



# Memorandum

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**TO:** Senate

**FROM:** Jane Everett, Dean of Students  
Secretary, Committee on Student Discipline (CSD)

**SUBJECT:** Committee on Student Discipline *Annual Report 2010-2011* and Plans and Priorities 2011-2012

**DATE:** 9 November 2011

**DOCUMENT #:** D11-20

**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

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**ISSUE:** The annual report of the Committee on Student Discipline (CSD), a Senate standing committee, is presented for information. The CSD will continue to address issues that arise pertaining to its terms of reference.

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**BACKGROUND & RATIONALE:** Section 91 (f) of the Code of Student Conduct and Disciplinary Procedures, found in the 2010 *Handbook on Student Rights and Responsibilities* states:

*(f) An annual report of the activities of the CSD shall be prepared by the Dean of Students, presented to Senate, and made available to the University community through the campus press. However in any narrative description 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 presents the 2010-2011 Annual Report of the Committee on Student Discipline.

All new members of CSD were invited to attend an orientation session. In addition, information sessions were provided to Disciplinary Officers new to their roles. During the year, Disciplinary Officers will meet to discuss common issues and concerns. There will be further meetings to discuss concerns raised by students, in which student representatives from various constituencies will take part. CSD members will participate in consultations concerning proposed revisions to the *Code of Student Conduct and Disciplinary Procedures*.

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In collaboration with the Committee on Enrolment and Student Affairs (CESA), and the Academic Integrity Subcommittee of ESAAC, we will continue to work to increase awareness of and respect for academic integrity. Orientation sessions for students and new faculty will continue to emphasise the values underlying the *Charter of Students' Rights*, the *Code of Student Conduct and Disciplinary Procedures* and the other codes and policies collected in the *Handbook on Student Rights and Responsibilities* ([www.mcgill.ca/secretariat/policies/students](http://www.mcgill.ca/secretariat/policies/students)).

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**MOTION OR  
RESOLUTION  
FOR APPROVAL:**

N/A

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**PRIOR  
CONSULTATION:**

Committee on Student Discipline and Disciplinary Officers

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**NEXT STEPS:**

N/A

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**APPENDICES:**

- Appendix A: Report to Senate of the Committee on Student Discipline Annual Report 2010-2011
  - 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
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**REPORT TO SENATE OF  
THE COMMITTEE ON STUDENT DISCIPLINE  
ANNUAL REPORT 2010-2011**

**Submitted by Professor Jane Everett, 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* as defined in the *Handbook on Student Rights and Responsibilities* (Green Book) are respected.

This annual report includes all discipline cases formally addressed last year at McGill University. CSD hearings comprise less than 1% of this total. During the 12-month period from 1 September 2010 to 31 August 2011, 408 new alleged violations of the *Code of Student Conduct and Disciplinary Procedures* involving 307 students, were reported to the Office of the Dean of Students. Including eight cases (comprising 10 allegations) carried forward from 2009-2010, 396 allegations were adjudicated by the Disciplinary Officers this year. Seven cases (comprising 12 allegations) were heard by the Committee on Student Discipline. Thirteen cases (16 allegations) are in progress and will be included in the 2011-12 annual report; the 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 2008-2011**

	1 September 2008 to 31 August 2009			1 September 2009 to 31 August 2010			1 September 2010 to 31 August 2011		
	Total	Academic	Non- Academic	Total	Academic	Non- Academic	Total	Academic	Non- Academic
<i>Total Number of Decisions</i>	262	195	67	311	192	119	408	215	193
<i>Adjudicated by the DO</i>	250	189	61	304	190	114	396	210	186
Undergraduate	225	167	58	276	163	113	353	174	179
Graduate	25	22	3	28	27	1	43	36	7
<i>Adjudicated by CSD</i>	7	2	5	12	5	7	12	5	7
Undergraduate	7	2	5	-	-	-	-	-	-
Graduate	0	0	0	-	-	-	-	-	-

<i>Cases In Progress*</i>	5	4	1	9	8	1	13	8	5
Undergraduate	5	4	1	9	8	1	13	8	5
Graduate	0	0	0	0	0	0	0	0	0

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

## **DETAILS FOR 2010-2011**

### **ACADEMIC OFFENCES**

For the range of Articles in the *Code* addressing academic offences, including various combinations, please refer to 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. Four cases from Athletics and Recreation and 66 cases from Residences and Student Housing are included in the table of non-academic offences.

### **CASES REFERRED TO THE COMMITTEE ON STUDENT DISCIPLINE**

Seven CSD Hearings took place in 2010-2011, the same as in 2009-2010. Where appropriate, two or more students may be called to the same Hearing. 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 2010-2011, four 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 2010-2011, 330 disciplinary clearance letters were prepared.

### **COMMENTS BY THE DEAN OF STUDENTS**

In 2010-2011, the total number of allegations increased by 19% (408 vs. 311 in 2009-2010), again due to an increase in non-academic offence allegations, especially Article 7 (48 allegations vs. 16 in 2009-2010) and Article 8 (68 allegations vs. 48 in 2009-2010). Exonerations accounted for 24% of non-academic offence decisions. Note that students may be alleged to have violated two or more Articles of the *Code* and exonerated for one of the allegations. 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.

The proportion of cases involving plagiarism was 78% of alleged academic offences in 2010-2011 (164 out of 210 allegations). The proportion of cases involving cheating was 14%. These results are similar to 2009-2010.

## **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. Thanks to all for their attention to detail and to approved procedures, and for the respectful environment maintained in all disciplinary matters.

## **DISCIPLINARY OFFICERS IN 2010-11**

Faculty of Arts: Associate Dean (Student Affairs), Dr. André Costopoulos

Faculty of Agricultural and Environmental Sciences: Associate Dean (Student Affairs), Prof. David Lewis

Centre for Continuing Education: Director, Translation Studies, Dr. James Archibald

Department of Athletics and Recreation: Manager, Campus Recreation, Mr. Philip Quintal

Desautels Faculty of Management: Director, BCom Program, Mr. Glenn Zabowski

Faculty of Dentistry: Associate Dean (Academic Affairs), Dr. Marie Dagenais

Faculty of Education: Associate Dean (Teaching, Learning and Students), Prof. Ronald Morris

Faculty of Engineering: Associate Director (Engineering Student Centre), Ms. Judy Pharo

Faculty of Law:

Associate Dean (Academic), Prof. David Lametti

Associate Dean (Graduate Studies), Prof. Rosalie Jukier

Associate Dean (Research), Prof. Desmond Manderson

Faculty of Medicine:

Associate Dean (Medical Education and Student Affairs), Dr. Joyce Pickering

Associate Dean (Postgraduate Medical Education), Dr. Sarkis Meterissian

Graduate and Postdoctoral Studies:

Associate Dean, Prof. Shari Baum

Associate Dean, Prof. Heather Durham

Associate Dean, Prof. Meyer Nahon

Faculty of Religious Studies: Prof. Ian Henderson

Faculty of Science: Director (Advising Services), Ms. Nicole Allard

Libraries: Coordinator, Special Collections, Metadata Control & Borrowing Policies, Ms. Louise Robertson

Schulich School of Music: Associate Dean (Student Affairs), Prof. Lloyd Whitesell

School of Nursing: Dr. H  l  ne Ezer, Director

School of Physical and Occupational Therapy: Director, Dr. Annette Majnemer

### Residences:

Carrefour Sherbrooke: Ms. Janice Johnson

Douglas Hall: Prof. Mike Hoover, Director

Gardner Hall: Ms. Ria Rombough, Director  
Macdonald Campus: Ms. Ginette Legault, Manager (Campus Housing)  
McConnell Hall: Prof. Gale Seiler, Director  
Molson Hall: Prof. Gale Seiler  
MORE (apartments and houses): Mr. Dominic Lavoie, Director  
New Residence Hall: Ms. Brenda Shanahan, Director  
Royal Victoria College: Ms. Janice Johnson, Director  
Solin Hall: Prof. Myrna Wyatt Selkirk, Director

## **CSD COMPOSITION IN 2010-2011**

Chair:	Professor Richard Leask, Department of Chemical Engineering
Vice-chair:	Professor Rhonda Amsel, Department of Psychology
Legal Assessor:	Professor Vrinda Narain, Faculty of Law Professor Colleen Sheppard, Faculty of Law
Faculty Members:	Professor Fiona Benson, Education, Integrated Studies in Education Professor James Brawer, Department of Anatomy and Cell Biology Professor Jeffrey Derevensky, Faculty of Education, Dean's Office Ms. Cynthia Leive, Libraries Professor Bhushan Nagar, Department of Biochemistry Professor Ingrid Sladeczek, Education, Educational & Counselling Psychology
Student Members:	Undergraduate: Ms. Claudette van Zyl (Arts) Undergraduate: Mr. Philip Cutler (Education) Undergraduate: Mr. Corey Omer (Law) Undergraduate: Mr. Billi Wun (Science) Graduate: Mr. Roland Nassim (Medicine) Graduate: Ms. Ferryl Alley (Medicine) Macdonald Campus: Ms. Ariane Gauthier (MCSS, VP Academic) Continuing Education: Ms. Megan Parrott
Secretary:	Professor Jane Everett, Dean of Students OR Dr. Linda Jacobs Starkey, Associate Dean of Students
Secretariat:	Ms. Edith Breiner, Senior Administrative Coordinator





Appendix B. Allegations of Academic Offences Adjudicated by Disciplinary Officers

<b>Article - Decision<sup>‡</sup></b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>19</b>	<b>Totals</b>
Exonerated	55	24	10	1	90
Admonished	18				18
Admonished & failed examination, paper or course, conduct probation	60		1		61
Admonished & placed on conduct probation	14	1	1	1	17
Admonished, failed examination, paper or course	15	4	1		20
Reprimand		1	1		2
Reprimand & failed examination, paper or course	1				1
Reprimand & failed examination, paper or course, conduct probation	1				1
<b>TOTALS</b>	164	30	14	2	210 decisions (=191 students)

*Article 15 (Plagiarism) (31 graduate students)*

*Article 16 (Cheating) (5 graduate students)*

*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 allegation per Article of the Code. Includes 7 carry-forwards from 2009-2010.*

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

Article - Decision ‡	4	5	6	7	8	9	10	11	12	14	Totals
Exonerated	1	7	4	11	12	1	4	2	1	1	44
Admonished		1	6	4	11		1		2		25
Admonished, community service				1	7				1		9
Admonished, fined	1			2	3		1		1	1	9
Admonished, restitution	2			16	10		3		3		34
Admonished, fined, restitution, security deposit				1			1				2
Admonished, excluded from residence					1						1
Admonished, conduct probation, excluded from res.					1						1
Admonished, conduct probation	2	3		4	6		5		2		22
Admonished, conduct probation, community service					1				1		2
Admonished, conduct probation, fine							1				1
Admonished, conduct probation, fine, security deposit			1		2						3
Admonished, conduct probation, security deposit		2		1	1						4
Admonished, conduct probation, restitution							1				1
Admonished, security deposit			1	3	3						7
Admonished, community service, fine							1				1
Admonished, conduct probation, community service, security deposit					3						3
Reprimanded								1	1		2
Reprimanded, conduct probation	1				1		1	1			4
Reprimanded, conduct probation, comm. service					1						1
Reprimanded, fine, conduct probation				4	4						8
Reprimanded, security deposit				1	1						2
<b>TOTALS</b>	<b>7</b>	<b>13</b>	<b>12</b>	<b>48</b>	<b>68</b>	<b>1</b>	<b>19</b>	<b>4</b>	<b>12</b>	<b>2</b>	<b>186 decisions</b>
											<b>(=106 students)</b>

Article 4 (Code All-Inclusive) (2 graduate students)

Article 5 (Disruption)

Article 6 (Unauthorized Entry and/or Presence)

Article 7 (Theft, Damage and Destruction of Property) (1 graduate student)

Article 8 (Physical Abuses, Harassment and Dangerous Activity)

Article 9 (Possession of Stolen Property)

Article 10 (Unauthorized or Fraudulent Use of University Facilities, Equipment or Services) (3 graduate students)

Article 11 (Misuse of University Supplies or Documents) (1 graduate student)

Article 12 (Misuse of Library or Computer Resources)

Article 14 (Relationship with Civil Law and Authority)

‡ Some students have more than one allegation per Article of the Code; some students have a combination of sanctions on various combinations of allegations. Includes one carry-forward allegation from 2009-2010.

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

<b>Article - Decision ‡</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>12</b>	<b>14</b>	<b>15</b>	<b>18</b>	<b>Totals</b>
Exonerated						1		1
Reprimanded, failed grade in examination, paper or course, conduct probation						2		2
Reprimanded, failed grade in examination, paper or course, suspension						1		1
Reprimanded, conduct probation, fine, security deposit, community service		1			1			2
Reprimanded, dismissed from University		1		1				2
Reprimanded, expelled from University	1		1		1		1	4
<b>TOTALS</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>12 decisions</b>
								<b>(= 7 students)</b>

*Article 7 (Theft, Damage and Destruction of Property)*

*Article 8 (Physical Abuses, Harassment and Dangerous Activity)*

*Article 9 (Possession of Stolen Property)*

*Article 12 (Misuse of Library or Computer Resources)*

*Article 14 (Relationship With Civil Law and Authority)*

*Article 15 (Plagiarism)*

*Article 18 (Misrepresentation of Facts)*

‡ Some students have a combination of sanctions on various combinations of allegations. Allegations regarding two graduate students were addressed at CSD.