

Annual Report on Student Discipline Matters

2008/2009

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

ATTENTION Senate
DATE December 15, 2009
FROM Tim Rahilly
PAGES 4
Sr. Director, Student & Community Life
RE: Annual Report of Student Conduct: Nov 1st, 2008 – Oct 31st 2009

Under the policy on Principles and Procedures for Student Discipline (S10.02), (Note these policies were revised as of May 1, 2009.), Section 4.1, “The Registrar and the Senior Director, Student and Community Life 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 information below fulfills the annual reporting requirement of student misconduct.

The purpose of the Code of Academic Integrity and Good Conduct (S10.01) is to create a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety and freedom from harassment and discrimination. The newly revised policy has expanded jurisdiction which includes SFU student conduct in University-related activities at any location, including on-line activities that involve or refer to the University, to University activities, or to members of the University community.

The procedures for handling student misconduct are outlined in Policy S10.01, Appendix 1. As per the policy, reports of student misconduct are forwarded to the Senior Director, Student & Community Life who will give the student 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 actions:

- i. seek an informal resolution;
- ii. recommend the student receive counseling or other professional assistance and, if necessary, assist the student in obtaining counseling or other professional services;
- iii. issue a formal written reprimand to the student;
- iv. assess the 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).

Attached is a summary table for cases of student misconduct in which my office intervened during the period of November 1, 2008 to October 31, 2009. 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, the 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.

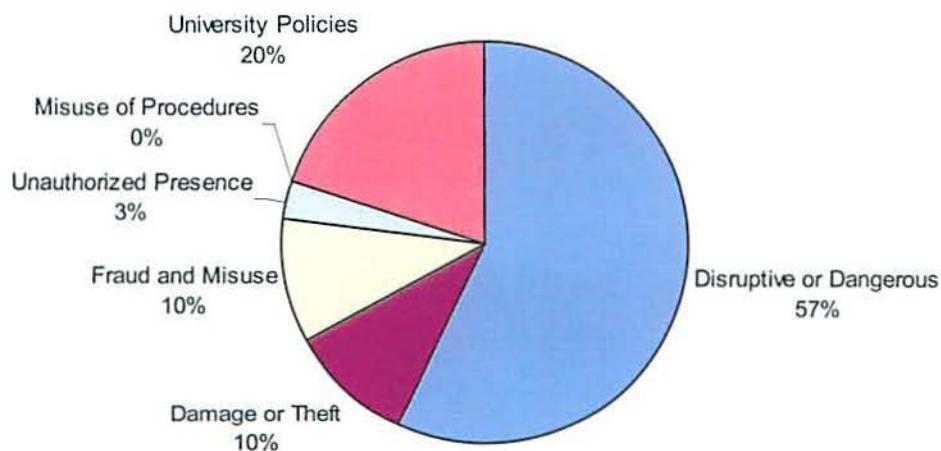
This report does not include cases of student criminal activity which have taken place on campus that are currently before courts. However cases that have already been disposed of by the courts and are then followed up under the Code of Academic Integrity and Good Conduct policy are included.

Table 1 – Misconduct Cases from 2006 to Present

	2006-2007	2007-2008	2008-2009
Disruptive or Dangerous	24	8	17
Damage or Theft	13	9	3
Fraud and Misuse	4	1	3
Unauthorized Presence	1	1	1
Misuse of Procedures	1	0	0
University Policies	1	2	6
Firearms & other Weapons*			0
Illegal Conduct*			0
Total	44	21	30

* Category introduced as part of Policy S.10.01 on May 1st, 2009

Chart 1 – Percentage of Misconduct Cases by Category 2008-2009



Attached in Table 2 are the sanctions imposed in each of the 2008-2009 cases. Listed below are the broad categories of the cases dealt with during the past year as a percent of the total misconduct cases.

**Table 2: Non-Academic Student Discipline Incidents
(Nov 1 2008 – Oct 31 2009)**

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	17 (57%)	X		X					
		X		X					
		X		X					
		X		X		X			
		X		X					
		X		X					
		X							
		X	X	X					
		X		X					
		X	X	X		X			
		X		X					
		X		X					
		X							
		X		X					
		X		X					
		X							
		Damage, destruction or theft	3 (10%)	X		X	X		
X				X	X				
X				X	X				
Fraud and misuse	3 (10%)	X							
		X							
		X							
Unauthorized Entry/Presence	1 (3%)	X	X	X					
Misuse of disciplinary procedures	0								
Violation of University Policies	6 (20%)	X		X					
		X		X					
		X		X					
		X		X					
		X		X				X	
Total	30	26	3	23	3	2		1	
Percentage*		87%	10%	77%	10%	7%	0%	0%	3%

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

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

- As mentioned last year the lower number of cases seems to be attributable to: 1) the removal of the majority of misconduct stemming from mental health issues and 2) the improved disciplinary practices used by the Department of Residence & Housing.
- Although the number of incidents increased by 30% from 2007-08 to 2008-09 the nature of the cases changed significantly. The majority of cases fall into the disruptive or dangerous category with 8 cases involving either parking passes violations/alterations or misconduct with an automobile.
- The cases involving alcohol dropped to 3 in the last year.
- The dramatic increase in university policies violations relates to violations of the liquor act requirements by groups who requested special occasion liquor licenses.
- During this past year there was a decided increase in both verbal abuse (5) and assault (4) cases. It appears the general trend in society for more heated (verbal or physical) exchanges during disagreements has arrived at SFU.

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Tim Rahilly". The signature is written in a cursive, slightly slanted style.

Tim Rahilly, Ph.D.



SENATE AND ACADEMIC SERVICES

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MEMORANDUM

ATTENTION Senate
FROM Kate Ross, Registrar and Senior Director, Student Enrollment
RE: ACADEMIC DISCIPLINE REPORT 2009

DATE December 17 2009

The Academic Integrity Coordinator in the Registrar's office collects and compiles data regarding academic dishonesty cases from units across all three campuses. The revised Academic Honesty and Student Conduct Policy became effective May 2009. This policy requires reporting of academic dishonesty incidents to the Registrar's office. Between January and December 2009, 185 incident report forms were filed in the Registrar's office. Twenty-eight of thirty-eight academic units reported incidents.

Four cases involving repeat offenders were identified through the central database and they were dealt with either by the Registrar or the Departmental Chair following established policy.

There are 39 active Academic Integrity Advisors representing departments and faculties coordinated by the Academic Integrity Coordinator in the Registrar's office. An Academic Integrity Advisory Committee has been formed by the Registrar and met for the first time in October.

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.

*This report will be revised in January 2010 to reflect receipt of all incidents related to Fall 2009.

NOTE: TABLES 1-2-3 REVISED MARCH 1, 2010

TABLE 1

Type of Incident:	No. of Cases 2008	No. of Cases 2009
Plagiarism Examples: -student submitted paper plagiarized from 6 different un-cited sources - Student explicitly plagiarized large portions of two academic articles which made up approximately 80% of final project/paper. - student submitted an annotated bibliography containing predominantly material "cut and pasted" from the abstracts of the articles they were to annotate	87	113
Cheating on exams or assignments Examples: - student used washroom during exam, was found to have an iPhone and half a page of the formula sheet from the exam with answer - student repeatedly looking in the direction of the papers of the two neighbouring students, similarities cannot be due to coincidence - student "borrowed" the code from another student	33	136
Fraud/Misrepresentation Examples: - Student signed a friend into a tutorial when the friend was in fact not in attendance - Student submitted a falsified medical statement to the University in her application to withdraw from two courses	5	9
TOTAL	125	258

TABLE 2

Penalties *Note: Students can receive more than one penalty	Number 2008	Number 2009
Give the student a warning	9	40
Assign a grade penalty less harsh than 'F' for the work	18	25
Impose a failing mark for the work	75	157
Assign a grade penalty of 'F' for the course	9	2
Assign a grade less harsh than 'FD' for the course		11
Assign a grade of "FD"		3*
Re-do the work or do supplementary work	8	29
Refer to the Chair		26
Issue a formal reprimand		5
Refer to UBSD	6	3
TOTAL	125	301

*The 'FD' grade was introduced in May 2009

TABLE 3

Faculty	Incident Reports 2009
BUS	10
EDUC	1
ENV	2
FAS	103
FASS	101
FCAT	13
HSCI	8
SCI	19
Registrar's Office	1

7.

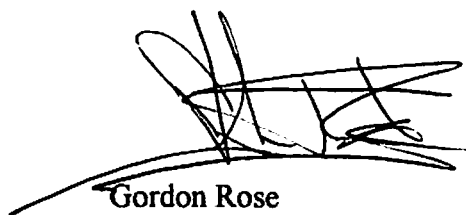
**University Board on Student Discipline
Reporting Period: January 2009 – December 2009**

UBSD Membership

- Faculty:** Gordon Rose (Co-Ordinator), Psychology (January 2009 – December 2011)
Greg Baker, Computing Science (October 2004 – September 2010)
Wanda Cassidy, Education (November 2008 – October 2011)
Anne Macdonald, Business Administration (September 2006 – August 2012)
Kevin Douglas, Psychology (September 2008 – August 2009, replacing G.Baker while he was on study leave)
- Students:** Tara Azimi, Undergraduate, Health Sciences (September 2009 – August 2010)
Anton Bezglasnyy, Undergraduate, Political Science (Sept 2009 – August 2010)
Karel Casteels, Graduate, Mathematics (September 2007 – August 2010)
Kathy McKay, Graduate, History (July 2008 – June 2010)
Jeff Miller, Undergraduate, Communications (September 2007 – August 2009)
Amanda van Baarsen, Undergraduate, Criminology (July 2008 – June 2009)
- Staff:** Tracy Bruneau, Computing Science (August 2004 – August 2010)
Donalda Meyers, Education (November 2005 – October 2011)
Yvonne Tabin, Continuing Studies (October 2006 – October 2009)

Five cases concerning academic dishonesty and one case concerning student misconduct were dealt with by the University Board on Student Discipline in the period covered by the report.

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



Gordon Rose
Coordinator, University Board on Student Discipline

UBSD Student Discipline Summary

File #	Nature of Offence	Outcome
09-1	Submission of fraudulent information on loan and bursary applications	Student admitted the academic dishonesty. The President accepted the recommendation of the Tribunal and prohibited the student from applying for or receiving any financial aid, awards, or bursaries from SFU for three semesters.
09-2	Use of external service to create and submit false transcripts in support of admission application to SFU	Student admitted to the academic dishonesty. The President accepted the recommendation of the Tribunal and permanently suspended the student from SFU and removed all courses purportedly taken at Kwanden Polytechnic University from the student's transcript.
09-3	Two incidents of plagiarism in the same course taken in two different semesters	Student admitted to the academic dishonesty. The President accepted the recommendation of the Tribunal and suspended the student for one semester. Departmental penalty (F) in course to stand.
09-4	Submission of a forged doctor's note in support of an application for retroactive withdrawal	Student admitted to the academic dishonesty. The President accepted the recommendation of the Tribunal that the student be suspended for two semesters.
09-5	Student appealed decision of Instructor to issue a written warning for academic dishonesty after finding a post-it note of the student's on the floor during a mid-term exam	Student's appeal upheld. Tribunal concluded that the department had not established on the balance of probabilities that the student committed an act of academic dishonesty and recommended that the written warning be removed from the student's file.
09-6	Student attended a final exam in a course that the student was not registered in, but was registered to take the following semester, and walked out of the examination at its beginning with a copy of the exam paper	The student did not dispute the facts of the case. The Tribunal found that the student committed an act of misconduct in misappropriating and retaining the examination. The Tribunal recommended that the student be issued a formal reprimand, be required to write a letter of apology to the course instructor, and be required to complete 25 hours of community service, under the direction of the Senior Director, Student & Community Life, Student Services.

Senate Committee on Disciplinary Appeals

Reporting Period
January 2009 – December 2009

The Senate Committee on Disciplinary Appeals (SCODA) dealt with **one** appeal in the period covered by this report involving a charge of academic dishonesty based on the failure to protect answers from use by other students:

SCODA Case Appeal No - 09-1 (failing to protect answers from use by other students)

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.”) A penalty was imposed on the student after she left a copy of an assignment on a public work station for a second time (Policy T10.02, section 3.0(e) provided that forms of academic dishonesty include “failing to take reasonable measures to protect answers from use by other students.”) The penalty was imposed under T10.03, section 2.1(a), which required that the Chair of the Department be informed of the offence and the decision. The instructor sent a letter to the Registrar but conceded that he did not inform the Chair of the incident. The Academic Dishonesty and Misconduct Procedures Policies in effect at the time of the underlying incident did not provide for forwarding incident reports to the Registrar except by the Chair of the Department.¹ Based on its authority under T10.03, section 10.3(a), the Committee found in favour of the student based on procedural error and substituted its own finding as follows: that the incident report be removed from the student’s record in the Registrar’s office but that the 25% reduction in the grade for the assignment and the letter outlining the incident in the student’s departmental file be retained.

SCODA Membership as of December 2009:

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. Luis Goddyn, Department of Mathematics

Dr. Peter Tingling, Faculty of Business Administration

Students (Regular Members)

Mr. Elliot Funt, undergraduate student

Ms. Ali Godson, undergraduate student

Mr. Graham Hiscocks, undergraduate student

¹ Because the incident in question took place prior to May 1, 2009, the policies in effect at the time of the incident applied in this case.

Students (Alternate Members)

Mr. Ravi Patel, undergraduate student

Mr. Thomas Unsoeld, graduate student

Secretary

Ms. Concetta Di Francesco, Student Academic Appeals



Concetta Di Francesco
Secretary, SCODA



Andrea Geiger
Chair, SCODA