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MEMORANDUM

ATTENTION Senate
DATE January 5, 2015
FROM Mark Walker
Registrar & Executive Director, Student Enrollment
RE: Annual Report on Student Discipline

As per Policy S.10, Code of Academic Integrity and Good Conduct, please find enclosed the Annual Report on Student Discipline matters from September 1, 2013 to August 31, 2014.

Academic Discipline Annual report
Annual Student Conduct Report
University Board on Student Discipline
Senate Committee on Disciplinary Appeals

Mark Walker

Dr. Mark Walker
Registrar & Executive Director,
Student Enrollment

SENATE AND ACADEMIC SERVICES

Student Enrollment, Student Services
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MEMORANDUM

ATTENTION Senate **DATE** January 5, 2015

FROM Jo Hinchliffe, Associate Registrar
Senate and Academic Services

RE: ACADEMIC DISCIPLINE REPORT 2013-2014

This report covers terms from September 2013 to August 2014. The revised Academic Honesty and Student Conduct Policy effective May 2009 requires reporting of academic dishonesty incidents to the Registrar's office.

There are 43 active Academic Integrity Advisors representing all programs, departments and faculties coordinated by the Academic Integrity Coordinator in the Registrar's office. The Academic Integrity Advisory Committee reports to the Registrar and 2013-2014 members included: Lou Hafer (chair), Elaine Fairey, Jo Hinchliffe, Mike Peragine, Chris Rogerson, Kate Ross, Rob Gordon, Leanne Dalton, Rebecca Goyan, Tim Rahilly, and Jenny Fiorini.

The Academic Integrity Coordinator in the Registrar's office collects and compiles data regarding academic dishonesty cases from units across all three campuses. Twenty-nine different academic units reported incidents.

Between September 2013 and August 2014, 348 incident report forms were filed in the Registrar's office. Of the 348 reports, 150 were for domestic students and 198 for international visa students. Year over year comparison for overall incidents has decreased by 17%. 57% of incidents reported involved international-visa students, which is slightly more than last year. This is still not reflective of SFU's demographics. Seventeen cases involving repeat offenders were identified through the central database and dealt with either by the Registrar's Office or the Academic Head following established policy.

An electronic version of the incident report form has been developed by Computing Science and is used not only by FAS but also by several other departments across the institution. This format increases the likelihood of reporting by instructors as it is more efficient.

Table 1 below lists the most common types of incidents that occur and Table 2 details the breakdown of penalties assigned. Table 3 looks at the breakdown of incident reports by Faculty.

TABLE 1

Type of Incident:	**September 2013 to August 2014**	**September 2012 to August 2013**
Plagiarism Examples: - Paper contained same content, structure and language as Wikipedia article - Paper includes extensive passages which are patch written with only minor changes and extensive paraphrasing without proper citation.	168	247
Cheating on exams or assignments Examples: - Copied structure and content of another student's assignment and attempted to pass it off as their own. - Student copied answers from Wikipedia using their phone during the final exam.	170	158
Fraud/Misrepresentation Examples: - Student submitted a paper using language beyond their capability, was written by a tutor. - Changed letter grade on unofficial transcript to gain access to program -	10	31
TOTAL	**348**	**436**

TABLE 2

Penalties ***Note: Students can receive more than one penalty**	**September 2013 to August 2014**	**September 2012 to August 2013**
Give the student a warning	18	61
Assign a grade penalty less harsh than 'F' for the work	64	56
Impose a failing mark for the work	212	297
Assign a grade less harsh than 'FD' for the course	5	16
Assign a grade of "FD"	16	11
Re-do the work or do supplementary work	43	15
Issue a formal reprimand	3	20

TABLE 3

Faculty	**Incident Reports September 2013 to August 2014**	**Incident Reports September 2012 to August 2013**
BUS	22	47
EDUC	8	9
ENV	2	5
FAS	125	95
FASS	141	218
FCAT	14	9
HSCI	17	31
SCI	19	22

December 2014

STUDENT SERVICES
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MEMORANDUM

ATTENTION	Senate	**DATE**	January 7, 2014
FROM	Dean Diamond	**PAGES**	3
RE:	Annual Report on Student Conduct: September 1, 2013 through to August 31, 2014		

According to the policy S10.02 - Principles and Procedures for Student Discipline, "The Registrar and the Associate Vice-President Students or designate must maintain a statistical summary of cases handled through their offices each year, and these data must be included in the Annual Report to Senate on Student Discipline Matters." This report covers the period of September 1, 2013 to August 31, 2014.

This year Student Services established the Academic Integrity and Good Conduct Office (AIGCO) and hired a continuing staff member to serve as the designate for the Associate Vice President Students in the response to reports of student misconduct. This role is responsible for the ongoing review of the current policy, practice and protocols associated with addressing student misconduct and students in distress. This report will provide an overview of the official student misconduct responses that took place, as well as the work that was done to support students in distress.

This report does not include cases reviewed by the AIGCO where no misconduct was found (a total of 58 such cases were identified in this reporting period). This report does not include repeated incidents of Academic Dishonesty by the same student (these are included in the accompanying report on Academic Discipline).

The following table and figures provide an overview of the 50 incidents of student misconduct addressed by the AIGCO in this reporting period. **Table 1** provides a four-year history of the number of cases dealt with under Policy S10, categorized by type of incident. **Figure 1** provides a percentage summary of the types of incidents that occurred in the 2013-2014 reporting period.

The total number of incidents addressed has increased compared to last year (72.4% increase). The number of incidents involving Damage, Destruction and Theft has more than doubled (125% increase) compared to last year, and continues to be the most common type of incident of student misconduct. The majority of these cases (16 of 18) involved theft from the Bookstore. There has been a decline in instances of Disruptive or Dangerous Behaviour compared to last year. The noticeable increase in Violations of University Policies is due to one incident involving 10 students and the violation of Policy GP 24 – Fair Use of Information and Communications Technology. Seven (7) of these students were International visa students.

Of all 50 incidents of misconduct, 14 involved International visa students. Of all 50 incidents of misconduct, only two (2) occurred within a classroom. Typical locations include open space, parking lots, residence property (including the dining hall), and the bookstore.

Table 1 – Misconduct Cases from 2010 to 2014

	2010/2011	2011/2012	2012/2013	2013/2014
Disruptive or Dangerous Behaviour	13	11	18	12
Damage, Destruction or Theft	11	11	8	18
Fraud and Misuse	0	0	3	3
Violation of University Policies	1	4	0	15
Firearms or Other Weapons	0	0	0	1
Illegal Conduct	0	0	0	1
Unauthorized Entry or Presence	0	7	0	0
Misuse of Disciplinary Procedures	0	0	0	0
TOTAL	25	33	29	50

Figure 1 – Percentage of Misconduct Cases by Type (Sept 1, 2013 – August 31, 2014)

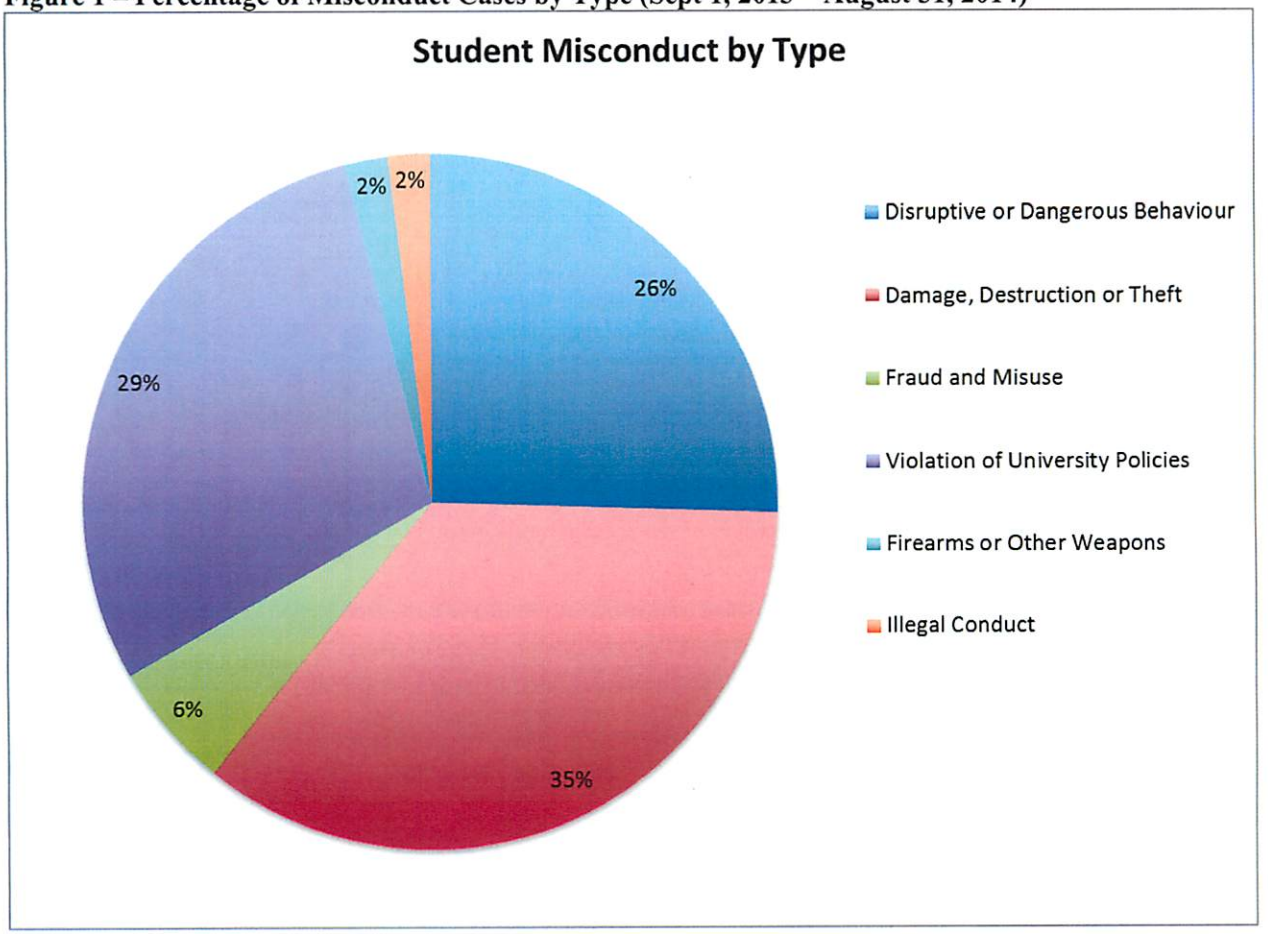
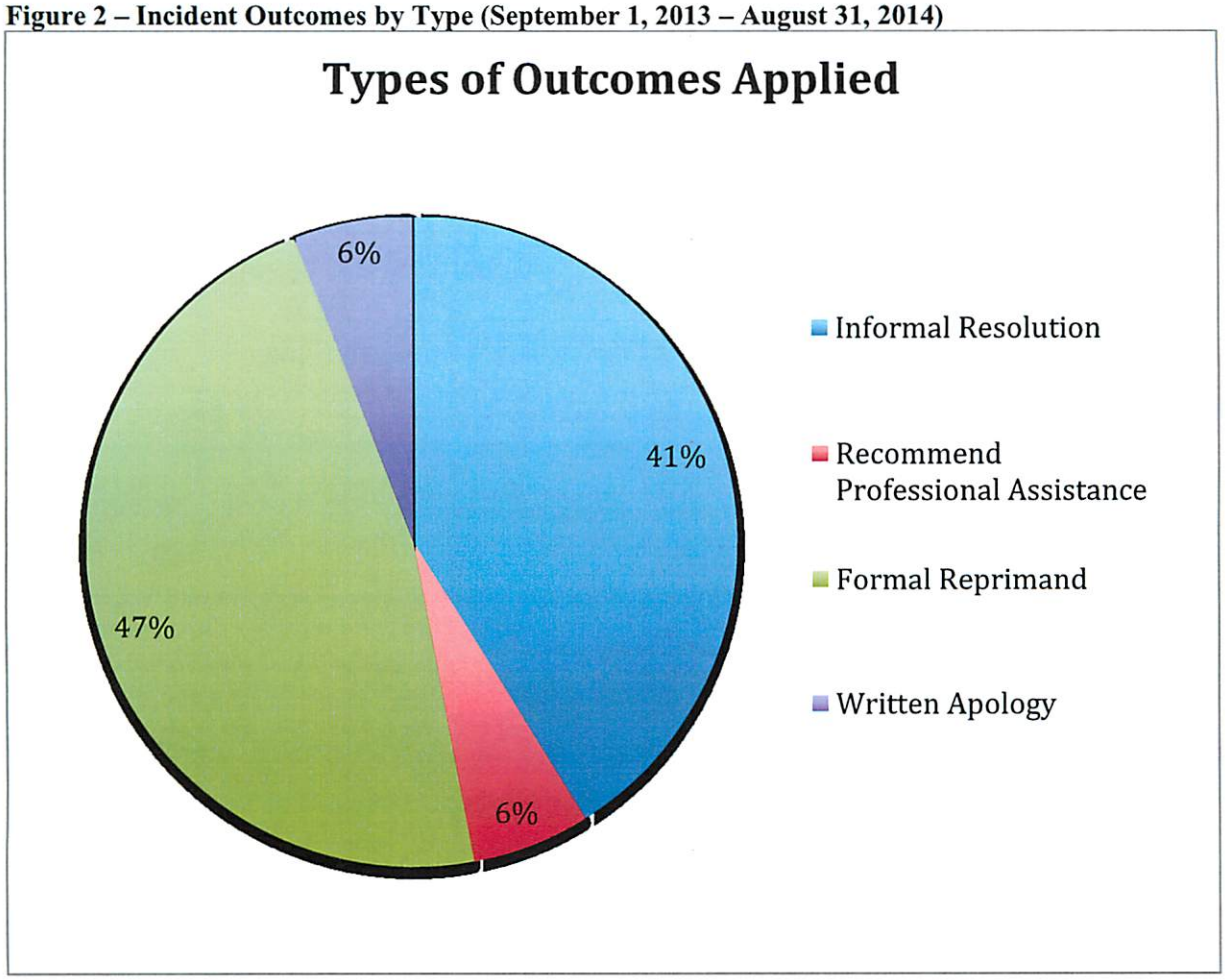


Figure 2 provides an accounting of the outcomes of the cases of misconduct. More than one outcome may be applied in a single case. Formal Reprimands and Informal Resolutions are the most common outcomes during this reporting year. One student appealed the applied outcome to the University Board on Student Discipline. Of note, with changes in staffing in the office the most common outcomes applied are different than those in the previous reporting period. Further, it has been identified that changes to available outcomes would benefit the students involved. As a result, Student Conduct outcomes are being reviewed to better align with current student needs.

Figure 2 – Incident Outcomes by Type (September 1, 2013 – August 31, 2014)



Of the three (3) students who came to the attention of the AIGCO more than once during the year, all of them were presenting with Mental Health concerns and the repeat incidents in which they were involved were deemed 'no misconduct'.

In addition to student conduct management, 16 students were brought to the attention of the AIGCO because of complex personal circumstances that had the potential to severely impact their academic endeavours. Circumstances included combinations of issues including homelessness, medical concerns, mental health concerns and poverty. The AIGCO worked individually with these students, helping them to access support and assistance for their complex individual needs. Working with these high-need students proactively has the potential to prevent future student misconduct incidents or other adverse impacts to the university community.

Other developments include the creation of a Student Conduct webpage (www.sfu.ca/students/studentconduct) and outreach/in-service presentations to various SFU Departments. From June 23, 2014 – August 31, 2014 presentations have been offered to five (5) Student Services teams and three (3) Faculties.

Respectfully Submitted,

Dean Diamond, M.Ed.
Academic Integrity & Good Conduct Office

University Board on Student Discipline

Reporting Period: September 1, 2013 – August 31, 2014

UBSD Membership

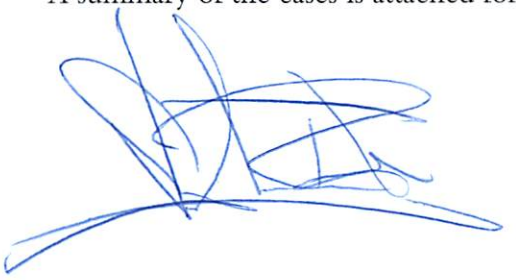
Faculty: V. Gordon Rose (Coordinator), Psychology (January 2009 – December 2014)
Wanda Cassidy, Education (November 2008 – January 2014)
Kevin Douglas, Psychology (September 2010 – September 2016)
Elizabeth Elle, Biological Sciences (October 2012 - September 2015)
David Murphy, Communication (May 2014 - April 2017)

Students: Hugh Curtis, Graduate, Criminology (September 2014 – August 2015)
Erika De Torres, Undergraduate, Political Science (April 2014 – March 2015)
Robert Ennis, Undergraduate, Criminology (October 2011 – June 2014)
Japreet Lehal, Undergraduate, Health Sciences (May 2013 – April 2014)
Subin Punnen, Undergraduate, Molecular Biology and Biochemistry (August 2014 – July 2015)
Madelaine Simpkin, Undergraduate (September 2013 – August 2015)
Skylar Warren, Undergraduate (April 2014 – June 2014)

Staff: Tracy Bruneau, Computing Science (August 2004 – August 2016)
Harriet Chicoine, Engineering Science (January 2010 – October 2015)
Donalda Meyers, Education (November 2005 – October 2014)

Seven cases concerning academic dishonesty and two cases concerning student misconduct were submitted to the University Board on Student Discipline in the period covered by the report.

A summary of the cases is attached for information.



V. Gordon Rose
Coordinator, University Board on Student Discipline

Student Discipline Summary

File #	Nature of Offence	Outcome
13-7 13-10 13-11 13-12	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(a) – Students submitted a group project in a Health Sciences course that contained sentences and phrases from another author's work without proper acknowledgement or accreditation.	The UBSD Tribunal concluded that the students committed an impermissible act of Academic Dishonesty by submitting a group project that contained a sizeable amount of plagiarised material. The Tribunal denied the students' appeals and the penalty imposed by the Respondent in each case remains unaltered.
13-9	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(e) – Cheating on exam in a Business course by providing answers to other students; and/or failing to take reasonable measures to protect answers from use by other students.	The UBSD Tribunal denied the student's appeal and confirmed the finding of the instructor that the Applicant has committed academic dishonesty. Pursuant to paragraph 3.3 of Policy S10.03, the warning remains unaltered.
13-13	Academic Dishonesty under SFU Policy S 10.01, section 4.1.2(e) – Cheating on exam in a Statistics course by attempting to use another student's answers, providing answers to other students; and/or failing to take reasonable measures to protect answers from use by other students.	The UBSD Tribunal denied the student's appeal and confirmed the finding of the instructor that the Applicant has committed academic dishonesty. Pursuant to paragraph 3.3 of Policy S10.03, the failing grade of "0" on the final exam remains unaltered.
13-15	Student misconduct under SFU Policy S 10.01, section 4.2.2(a) - Possessing or using University property, the property of any member of the University community, or property belonging to a third party acquired in connection with a University activity, without appropriate consent or authority; and SFU Policy S 10.01, section 4.2.3(a) - Forging, misusing or altering any University document or record in paper or electronic form; referred to UBSD per SFU Policy S10.02, Appendix 1, section 5 (viii).	The President accepted the unanimous recommendation of the UBSD that the student should receive a suspension of one semester.
14-1	Student misconduct under SFU Policy S10.01, paragraph 4.2.1(a) – Disruptive or Dangerous Behaviour by word or action. Pursuant to SFU Policy S10.02, Appendix 1, section 5 (iii), student was found guilty of misconduct and issued a written reprimand.	The UBSD Tribunal upheld the student's appeal, overturned the finding of misconduct and directed that the letter of reprimand be removed from the student's file.
14-3	Academic Dishonesty under SFU Policy S10.01, section 4.1.2(b) – Submitting the same, or substantially the same, essay, project or other assignment more than once...unless prior approval has been obtained from the instructor to whom the work is being submitted. Student submitted a research proposal in a Marine Science course that contained extensive passages that were identical, or substantially identical, to work previously submitted by the student in a different course.	The UBSD Tribunal upheld the student's appeal and overturned the finding of academic dishonesty and directed that the finding of Academic Dishonesty be removed from the student's file.

Senate Committee on Disciplinary Appeals

Reporting Period
September 2013 – August 2014

The **Senate Committee on Disciplinary Appeals** (**SCODA**) heard **three** appeals during the period covered by this report, all involving undergraduate students charged with academic dishonesty and plagiarism.

SCODA Appeal No. 2013-02 (academic dishonesty)

Appeal based on of University Policy S10.04, 2.1(iii), that the penalty was "excessive in all the circumstances of the case." At issue was the assigning of an "FD" grade. . The case involved two cases of alleged academic dishonesty. In the first case the professor argued that the student had hired a private tutor to do an assignment for her. The student then sent the assignment to one other student. In the end, several students ended up submitting the same version of the assignment. In the second case, the student was caught taking a photograph with her phone of an in class quiz.

With regard to the matter of the excessiveness of the penalty, the committee found, based on an evaluation of all the circumstances of the case, that the penalty imposed was appropriate for a violation of this type. The committee, therefore, confirmed the original grade of "FD."

SCODA Appeal No. 2013-03 (plagiarism)

Appeal based on University Policy S10.04, 2.1(iii), that the penalty was "excessive in all the circumstances of the case." The alleged academic dishonesty involved two cases of plagiarism: on the first and final written assignments of the semester. The facts of the case were not in dispute, and the UBSD concluded that the student had committed academic dishonesty. The student had been given an "F" grade.

This case was unusual due to procedural matters prior to the hearing. The student missed the deadline for an appeal, but requested one based on medical grounds. SCODA granted this appeal. The student then continued to negotiate terms for the appeal, and ultimately refused to appear before SCODA in person or through any other form of telecommunication. Although, in consultation with the Vice-President Legal Affairs it was determined that failure to appear constituted an abandonment of the appeal, it was decided to proceed with the appeal. The student had an invitation to appear in person or through a telephone conference call. The student did not appear, nor give any indication that they wished to appear, and the hearing proceeded without her.

SCODA found the facts of the case to be straight forward. All university procedures in dealing with the academic dishonesty had been followed. Considering that the plagiarism could warrant a grade of "FD", and that according to the Professor the student was likely to receive an "F" grade based on her performance in any event, the "F" grade given was not excessive.

SCODA Appeal No. 2014-04 (plagiarism)

Appeal based on University Policy S10.04, 2.1(ii), "that a factual error occurred of sufficient magnitude that it may reasonably be said to have altered the outcome of the case against the student." This case involves an essay with several instances of improper quotation, citation, and plagiarism. The essay was graded with a 50% penalty.

SCODA found the facts of the case to be straight forward. The student did commit academic dishonesty. The professor followed university procedures in dealing with the academic dishonesty, and demonstrated common sense in deciding how to deal with the matter. The appeal resulted from the students misunderstanding of what is academic dishonesty. SCODA found the penalty applied to be appropriate for the misconduct.

SCODA Membership for Reporting Period of September 2013-August 2014:

Chair: Dr. Doug Allen, Department of Economics (since September 2013)
Vice-Chair: Dr. Abraham Punnen, Department of Mathematics (since September 2013)

Faculty (Regular Members)
Dr. Daniel Laitsch, Centre for the Study of Educational Leadership and Policy (CSELP)

Faculty (Alternate Members)
Dr. Jillian McIntosh, Department of Philosophy
Mr. Christian Venhuizen, Beedie School of Business
Mr. Kevin Stewart, Beedie School of Business (to May 2014 only)

Students (Regular Members)
Mr. Brandon Chapman, Student Representative
Mr. Ehsan Jozaghi, Student Representative
Ms. Katherine Knapp, Student Representative
Mr. Caleb Kwon, Student Representative (to May 2014 only)
Mr. Marc Legacy, Student Representative (to May 2014 only)
Mr. Subin Punnen, Student Representative (to May 2014 only)

Students (Alternate Members)
Mr. Saumya Sangal, Student Representative
Mr. Ali Najaf, Student Representative
Ms. Katherine Knapp, Student Representative (alternate to May 2014 only)

Secretary
Ms. Concetta Di Francesco, Secretary, Senate and Academic Services

Doug Allen, Chair (2013-2014)

Oct 22/14
Date