ Accidentally misnumbered: should have been 08-5.

case against the student”) and section 8.1(c) (“that the penalty imposed on the student is excessive in all the circumstances of the case.”) The Committee concluded that the UBSD decision was based on a fair reading of the evidence in the record and that the penalty imposed on the student was not excessive under the circumstances of the case. Accordingly, the Committee found against the appellant pursuant to T10.03, section 10.3(d) (“confirming the original decision which remains unchanged”) and upheld the original decision imposing a 6-semester suspension from the University and providing that the student is ineligible to put his name forward to graduate until that time has expired.

SCODA Membership as of December 2008:

Chair: Dr. Andrea Geiger, Faculty of Arts and Social Sciences
Vice-Chair: Vacant

Faculty (Regular Members)

Dr. Andrea Geiger, Department of History
Dr. Geoffrey Poitras, Department of Finance
Dr. Abraham Punnen, Department of Math

Faculty (Alternate Members)

Dr. Luis Goddyn, Department of Math
Dr. Jodi Viljoen, Department of Psychology

Students (Regular Members)

Ms. Aman Bains, undergraduate student
Mr. Justin Basinger, undergraduate student
Mr. Ravi Patel, undergraduate student

Students (Alternate Members)

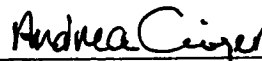
Ms. Nathalie Bocking, undergraduate student
- Mr. Thomas Unsoeld, graduate student

Secretary

Ms. Concetta Di Francesco, Student Academic Appeals



Concetta Di Francesco
Secretary, SCODA



Andrea Geiger
Chair, SCODA



REGISTRAR AND STUDENT ENROLLMENT
STUDENT SERVICES

December 11, 2008

Senate and Academic Services
tel 778.782.3108
fax 778.782.5732

Maggie Benston Centre
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
Canada

Academic Discipline Report - 2008

The Academic Integrity Coordinator in the Registrar's office collects and compiles data regarding academic dishonesty cases from units across all three campuses. Between January and December 2008, 108 incident report forms were filed in the Registrar's office. Seventeen of thirty-eight academic units reported incidents. Four cases involving repeat offenders were identified through the central database and the Registrar met with each student and issued a reprimand in addition to the academic penalties levied. Students were also informed that any further incidents would be forwarded directly to UBSD.

There are 37 active Academic Integrity Advisors representing departments and faculties coordinated by the Academic Integrity Coordinator in the Registrar's office.

The total number of cases filed in the Registrar's office is down from 2007. At this time it is not clear that all academic units are reporting their incidents of academic dishonesty to the Registrar's office so the data below may not be an accurate indication of the extent of academic dishonesty campus-wide.

Table 1 below lists the most common types of incidents that occur and Table 2 details the breakdown of penalties assigned.

TABLE 1

Type of Incident:	No. of Cases:
Plagiarism Examples: -assignment was submitted that was cut and pasted from an article - paper plagiarized from wide variety of web sources; fabricated research notes - verbatim passage from wikipedia not in quotation marks	75
Cheating on exams or assignments Examples: - looking at notes during an unplanned fire alarm during exam; - student had two friends re-write most of their paper - student was found to have textbook formulas on their hand at the final exam	28

6.



REGISTRAR AND STUDENT ENROLLMENT
STUDENT SERVICES

Fraud Examples: - alteration of transcript to gain admission to the Co-op program; - submitted fraudulent letters of reference for graduate application - wrote final exam for another student	5
TOTAL 108	

TABLE 2

Penalties	Number
Give the student a warning	9
Assign a grade penalty less harsh than 'F' for the work	15
Impose a failing mark for the work	64
Assign a grade penalty of 'F' for the course	9
Re-do the work or do supplementary work	5
Refer to UBSD	6
TOTAL	108

Kate Ross
Registrar & Senior Director Enrollment Services

ATTENTION Senate

TEL 2-4004

FROM Tim Rahilly, Ph.D., Senior Director Student & Community Life

RE Annual report of Student Conduct, Nov. 1st, 2007 – Oct. 31st, 2008

DATE December 9, 2008

Under the Policy on Academic Dishonesty and Misconduct Procedures (T10.03), Section 11.1 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". The information below fulfils the annual reporting requirement of student misconduct.

The purpose of the Code of Student Conduct (Policy Number T10.01) is to create a scholarly community characterized by honesty, civility, diversity, free inquiry, freedom from harassment, mutual respect and individual safety. The policy covers SFU student conduct in University-related activities (i.e., activities operated under University auspices at any location).

The procedures for student misconduct are outlined in SFU Policy T10.03. As per the Policy, reports of student misconduct are forwarded to the Senior Director, Student & Community Life who will give the student the opportunity to meet and discuss the situation. The Senior Director, Student & Community life is empowered to take one or more of the following courses of action:

- A. seek an informal resolution;
- B. recommend professional assistance with the intention of assisting the student;
- C. issue a formal reprimand;
- D. assess and recover costs to rectify the damage or loss caused by the student;
- E. require the student to write a letter of apology;
- F. allow the student to perform up to 50 hours of community service;
- G. terminate scholarships or other financial support;
- H. refer the matter to the University Board on Student Discipline (UBSD).

Attached is a summary table for cases of student misconduct in which my office intervened during the period of October 31st 2007 to November 1st, 2008. Beginning in 2006 the annual report only included those cases where the student met with the Senior Director, or designate, Student & Community Life. Prior to 2006, Annual Reports also included:

1. Cases of theft from the bookstore where the student was issued a letter indicating the matter would be kept on file.
2. Cases in which complaints were initiated but the complainant was unwilling to proceed with the matter.
3. Cases involving mental health concerns where an immediate referral was made but there was no follow up with regard to the alleged misconduct.

I continue to focus my efforts on addressing cases of student misconduct where a disciplinary action is warranted by the University. Although I am aware of cases of criminal activity on campus that are before the courts, these cases are not included in this summary unless they have already been disposed of by the courts and the matter is followed up under the Code of Student Conduct.

In addition, the issue of student mental health that precipitates complaints of alleged misconduct continues to be a major issue. During this reporting period, I dealt with 11 cases (not included in the totals presented below) in which I chose to not interview or impose disciplinary measures, provided the students agreed to be assessed by Health & Counselling by the Mental Health Intake Worker. In these cases it was necessary for the student to show that steps were being taken to meet their immediate needs and begin to address the underlying cause of their behavior. In such cases it is my view that the application of misconduct procedures, informal or formal, would not be helpful to the student and disciplinary action would be meaningless. Similarly, there have been other cases in which the student disclosed a mental health disability during their initial meeting with me. In these cases, the student was immediately referred to the Centre for Students with Disabilities (CSD) so that appropriate documentation can be acquired and assessed by that office. The University's duty to accommodate students with disabilities is triggered on notification (of the presence of a disability) and proof by duly qualified professional. Therefore, these cases are left pending until the nature of the disability can be assessed and CSD staff provide information to inform the misconduct process. If further action is taken in the cases referred to CSD, the case are included in this report.

In all of these cases, the information is retained in the Office of the Senior Director, Student & Community Life to inform future incidents. For example, I do reserve the right to act when the behavior of a student with mental health issue is having an impact on the SFU community. Ideally the incident can be used to ensure the student agrees to a series of actions that are in their best interest as well as those of the broader SFU community.

I would like to share some general observations with Senate with regard to this important topic:

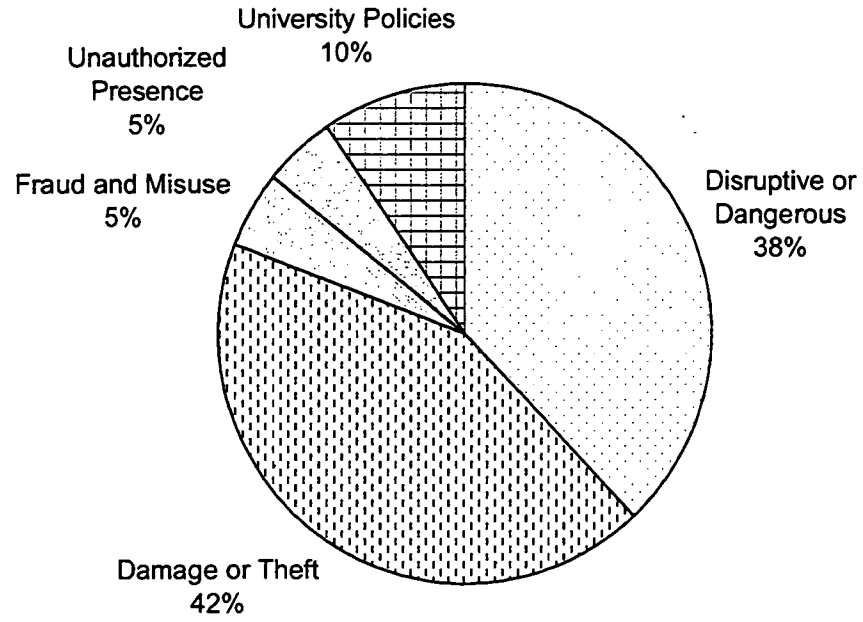
- The number of misconduct cases seen this year is 47% less than the previous year (see Table 1). I believe this is due to: 1) the removal of the majority of misconduct stemming from mental health issues, and 2) the improved disciplinary practices employed in the Department of Residence & Housing.
- Incidents where alcohol is a factor have decreased during the past year; incidents involving alcohol tend to involve property damage or theft.
- While inquiries have been made regarding on-line conduct on social networking sites operated outside the auspices of the University, no complaints have been made during this reporting period. Generally it appears that students, staff, and faculty are more aware of the issue of on-line conduct.
- There has been a sharp increase in cases of theft this year. These cases appear to be crimes of opportunity.

Table 1 – Misconduct Cases from 2006 to Present

	2006-2007	2007-2008
Disruptive or Dangerous Behaviour	24	8
Damage, Destruction or Theft	13	9
Fraud and Misuse	4	1
Unauthorized Entry/Presence	1	1
Misuse of Disciplinary Procedures	1	0
Violation of University Policies	1	2
Total	44	21

The attached table (see Table 2) indicates the sanctions imposed in each case. Below, the chart indicates the broad categories of the cases dealt with during the past year.

Chart 1 - Percentage of Misconduct Cases by Category - 2007-2008



I hope that the information provided helps the community understand this important and complex issue.

Respectfully Submitted,

Tim Rahilly

Tim Rahilly, Ph.D.

**Table 2: Non-Academic Student Discipline Incidents
(Nov 1 2007-Oct 31 2008)**

Incident Type	#/(%) Cases	Resolution							
		Seek Informal Resolution	Recommend Professional Assistance	Issue a Formal Reprimand	Recover Costs	Require written Apology	Require Community Service	Terminate Scholarship of Financial Aid	Refer to UBSD
Disruptive or Dangerous Behaviour	8 (38%)	X							
		X							
			X						
			X						
			X	X					
			X	X		X			
			X	X	X	X	X		
			X	X	X	X	X		
Damage, destruction or theft	9 (43%)	X							
			X	X		X			
				X		X			
				X		X			
				X			X		
				X				X	
				X		X	X		
				X		X	X		
Fraud and misuse	1 (5%)		X		X	X			
Unauthorized Entry/Presence	1 (5%)	X							
Misuse of disciplinary procedures	0								
Violation of University Policies	2 (10%)			X					
				X					
Total	21	4	8	14	3	9	6	0	
Percentage*		19%	38%	66%	14%	42%	28%	0%	

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