



Memorandum

Office of the Dean of Students

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TO: Senate

FROM: André Costopoulos, Dean of Students

SUBJECT: Annual Report of the Committee on Student Discipline (2014-2015)

DATE: November 18, 2015

DOCUMENT #: D15-19

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: The Annual Report of the Committee on Student Discipline (2014-2015) is presented to Senate for information, in accordance with the *Code of Student Conduct and Disciplinary Procedures*.

BACKGROUND & RATIONALE: Article 6.3.12 of the *Statutes of McGill University* provides that Senate 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. This responsibility was delegated to the Committee on Student Discipline (the “CSD”).

Article 89 of the *Code of Student Conduct and Disciplinary Procedures* stipulates as follows:

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.

Over the 2014-2015 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 Enrolment and Student Affairs Advisory Committee (ESAAC) 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 2014-2015.

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.

Appendix F: CSD Composition.

**APPENDIX A. REPORT TO SENATE OF
THE COMMITTEE ON STUDENT DISCIPLINE
ANNUAL REPORT 2014-2015**

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 5% of this total. 221 students participated in the discipline process this year. Some students were involved in more than one case. More than one article of the *Code* may be cited in some cases. The undergraduate and graduate student breakdown is not provided in order to protect the confidentiality of outcomes.

Statistical Overview of Disciplinary Cases for 2012-2015

	1 September 2012 to 31 August 2013			1 September 2013 to 31 August 2014			1 September 2014 to 31 August 2015		
	Total	Academic	Non-Academic	Total	Academic	Non-Academic	Total	Academic	Non-Academic
<i>Total Number of Cases</i>	352	233	119	276	203	73	240	183	57
<i>Adjudicated by the DO</i>	347	228	119	271	202	69	228	175	53
<i>Adjudicated by CSD</i>	5	5	0	5	1	4	12	8	4
<i>Cases In Progress*</i>	6	3	3	23	19	4	16	8	8

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

DETAILS FOR 2014-2015

ACADEMIC OFFENCES

For the range of Articles in the *Code* addressing academic offences, including various combinations, please refer to Appendix B. In 2014-15, the majority of the decisions (83%) were plagiarism while 13% were cheating. There were only 8 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 2014-15, 37 or 56% of the decisions were in cases for Article 10 (Physical Abuses, Harassment and Dangerous Activity). This compares to 45 cases or approximately 58% in 2013-14.

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. 12 student cases were heard by the Committee on Student Discipline in 2014-15, 5 carrying over from 2013-14, and one is on appeal with the Secretariat. 7 CSD hearings are pending and will be included in the 2015-16 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 2014-2015, 9 students were ordered to cease and desist communication for periods of varying duration.

EXCLUSION FROM CAMPUS AND/OR RESIDENCES & STUDENT HOUSING

Article 21(b) & 21(c) of the *Code* provides conditions for exclusion of a student from an area of campus or from the University for reasons of maintaining good order or for the safety of others. In 2014-2015, 9 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 2014-2015, 275 disciplinary clearance letters were prepared.

COMMENTS BY THE ASSOCIATE DEAN OF STUDENTS

The total number of cases has gone down for a fourth straight year. In 2014-2015, the total number of cases was 13% lower (240 vs. 276 in 2013-2014), with a 9.9% decrease in academic cases (183 vs. 203 cases) and a 21.9% decrease in non-academic cases (57 vs. 73 cases). Exonerations accounted for 33.5% of academic offence decisions and 16.6% of non-academic decisions. A decision is made for each article cited. Some students participated in the discipline process on more than one occasion.

Of the 240 cases in 2014-15, 76 were from Science, 45 from Engineering, 36 from Residences, 17 from Arts, 16 from Education, and 15 from Graduate and Postdoctoral Studies. The remaining 35 cases are distributed among 7 different Faculties and Schools.

The number of cases involving plagiarism decreased by 2.7% in 2014-2015, (181 in 2014-2015 versus 186 in 2013-2014). The number of cases involving cheating decreased for a second straight year from 38 in 2013-14 to 29 (or by 23.7%) in 2014-2015. There were three reprimands in the discipline process in 2014-15 compared to one in 2013-14.

151 decisions of conduct probation for periods of varying duration were made. The most common sanction for academic cases is 0 or F 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. Many thanks to all for their attention to detail and to approved procedures, and for the respectful environment maintained in all disciplinary matters. These are demanding roles that involve using a range of tools and strategies, including the application of the Code of Student Conduct to balance the rights of complainants, persons under allegation and the wider community, the maintenance of order and assuring that the principles of academic integrity are respected.

Many key issues in our community are played out through the discipline system, such as, the limits of freedom of expression, the accommodation of students with severe mental illness and the often-debated extent of the “McGill context”. Staff and students are on the frontline of these key debates and they make difficult decisions on a daily basis that can have far-reaching consequences not only for individuals, but for our community as a whole.

Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

Article – Decision*	16	17	19	Totals
Exonerated	57	12	4	73
Admonished	123	17	4	144
Reprimand	1	0	0	1
TOTALS	181	29	8	218 decisions

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	9	10	11	13	Totals
Exonerated	0	2	1	0	7	0	1	11
Admonished	3	8	4	1	28	9	0	53
Reprimand	0	0	0	0	2	0	0	2
TOTALS	3	10	5	1	37	9	1	66 decisions

Article 5 (Obstruction)

Article 7 (Unauthorized Entry and/or Presence)

Article 8 (Theft, Damage and Destruction of Property)

Article 9 (Possession of Stolen Property)

Article 10 (Physical Abuses, Harassment and Dangerous Activity)

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

Article 13 (Misuse of Library or Information Technology Resources)

**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*	7	10	11	16	17	19	Totals
Exonerated	0	1	0	1	0	0	2
Admonished	1	1	0	5	1	0	8
Reprimand	2	1	1	1	0	1	6
TOTALS	3	3	1	7	1	1	16 decisions
							(12 student cases)

Article 7 (Unauthorized Entry and/or Presence)

Article 10 (Physical Abuses, Harassment and Dangerous Activity)

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

Article 16 (Plagiarism)

Article 17 (Cheating)

Article 19 (Misrepresentation of Facts)

***1 CSD case included in the above table is on appeal with the Secretariat.**

APPENDIX E. 2014-2015 DISCIPLINARY OFFICERS

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Faculty of Agricultural and Environmental Sciences	Prof. Chris Buddle, Associate Dean, (Student Affairs) (Academic offences) christopher.buddle@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. Jocelyne Feine, Associate Dean jocelyne.feine@mcgill.ca Cc: Michelle.Dion@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. Mohamed Meguid, Associate Dean, Student Affairs Mohamed.meguid@mcgill.ca Prof. Dennis Giannacopoulos (Electr.&Computer Eng.) Prof. Frank Mucciardi (Mining&Materials Eng.)
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 (cell)

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Faculty of Law	Prof. Hoi Kong, Associate Dean (Academic) hoi.kong@mcgill.ca cc: stephanie.nowak@mcgill.ca (for undergraduate students)
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. Armand Aalamian, Associate Dean (Postgraduate Medical Education & Professional Affairs) armand.aalamianan@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. Jacqueline Leclair, Associate Dean (Academic and Student Affairs) jacqueline.leclair@mcgill.ca

AREA	DISCIPLINARY OFFICERS & ASSOCIATE DEANS
Residences	<p>Lindsay O'Connell, Lindsay.oconnell@mcgill.ca Macdonald Campus Housing</p> <p>Jaclyne Mooney, Jaclyne.mooney@mcgill.ca Gardner Hall McConnell Hall Molson Hall</p> <p>Erin Schwabe-Fry, Erin.Schwabe-Fry@mcgill.ca Douglas Hall; MORE (undergrads)</p> <p>Samantha Lee Goldberg, Samantha.goldberg@mcgill.ca MORE (grads)</p> <p>Kim Mortreuil, kim.mortreuil@mcgill.ca New Residence Hall</p> <p>Cora-Lee Conway, Cora-lee.conway@mcgill.ca Carrefour Sherbrooke; La Citadelle; Royal Victoria College</p> <p>Mr. Dan Hallen, Daniel.hallen@mcgill.ca Solin Hall</p>

APPENDIX F. CSD COMPOSITION IN 2014-2015

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 David Ragsdale (Neurology, MEDICINE) – 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 Jocelyne Feine (DENTISTRY) – 2017

Professor Emine Sarigollu (International Management, MANAGEMENT) - 2017

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

Professor Ram Jakhu – 2016

Professor Vrinda Narain – 2015

Five SSMU students:

Maximillion Scebba

Alfred Fox-Andrews

Morgan Grobin

Yuanhang Yang

Alexandru Munteanu

Three PGSS students:

Karim Bouayad-Gervais

Gilla Shapiro

Julien Ouellet

Two Macdonald Campus:

Stefanie Thibert

Marina Ulemek

Continuing Studies:

Ellie Kassouf

Jacqueline Dionne