

Title	Academic Integrity
Number	F1004
Category	Instruction

1. PURPOSE

Academic integrity is fundamental to the College’s mission, the integrity of our students’ education, and embodies the values of honesty, trust, fairness, respect, and responsibility. All Langara College students are expected to demonstrate academic integrity in their academic work. Acts that undermine academic integrity contradict our core values, erodes a student’s educational experience, and diminishes the quality of scholarship and our reputation.

This policy outlines the acts that constitute an academic integrity breach, the procedures for investigating and responding to concerns, the College response for a breach of this policy, and the procedures for appealing a College response to a breach.

2. DEFINITIONS

Academic integrity – is a demonstration of personal integrity in an academic environment. It is a demonstration of an honest and accurate representation of a student’s academic work.

Academic integrity breach – 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 Academic Integrity.

Appeal – a process where a student who has received a College response or is suspended for breaching the Academic Integrity Policy can request that the decision be reviewed by a previously uninvolved third party.

College response – a consequence or corrective action imposed on a student for a breach of this policy.

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 team responsible for providing instruction and/or evaluation in any Regular Studies or Continuing Studies program or course.

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

IP (In Progress) or I (Incomplete) grade – a place holder grade entered when grades are due pending a decision on an academic integrity matter. IP and I grades do not affect a student’s academic standing.

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.

Student – an individual who has been granted admission to the College, is enrolled in, auditing, or participating in any College course or program, or when not enrolled or registered for a particular semester, is eligible to enroll in future terms without seeking readmission. Individuals between academic terms; on a leave of absence awaiting a degree or credential; on suspension; or have withdrawn from the College while a disciplinary matter is pending are considered students under this policy.

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 reported academic integrity incidents, including those arising in a student’s current course or in any previous course in which the student was enrolled.
- 3.2 Established breaches of the Academic Integrity Policy will result in a College response.
- 3.3 An investigation into an academic integrity incident 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, except in exceptional circumstances.
- 3.4 When an academic integrity incident is discovered after a course is completed, the matter will be investigated, and timelines for completing the investigation may be affected.
- 3.5 A student’s lack of familiarity with the College’s policy on academic integrity does not constitute a defense against its application.
- 3.6 A student may be found to have breached this policy regardless of their intent.
- 3.7 In determining the severity of the response, consideration will be given to previous academic integrity breaches.
- 3.8 Withdrawal from a course does not exempt a student from responsibility for, or the consequences of, an academic integrity breach.
- 3.9 A College response imposed for a breach of this policy will not qualify as grounds for a tuition refund for the course and/or semester in which the violation occurred.
- 3.10 A student who fails to comply with a response may be subject to additional

consequences or restrictions.

- 3.11 The Academic Integrity Registry will be maintained in the Office of Student Conduct and Academic Integrity.

College Response

- 3.12 If it is deemed that a student has breached the academic integrity policy, the College may impose one or more of the following in response, in keeping with the nature and severity of the breach:
- a) Formal warning
 - b) Remedial response (including the resubmission of work)
 - c) Educational response (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
 - e) Reduced grade in the course
 - f) A grade of "F" in a course
 - g) Suspension
 - h) Rescinding or denial of a College credential.
- 3.13 Students found responsible for successive breaches of the policy will generally receive increasingly severe response.
- 3.14 If the outcome of the investigation is pending at the time grades must be submitted, the College will assign an IP (Regular Studies) or I (Continuing Studies) grade until a decision is made on the matter

Appeal

- 3.15 A student may appeal College responses in accordance with the appeal procedures associated with this policy.
- 3.16 Information about the appeal process can be found in the Academic Integrity Appeal Procedures or on the [Academic Integrity website](#).

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Office of Student Conduct and Academic Integrity or the Office of the Associate Vice-President, Students.

5. REGULATIONS/PROCEDURES

Appendix A - Examples of Academic Integrity Violations: Plagiarism and Cheating

[Academic Integrity Procedures](#)
[Academic Integrity Appeal Procedures](#)

History/Revision	
Origination Date	December 11, 2007
Amendment Dates	April 18, 2023 October 23, 2018 February 17, 2009
Next Review Date	April 18, 2026

Appendix A

Examples of Academic Integrity Breaches

An Academic Integrity breach occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair.

1. Cheating on tests and examinations

Tests and examinations are intended to assess a student's learning and understanding of the course material. Cheating on tests and examinations includes, but is not limited to:

- a. Communicating with or trying to communicate with any individual other than the instructor or invigilator during an examination.
- b. Copying all or part of another student's examination or allowing another student to copy all or part of a student's examination.
- c. Failing to take steps to prevent the use of one's answers by other students in current or future examinations.
- d. Possessing information or materials without authorization that may be used during an examination, including concealing materials/information on the body, in clothing, washrooms, furniture, devices, objects, or any other places in or around the examination room.
- e. The obtaining, possessing, and/or sharing of examinations, examination materials, or information related to an examination without the instructor's and/or publisher's authorization.
- f. The unauthorized sharing or use of material such as notes, textbooks, or computer screens during an "open book" examination.
- g. The unauthorized use or possession of devices, such as mobile phones, smart watches, or any other transmission devices during an examination.
- h. Using textbooks, materials, websites, "tutor" services, "homework help" sites, or any other technologies or content generators during an examination that are not expressly allowed by the instructor.

2. Unauthorized Collaboration

Students must complete all academic work independently unless otherwise stated by an instructor. Working with or getting help from someone else without the instructor's explicit permission is called unauthorized collaboration. Unauthorized collaboration includes, but is not limited to:

- a. Asking a student or former student who took the course in a previous semester for their assignments or for help on assignments.
- b. Asking another student for their answers or coursework.
- c. Cooperating, collaborating, or otherwise giving or receiving unauthorized help from someone when completing academic work.
- d. Loaning, selling, showing, or sharing academic work to another student, including showing another student your answers or coursework.

- e. Sharing computer code, mathematical equations, or lab results with another student.
- f. Submitting work prepared collaboratively without explicit permission from the instructor.
- g. Using a file sharing website to access completed assessments or share completed assignments you or others have authored.
- h. Working with other students or someone else to complete an assignment intended to be done independently.

3. Outsourcing and Contract Cheating

Academic outsourcing and contract cheating occur when a student arranges for someone else to complete their academic work and then submits the work for assessment/credit. The following are some examples:

- a. Submitting a paper from any so-called “tutoring” service, “essay mill”, paper writing “services”, or content generator as your own work.
- b. Offering all or part of graded assignments to other students, including offering them for free, for sale, or by electronically sharing them with individuals or file sharing sites.
- c. Preparing work, in whole or in part, for another student that is submitted by the student to meet course requirements.
- d. Producing work for a student to submit as their own, whether for free or in exchange for money or something else.
- e. Having another individual replace a registered student during any examination, class, lab, academic meeting, or in connection with any other type of assignment or placement associated with a course or academic program.
- f. Submitting academic work that someone else prepared for you (for example, a friend, a family member, a classmate, or a tutor) as your own, no matter if you paid for it or not.
- g. Unauthorized or undisclosed use of an unauthorized editor, whether paid or unpaid. An editor is an individual or service, who manipulates, revises, corrects, or alters a student’s written or non-written work.

4. Falsification, Fabrication and Misrepresentation

Falsification is changing or distorting someone’s work or ideas. Fabrication is making up information without supporting data. Misrepresentation is giving misleading information about someone or something.

- a. Dishonest reporting of investigative results, either through fabrication or falsification.
- b. Making up information used in academic work.
- c. Misrepresenting one’s contributions to group projects.
- d. Submitting any academic work containing a reference to a source that has been fabricated.
- e. Taking or using the research results of others without permission or due acknowledgement.

5. Other Cheating

- a. Altering work that was given a mark and requesting the work be re-marked without prior agreement from an instructor.
- b. Enabling, aiding, conspiring with, or allowing another student to commit an academic integrity violation, or attempt to commit an academic integrity violation.
- c. Submitting, in whole or in part, an essay, presentation, or assignment more than once, whether the earlier submission was at this or another institution, without prior approval from the instructor(s).
- d. Violating any procedures set by the instructor to protect the integrity of an assignment or other evaluation.

6. Plagiarism

The presentation of words, codes, images, and/or ideas from another person or source as if they were one's own. Plagiarism ranges from an entire assignment to portions of an assignment taken from a source without acknowledgment. Plagiarism includes, but is not limited to:

- a. Any use of the work of others, whether published, unpublished, or posted electronically, attributed, or anonymous, without proper acknowledgment.
- b. Borrowing all or part of another student's paper or using someone else's outline to write one's own paper.
- c. Copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student's original work.
- d. Directly quoting the words of others, without using quotation marks or indented format to identify them or otherwise indicating that words are directly quoted.
- e. Paraphrasing materials or ideas of others without identifying the sources.
- f. Presenting as one's own computer code, creative or other work developed by another person.
- g. Submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation.
- h. Submitting work that another individual, including a tutor, has prepared, edited or partially written, without prior permission from the instructor.
- i. The use of paraphrasing software or content generators to conceal the use of the works of others without proper attribution.
- j. Using paragraphs, phrases, sentences, or ideas taken from another source without referring to or citing the author.

7. Violating Intellectual Property Rights

Intellectual Property is work resulting from intellectual or artistic activity that can be protected by rights such as patent, copyright, and trademark. Violating intellectual property rights can include the following:

- a. Using, modifying, altering, or misrepresenting the intellectual property of a creator in a way that is contrary to the terms of copyright or license.
- b. Using intellectual property without accurate attribution.

For information see:

Copyright Compliance Policy No. B5003

Intellectual Property Policy No. B3006

Library Copyright Policy No. E4003

Copyright for Students <https://langara.libguides.com/copyright-for-students>