



# Memorandum

Office of the Dean of Students  
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**TO:** Senate

**FROM:** Linda Jacobs Starkey, Interim Dean of Students  
Secretary, Committee on Student Discipline (CSD)

**SUBJECT:** 2011-2012 Annual Report of the Committee on Student Discipline

**DATE:** 14 November 2012

**DOCUMENT #:** D12-23

**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.*

Section 91 (f) of the Code of Student Conduct and Disciplinary Procedures, found in the *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 Interim Dean of Students hereby submits the 2011-2012 Annual Report of the Committee on Student Discipline for information.

**BACKGROUND & RATIONALE:**

Over the 2011-2012 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 the coming months, CSD members, Disciplinary Officers, and ad hoc work groups will continue to participate in consultations concerning proposed revisions to the *Code of Student Conduct and Disciplinary Procedures*, which the Associate Provost (Policies, Procedures and Equity) will be bringing to Senate.

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 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; 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 2011-2012
  - 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 2011-2012**

**Submitted by Dr. Linda Jacobs Starkey, Interim 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* (<http://www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilitiesle-recueil-des-droits-et-obligations-d>) 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 2011 to 31 August 2012, 416 new alleged violations of the *Code of Student Conduct and Disciplinary Procedures* involving 250 students, were reported to the Office of the Dean of Students. Including 8 of the 13 cases (comprising 9 allegations) carried forward from 2010-2011, 403 allegations were adjudicated by the Disciplinary Officers this year. Ten cases (comprising 24 allegations) were heard by the Committee on Student Discipline. One hearing is pending and will be included in the 2012-13 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 2009-2012**

	1 September 2009 to 31 August 2010			1 September 2010 to 31 August 2011			1 September 2011 to 31 August 2012		
	Total	Academic	Non-Academic	Total	Academic	Non-Academic	Total	Academic	Non-Academic
<i>Total Number of Decisions</i>	311	192	119	408	215	193	427	141	286
<i>Adjudicated by the DO</i>	304	190	114	396	210	186	403	140	263
Undergraduate	276	163	113	353	174	179	380	118	262
Graduate	28	27	1	43	36	7	23	22	1
<i>Adjudicated by CSD</i>	12	5	7	12	5	7	24	1	23
<i>Cases In Progress*</i>	9	8	1	13	8	5	3	2	1
Undergraduate	9	8	1	13	8	5	3	2	1
Graduate	-	-	-	-	-	-	-	-	-

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

## **DETAILS FOR 2011-2012**

### **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. Two cases from Athletics and Recreation, one case from Libraries, and 92 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. Ten CSD Hearings took place in 2011-2012. One hearing is 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 2011-2012, six 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 2011-2012, 230 disciplinary clearance letters were prepared.

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

In 2011-2012, the total number of allegations was slightly higher (427 vs. 408 in 2010-2011), with a 48% increase in non-academic offence allegations (286 vs. 193 allegations). Exonerations accounted for 28% of non-academic offence decisions. This increase can be attributed to improved reporting of e-mail harassment or inappropriate use of McGill posting sites; the growing number of residence spaces; and the campus atmosphere last year. 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 proportion of cases involving plagiarism was similar to 2011-2012, however total academic offence allegations decreased (141 in 2011-2012 versus 215 in 2010-2011). Plagiarism allegations for graduate students decreased from 31 to 14 cases. The proportion of cases involving cheating was similar to previous years.

### **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.

D12-23 Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

<b>Article - Decision<sup>‡</sup></b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>Totals</b>
Exonerated	27	11	1	1		40
Admonished	18	3			1	22
Admonished & failed examination, paper or course, conduct probation	34	8		4		46
Admonished & placed on conduct probation	7	4		1	1	13
Admonished, failed examination, paper or course	14	1		1		16
Reprimand	1					1
Reprimand & failed examination, paper or course, conduct probation	2					2
<b>TOTALS</b>	103	27	1	7	2	140 decisions (=127 students)

*Article 15 (Plagiarism) (14 graduate students)*

*Article 16 (Cheating) (6 graduate students)*

*Article 17 (Confidential Materials) (1 graduate student)*

*Article 18 (Misrepresentation of Facts)*

*Article 19 (Disruption of Teaching and/or Research Activities) (1 graduate student)*

<sup>‡</sup> *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 8 carry-forwards from 2010-2011.*

29.10.12

D12-23 Appendix C: Allegations of Non-Academic Offences Adjudicated by Disciplinary Officers

Article - Decision‡	4	5	6	7	8	10	11	12	Totals
Exonerated		22	16	5	11	18	1		73
Admonished		22	14	2	14	19			71
Admonished, community service					2	4	1		7
Admonished, fined					4	2			6
Admonished, restitution				1	5	5			11
Admonished, fined, restitution	1				1				2
Admonished, forfeit security deposit					3	2			5
Admonished, fined, security deposit					7	2			9
Admonished, conduct probation		8	5		1	5		1	20
Admonished, conduct probation, fine					1				1
Admonished, security deposit				6	18	5			29
Admonished, fine, forfeit security deposit					1				1
Reprimanded					1	1			2
Reprimanded, conduct probation		4			4				8
Reprimanded, fine					2				2
Reprimanded, security deposit		1			1				2
Reprimanded, conduct probation, exclusion from residence					2	1			3
Reprimanded, forfeit security deposit					2	2			4
Reprimanded, exclusion from residence		1			1				2
Reprimand, excluded from residence, fine, security deposit					1				1
Reprimand, excluded from residence, fine, security deposit, restitution		1	1		1	1			4
<b>TOTALS</b>	<b>1</b>	<b>59</b>	<b>36</b>	<b>14</b>	<b>83</b>	<b>67</b>	<b>2</b>	<b>1</b>	<b>263 decisions (=122 students)</b>

Article 4 (Code All-Inclusive)

Article 5 (Disruption) (1 graduate student)

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)

‡ Some students have more than one allegation per Article of the Code; some students have a combination of sanctions on various combinations of allegations.

D12-23 Appendix D. Allegations Referred to the Committee on Student Discipline (CSD)

<b>Article - Decision<sup>‡</sup></b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>14</b>	<b>15</b>	<b>Totals</b>
Admonished		1	1	2				4
Admonished, conduct probation		4	4	5				13
Admonished, conduct probation, community service		1						1
Admonished, excluded from residences, conduct probation				1	1	1		3
Reprimanded, failing grade							1	1
Reprimanded, expelled from University	1							1
<b>TOTALS</b>	1	6	5	8	1	1	1	23 decisions (=10 students)

*Article 4 (Code All-Inclusive)*

*Article 5 (Disruption)*

*Article 6 (Unauthorized Entry and/or Presence)*

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

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

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

*Article 15 (Plagiarism)*

*‡ Some students have more than one allegation per Article of the Code; some students have a combination of sanctions on various combinations of allegations. One allegation regarding a graduate student was addressed at CSD. One decision of the CSD is under appeal.*

27.10.12

## **DISCIPLINARY OFFICERS IN 2011-12**

Faculty of Arts: Associate Dean (Student Affairs), Prof. André Costopoulos  
Faculty of Agricultural and Environmental Sciences: Associate Dean (Student Affairs), Prof. David Lewis  
School of Continuing Studies: Director, Translation Studies, Prof. 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: Director (Engineering Student Centre), Ms. Judy Pharo, and  
Prof. Richard Chromik (Mining & Materials Engineering)  
Faculty of Law: Associate Dean (Academic), Prof. Jaye Ellis  
Associate Dean (Graduate Studies), Prof. Rosalie Jukier  
Faculty of Medicine: Associate Dean (Undergraduate Medical Education), Dr. Robert Primavesi  
Associate Dean (Postgraduate Medical Education), Dr. Sarkis Meterissian  
Graduate and Postdoctoral Studies: Associate Dean, Prof. Shari Baum  
Associate Dean, Prof. Meyer Nahon  
Associate Dean, Prof. Lisa Travis  
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 (Academic and Student Affairs), Prof. Sara Laimon  
School of Nursing: Director, Prof. H el ene Ezer  
School of Physical and Occupational Therapy: Director, Prof. Annette Majnemer

### Residences:

Carrefour Sherbrooke: Prof. Nathan Grant Smith  
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: Mr. Daniel Hallen  
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 2011-2012

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 Benjamin Simpson, Food Science & Agricultural Chemistry Professor Ingrid Sladeczek, Education, Educational & Counselling Psychology
Student Members:	Undergraduate: Mr. Matt Crawford (Arts) Undergraduate: Mr. Ian Clarke (Law) Undergraduate: Ms. Emily Clare (Arts) Undergraduate: Ms. Hubie Yu (Arts & Science) Graduate: Nil Graduate: Ms. Isabelle Abdul-Rahman (PGSS) Macdonald Campus: Ms. Kerry Blake-Savery (Agricultural & Environmental Science) Continuing Studies: Nil
Secretary:	Professor Jane Everett, Dean of Students or Dr. Linda Jacobs Starkey, Associate Dean of Students
Secretariat:	Ms. Edith Breiner, Senior Administrative Coordinator