

<b>Title</b>	<b>Academic Integrity</b>
<b>Number</b>	<b>F1004</b>
<b>Category</b>	<b>Instruction</b>

**1. PURPOSE**

Academic integrity is fundamental to our mission and expected from all Langara College students. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish the quality of our scholarship and reputation.

This policy provides the foundation for fostering and maintaining high academic standards and protecting the integrity of Langara College’s credentials. It outlines the actions that constitute academic integrity violations, the procedures for investigating and resolving concerns, the sanctions for violations, and the procedures for appealing those sanctions. A student's lack of familiarity with the College's policy on academic integrity does not constitute a defense against its application.

**2. DEFINITIONS**

**Academic integrity** – refers to the values on which good academic work are founded and include honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others.

**Academic integrity violation** – a variety of practices that include acts of deceit, misrepresentation, distortion of the truth in assignments, examinations, or other academic activities, or improper use of one’s own or another person’s effort to obtain an academic advantage. See Appendix A for examples.

**Academic Integrity Registry** – a record of students reported to have violated this policy housed in the Office of Student Conduct and Judicial Affairs.

**Appeal** – a process that provides a student who has been sanctioned or suspended for violating the Langara Academic Integrity Policy an opportunity to have the decision reviewed by a previously uninvolved third party.

**Grade** – is the measure of the overall level of achievement in a course or program of study. A grade is usually determined by combining the marks from individual assessment items within the course.

**Instructor** – the individual or individuals responsible for providing instruction and/or evaluation in a course or program at the College.

**Investigation** – an information gathering and assessment process used to determine the nature and circumstances of an alleged academic integrity violation, matters of credibility, and whether it is more probable than not that a violation of this policy occurred.

**Mark** – a measure of level of achievement in an individual assessment item within a course. Marks from multiple assessments are usually combined to form the overall grade for the course.

**Sanction** – a consequence imposed on a student for a violation of this policy.

**Student** – an individual is who is registered in a course or program at the College or who was registered in a course or program at the time the alleged breach occurred.

**Suspension** – a complete interruption of the educational progress of a student for a specified period.

### 3. POLICY

#### General

- 3.1 The College will investigate all alleged academic integrity violations according to the procedures appended to this document and will impose sanctions when an academic integrity violation has occurred.
- 3.2 Investigations into alleged violations of this policy will be completed in a timely manner.
- 3.3 A student may be found to have violated this policy regardless of their intent.
- 3.4 In determining the severity of the sanction, consideration will be given to previous academic integrity violations.
- 3.5 Withdrawal from a course does not exempt a student from responsibility for, or the consequences of, an academic integrity violation.
- 3.6 Sanctions imposed as a result of a violation of this policy will not qualify as grounds for a tuition refund for the course and/or semester in which the violation occurred.
- 3.7 A student who fails to comply with a sanction may be subject to additional sanctions or restrictions.
- 3.8 The Academic Integrity Registry will be maintained in the Office of Student Conduct and Judicial Affairs.

#### Sanctions

- 3.9 If it is deemed that a student has committed an academic integrity violation, one or more of the following sanctions may be imposed in accordance with the nature and severity of the violation.
  - a) Formal warning
  - b) Remedial sanctions (including the resubmission of work)
  - c) Educational sanctions (including mandatory academic integrity training)
  - 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
  - g) Suspension
  - h) Rescinding or denial of a College credential

3.10 Students found responsible for successive violations will generally receive increasingly severe sanctions

**Appeal**

3.11 A student may appeal sanctions in accordance with the appeal procedures associated with this policy.

**4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Office of the Dean of Student Services.

**5. REGULATIONS/PROCEDURES**

Appendix A - Examples of Academic Integrity Violations: Plagiarism and Cheating  
[Academic Integrity - Procedures](#)

<b>History/Revision</b>	
Origination Date	December 11, 2007
Amendment Dates	October 23, 2018 February 17, 2009
Next Review Date	October 23, 2021

**Appendix A****Examples of Academic Integrity Violations:  
Plagiarism and Cheating****1. Plagiarism**

The presentation of words and/or images and/or ideas from another person or source as if they were one's own. It ranges from an entire assignment that is not the student's own work to specific elements within an assignment taken from a source without acknowledgment. Plagiarism includes, but is not limited to:

- a. Paraphrasing materials or ideas of others without identifying the sources
- b. Submitting work that another individual, including a tutor, has prepared, edited or partially written, without prior permission from the instructor
- c. Borrowing all or part of another student's paper or using someone else's outline to write one's own paper
- d. Using a paper writing "service" or having another person write one's paper
- e. Presenting computer code, creative or other work developed by another person as one's own
- f. Using paragraphs, phrases, sentences or ideas taken from another source without referring to or citing the author
- g. Any use of the work of others, whether published, unpublished, or posted electronically, attributed or anonymous, without proper acknowledgement
- h. Directly quoting the words of others, without using quotation marks or indented format to identify them or otherwise indicating that words are directly quoted

**2. Cheating**

An act of deceit, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes, but is not limited to:

- a. Copying all or part of another student's examination or allowing a student to copy all or part of a student's examination
- b. Obtaining or using unauthorized material, such as a copy of an examination before it is given
- c. Fabricating information used in academic work
- d. Violating procedures prescribed to protect the integrity of an assignment, test or other evaluation
- e. Collaborating with others on assignments without the instructor's explicit authorization
- f. Altering work that was given a mark and requesting the work be re-marked
- g. Communicating with or attempting to communicate with any other individual during an examination, other than the examination invigilator or other faculty
- h. Failing to take measures deemed reasonable to the instructor or invigilator to prevent the use of one's answers by other students in assignments or examinations

- i. Using text books, materials, or technologies during an examination that are not approved by the instructor
- j. Misrepresenting one's contributions to group projects
- k. Offering for free or for sale or distributing electronically essays or other assignments, in whole or in part, to another student
- l. Preparing work, in whole or in part, with the expectation that this work will be submitted by another student to meet course requirements
- m. Submitting any academic work containing a reference to a source that has been fabricated
- n. Dishonest reporting of investigative results, either through fabrication or falsification
- o. Taking or using the research results of others without permission or due acknowledgement
- p. The acquisition, possession, and/or distribution of examinations, examination materials, or information from an examination without the instructor's and/or publisher's authorization
- q. Submitting, in whole or in part, an essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, unless prior approval has been obtained from the instructor(s)
- r. Having another individual replace the registered student during any evaluation or interview, or in connection with any other type of assignment or placement associated with a course or academic program
- s. Enabling, aiding, conspiring with, or causing another student to do or attempt to cheat or plagiarize is an academic integrity violation