

## F1004 – ACADEMIC INTEGRITY POLICY

### PROCEDURES

#### Instructor

1. When an instructor suspects that a student has committed an academic integrity violation, the instructor will investigate the matter to determine if there is sufficient information to proceed under the policy. The instructor may consult with the Department Chair or Coordinator and/or the Office of Student Conduct and Academic Integrity as needed.
2. As part of the investigation to determine if an academic integrity violation occurred, the instructor may require the student to take, without prior notice, an oral or written exam on the content of an assignment or examination.
3. The Office of Student Conduct and Academic Integrity will provide the instructor with guidelines for an academic integrity investigation.
4. Where there is sufficient information to believe that an academic integrity violation has occurred, the instructor will:
  - a. Meet or communicate with the student in writing to provide the student with an outline of the allegation(s).
  - b. Provide the student with an opportunity to respond to the allegation(s) either orally or in writing.
  - c. If the student does not respond to the allegation(s) within three (3) business days of notification, the instructor will proceed based on the available information.
  - d. If, after a review of the available information, including the student's response, the instructor is satisfied that the information is insufficient to establish a violation of the policy, the instructor will discontinue action on the matter.
  - e. If the instructor is satisfied that an academic integrity violation occurred, they will notify the Office of Student Conduct and Academic Integrity of the following:
    - i. The nature of the allegation(s), including a copy of the relevant student work if applicable.
    - ii. The date the instructor communicated with the student about the allegation(s).
    - iii. The student's response to the allegation(s).
    - iv. The assigned sanction (with deadlines/submission guidelines as applicable).
    - v. Reasons for the assigned sanction.

#### Sanctions available to the instructor

5. Instructors may assign any of the following sanctions singly or in combination, in accordance with the nature and severity of the violation.
  - a. Formal warning.

- b. Remedial sanctions (including the resubmission of work).
- c. Educational sanctions.
- d. Reduced mark up to and including zero on an assignment or any other form of evaluation.

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

6. The Office of Student Conduct and Academic Integrity will review the provided information to determine if previous violations have been noted in the Academic Conduct Registry.
7. Where there are no previous violations recorded in the Registry, the Office of Student Conduct and Academic Integrity will notify the student of the instructor's decision and assigned sanction, and inform the student of their rights of appeal.
8. If required, the Office of Student Conduct and Academic Integrity may monitor compliance with educational sanctions and notify the instructor on completion.
9. Where there are previous violations recorded in the Registry or the alleged violation is deemed serious, the Office of Student Conduct and Academic Integrity will refer the matter to the Division Chair or Program Manager and provide the Division Chair or Program Manager with information related to the current and previous violation(s).

### **Division Chair/Program Manager**

10. The Division Chair or Program Manager will assess the available information to determine if the instructor's assigned sanction or other sanctions will be imposed.
11. The Division Chair or Program Manager may conduct additional investigation or impose any interim measures deemed necessary to make a thorough assessment of the matter.
12. Additional investigation may include seeking further information from the student, the instructor, or any other source relevant to the investigation.
13. Before deciding, the Division Chair or Program Manager will offer the student a reasonable opportunity to make a written submission in response to the allegations and any relevant information gathered during the investigation.
14. Following an assessment of the available information, the Division Chair or Program Manager will:
  - a. Determine if a violation of the policy occurred.
  - b. Determine the appropriate sanction for any violation.
  - c. Notify the student in writing of the decision.
  - d. Provide a copy of the decision to Office of Student Conduct and Academic Integrity, and the instructor.

### **Sanctions available to the Division Chair or Program Manager**

15. The Division Chair or Program Manager may impose the instructor's assigned sanction or may impose any of the following sanctions singly or in combination, in accordance with the nature and severity of the violation.
  - a. Formal warning.
  - b. Remedial sanctions (including the resubmission of work).
  - c. Educational sanctions.
  - 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.

The Division Chair or Program Manager may recommend the following major sanctions 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**

16. When the Division Chair or Program Manager determines that the appropriate sanction for an academic integrity violation(s) includes suspension from the College, or rescinding or denial of a College credential, the Division Chair or Program Manager, in consultation with the Office of Student Conduct and Academic Integrity, will:
  - a. Prepare a written recommendation outlining the facts and the reasons for the recommendation.
  - b. Obtain endorsement for the recommendation from the Academic Dean, or the Dean, Continuing Studies in the case of a Continuing Studies course.
  - c. Provide the endorsed recommendation to the President or designate.
17. If the President agrees that suspension, rescinding or denial of a College credential is the appropriate sanction, the President shall impose the sanction.
18. If the President does not agree that suspension or rescinding or denial of a College credential is appropriate, the President will refer the matter back to the Division Chair or Program Manager.

### **Return following suspension**

19. A student who has been suspended from the College is required to meet with the Office of Student Conduct and Academic Integrity prior to registration to review the College's expectations regarding Academic Integrity.

## DECISION REVIEW AND FORMAL APPEAL PROCEDURES

This procedure applies to Langara students who wish to request a Decision Review or initiate a Formal Appeal of a decision made under the Academic Integrity Policy.

### 1. Grounds

- 1.1. Only the following grounds will be accepted as legitimate grounds for a Decision Review or a Formal Appeal.
  - 1.1.1. The action which received a sanction does not constitute an academic integrity violation as defined by the policy.
  - 1.1.2. There is clear and demonstrable evidence of a procedural error that significantly affected the outcome of the decision.
  - 1.1.3. The sanction imposed under the policy is too harsh given the nature of the violation.
- 1.2. In the absence of any of the above grounds, dissatisfaction with the outcome, decision or sanction imposed under the Academic Integrity Policy is not grounds for appeal.
  - 1.2.1. Advice on the appeal process and legitimate grounds for appeal can be obtained from the Office of Student Conduct and Academic Integrity.

### 2. Decision Review

- 2.1. A student may request a review of an academic integrity decision within five (5) business days of being notified of the academic integrity violation and imposed sanction. Requests for a review must be submitted in writing to the Office of the Associate Vice-President, Students (formerly Office of the Dean of Student Services). The request must include:
  - 2.1.1. An explanation of the grounds on which the review is based.
  - 2.1.2. An explanation of the desired resolution or outcome.
  - 2.1.3. Any additional information or evidence the student wishes considered.
- 2.2. The Office of the Associate Vice-President, Students will review the request and any other relevant information to determine if legitimate grounds have been met.
- 2.3. If the request is not based on legitimate grounds, the Office of the Associate Vice-President, Students will dismiss the request and inform the student in writing. The decision of the Office of the Associate Vice-President, Students is final, and not subject to further appeal.
- 2.4. If the student has shown that there are legitimate grounds for a Decision Review, the Office of the Associate Vice-President, Students will forward the request to the appropriate representative for review. The representative will consult with the original decision maker as required.
  - 2.4.1. The relevant Division Chair or Program Manager will review decisions made by a faculty member, Department Chair or Program Coordinator.
  - 2.4.2. The relevant Academic Dean or the Dean, Continuing Studies will review decisions made by the Division Chair or Program Manager.

2.5. If the Decision Review results in an alteration to the previous outcome, the representative will notify the student, the instructor, and the Office of the Associate Vice-President, Students in writing.

2.5.1. If the outcome includes an alteration to the sanction, the Office of Student Conduct and Academic Integrity will be notified of the alteration.

2.6. If the Decision Review does not result in an alteration to the previous outcome, the department representative will provide written notification to the student, the instructor and the Office of the Associate Vice-President, Students.

### **3. Formal Appeal**

3.1. A student who does not agree with the outcome of the Decision Review process, and wishes to pursue a Formal Appeal, must forward their appeal request, including the outcome of the Decision Review process, to the Associate Vice-President, Students within five (5) business days of being notified of the Decision Review outcome.

3.1.1. A Formal Appeal process cannot be requested until after the Decision Review process has concluded.

3.2. Upon receipt of a request for appeal, the Office of the Associate Vice-President, Students will review the request to ensure that legitimate grounds for an appeal are met.

3.2.1. If the request is not based on legitimate grounds, the Office of the Associate Vice-President, Students will dismiss the request and inform the student in writing. The decision of the Office of the Associate Vice-President, Students is final, and not subject to further appeal.

3.2.2. If the request is based on legitimate grounds, the Office of the Associate Vice-President, Students will strike an academic integrity appeal panel.

3.3. An academic integrity appeal panel will consist of three (3) voting members who have had no previous direct involvement with the matter under consideration, and a non-voting chair. The panel will meet as soon as is practicable.

3.3.1. For regular studies courses, the panel will normally include an Academic Dean, a Division Chair and a Department Chair.

3.3.2. For continuing studies courses, the panel will normally include the Dean, Continuing Studies, a Program Manager and a Program Coordinator.

3.4. In cases where two or more students are appealing sanctions that are associated with the same incident or event, the Office of the Associate Vice-President, Students may decide that the appeals be heard together by the academic integrity appeal panel.

3.5. The panel will review all relevant information related to the appeal.

3.5.1. In exceptional circumstances the panel may, at its discretion, conduct an oral hearing.

### **4. Panel Decision**

4.1. After reviewing the information, the panel is limited to the following outcomes:

4.1.1. Uphold the original sanction.

4.1.2. Substitute a lesser sanction or no sanction at all.

4.1.3. Substitute a greater sanction.

4.1.4. Refer the matter back for further investigation or order a new investigation.

4.2. The panel will notify the student and the instructor of the decision in writing.

4.3. The decision of the panel is final and not subject to further appeal.

## **5. Appeal of suspension, denial or rescinding of a College credential**

5.1. A student who wishes to appeal the decision of the President to suspend or rescind a credential must first exhaust all avenues of appeal within the College including all applicable policies before commencing a final appeal to the Board.

5.2. The Board will only consider appeals that relate to matters of procedural fairness. The Board will not investigate or review determination of fact.

5.3. The student must commence a final appeal to the Board in writing within five (5) business days of the issuance of the President's decision.

5.4. At the time of commencement of the final appeal to the Board, the student must:

5.4.1. Identify the specific grounds for the appeal;

5.4.2. Provide a chronological statement of the factual circumstances supporting the stated grounds for the appeal; and

5.4.3. Enclose copies of all documents upon which the student intends to rely.

5.5. Within ten (10) business days of receiving the student's appeal, the Board shall appoint an appeal committee of no fewer than three (3) persons from the members of the Board, other than the President, to consider the appeal.

5.6. In making its decision, the Board should ensure that it obtains the following:

5.6.1. A description of the process followed during the investigation;

5.6.2. A summary of the facts found by the President;

5.6.3. Information showing that the President provided the student with the opportunity to address the facts in issue; and

5.6.4. An explanation from the President as to why the President believes the particular discipline imposed is appropriate.

5.7. In response to the appeal, the Board may, in its discretion:

5.7.1. Decline the appeal summarily on the basis the appeal would not substantially affect the previous decision;

5.7.2. Request further written submissions;

5.7.3. Render a decision based on the written submissions alone;

5.7.4. Conduct a hearing to obtain submissions from interested persons; or

- 5.7.5. Undertake any other steps the Board considers are appropriate to uphold the principles of fairness and due process.
- 5.8. The Board's decision shall be based on a majority vote of the members of the appeal committee and shall normally provide written reasons for its decision within sixty (60) days of the commencement of the appeal.