

**APPENDIX A. REPORT TO SENATE OF
THE COMMITTEE ON STUDENT DISCIPLINE
ANNUAL REPORT 2013-2014**

Submitted by Glenn Zabowski, Associate 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 academic year at McGill University. CSD hearings comprise less than 2% of this total. During the 12-month period from 1 September 2013 to 31 August 2014, 276 new cases under the *Code of Student Conduct and Disciplinary Procedures* were reported to the Office of the Dean of Students, including 3 cases carried forward from 2012-2013. 271 cases were adjudicated by the Disciplinary Officers. 271 students participated in the discipline process this year.

Statistical Overview of Disciplinary Cases for 2011-2014

	1 September 2011 to 31 August 2012			1 September 2012 to 31 August 2013			1 September 2013 to 31 August 2014		
	Total	Academic	Non-Academic	Total	Academic	Non-Academic	Total	Academic	Non-Academic
<i>Total Number of Cases</i>	427	141	286	352	233	119	276	203	73
<i>Adjudicated by the DO</i>	403	140	263	347	228	119	271	202	69
<i>Undergraduate</i>	380	118	262	324	206	118	257	188	69
<i>Graduate</i>	23	22	1	23	22	1	14	14	-
<i>Adjudicated by CSD</i>	24	1	23	5	5	-	5	1	4
<i>Cases In Progress*</i>	3	2	1	6	3	3	23	19	4
<i>Undergraduate</i>	3	2	1	5	3	2	23	18	4
<i>Graduate</i>	-	-	-	1	-	1	-	1	-

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

DETAILS FOR 2013-2014

ACADEMIC OFFENCES

For the range of Articles in the *Code* addressing academic offences, including various combinations, please refer to Appendix B. In 2013-14, the majority of the decisions (82%) were plagiarism while 17% were cheating. There were only 3 decisions in cases for misrepresentation of facts.

NON-ACADEMIC OFFENCES

For the range of Articles in the *Code* addressing non-academic offences, including various combinations, please refer to Appendix C. In 2013-14, 45 or 58% of the decisions were in cases for Article 10 (Physical Abuses, Harassment and Dangerous Activity). This compares to 47 cases or approximately 40% in 2012-13.

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. Seven cases were heard by the Committee on Student Discipline in 2013-14, five of which were adjudicated, two are on appeal with the Secretariat. Six CSD hearings are pending and will be included in the 2014-15 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. 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.

ORDER TO CEASE AND DESIST COMMUNICATION

Where a student's conduct gives rise to reasonable grounds to believe that the student's continued communication with a member or members of the University community constitutes a threat to the well-being of a member or members of the University community, Under Article 21(a) of the *Code*, the Disciplinary Officer may order the student to immediately cease and to desist from such communications. In 2013-2014, nine students were ordered to cease and desist communication for periods of varying duration.

EXCLUSION FROM CAMPUS AND/OR RESIDENCES & STUDENT HOUSING

Article 21(b) 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 2013-2014, two 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 2013-2014, 148 disciplinary clearance letters were prepared.

COMMENTS BY THE DEAN OF STUDENTS

In 2013-2014, the total number of cases was 21.6% lower (276 vs. 352 in 2012-2013), with a 12.9% decrease in academic cases (203 vs. 233 cases) and a 38.7% decrease in non-academic cases (73 vs. 119 cases). Exonerations accounted for 34.4% of academic offence decisions and 24.7% 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 cases involving plagiarism increased in 2013-2014, (186 in 2013-2014 versus 170 in 2012-2013). The number of cases involving cheating decreased from 49 in 2012-13 to 38 in 2013-2014. There was only one reprimand in the discipline process in 2013-14 compared to five in 2012-13.

160 decisions of conduct probation for periods of varying duration were made. The most common sanction for academic cases is 0, F or 50% for the course component in question.

CONCLUSION AND THANKS

Service as a Disciplinary Officer (Appendix E) and as a CSD member (Appendix F) 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.

Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

Article – Decision*	16	17	19	Totals
Exonerated	60	17	1	78
Admonished	126	21	2	149
Reprimand	-	-	-	0
TOTALS	186	38	3	227 decisions (201 students)

Article 16 (Plagiarism)

Article 17 (Cheating)

Article 19 (Misrepresentation of Facts)

•Some students have more than one case and/or more than one allegation per Article of the Code.

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

Article – Decision*	5	7	8	10	11	14	15	Totals
Exonerated			3	12	3	1		19
Admonished	1	11	3	33	6		3	57
Reprimand			1					1
TOTALS	1	11	7	45	9	1	3	77 decisions (67 students)

Article 5 (Obstruction)

Article 7 (Unauthorized Entry and/or Presence)

Article 8 (Theft, Damage and Destruction of Property)

Article 10 (Physical Abuses, Harassment and Dangerous Activity)

Article 11 (Unauthorized or Fraudulent Use of University Resources, Equipment or Services)

Article 14 (False Accusation)

Article 15 (Relationship with Civil Law and Authority)

•Some students have more than one case and/or more than one allegation per Article of the Code.

Appendix D. Allegations Referred to the Committee on Student Discipline (CSD)

Article - Decision	5	10	11	15	16	19	Totals
Exonerated	1	1		1	1	1	5
Admonished		2	1				3
TOTALS	1	3	1	1	1	1	8 decisions
							(5 students)

Article 5 (Obstruction)

Article 10 (Physical Abuses, Harassment and Dangerous Activity)

Article 11 (Unauthorized or Fraudulent Use of University Resources, Equipment or Services)

Article 16 (Plagiarism)

Article 19 (Misrepresentation of Facts)

***2 additional CSD cases are on appeal with the Secretariat**

APPENDIX E. 2013-2014 DISCIPLINARY OFFICERS

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Faculty of Agricultural and Environmental Sciences	Prof. David Lewis, Associate Dean, (Student Affairs) (Academic offences) david.lewis@mcgill.ca
Faculty of Arts	Prof. Lucyna Lach, Associate Dean (Student Affairs) lucy.lach@mcgill.ca cc: assistant-adstudents.arts@mcgill.ca
Athletics	Mr. Philip Quintal, Associate Director, Department of Athletics philip.quintal@mcgill.ca
School of Continuing Studies	Dr. James Archibald, Associate Dean (Academic) jak.archibald@mcgill.ca
Faculty of Dentistry	Dr. Marie Dagenais marie.dagenais@mcgill.ca
Faculty of Education	Prof. Fiona Benson, Director, Office of Student Teaching, Undergraduate Programs, Director, MA in Teaching & Learning Fiona.j.benson@mcgill.ca
Faculty of Engineering	Prof. Frank Mucciardi, Mining & Materials Engineering frank.mucciardi@mcgill.ca Prof. Frank Ferrie, Electrical & Computer Engineering ferrie@cim.mcgill.ca
Graduate and Postdoctoral Studies	Dr. Jean-Jacques Lebrun, Associate Dean Jean-Jacques.Lebrun@mcgill.ca Prof. Laura Nilson, Associate Dean – laura.nilson@mcgill.ca Prof. Heather Goad, Associate Dean heather.goad@mcgill.ca
Faculty of Law	Prof. Jaye Ellis, Associate Dean (Academic) Jaye.ellis@mcgill.ca cc: stephanie.nowak@mcgill.ca (for undergraduate students) Prof. Angela Campbell angela.campbell@mcgill.ca (for graduate students)

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Libraries	Carole Urbain, Senior Director, Academic Affairs, carole.urbain@mcgill.ca
Desautels Faculty of Management	Mr. Larry Goldsman, Faculty Lecturer & Advisor – Major in Accounting larry.goldsman@mcgill.ca
Faculty of Medicine	Dr. Robert Primavesi, Associate Dean (Undergraduate Medical Education) robert.primavesi@mcgill.ca cc: studentaffairs.med@mcgill.ca
	Dr. Sarkis Meterissian, Associate Dean (Postgraduate Medical Education) sarkis.meterissian@mcgill.ca cc: postgrad.med@mcgill.ca
Faculty of Religious Studies	Prof. Ian Henderson ian.henderson@mcgill.ca
Faculty of Science	Ms. Nicole Allard, Director, Advising Services nicole.allard@mcgill.ca cc : Jane Hawes-Russell jane.hawes@mcgill.ca Backup: Mr. Pete Barry, Chief Academic Advisor pete.barry@mcgill.ca
Ingram School of Nursing	Dr. H�el�ene Ezer, Associate Dean and Director, helene.ezer@mcgill.ca cc: directorsecnursing@mcgill.ca
School of Communication Sciences & Disorders	Dr. Marc Pell, Associate Dean & Director marc.pell@mcgill.ca cc: scsd@mcgill.ca
School of Physical and Occupational Therapy	Dr. Annette Majnemer, Associate Dean and Director, annette.majnemer@mcgill.ca cc: Admincoord.pot@mcgill.ca (Irene Laforteza)
Schulich School of Music	Prof. Sara Laimon, Associate Dean (Academic and Student Affairs) sara.laimon@mcgill.ca
Residences	James Guthrie, Carrefour Sherbrooke Sara Parks, Gardner Hall

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
	<p>Gale Seiler, Grad Housing</p> <p>Ms. Ria Rombough, La Citadelle Ria.rombough@mcgill.ca</p> <p>Janice Johnson, Macdonald Campus Housing</p> <p>Dan Hallen, Molson Hall</p> <p>Ms. Gale Seiler, Director, MORE gale.seiler@mcgill.ca</p> <p>Grace Bell, New Residence Hall</p> <p>James Guthrie, Royal Victoria College</p> <p>Dr. Jessica Coon, Solin Hall jessica.coon@mcgill.ca</p> <p>James Guthrie, Varcity515</p>

APPENDIX F. CSD COMPOSITION IN 2013-2014

The Dean of Students – Professor Andre Costopoulos

The Associate Dean of Students – Glenn Zabowski

Chair, Vice-Chair and eight other members of the academic staff:

Professor Richard Leask (Chemical Engineering, ENGINEERING) – 2015 (*Chair*)

Professor Fiona Benson (Integrated Studies, EDUCATION) – 2016 (*Vice-Chair*)

Professor Helen Amorizzi (Integrated Studies, EDUCATION) – 2015

Professor David Ragsdale (Neurology, MEDICINE) – 2015

Professor Rustum Choksi (Math, SCIENCE) – 2015

Professor Benjamin Simpson (Food Science, FAES) – 2016

Professor Ingrid Sladeczek (Educational and Counseling Psychology, EDUCATION) – 2016

Professor Jason Tanny (Pharmacology, MEDICINE) - 2016

Professor Lyle Whyte (Natural Resource Sciences, FAES) – 2016

Professor Markus Poschke (Economics, ARTS) – 2016

Two assessors, selected from the teaching staff of the Faculty of Law:

Professor Ram Jakhu – 2016

Professor Vrinda Narain – 2015

Five SSMU students:

Guillaume Blais

Alvin Chauhan

Meghan McNeil

Kimberly Bialik

Anna Baghramyian

Three PGSS students:

Boran Xu

Jim Avik Ghoshdastidar

Jonathan Mooney

Two Macdonald Campus:

Stephanie Somasundaram

David Barrington Marquis

Continuing Studies:

Darine Bader

Amine Arezki