

**APPENDIX A. REPORT TO SENATE OF
THE COMMITTEE ON STUDENT DISCIPLINE
ANNUAL REPORT 2017-2018**

**Submitted by Christopher Buddle, Dean of Students
& Glenn Zabowski, Associate Dean of Students**

Overview

The [Code of Student Conduct and Disciplinary Procedures](#) (the “Code”) is an important policy at McGill: it outlines the responsibilities of students for both academic and non-academic matters. It is a policy that contains definitions about misconduct, but also details a full disciplinary process, and an appeal process. The Code ensures students’ rights to a fair process are maintained and it is a frequently used policy at McGill.

The mandate of the Committee on Student Discipline (CSD), its role, and membership, are embedded within the Code. The committee is a tribunal rather than a policy committee; it functions when convened to consider disciplinary cases brought to its attention. The policies administered by CSD are normally brought to Senate, after appropriate consultations by the Dean of Students. The business of the Committee is conducted by the Office of the Dean of Students and by Disciplinary Officers (DOs). 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 are followed and respected.

The Dean of each Faculty, of the Libraries and of Graduate and Postdoctoral Studies, the Executive Director of Athletics and Recreation and the Directors of Student Housing & Hospitality are officially appointed as Disciplinary Officers. The Faculty Deans routinely deputize one or more members of their staff to act as Disciplinary Officers. Student Housing & Hospitality deputize Residence Life Managers (RLMs), for overseeing non-academic

inappropriate for any reason.

The Disciplinary Officer's job is challenging since each student's situation is unique and must be treated as such. Regular meetings and training of all the Disciplinary Officers help ensure that there is a common understanding of how the Code should be interpreted and what constitutes appropriate sanctions. The Office of the Dean of Students serves as a resource to students and to Disciplinary Officers regarding matters related to the Code. The Office of the Dean of Students has also ensured a set of Disciplinary Officers receive additional training, and these individuals will oversee cases involving sexual violence.

Aggregate Case Statistics for the 2017-2018 Academic Year

This Annual Report includes all discipline cases formally addressed during the last academic year at McGill University. CSD hearings comprise 2.6% of this total. 252 students participated in the discipline process last academic year. Some students were involved in more than one case and others were involved in interim orders (exclusion / cease & desist communication) which did not result in a disposed case. More than one article of the Code may be cited for some cases. The undergraduate and graduate student breakdown is not provided in order to protect the confidentiality of outcomes.

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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 2017-18, 199 disciplinary clearance letters were prepared.

COMMENTS BY THE DEAN AND ASSOCIATE DEAN OF STUDENTS

The total number of cases went down last academic year after going up the year before, and after going down for four straight years previously. After dropping to 192 cases 2016-17 (the lowest since 2005-06) the total number of cases returned to more typical levels at 264 cases. There were 286 cases in 2015-16, 240 cases in 2014-15, and 276 cases in 2013-14. There was a 35.6% increase in academic cases (202 vs. 149 cases) and a 44.2% decrease in non-academic cases (62 vs. 43 cases). There are always fluctuations yearly in the number of cases, and once again the 2017-18 numbers seem similar to the numbers in the years prior to 2016-17. It is essential that the community uses the Code of Conduct when there is a possible violation of an academic or non-academic offence, as this ensures there is a fair process for students.

Exonerations, in which it is deemed there is a lack of clear, convincing and reliable evidence, accounted for 32.5% of academic offence decisions and 15.6% of non-academic decisions; these are similar to past years. It is typical that the number of exonerations for academic offence decisions are higher as these cases are sometimes less clear than non-academic decisions. Usually about one third of all decisions result in an exoneration.

Of the 252 students in 2017-18, 41 were from Arts, 39 from Residences, 31 from Engineering, 27 from Nursing, 21 from Education, 19 from Management, 17 from Science, and 16 from GPS. The remaining 41 students are distributed among five other Faculties and Schools.

The number of decisions involving plagiarism were higher than the year before (152 in 2017-18 versus 102 in 2016-17). The number of decisions involving cheating increased slightly from 40 in 2016-17 to 44 in 2017-18.

There were 198 admonishments in the discipline process in 2017-18 compared to 153 in 2016-17.

There were ten reprimands in the discipline process in 2017-18 compared to four in 2016-17, and eight in 2015-16. Reprimands are an official disciplinary record, held by the Office of the Dean of Students. Disclosures of disciplinary records are done only with the consent of the student.

138 decisions of conduct probation for periods of varying duration were made (compared to 127 in 2016-17). "Conduct probation" means a sanction whereby a student is officially advised that any allegation of the same article of the Code, during a specified period of time, shall be referred to the CSD. As part of this sanction, one or more conditions reasonably related to the offence or offences may also be imposed. The most common sanction for academic cases is a grade of 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 to maintain order and assure the principles of academic integrity are respected. This also includes the application of the Code to balance the rights of complainants, persons under allegation and the wider community of McGill University.

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 disabilities or severe mental illness, and the extent of the “University context” – i.e. where does McGill University have jurisdiction, and where does it not? Staff and students are on the frontline of these key debates and they make difficult decisions on a daily basis that can have consequences not only for individuals, but for our community as a whole. Much appreciation to all those involved.

Appendix B: Allegations of Academic Offences Adjudicated by Disciplinary Officers

Article – Decision*	16	17	18	19	Totals
Exonerated	46	16	0	4	66
Admonished	102	26	1	9	138
Reprimand	2	1	0	0	3
TOTALS	150	43	1	13	207 decisions

Article 16 (Plagiarism)

Article 17 (Cheating)

Article 18 (Confidential Materials)

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

**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)*

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Article – Decision

APPENDIX E. 2017-2018 DISCIPLINARY OFFICERS

AREA	DISCIPLINARY OFFICERS
Faculty of Agricultural and Environmental Sciences	Prof. Jim Fyles, Associate Dean (Student Affairs)
Faculty of Arts	Prof. Lucyna Lach, Associate Dean (Student Affairs)
Athletics	Mr. Philip Quintal, Associate Director, Department of Athletics
School of Continuing Studies	Dr. James Archibald, Director (Translation & Written Communication)
Faculty of Dentistry	Dr. Michel El-Hakim, Program Director
Faculty of Education	Prof. Fiona Benson, D

AREA	DISCIPLINARY OFFICERS
Faculty of Science	Ms. Nicole Allard, Director, Advising Services Backup: Mr. Pete Barry, Chief Academic Advisor
Schulich School of Music	Prof. John Mac Master, Associate Dean (Academic and Student Affairs)
Residences	<p>Ms. Ria Rombough (until Dec 2017): <i>All Residences</i></p> <p>Ms. Cora-Lee Conway: <i>Residence Life Team Leader, MORE Houses (Undergrad)</i></p> <p>Ms. Erin Schwabe-Fry: <i>Douglas & McConnel Hall</i></p> <p>Mr. Avik (Jim) Ghoshdastidar: <i>Solin Hall</i></p> <p>Ms. Melissa Garrido: <i>Molson & Gardner</i></p> <p>Ms. Lindsay O’Connell: <i>Laird Hall & Eco Residence</i></p> <p>Mr. Luke Walker: <i>New Residence</i></p> <p>Mr. Kayin Queely: <i>Carrefour Sherbrooke & La Citadelle</i></p>

APPENDIX F. CSD COMPOSITION IN 2017-2018

NAME	FACULTY	TERM (ending 31 Aug.)
Student Members (12)		U2.16 0.48 ref74.16
Camille Belanger	SSMU: Arts	2018
Ellen Chen	SSMU: Law	2018
Jad El-Tal	SSMU: Arts	2018
Caitlin Mehrotra	SSMU: Science	2018
Sebastien Oudin-Filipecki	SSMU: Arts	2018
Nicholas Dunn	PGSS: Philosophy	2018
Jenny Ann Pura	PGSS: Experimental Surgery	2018
Wajih Jawhar	PGSS: Human Genetics	2018