
Memorandum

Office of the Dean of Students

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TO: Senate

FROM: André Costopoulos, Dean of Students
Secretary, Committee on Student Discipline (CSD)

SUBJECT: 2012-2013 Annual Report of the Committee on Student Discipline

DATE: November 4, 2013

DOCUMENT #: D13-24

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: The Statutes of McGill University (Article 6.3.12) explain the relevance of this report to Senate:

6.3.12 It shall exercise general disciplinary authority over the student body of the University and may delegate authority to make and enforce student disciplinary regulations to University bodies and officers of its choosing.

Article 89 of the Code of Student Conduct and Disciplinary Procedures, found at http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/code_-student_-conduct-discipline-procedures_april_2013_final_revised_1.pdf states:

An annual report of the activities of the CSD shall be prepared by the Dean of Students and presented to Senate and to the Board for information. No mention shall be made of the names of the parties nor of any information which might lead to their identification.

Pursuant to the *Code of Student Conduct and Disciplinary Procedures*, the Dean of Students hereby submits the 2012-2013 Annual Report of the Committee on Student Discipline for information.

BACKGROUND & RATIONALE:

Over the 2012-2013 year, all new members of CSD were invited to participate in an orientation session. In addition, information sessions were provided for Disciplinary Officers new to their roles. During the year, Disciplinary Officers met to discuss common issues and concerns.

In collaboration with the Committee on Enrolment and Student Affairs and the Academic Integrity Subcommittee of ESAAC, CSD will continue to work to increase awareness of and respect for academic integrity. Orientation sessions for students and new faculty will continue to emphasize the values underlying the *Charter of Students' Rights*, the *Code of Student Conduct and Disciplinary Procedures* and other policies (www.mcgill.ca/secretariat/policies/students).

**MOTION OR
RESOLUTION
FOR APPROVAL:**

N/A

**PRIOR
CONSULTATION:**

Committee on Student Discipline; Disciplinary Officers.

NEXT STEPS:

N/A

APPENDICES:

Appendix A: Report to Senate of the Committee on Student Discipline Annual Report 2012-2013

Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

Appendix C: Allegations of Non-Academic Offences Adjudicated by Disciplinary Officers

Appendix D: Allegations Referred to CSD

Appendix E: Disciplinary Officers & CSD Composition

**REPORT TO SENATE OF
THE COMMITTEE ON STUDENT DISCIPLINE
ANNUAL REPORT 2012-2013**

Submitted by André Costopoulos, Dean of Students

The Committee on Student Discipline (CSD) is a tribunal rather than a policy committee; it functions when convened to consider disciplinary cases. The policies administered by CSD are normally brought to Senate, after appropriate consultations by the Dean of Students. When CSD is not in session, the business of the Committee is conducted by the Office of the Dean of Students. The Dean and Associate Dean of Students are not themselves Disciplinary Officers (DOs), but are fully engaged in ensuring that the processes for the *Code of Student Conduct and Disciplinary Procedures* (http://www.mcgill.ca/secretariat/sites/mcgill.ca.secretariat/files/code_-student_-conduct-discipline-procedures_april_2013_final_revised_1.pdf) are respected.

This annual report includes all discipline cases formally addressed last year at McGill University. CSD hearings comprise 1.4% of this total. During the 12-month period from 1 September 2012 to 31 August 2013, 352 new alleged violations of the *Code of Student Conduct and Disciplinary Procedures* involving 293 students, were reported to the Office of the Dean of Students. Including 3 allegations carried forward from 2011-2012, 347 allegations were adjudicated by the Disciplinary Officers this past year. Five cases (comprising 5 allegations) were heard by the Committee on Student Discipline. Four CSD hearings are pending and will be included in the 2013-14 annual report. Cases still in progress generally result from the non-availability of the students after spring and summer exam sessions or due to off-campus semesters.

Statistical Overview of Disciplinary Allegations for 2010-2013

	1 September 2010 to 31 August 2011			1 September 2011 to 31 August 2012			1 September 2012 to 31 August 2013		
	Total	Academic	Non-Academic	Total	Academic	Non-Academic	Total	Academic	Non-Academic
<i>Total Number of Decisions</i>	408	215	193	427	141	286	352	233	119
<i>Adjudicated by the DO</i>	396	210	186	403	140	263	347	228	119
Undergraduate	353	174	179	380	118	262	324	206	118
Graduate	43	36	7	23	22	1	23	22	1
<i>Adjudicated by CSD</i>	12	5	7	24	1	23	5	5	0
<i>Cases In Progress*</i>	13	8	5	3	2	1	6	3	3
Undergraduate	13	8	5	3	2	1	5	3	2
Graduate	-	-	-	-	-	-	1	-	1

*Cases not closed are carried over to the following year.

DETAILS FOR 2012-2013

ACADEMIC OFFENCES

For the range of Articles in the *Code* addressing academic offences, including various combinations (Appendix B).

NON-ACADEMIC OFFENCES

For the range of Articles in the *Code* addressing non-academic offences, including various combinations, please refer to Appendix C. Six cases from Athletics and Recreation, five cases from Libraries, and 70 cases from Residences and Student Housing are included in the table of non-academic offences.

CASES REFERRED TO THE COMMITTEE ON STUDENT DISCIPLINE

CSD meets when a case is referred by the Disciplinary Officer or when a full hearing is requested by the student. Five CSD Hearings took place in 2012-2013. Four hearings are pending. The Articles addressed at CSD are found in Appendix D. The undergraduate and graduate student breakdown is not provided in order to protect the confidentiality of outcomes.

EXCLUSION FROM CAMPUS AND/OR RESIDENCES & STUDENT HOUSING

Article 21 of the *Code* provides conditions for exclusion of a student from an area or from the University for reasons of maintaining good order or for the safety of others. In 2012-2013, ten students were excluded for periods of varying duration.

DISCIPLINARY CLEARANCES

The Office of the Dean of Students keeps the University's official records related to student discipline. Any request for a disciplinary status report (disciplinary clearance) must come from the student to the Dean of Students. In 2012-2013, 248 disciplinary clearance letters were prepared.

COMMENTS BY THE DEAN OF STUDENTS

In 2012-2013, the total number of allegations was 17.6% lower (352 vs. 427 in 2011-2012), with a 65% increase in academic offence allegations (233 vs. 141 allegations). Exonerations accounted for 37% of academic offence decisions and 18.5% of non-academic decisions. The "number of cases" refers to individual students; more than one Article of the *Code* may be cited in some cases. A decision is made for each Article cited. Some students participated in the discipline process on more than one occasion.

The number of allegations involving plagiarism increased in 2012-2013, (170 in 2012-2013 versus 103 in 2011-2012). Plagiarism allegations for graduate students increased from 14 to 20 cases. The number of allegations involving cheating increased from 27 to 49 in 2012-2013.

CONCLUSION AND THANKS

Service as a Disciplinary Officer and as a CSD member (Appendix E) demands an important investment of time by the staff and students appointed to these positions, and by support staff. Many thanks to all for their attention to detail and to approved procedures, and for the respectful environment maintained in all disciplinary matters.

D13-24 Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

Article - Decision	15	16	17	18	19	Totals
Exonerated	55	28			1	84
Admonished	6	2				8
Admonished & failed examination, paper or course, conduct probation	64	14		1		79
Admonished & placed on conduct probation	6	2		4	2	14
Admonished, failed examination, paper or course	28	2				30
Admonished and partial grade for examination, paper or course	2	1				3
Admonished, conduct probation and partial grade for examination, paper or course	9					9
Reprimand & conduct probation				1		1
TOTALS	170	49	0	6	3	228 decisions (220 students)

Article 15 (Plagiarism) (20 graduate students)

Article 16 (Cheating) (2 graduate students)

Article 17 (Confidential Materials)

Article 18 (Misrepresentation of Facts)

Article 19 (Disruption of Teaching and/or Research Activities)

Some students have a combination of sanctions on various combinations of allegations; some students have more than one case and/or more than one allegation per Article of the Code. Includes 2 carry-forwards from 2011-2012.

D13-24 Appendix C: Allegations of Non-Academic Offences Adjudicated by Disciplinary Officers

Article - Decision	4	5	6	7	8	10	11	12	14	Totals
Exonerated	1		1	3	11	5		1		22
Admonished	1		8	14	6	1		4		34
Admonished, community service		2		1	4					7
Admonished, fined					2					2
Admonished, restitution	1		1	1	1	2	1	1		8
Admonished, fined, restitution				1	1					2
Admonished, forfeit security deposit					1					1
Admonished, fined, security deposit			1		1					2
Admonished, conduct probation	2	1	1	2	6	2	1			15
Admonished, conduct probation, fine		1		1	1					3
Admonished, security deposit	1			2	8			1	1	13
Admonished, forfeit security deposit					1					1
Admonished, fined, community service					1					1
Reprimanded, conduct probation						1				1
Reprimanded, forfeit of security deposit					1					1
Reprimanded, conduct probation, security deposit		1								1
Reprimanded, conduct probation, exclusion from residence, security deposit		1								1
Reprimanded, conduct probation, security deposit				2	2					4
TOTALS	6	6	12	27	47	11	2	7	1	119 decisions (88 students)

Article 4 (Code All-Inclusive)

Article 5 (Disruption)

Article 6 (Unauthorized Entry and/or Presence)

Article 7 (Theft, Damage and Destruction of Property)

Article 8 (Physical Abuses, Harassment and Dangerous Activity)

Article 10 (Unauthorized or Fraudulent Use of University Facilities, Equipment or Services)

Article 11 (Misuse of University Supplies or Documents)

Article 12 (Misuse of Library or Computer Resources) – (1 Graduate Student)

Article 14 (Relationship with Civil Law and Authority)

Some students have a combination of sanctions on various combinations of allegations; some students have more than one case and/or more than one allegation per Article of the Code. Includes 1 carry-forward from 2011-2012.

D13-24 Appendix D: Allegations Referred to CSD

Article - Decision	15	16	Totals
Exonerated	2		2
Admonished, conduct probation, 0 on exam		1	1
Admonished, F on exam		1	1
Admonished, conduct probation, 0 on exam, community service	1		1
TOTALS	3	2	5 decisions
			(5 students)

Article 15 (Plagiarism)

Article 16 (Cheating)

D13-24 Appendix E: Disciplinary Officers & CSD Composition

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Faculty of Agricultural and Environmental Sciences	Prof. David Lewis, Associate Dean, (Student Affairs) (Academic offences)
Faculty of Arts	Prof. Lucyna Lach, Associate Dean (Student Affairs)
Athletics	Mr. Philip Quintal, Associate Director, Department of Athletics
School of Continuing Studies	Dr. James Archibald, Associate Dean (Academic)
Faculty of Dentistry	Dr. Marie Dagenais, Associate Dean (Academic Affairs)
Faculty of Education	Prof. Kimiz Dalkir, Executive Director (Student Affairs)
Faculty of Engineering	Ms. Judy Pharo, Director, McGill Engineering Student Centre Prof. Richard Chromik, Dept. of Mining & Materials Engineering
Graduate and Postdoctoral Studies	Dr. Shari Baum, Associate Dean Prof. Laura Nilson, Associate Dean Dr. Lisa Travis, Associate Dean Mr. Glenn Zabowski, Desautels Faculty of Management (PhD, Masters, Grad.Dip./Certif.)
Faculty of Law	Prof. Jaye Ellis, Associate Dean (Academic) Prof. Rosalie Jukier, Associate Dean (Graduate Studies)
Libraries	Ms. Louise Robertson, Coordinator, Special Collections, Metadata Control & Borrowing Policies
Desautels Faculty of Management	Mr. Glenn Zabowski, Director, BCom Program
Faculty of Medicine	Dr. Robert Primavesi, Associate Dean (Undergraduate Medical Education) Dr. Sarkis Meterissian, Associate Dean (Postgraduate Medical Education)
Schulich School of Music	Prof. Sara Laimon, Associate Dean (Academic and Student Affairs)

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
School of Nursing	Dr. Hélène Ezer, Director, School of Nursing
School of Physical and Occupational Therapy	Dr. Annette Majnemer, Director, School of Physical and Occupational Therapy
Faculty of Religious Studies	Prof. Ian Henderson
Faculty of Science	Ms. Nicole Allard, Director, Advising Services
Residences	<p>Dr. Nathan Grant Smith , Carrefour Sherbrooke</p> <p>Prof. Mike Hoover, Director, Douglas Hall</p> <p>Prof. Lisa Spanierman, Director, Gardner Hall</p> <p>Ms. Ria Rombough, Co-Director, La Citadelle</p> <p>Ms. Ginette Legault, Manager, Academic and Administrative Services D.O., Macdonald Campus Housing</p> <p>Ms. Colleen Lewis, Director, McConnell Hall</p> <p>Mr. Daniel Hallen, Disciplinary Officer, Molson Hall</p> <p>Mr. Adam Harris-Levine, Director, MORE</p> <p>Ms. Brenda Shanahan, Director, New Residence Hall</p> <p>Ms. Janice Johnson, Director, Royal Victoria College</p> <p>Dr. Jessica Coon, Co-Director, Solin Hall</p>

CSD COMPOSITION IN 2012-2013

NAME	FACULTY	TERM (ending 31 Aug.)
Student Members (8)		
Lauren Adye-White	Arts & Science	2013
Stephanie Bachelet	Law	2013
Eric Laverdière	Cont. Studies	2013
Taylor Steele	Arts	2013
Peter Tikasz	Science	2013
Hubie Yu (Ms.)	Arts & Science	2013
Carter Li	PGSS	2013
Avik (Jim) Ghoshdastidar	PGSS	2013
Richard Leask (Chair) Dept. of Chemical Engineering Wong Bldg.	Engineering	2015
Fiona Benson (Vice-Chair) Director, Office of Student Teaching Integrated Studies in Education EDUCATION Bldg.	Education	2013
Helen Amoriggi Integrated Studies in Education Department of Education EDUCATION Bldg.	Education	2015
Rustum Choksi Department of Mathematics & Statistics BURNSDIE Bldg., Room 1110		2015
Bhushan Nagar Department of Biochemistry MCINTYRE Medical Bldg.	Medicine	2013
David Ragsdale Dept. of Neurology & Neurosurgery Mtl. Neuro Inst. & Hospital	Medicine	2015
Benjamin Simpson Food Science & Agricultural Chemistry Macdonald Campus	Agr.&Env.Scs.	2013
Ingrid Sladeczek Education & Counseling Psychology	Education	2013

Vrinda Narain (Assessor) Faculty of Law	Law	2015
Colleen Sheppard (Assessor) Faculty of Law	Law	2013
Linda Jacobs Starkey Interim Dean of Students		
André Costopoulos Dean of Students		