

**University of Windsor
Academic Policy Committee**

5.3a: **Ninth Annual Comprehensive Student Discipline Report**

Item for: **Information**

Forwarded by: **Academic Integrity Office**

See attached.

**Comprehensive Student Discipline Report
2012/13**

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INTRODUCTION

This is the ninth annual Comprehensive Student Discipline Report, prepared by the Academic Integrity Officer (“AIO”) according to Section 6 of the Senate Bylaw 31: Student Affairs and Integrity. The report is to inform the University community about **student discipline** in the 2012/13 academic year, to compare the results with the data from the previous two years and to help identify trends or new developments. Information contained in this report has been provided by offices across campus that is responsible for student discipline:

- Academic Integrity Office
- University Secretariat
- Disciplinary Tribunals (Judicial Panel and Discipline Appeal Committee)
**[Senate Bylaw 31: Student Affairs and Integrity
(processing of academic/non-academic complaints)]**
- Faculty of Law **[Policy Statement on Student Discipline]**
- Information Technology Services **[Senate Policy U1: Unacceptable Use of Computer Resources]**
- Leddy Library **[Senate Bylaw 31]**
- Campus Recreation and Athletics **[Intramural Policies and Procedures]**
- Student Residences **[Senate Bylaw 31: Student Affairs and Integrity, para. 3.8]**

This report is part of University of Windsor’s efforts to reinforce its commitment to learning and discovery and a place that encourages, values and expects from its members’ high ethical standards and academic integrity.

The AIO portion of the report provides information on discipline only. Following are details of the AIO’s current awareness campaign, ongoing projects and educational initiatives:

Awareness campaign: Posters, brochures, bookmarks, sticky note pads (*new*), pens, distribution of print and online resources

Educational initiatives: Providing academic integrity presentations in many program orientations, including: The Centre for Executive and Professional Education, International Students’ Centre, Graduate Studies and large introductory classes

Respectfully submitted,

Dr. Danieli S.C. Arbex, LLB, LLM, JSD
Academic Integrity Officer
Student and International Affairs

EXECUTIVE SUMMARY

As expected, the University experienced both increases and decreases in reported integrity violations as compared to the last academic year in some (but not all) areas, as follows:

Violations filed with the University Secretariat for onward forwarding to Associate Deans (or the Vice-Provost in the case of non-academic violations):

2012/13: 146 integrity violations
2011/12: 153 integrity violations
↓ 5%

Complaints dismissed by **Associate Deans**:¹

2012/13: 16 complaints filed that were dismissed
2011/12: 43 complaints filed that were dismissed
↓ 63%

Complaints forwarded to the **AIO** by either Associate Deans (academic violations) or others (non-academic violations) for further investigation:

2012/13: 130 (89%) of all filed complaints
2011/12: 110 (72%) of all filed complaints
↑ 18%

With respect to the complaints processed by the Academic Integrity Office: ²

- 119 (or 92%) involved academic misconduct
- 11 (or 8%) involved non-academic misconduct

- 89% (116 cases) found responsible for the misconduct
- 7% (9 cases) found not responsible (on the basis of insufficient evidence - on a balance of probabilities)
- 2% (3 cases) were withdrawn or dismissed by the university
- 2% (2 cases) were stayed (one case student was not cooperative/unreachable and one case witnesses were reluctant to participate)

- 57% (74 cases) Plagiarism (in assignments) of all referred complaints
Continues to be the most prevalent integrity violation

- 14% (18 cases) Exam cheating was the second highest violation (8% the previous year)

- 37% Mark reduction represented almost half of all sanctions frequently imposed for integrity violations, followed by censure (22%) and admonition (22%). Most often admonitions and censures are coupled with a mark reduction.

- 4.6% (6 cases) were repeat offenders; same number of cases as the previous year.
Plagiarism and exam cheating accounted for half of the repeat offenders.

¹ More information is available in Part B of this report.

² More detailed information is available in Part A of this report.

- 0.34% total percentage of students investigated for misconduct by the AIO (on average *per semester*) which is a slight increase over previous year reporting 0.30%.
- 0.70% total percentage of international students investigated for misconduct³
Slight increase in the reporting period from 0.60% the previous year.
- 0.27% total percentage of domestic students investigated for misconduct⁴ - a slight increase from 0.26% the previous year.
- The offence most frequently engaged in by international students is plagiarism: 29 of the 39 complaints filed.
- 72% of integrity violations involved males
- 28% of integrity violations involved females
 - Males engaged in plagiarism in assignments more often than females
 - Females engaged in plagiarism in a take-home exam more often than males
 - Males engaged in unauthorized collaboration and exam cheating more often than females.
 - More males engaged in non-academic offences than females, which is constant year to year
- 11 non-academic violations were processed.
The number of complaints decreased from 13 in the previous year.⁵
- Integrity violations were most often committed by experienced students in years 2 and 3 compared to years 3 and 4 the previous year.
- Overall, twelve **Judicial Panels** processed 57% more cases than the previous year.
- Of the 22 cases adjudicated by Judicial Panels, 8 required hearings and 12 were resolved without a hearing (i.e., requiring only Judicial Panel approval of a settlement agreement). 2 cases were stayed.
- There were no requests for mediation.
- Two **Discipline Appeal Committees** heard 2 appeals; same as the previous year. Judicial Panel and Discipline Appeal Committee precedents are published on the AIO website.

Other student violations reported by offices across campus responsible for student discipline:

- The **Faculty of Law** had no complaints and no cases in the 2012/13 academic year.
- No formal complaints emanated from **Information Technology Services**. Rather its services were engaged to support other departments in misconduct investigations when required.
- The **Leddy Library** processed a number of violations including theft, trespassed patrons, and alarms being pulled. When necessary, Campus Police became involved. Currently, laptops are the number one most common items stolen from library users (9 laptops). The second highest violation continues to be high school patrons who disrupt University patrons.⁶
- **Campus Recreation and Athletics** experienced two fewer infractions than in the previous year for a total of 12. Fighting in ice hockey is the most common infraction. Suspended players were ultimately reinstated.⁷

³ Based on the total number of international students enrolled on average per semester.

⁴ Based on the total number of domestic students enrolled on average per semester.

⁵ Of these 11 cases, 7 involved inappropriate behaviour. For further details see pages 17.

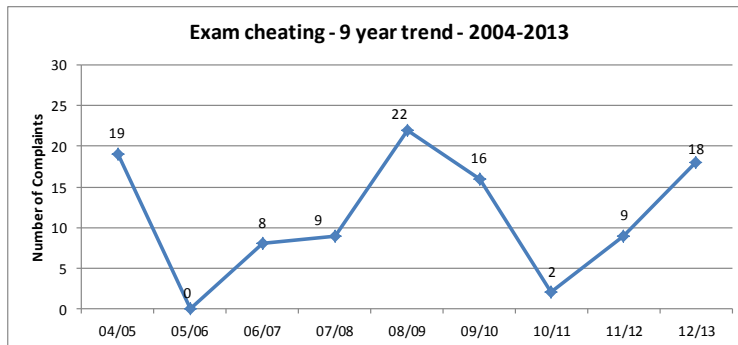
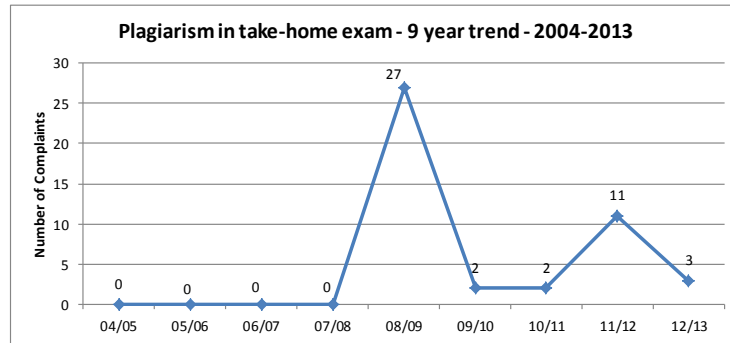
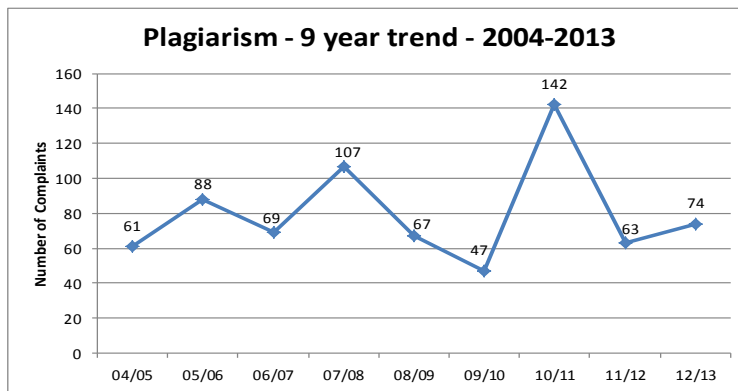
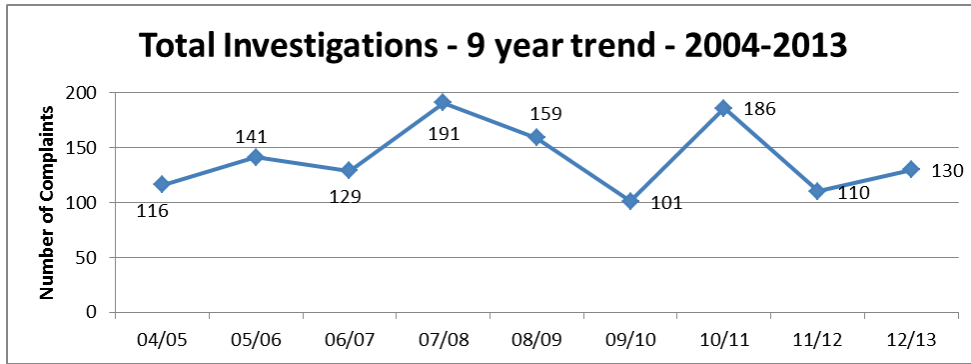
⁶ More details are available in Part F.

⁷ More details are available in Part G.

- **Student Residences** is now reporting minor and major infractions as levels 1, 2 and 3.
 - **Student Residences** received 214 incident reports resulting in 83 level three infractions and 104 levels one and two infractions.
 - This represents a decrease of 19% in overall incident reports and 72% increase in overall infractions. This is attributable to a number of factors, details of which may be found in Part H of this report.
 - The previous year showed 264 incident reports with 36 major (level 3) infractions and 73 minor (level 1 & 2) infractions.
 - 54 infractions were resolved formally by the Residence Student Conduct Boards compared to 12 infractions the previous year. There were no appeals.

A. Report of the Academic Integrity Office

By Dr. Danieli S.C. Arbex, Academic Integrity Officer



Definitions

1. **Academic Misconduct:** Actions that demonstrate a lack of integrity as defined as a lack of adherence to this University's bylaws and policies and that touch upon instruction, evaluation, curriculum, admission and other matters that affect the academic standing of a student. For purposes of determining subsequent offences, there is no difference between acts of academic and non-academic misconduct.⁸ For professional programs, all actions that result in a breach of the rules of conduct as set out by the professional bodies and adopted in substance by the relevant professional program as part of its code of conduct in the program shall also be considered acts of academic misconduct.⁹

2. **Non-Academic Misconduct:** All other actions that demonstrate a lack of integrity as defined as a lack of adherence to this University's bylaws and policies and that do not fit under the definition of academic misconduct.

These typically include, but are not limited to, Bylaw 31 complaints by Campus Community Police and Residence Life. They may also include complaints of problematic behaviour filed by faculty members, other students, or University groups, clubs, or associations.¹⁰

3. **Multiple:** The AIO defines this as two or more complaints of academic or non-academic misconduct, as the case may be, against one student. Where multiple complaints against a student comprise both types of misconduct, the case is categorized as either academic or non-academic misconduct according to the number and gravity of the complaints under all the circumstances.

Notes

1. The AIO report includes all Faculties except the Faculty of Law. Cases in the Faculty of Law are dealt with internally within that Faculty and reported in Part C of this report.

2. All references to the Vice-Provost are to the Vice-Provost, Students and International (Dean of Students).

3. Finally, for comparison purposes, in each of the tables in the Summary of Data section that follows (with the exception of the table immediately below), totals for at least the previous *two* academic years are provided for comparison purposes. The balance of the tables in the other sections that provide more detailed data include only a comparison for the *previous* academic year.

SUMMARY OF DATA

1. Total investigations

2012/13	2011/12	2010/11	2009/10	2008/09
130	110	186	101	159

⁸ Bylaw 31: Student Affairs and Integrity, para. 2.1. See also Appendix A of Bylaw 31 for examples of types of misconduct.

⁹ *Ibid.*, para. 2.1.1.

¹⁰ *Ibid.*, para. 2.2.

2. Results of all the investigations

	2012/13 (130 cases)	2011/12 (110 cases)	2010/11 (186 cases)
Student responsible	89% (116 cases)	89.1% (98 cases)	88.7% (165 cases)
Insufficient evidence	7% (9 cases)	9.1% (10 cases)	8.6% (16 cases)
Withdrawn or dismissed	2% (3 cases)	1.8% (2 cases)	2.7% (5 cases)
Stayed	2% (2 cases)*	--	--

* Cases were stayed with a five year expiration date.

The cases in the “withdrawn or dismissed” category above only reflect those complaints that were processed through the AIO. Under Bylaw 31, Associate Deans can choose not to forward a complaint to the AIO for a full investigation.¹¹ In those situations, the complaint is considered to be dismissed by the Associate Dean.¹²

3. Results: academic vs. non-academic complaints

a. Academic (119 cases)

	2012/13 (119 cases)	2011/12 (97 cases)	2010/11 (171 cases)
Student responsible	92% (110 cases)	95.9% (93 cases)	90.6% (155 cases)
Insufficient evidence	7% (8 cases)	3.1% (3 cases)	8.8% (15 cases)
Withdrawn or dismissed	0%	1.0% (1 case)	0.6% (1 case)
Stayed	1% (1 case)	--	--

b. Non-academic (11 cases)

	2012/13 (11 cases)	2011/12 (13 cases)	2010/11 (15 cases)
Student responsible	55% (6 cases)	38.5% (5 cases)	66.7% (10 cases)
Insufficient evidence	9% (1 case)	53.8% (7 cases)	6.7% (1 case)
Withdrawn or dismissed	27% (3 cases)	7.7% (1 case)	26.7% (4 cases)
Stayed	9% (1 case)	--	--

¹¹ See para. 3.2.1: “After reviewing the documentation and having met with the student, the Associate Dean shall determine whether to forward the matter, including all relevant documentation and evidence, to the Academic Integrity Officer, through the Office of the Senate Secretariat, who shall conduct an investigation.”

¹² Details of the complaints in which that occurred are reported by the University Secretariat in Part B of this report.

4. Type of Offence

Alleged plagiarism comprised the majority of complaints referred to the AIO: 56.9% (74 of 130 complaints). This is a slight decrease from last year in which plagiarism comprised 57.3% of referred complaints (63 of 110 complaints).

In 2012/13 plagiarism was followed by:

- Exam cheating 14% (18 cases)
- Possession of an unauthorized aid during an examination 6% (8 cases)
- Unauthorized collaboration 5% (7 cases)
- Inappropriate behaviour 5% (7 cases)

The remaining complaints (12% or 16 cases) covered a range of other offences as detailed later in the report.

5. Informal vs. Formal Resolution

The number of cases referred for formal resolution increased. The number of cases requiring hearings increased by two cases.

	2012/13	2011/12	2010/11
Informal Resolution	83% (108 cases)	84.5% (94 cases)	91.4% (170 cases)
Formal Resolution	17% (22 cases)*	15.5% (16 cases)	8.6% (16 cases)
Percentage of Judicial Panel cases settling before a hearing, including mediated settlements.	55% (12 cases)	41.2% (8 cases)	68.8% (11 cases)
Percentage of Judicial Panel cases requiring a hearing	46% (10 cases)*	58.8% (8 cases)	31.3% (5 cases)

* Two cases were stayed with an expiration time of five years.

6. Sanctions

Mark reduction continues to be the leading sanction imposed, followed by censure and admonitions. Admonitions have increased significantly. As will be shown later in the report, censures and admonitions are *accompanied* by mark reductions. Suspensions have significantly decreased over last year.

	2012/13	2011/12	2010/11
Mark reduction	37.0%	43.6%	25.3%
Censure	21.5%	24.5%	23.7%
Admonition	21.5%	7.3%	32.3%
No sanctions due to insufficient evidence or a stay of the complaint	8.5%	9.1%	8.6%
Other	9.2%	2.7%	3.7%
Suspension	1.5%	10.0%	3.2%
Dismissed	0.8%	0.9%	2.7%
Expulsion	0.0%	0.0%	0.5%

7. Gender

Males continue to commit more offences than females.

	2012/13	2011/12	2010/11
Males	72.3% (94 cases) • 91.5% academic (86 cases) • 8.5% non-academic (8 cases)	61.8% (68 cases) • 85.3% academic (58 cases) • 14.7% non-academic (10 cases)	64.5% (120 cases) • 88.3% academic (106 cases) • 11.7% non-academic (14 cases)
Females	27.7% (36 cases) • 91.7% academic (33 cases) • 8.3% non-academic (3 cases)	38.2% (42 cases) • 92.9% academic (39 cases) • 7.1% non-academic (3 cases)	35.5% (66 cases) • 98.5% academic (65 cases) • 1.5% non-academic (1 case)

With respect to the most prevalent offences reported in 2012/13, both males and females engaged in plagiarism most often.

	Plagiarism	Exam Cheating
Males	74.3%	61.1%
Females	25.7%	38.9%

8. Repeat Offender

Of the 130 investigations conducted, 4.6% of them involved known repeat offenders. This represents a decrease from 2011/12 where 5.5% of the complaints involved known repeat offenders. Plagiarism and exam cheating were the most prevalent offences.

9. Domestic/International

For ease of comparison, the figures in parentheses are for 2012/13.

Note: These data must be presented by semester since enrollment varies from semester to semester.

	Fall 2012			Winter 2013			I/S 2013			Average Per Semester 2012/13		
	Domestic	Int'l	Total	Domestic	Int'l	Total	Domestic	Int'l	Total	Domestic	Int'l	Total
No. Full-time & Part-time students enrolled - excluding Law students	15,195	1,948	17,143	12,910	2,061	14,971	5,147	1,525	6,672	11,084 (10,564)	1,845 (1,558)	12,929 (12,122)
No. of complaints received against students that were <i>resolved</i> in this semester	38	23	61	32	8	40	21	8	29 *	30 (27)	13 (9)	43 (37)
% of complaints received against students that were <i>resolved</i> in this semester	0.25%	1.18%	0.36%	0.25%	0.39%	0.27%	0.41%	0.52%	0.43%	0.27% (0.26%)	0.70% (0.60%)	0.34% (0.30%)

* While this figure seems high for a semester in which we have fewer students, be reminded that many of these complaints carried over from the Winter semester. All figures refer to the semester in which the complaints were *resolved*, not when the alleged offences occurred or when the complaints were filed.

10. Mediation

There were no requests for mediation.

DETAILED REPORT

PART 1 – ACADEMIC

1. Summary by Offence and Sanction Imposed – Academic

Sanctions were expanded in the new Bylaw. Thus, in the cases reported in the next table more than one sanction was sometimes applied. Under the previous Bylaw 31 professors evaluated the work (often by assigning a zero to the compromised evaluation), whereas under the new bylaw they are to assign an “Incomplete” and in appropriate cases the grade is later adjusted as a disciplinary sanction once the complaint is processed. Thus, for academic offences where a student is found responsible for the misconduct, a grade penalty is often imposed with respect to the academic evaluation in question, *in addition to* an admonition, censure, suspension, as the case may be. Less often, an admonition, censure, or suspension might also be supplemented with a letter of apology, other educational sanctions, or even less frequently, the opportunity to repeat the work for assessment. The possible varieties of outcomes makes presenting this data in an easy-to-digest table format somewhat challenging. Therefore, readers are asked to refer to the footnotes for more details. For sanction definitions, please refer to Appendix A of this report.

Type of Offence (Academic)	Admonition	Mark Reduction Only	Repeat Work for Assessment	Censure	Zero in Course	Suspension	Letter of Apology	Mediated Settlement	Insufficient Evidence	Withdrawn	Stayed	Dismissed	Totals (2012/13)	Totals (2011/12)
Plagiarism ¹	14	45		11	1		1		2				74	63
Plagiarism in take-home exam	1			1					1				3	11
Unauthorized collaboration	1	1					3		2				7	9
Academic forgery or fraud	2	1											3	2
Cheating in a clicker exercise	2												2	0
Exam cheating ²	3			11		1			3				18	9
Possession of an unauthorized aid during an examination ³	3	1		1		1	2						8	0
Exam/test tampering and resubmitting													0	1
Violating examination/test rules				2									2	1
Impersonation	1												1	0
Inappropriate behaviour													0	1
Multiple											1		1	0
Totals (2012/13)	27	48	0	26	1	2	6	0	8	0	1	0	119	
Totals (2011/12)	7	48	2	25	0	10	0	1	3	0	0	1		97

¹ Of these 74 cases:

- 3 were group plagiarism
- 3 were plagiarism and unauthorized collaboration
- 1 was plagiarism in a PhD dissertation proposal
- 62 were from plagiarism in an assignment, paper, essay or report

² Of these 18 cases, 6 cases involved party to exam cheating and 8 involved cheating with an unauthorized aid

³ Of these 8 cases, 2 involved a cell phone and 2 involved electronic calculator

2. Summary by Nature of Disposition – Academic

Type of Offence	Informal Disposition	Formal Disposition: Hearing Before Judicial Panel	Formal Disposition: Settlement Approved by Judicial Panel*	Mediated Settlement	Totals (2012/13)	Totals (2011/12)
Plagiarism	68	1	5		74	63
Plagiarism in take-home exam	3				3	11
Unauthorized collaboration	6		1		7	9
Academic forgery or fraud	3				3	2
Cheating in a clicker exercise	2				2	0
Exam cheating	13	2	3		18	9
Possession of an unauthorized aid during an examination	5	2	1		8	0
Exam/test tampering and resubmitting	0				0	1
Violating examination/test rules	2				2	1
Impersonation	1				1	0
Inappropriate behaviour	0				0	1
Multiple	0	1			1	0
Totals (2012/13)	103	6	10	0	119	
Totals (2011/12)	81	9	5	2		97

* Occasionally a Judicial Panel will not approve a settlement as presented, but may make changes to it. Those cases, although infrequent, are also included in this column.

Note: Of the six cases heard before a Judicial Panel, one case was stayed for up to five years as witnesses at the time were reluctant to participate.

3. Summary by Gender and Repeat Offender – Academic

Type of Offence	Male	Female	First Offender	Repeat Offender	Totals (2012/13)	Totals (2011/12)
Plagiarism	55	19	72	2	74	63
Plagiarism in take-home exam	1	2	3	0	3	11
Unauthorized collaboration	5	2	7	0	7	9
Academic forgery or fraud	1	2	3	0	3	2
Cheating in a clicker exercise	2	0	2	0	2	0
Exam cheating	11	7	16	2	18	9
Possession of an unauthorized aid during an examination	7	1	7	1	8	0
Exam/test tampering and resubmitting	0	0	0	0	0	1
Violating examination/test rules	2	0	2	0	2	1
Impersonation	1	0	1	0	1	0
Inappropriate behaviour	0	0	0	0	0	1
Multiple	1	0	1	0	1	0
Totals (2012/13)	86	33	114	5	119	
Totals (2011/12)	58	39	91	6		97

PART 2 – NON-ACADEMIC

1. Summary by Offence and Sanction Imposed – Non-academic

For sanction definitions, please refer to Appendix A of this report.

Type of Offence	Admonition	Letter of Apology	Censure	Community Service	Suspension	Stayed	Insufficient Evidence	Withdrawn	Dismissed	Totals (2012/13)	Totals (2011/12)
Possession and/or use of narcotics				1						1	1
Furnishing false information ¹		1								1	0
Theft			1							1	4
Inappropriate and/or threatening behaviour to person(s) on campus	1	1	1			1		2	1	7	6
Damage to personal property										0	1
Violation of University's scholarship rules										0	1
Multiple offences							1			1	0
Totals (2012/13)	1	2	2	1	0	1	1	2	1	11	
Totals (2011/12)	1	0	2	1	1	0	7	1	0		13

¹ In addition to a Letter of Apology, the student wrote a reflective story

2. Summary by Nature of Disposition – Non-academic

Type of Offence	Informal Disposition	Formal Disposition: Hearing Before Judicial Panel	Formal Disposition: Settlement Approved by Judicial Panel	Mediated Settlement	Totals (2012/13)	Totals (2011/12)
Possession and/or use of narcotics	1				1	1
Furnishing false information			1		1	0
Theft	1				1	4
Inappropriate and/or threatening behaviour to person(s) on campus	2	4	1		7	6
Damage to personal property					0	1
Violation of University's scholarship rules					0	1
Multiple offences	1				1	0
Totals (2012/13)	5	4	2	0	11	
Totals (2011/12)	13	0	0	0		13

Note: of the four cases heard before a Judicial Panel, one case was stayed as the student was not co-operating/unreachable.

3. Summary by Gender of Offender/Alleged Offender – Non-academic

Type of Offence	Male	Female	First Offender	Repeat Offender	Totals (2012/13)	Totals (2011/12)
Possession and use of narcotics	1	0	1	0	1	1
Furnishing false information	0	1	1	0	1	0
Theft	1	0	1	0	1	4
Inappropriate and/or threatening behaviour to person(s) on campus	5	2	6	1	7	6
Damage to personal property	0	0	0	0	0	1
Violation of University's scholarship rules	0	0	0	0	0	1
Multiple offences	1	0	1	0	1	0
Totals (2012/13)	8	3	10	1	11	
Totals (2011/12)	10	3	13	0		13

B. Report of the University Secretariat

Bylaw 31 permits dismissal of a complaint by an Associate Dean before the complaint reaches the AIO. The following table reflects the complaints for which that occurred. The reasons for dismissal may vary and are not indicated but typically complaints are dismissed if the Associate Dean concludes there is insufficient evidence. This table also indicates the number of international vs. domestic students against whom these complaints were filed in keeping with Senate's request for this information. The data indicate that 19% of the complaints dismissed by Associate Deans were filed against international students and the remaining 81% against domestic students.

Offence	Totals 2012/13	Domestic Students	International Students
Plagiarism	9	8	1
Exam cheating/talking and collaborating with another student during an examination	2	1	1
Copying assignments/submitted assignment similar to another students'	5	5	0
Totals 2012/13	16	14	2

C. Report of the Discipline Committee of the Faculty of Law

Law School Policy Statement on Student Discipline

By Professor Reem Bahdi, Associate Dean, Faculty of Law

Faculty of Law had no complaints and no cases in the 2012/13 academic year.

D. Report of the Disciplinary Tribunals

Judicial Panel and Discipline Appeal Committee

By Dr. Danieli S.C. Arbex, Academic Integrity Officer

Judicial Panel Members

Panels	Chair	Faculty Member	Student Member
1	Professor Leigh West	Dr. Tanya Basok	Mr. Anthony Meloche
2	Dr. Emir Crowne	Dr. Anne Forrest	Mr. Mohammad Akbar
3	Professor Jeff Berryman	Dr. Scott Martyn	Ms. Kimberly Orr
4	Dr. Emir Crowne	Dr. Scott Martyn	Ms. Kimberly Orr
5	Dr. Emir Crowne	Mr. Enrique Chacon	Ms. Stephanie Saad
6	Dr. Emir Crowne	Mr. Russell Nahdee	Ms. Kimberly Orr
7	Professor Leigh West	Dr. Ed King	Ms. Beth Oakley
8	Professor Jeff Berryman	Mr. Marty Lowman	Mr. Mohammad Akbar
9	Professor Jeff Berryman	Mr. Enrique Chacon	Mr. Marc Frey
10	Dr. Emir Crowne	Dr. Anne Forrest	Mr. Gamal El Sayed
11	Professor Jeff Berryman	Dr. Chris Thrasher	Mr. Anthony Meloche
12	Dr. Emir Crowne	Dr. Anne Forrest	Mr. Jake DeJong

Discipline Appeal Committee Members

Committee No.	Chair	Faculty Member	Student Member
13	Professor M. Tanovich	Dr. Christopher Tindale	Mr. Gamal El Sayed
14	Professor M. Tanovich	Dr. Christopher Tindale	Mr. Hussein Zarif

Overview and Comparison to Previous Years

	2012/13	2011/12	2010/11
JUDICIAL PANEL			
Total academic cases adjudicated	16	14	12
Total non-academic cases adjudicated	6	0	1
Total cases adjudicated	22	14	13
Increase/decrease over previous year	57.14%	8.0%	-61%
Total section para. 3.7 hearings (Emergency Suspension Review)	0	0	0
Motions	3	2	0
DISCIPLINE APPEAL COMMITTEE			
Appeals	2	2	3
Motions relating to those appeals	0	1	0

Part I – ACADEMIC

Overview of How Cases Resolved

Settlements (responsibility and sanction)	Hearing as to sanction only (student accepted responsibility)	Hearing as to responsibility and sanction	Stayed	Total Academic Cases Resolved
10	2	3	1	16

Case Details

Where appeals were filed, decisions of the Discipline Appeal Committee are indicated in bold/shaded print in the left column.

No.	Allegation(s)	Panel No. hearing the case	Complainant	Outcome of Hearing (H) or Settlement (S)
1	Party to plagiarism and/or unauthorized collaboration on a tutorial assignment	1	Engineering	Admonition (S)
2	Plagiarism and/or engaged in unauthorized collaboration with other students on a tutorial assignment	1	Engineering	Admonition Mark reduction (S)
3	Plagiarism and/or engaged in unauthorized collaboration with other students on a tutorial assignment	1	Engineering	Admonition Mark reduction (S)
4	Possession of unauthorized aids and exam cheating with the use of the unauthorized aids	2	FASS	Suspension (4 mos.) (H)
5	Possession of unauthorized aids in an examination	3	Engineering	Suspension (6 mos.) Mark reduction (H) Note: Minutes of Settlement for 6 month suspension was not approved by the Judicial Panel as this was a second offence. The case was reviewed by a second Judicial Panel and approved 6 month suspension.
6	Cheating in the final examination with use of an unauthorized aid	4	Engineering	Censure (14 mos.) Letter of apology (H) Note: Student found not responsible to cheating in the final examination and responsible for possession of unauthorized aids during a final examination. Panel back-dated offence to date of offence. Note: Appeal by the University and cross-appeal by the Respondent allowed and charge stayed.
7	Possession of an unauthorized aid (an iPod watch) and cheating in a final examination	1	Engineering	Censure (10 mos.) Mark reduction Community Service (4 hrs) Letter of apology Student's Story for posting to the AIO website (S)
8	(1) Possession of unauthorized aids and (2) exam cheating	1	Graduate Studies	Student accepted responsibility for count 1 and the University withdrew count 2. Admonition, Mark reduction, Community Service (4 hrs) (S)
9	(1) Possession of unauthorized aids and (2) exam cheating	1	Graduate Studies	Censure to graduation Mark reduction, Letter of apology, Student Story (H)
10	1) Multiple: Attempted exam cheating; inciting another student to engage in exam cheating; disruption of an exam; and failure to comply with the requests of University staff and faculty acting in the proper performance of their duties 2) Plagiarism in an assignment	1	Science and FASS	Stayed - 5 years Student was not cooperating/unreachable
11	Plagiarism in an essay	1	FASS	Censure to graduation, Mark reduction, Letter of reflection (S)
12	Plagiarism in Ph.D. Dissertation Proposal	2	Graduate Studies	Censure (1 year), Resubmit proposal (H) Note: Appeal by University denied
13	Possession of unauthorized aids and cheating in a mid-term examination (second offence)	1	FASS	Censure (2 years), Letter of apology, Student's Story (S)
14	Plagiarism in two assignments	10	Engineering	Admonition Mark reduction: zero on both assignments Letter of apology, Letter of reflection (S)
15	Taking credit for writing from a published source in an assignment	11	FASS	Zero in course (S)
16	Possession of unauthorized aids and cheating in a mid-term examination (second offence)	12	Engineering	Censure (4 months) Student's Story (S)

Part II – NON-ACADEMIC

Case Details

Settlements (responsibility and sanction)	Hearing as to sanction only (student accepted responsibility)	Hearing as to responsibility and sanction	Insufficient Evidence	Stayed	Total Academic Cases Resolved
2	0	1	2	1	6

No.	Allegation(s)	Panel No. hearing the case	Complainant	Outcome of Hearing (H) or Settlement (S)
1	Posting uncivil/harassing comments about a fellow student and faculty member on Twitter, in violation of four policies.	5	Nursing	Censure (29 mos.) Letter of apology Ethics Education (H) Note: Student found not responsible for comment about Professor; student found responsible for uncivil comments about the fellow student.
2	Violation of Policy S6: Student Code of Conduct (sending verbally abusive communications to a professor)	6	FASS	Letter of Apology (S)
3	Uttering threats to University of Windsor staff and verbal confrontations with UWindsor employees	7	CCP	University requested a Stay of Proceedings as witnesses were reluctant. Expires in five years (H)
4	Verbally threatening another student with harm/death	8	Student	Insufficient evidence (H)
5	Ongoing disruptive, harassing and intimidating behaviour	5	EDC	University withdrew charge due to insufficient evidence (H)
6	Providing falsified/misleading documentation for academic accommodation	9	SDS	Letters of apology Student's Story (S)

E. Report of Information Technology Services

University of Windsor Acceptable Use Policy

By Mr. Steven Banyai, Assistant Director, IT Services

All work done by Information Technology Services was to assist departments conducting investigations.

F. Report of the Leddy Library

Library Behaviour Code

By Ms. Karen Pillon, Head, Access Services Department

The Library Behaviour Code is made available to students, both in print and online. Library staff members refer to the Code when needed to address behaviour problems in the library.

Most violations of the Library Behaviour Code included theft, high school students causing mischief, patrons who were trespassed because of altercations with other patrons, and various alarms going off in the building (computer, fire, panic). These violations were dealt with informally on a case-by-case basis. When theft was involved, Campus Police were called to rectify issues and assist staff. Those cases were resolved through Campus Police.

This year, stolen goods, especially laptops continue to be the number one most common items stolen from library users especially during periods of high traffic namely exams in the winter and spring terms. In the last year, staff have reported a total of 9 laptops stolen.

Our second largest area of concern this year continues to be young community patrons (high school) who regularly come and disrupt University patrons. Campus Police are aware of this issue and the library (through the circulation department) has put in place measures to deal with these issues. Another set of common violations involved students setting off exit alarms when they passed through the exit doors of the library with materials that had not been checked out. This occurs primarily out of forgetfulness but when a student is found to have taken books without checking them out, an exit report is made and a note is placed in the student's record.

G. Report of Campus Recreation and Athletics

- *Intramural Policies and Procedures*
- *Varsity Athletics Handbook*

By Ms. Sandra Ondracka, Campus Recreation Coordinator

Below is a list of all suspensions that occurred in 2012/13 in intramural sports. Suspensions are the standard penalties in Campus Recreation intramurals for individuals, and may run from suspension from a game to indefinite suspension. Campus Recreation and Athletics does not run any intramural programs during the summer, such that all infractions occurred during the Fall and Winter semesters.

Total number of infractions and suspensions: 11 (10 individual infractions; 1 team infractions)

Comparing 2012/13 to the previous year

	2012/13	2011/12	Percentage Change From Previous Year
Individual Infractions	10	12	-17%
Team Infractions	1	2	-50%
Total Infractions	12	14	-14%

Summary by Infraction and Sport

Infraction	Floor Hockey (Fall)	Flag Football (Fall)	Ice Hockey (Winter)	Men's Basketball (Winter)	Co-ed Basketball (Winter)	Soccer Outdoor/Indoor (Full Year)	Totals 12/13
Verbal abuse	1	1		1			3
Intent to injure			1				1
Unsportsmanlike conduct by individual				1			1
Unsportsmanlike conduct (indiv.) and jostling with referee							
Unsportsmanlike conduct by team						1	1
Fighting			5	1			6
Totals for 2012/13	1	1	6	3		1	12
Totals for 2011/12	1	0	7	2	0	4	14

Summary by Infraction and Length of Suspension (Individual Offences)

Infraction	One game	Two games	Remainder of season	One semester	One year	Indefinite (not eligible to return)	Totals 2012/13	Totals 2011/12
Verbal abuse	1	2					3	4
Intent to injure				1			1	0
Unsportsmanlike conduct by individual		1					1	2
Unsportsmanlike conduct (indiv.) and jostling with referee							0	2
Fighting			2	4			6	4
Totals for 2012/13	1	3	2	5		0	11	NA
Totals for 2011-12	2	2	2	5	1	0	NA	12

- Of the above suspensions all 11 individual suspensions have now been reinstated back into Intramurals. The two season-long suspension individuals were from Ice Hockey and they were placed on probation before being reinstated to play.

- The one team that was guilty of unsportsmanlike conduct was placed on probation for the season and then reinstated. The team was from Men's Outdoor Soccer and they were on probation for the Indoor Soccer Season.

H. Report of Student Residences

Residence Contract: Residence Understandings & Agreements Senate Bylaw 31, para. 3.8.

By Sandra Davis, Residence Life Team Lead, Residence Services

Total number of students in residence:

2012/2013	1258
2011/2012	1307

A copy of the Residence Student Handbook is provided to each student living in residence and contains all residence policies and procedures, including the Residence Student Conduct system and process. Students are encouraged to read the Handbook and are made aware of some of the common rules at their first floor meeting in September.

All student-conduct Incident Reports are forwarded for follow up to the Residence Life Coordinators (“RLC”) of each residence building via an internal software program. Minor (now Level 1, 2 and some Level 3) infractions are handled by the Residence Life Coordinators. Most of the major (now Level 3) infractions are sent directly to the Residence Student Conduct Board for peer review (except in cases where an Administrative Panel is deemed more appropriate).

1. Incident Reports Submitted for Review

Resident Assistants are required to submit an Incident Report whenever Campus Community Police and/or the UWindsor Emergency Response Team, etc., are contacted. In addition, facility-related incidents, including fire alarms are often documented in an Incident Report. Incidents are then determined to be a minor or major (now Level 1, 2, 3) infraction, by the RLC, depending on the complexity.

The chart below summarizes the number of Incident Reports submitted for conduct follow up. More than one student may be involved in each incident report.

Building	2012/2013	2011/2012
Alumni	37	51
Cartier	50	59
Clark	10	9
Electa	10	29
Laurier	49	55
Macdonald	58	61
Total	214	264

Differences in numbers of incident reports submitted from year to year depend on several factors:

- There has been significant turn-over in the Residence Life Co-ordinator positions (who administer the residence discipline system, for the most part). Though there is a process for reporting, there have been inconsistencies resulting in different approaches and responses to infractions. Further training will take place with these staff in an effort to develop more consistent responses to incident reporting.
- A change in room configurations (moving from double rooms to single rooms) may result in fewer students in some residence communities.
- While consistency in reporting infractions throughout the residence system is the goal, this is a challenge when working with over forty Residence Assistants, many of whom are new to the system.

- Student staff members are consistently challenged to provide residents with a plethora of opportunities to get involved; thus greater focus was directed to social programming. The benefits were two-fold: fewer major conduct issues and a more enriching residence experience.

2. Infractions

The chart below summarizes the number of minor and major incidents recorded on Incident Reports for each residence hall. There may be more than one infraction indicated on each incident report.

The determination of whether conduct constitutes a major infraction, minor infraction, or no infraction (now Level 1, 2, 3) is at the discretion of each Residence Life Coordinator, after speaking with all parties involved. Incidents deemed not actionable as an infraction are not reflected in the chart below. In those cases Residence Life Coordinators may meet with the students involved one-on-one to raise awareness about their behaviour and provide them with educational opportunities that are expected to lead to positive behavioural changes.

2012/2013	Level 1	Level 2	Level 3	Totals
Alumni	3	4	27	34
Cartier	30	6	18	54
Clark	0	3	0	3
Electa	0	0	1	1
Laurier	30	8	23	61
Macdonald	4	16	14	34
TOTAL:	67	37	83	187

2011/2012	Major	Minor	Totals
Alumni	8	15	23
Cartier	5	31	36
Clark	0	1	1
Electa	4	3	7
Laurier	9	15	24
Macdonald	10	8	18
TOTAL:	36	73	109

Examples of Minor Infractions (now Level 1 or 2):

Violations of policies relating to:

- Advertising/posters
- Building
- Damages
- Housekeeping
- Decorations
- Guests
- Keys/swipe cards
- Noise
- Technology

Examples of Major Infractions (now Level 3):

Violations of policies relating to:

- Compliance with authorities
- Drugs/narcotics/criminal acts
- Fire safety
- Smoking
- Harassment
- Unacceptable behaviour

3. Sanctions

The chart below summarizes the sanctions imposed by both Residence Life Coordinators and the Residence Student Conduct Board but does not include the number of students involved in each sanction as there may be multiple students involved in any one incident report submitted.

Sanction Type	Sanction	2012/2013*	2011/2012
Behavioural	Behavioural Contract	46	5
	Alcohol Probation		6
	Guest Probation		1
	Disciplinary Probation		7
	Total		19
Contractual	Suspension	4	0
	Termination		1
	Loss of Eligibility		1
	Total		2
Educational	Admonition	52	17
	Apology		6
	Educational/Awareness		10
	Community Service		1
	Referral		1
	Alcohol Education Session		7
	Drug Education Session		0
	Total		42
Punitive	Banned/Trespassed	3	2
	Loss of Privileges		2
	Relocation		1
	Total		4
Restitutive	Behavioural Bond	64	7
	Fine		54
	Restitution		5
	Total		66
No Sanction		114	83
Sanction type not indicated		132	

*Our software now combines various sanctions under each heading in the reporting system

4. Cases Resolved through the Residence Student Conduct Board

Two Residence Student Conduct Boards, comprised of residence students are led by a student employee serving as Student Conduct Board Coordinator. The Boards have original and appellate jurisdiction. Students charged with a major infraction (Level 3) or repeat minor (Level 1 or 2) infractions are sent to the Board where they are given the opportunity to speak to their infractions. Members of the Residence Life Staff are also given the opportunity to present before the board. The decisions of the Board are binding. However, students and/or Residence Services have the right to appeal any major decision made by the Residence Student Conduct Board provided they meet the appeal criteria detailed in the Residence Student Handbook.

The following chart details the number of cases heard by the Residence Student Conduct Boards. The difference in totals can be attributed to our data collection. Each case can have multiple students involved in that incident – previously we reported on the number of cases heard by the Board, however, this year’s submissions shows the number of students that went before the Conduct Board.

Building	2012/2013	2011/2012
Alumni	0	1
Cartier	6	1
Clark	0	1
Electa	1	0
Laurier	20	0
Macdonald	27	9
TOTAL	54	12
Number of Appeals Requested	0*	2
Number of Appeals Granted	0*	2

*=no electronic data was recorded

In rare situations cases are heard by an Administrative Panel comprised of a member of the Residence Life Management Team and/or another representative of the University community (i.e., Student Development & Support) and a representative from Residence student government. Typically these cases are sensitive in nature and must be heard in a timely manner.

**** End of Report ****

Appendix A

Sanctions are defined as follows in Bylaw 31:

Admonition: A notice to the student, orally or in writing, that s/he has violated a rule of conduct and that continuation or repetition of the conduct found wrongful, within a specified period of time stated in the warning, may be cause for more severe disciplinary action.

Letter of Apology: A requirement that the student submit a formal (verbal or written) apology.

Mark Reduction: A reduction of the mark or assigning a mark of zero for the work submitted, based on an evaluation of the academic merit of the work and taking into account the criteria for, and nature of, the assignment and, taking into account the extent of the work which is the result of the misconduct. This may result in a reduction of the final grade in the course.

Repeat Work for Assessment: A requirement that the student redo the assignment or re-sit the test/examination for full or partial credit.

Censure: A written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the letter of reprimand.

No Credit – Discipline: Where the academic misconduct so taints the student's academic performance in the course, the notation of No Credit - Discipline (NCD) shall appear on the student's transcript.

Recommendation to Deny Registration: A recommendation to the Registrar that the student be denied permission to register, or that the student's registration in a course or program be cancelled.

Denial of Registration: A decision of the Registrar to deny the student permission to register, or to cancel the student's registration in a course or program.

Community Service: Community service work within the campus or wider community as set forth in the notice of community service for a definite period of time. Consultation and arrangements with the intended agency, with which the student may be serving his/her community service work, must be made by the Judicial Affairs, Hearings & Office Clerk prior to the issuance of a final order. The list of appropriate community service work settings shall be approved by the Senate Steering Committee.

Restitution: Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Disciplinary Probation: Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a specified period of time.

Exclusion from Campus Facilities: Exclusion from facilities as set forth in the notice of exclusion from specific campus facilities for a specified period of time.

Exclusion from Campus: Denial of access to the campus for an indefinite period for non-academic misconduct. The conditions for removing this ban, if any, shall be included in the exclusion order.

Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any is

permitted, shall be stated in the order of expulsion.

Rescinding Degree: Rescinding the student's degree. [requires approval by the President of the University (or delegate), based on a recommendation from a Judicial Panel or a Discipline Appeal Committee.]

Such other penalties as may be appropriate in the circumstances, including but not limited to deferral of the implementation of a sanction subject to conditions specified, as determined by the Judicial Panel, the Discipline Appeal Committee, or as may be agreed in the mediation conference.

The additional categories included in the chart above are explained here:

Insufficient Evidence. In cases where there is insufficient evidence to meet the standard of proof required (balance of probabilities), no sanction is imposed on a student.

Withdrawn. In cases where a complaint against a student is referred to a Judicial Panel, if it becomes evident before or at the hearing that the University is unlikely to meet its burden of proof, or if there are other reasons in the AIO's professional opinion for not proceeding, the complaint may be withdrawn.

Dismissed. This refers to (1) cases where a formal hearing was held and the Judicial Panel dismissed the charge, usually on the ground that the University did not meet its burden of proof in terms of evidence required to support the allegation, or (2) cases processed informally where it was discovered during the investigation that the student was not responsible for or there was insufficient evidence of, any wrongdoing (applying a balance of probabilities standard).