

## F1004 – ACADEMIC INTEGRITY POLICY

### PROCEDURES

#### Instructor - Regular Studies

1. When a Regular Studies instructor has reason to believe that a student has committed an academic integrity breach, the instructor will investigate the matter to determine if there is sufficient evidence to proceed under the policy. The instructor may consult with the Department Chair or Coordinator and/or the Division Chair or the Office of Student Conduct and Academic Integrity (SCAI) as needed.

#### Instructor - Continuing Studies

2. When a Continuing Studies instructor has reason to believe that a student has committed an academic integrity breach, the instructor will inform the Program Coordinator/Manager of the incident. The Program Coordinator/ Manager will investigate the matter to determine if there is sufficient evidence to proceed under the policy. The Program Coordinator/Manager may consult the Program Director or SCAI as needed.

#### Investigation and reporting

3. As part of the investigation to determine if an academic integrity breach occurred, the instructor may explore a student's level of knowledge related to the assessment content.
4. When a student has been granted accommodation through Accessibility Services, those accommodations will apply to any exploration of the student's knowledge related to the assessment content.
5. If requested, SCAI will provide guidance as to the process for undertaking an academic integrity investigation.
6. Where there is sufficient evidence to establish that an academic integrity breach has occurred, the instructor or Continuing Studies Program Coordinator/Manager will:
  - a. Meet or communicate with the student in writing to provide the student with an outline of the concerns and give the student an opportunity to respond to the concerns(s) either orally or in writing. (A template for communication with the student is found in Appendix A.)
  - b. If the student does not respond to the reported breach(s) within three (3) business days of notification, the matter will proceed based on the available information.
7. An investigation into a possible academic integrity breach must be completed as soon as possible and must not exceed the last day of the month following the semester in which the possible breach occurred, barring exceptional circumstances.
8. If the outcome of the investigation is pending at the time grades must be submitted, the instructor or Program Manager will notify SCAI requesting that an IP (Regular Studies) or I (Continuing Studies) grade be assigned until a decision is made on the matter.
9. It is the responsibility of the instructor or Continuing Studies Program Coordinator/Manager, in consultation with the Division Chair or Continuing Studies Director, as needed, to enter the

correct grade once the matter is finalized.

10. If the investigation shows no breach of policy, the instructor or Continuing Studies Program Coordinator/ Manager will inform the student as soon as possible but no later than the last day of the month following the semester in which the possible breach occurred and will discontinue action on the matter.
11. If the investigation establishes a breach of the Academic Integrity policy, the instructor or Continuing Studies Program Coordinator/Manager will notify SCAI of the following:
  - a. The nature of the policy breach including a copy of the relevant student work and any other evidence as applicable.
  - b. The date the instructor communicated with the student about the breach(es).
  - c. The student's response to the reported breach(es).
  - d. The assigned response (with deadlines/submission guidelines as applicable).
  - e. Reasons for the decision and the assigned response.
12. When an academic integrity incident is discovered after a student has completed the course(s) or semester, the investigation will be undertaken by SCAI in consultation with the Department Chair, Division Chair, or Continuing Studies Program Manager/Director from the last known Department or Program(s) in which the possible breach occurred.

### **Response**

13. Instructors or the Continuing Studies Program Coordinator/Manager may assign any of the following responses singly or in combination, in accordance with the nature and severity of the policy breach.
  - a. Formal warning.
  - b. Remedial responses (including the resubmission of work).
  - c. Educational responses (including academic integrity training, reflection assignments, topic-specific presentations etc.).
  - d. Reduced mark up to and including zero on an assignment or any other form of evaluation.

### **Student Conduct and Academic Integrity**

14. The SCAI will review the provided information to determine if previous breaches have been noted in the Academic Integrity Registry.
15. Where there are no previous breaches recorded in the Registry, SCAI will notify the student of the instructor's or Continuing Studies Program Coordinator/Manager's decision, the reasons for the decision, the College response, and student's rights of appeal.
16. If requested, SCAI may monitor compliance with an educational response and will notify the instructor/Continuing Studies Program Coordinator/Manager on completion.
17. Where there are previous breaches recorded in the Registry or the reported breach is deemed

serious, SCAI will refer the matter to the Division Chair or Continuing Studies Director and provide information related to the current and previous incident(s).

### **Division Chair/Continuing Studies Director**

18. The Division Chair or Program Director, in consultation with the instructor or Continuing Studies Program Coordinator/Manager, as applicable will assess the facts and circumstances of the incident(s).
19. As needed, the Division Chair or Continuing Studies Director may conduct or initiate additional investigation or impose any interim measures deemed necessary to make a thorough assessment of the matter.
20. Additional investigation may include seeking further information from the student, the instructor, or any other source relevant to the investigation.
21. Before deciding, the Division Chair or Continuing Studies Director will offer the student a reasonable opportunity to make a written submission in response to the reported breach and any relevant information gathered during the investigation.
22. Following an assessment of the available information, the Division Chair or Continuing Studies Director will:
  - a. Determine if a breach of the policy occurred.
  - b. Determine the appropriate response for any breach.
  - c. Notify the student in writing of the decision and the reasons for the decision as soon as possible but no later than the last day of the month following the semester in which the breach occurred.
  - d. Provide a copy of the decision to Office of Student Conduct and Academic Integrity, and the instructor/Continuing Studies Program Coordinator/Manager.
23. The Division Chair or Continuing Studies Director may impose any of the following responses singly or in combination, in accordance with the nature and severity of the breach.
  - a. Formal warning.
  - b. Remedial response.
  - c. Educational response.
  - d. Reduced mark up to and including zero on an assignment or any other form of evaluation.
  - e. Reduced grade in the course.
  - f. A grade of "F" in a course.
24. The Division Chair or Continuing Studies Director may recommend the following major responses to the President or designate:
  - a. Suspension.
  - b. Rescinding or denial of a College credential.

**Recommendations for suspension, rescinding or denial of a College credential.**

25. When the Division Chair or the Continuing Studies Director determines that the appropriate response for an academic integrity breach(s) includes suspension from the College, or rescinding/denial of a College credential, they will request that SCAI establish a Committee to review the matter.
26. The Committee will be composed of the Division Chair or the Continuing Studies Director, the relevant Dean, and a representative from SCAI.
27. SCAI will prepare a written summary of facts and provide this to the Committee for review.
28. If, following a review of the statement of facts, the Committee agrees that suspension or rescinding/denial of a credential may be the appropriate response, the Committee will notify the student, and provide them with a copy of the statements of facts.
29. The student will have five (5) business days to respond to the information provided by the Committee and/or provide additional evidence.
30. The Committee will review any additional information the student provides and will determine if the recommendation for suspension or rescinding/denial of a credential will proceed.
31. If the Committee decides not to proceed with a recommendation for suspension/rescinding a credential, the Committee will recommend and implement a different response. SCAI will notify the student.
32. If the Committee decides to proceed with a recommendation for suspension/rescinding a credential, the Committee will forward a written recommendation to the President.
33. If the President agrees that suspension or rescinding/or denial of a College credential is the appropriate response, the President shall impose the decision and notify the student.
34. If the President does not agree that suspension or rescinding/denial of a College credential is appropriate, the President will refer the matter back to the Committee.

**Return following suspension**

35. A student who has been suspended from the College is required to meet with SCAI prior to registration to review the College's expectations regarding Academic Integrity and any conditions or requirements related to the return.

## Appendix A

Sample email notification to student

Subject line: Suspected Academic Integrity Breach

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Dear [insert student name and ID number],

I suspect that a breach of the College's Academic Integrity policy has occurred regarding your [insert exam/term paper/assignment etc.] for [insert course name/number] on [date].

[Explain the concern. E.g.: "The majority of your paper is taken word for word from a material available online. Using sources without appropriate citation could constitute plagiarism."]

Academic misconduct is prohibited under the Langara College Academic Integrity Policy (F1004) and breaches of this policy may result in a response from the College up to and including suspension from the College.

As per College policy, you are required to meet with me to discuss this matter. Please attend a [virtual or in-person] meeting [insert office location or virtual meeting] on either of these two dates and confirm via return email which day you will attend.

[date and time option1].

or

[date and time option 2].

If you are unable to attend the meeting on either of these dates, you may respond and provide comments via email no later than [insert date and time].

If you do not attend the meeting, and you do not respond via email by the date and time specified above, I will assume you have no additional information to provide, and I will make a decision based on the information I have.

If you are unfamiliar with Langara's Academic Integrity policy, please review it at <https://langara.ca/about-langara/policies/pdf/F1004-procedures> prior to our meeting.