

FACULTY & INSTRUCTIONAL STAFF GUIDE TO RESPONDING TO AND REPORTING ACADEMIC MISCONDUCT

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Contact

If faculty or instructional staff have any questions or would like some advice in regards to items detailed in this manual, please be sure to reach out to the department of Student Conduct & Academic Integrity via email at studentconduct@langara.ca.

STEP ONE

Review your facts

Review your facts and any information you have to suggest that academic misconduct occurred. If you have reasonable grounds to believe an infraction occurred, proceed to the next step.

What are “reasonable grounds?”

An instructor can have a reasonable suspicion that misconduct occurred without yet deciding that it did or did not occur. Reasonable grounds for suspicion include things such as your observation of questionable behaviour during an exam or quiz, or suggestive information in paper or on an exam. Whether or not the suspicion is reasonable is up to the instructor and will depend on what is observed. It is not necessary to have 100% proof of misconduct to have reasonable suspicion.

Reasonable grounds worth investigating could include a student who is observed surreptitiously looking at a classmate’s work during an exam, a student who has a phone open in the exam room, a student who takes an exam from the exam room, etc. It can also include written work that is considerably better than what was previously submitted by the student, sections of text that are inconsistent with the writing style on other parts of the assignment, or strange use of synonyms in passages of text in an assignment, among many others.

TIP: To avoid complications should the student appeal your decision, consider marking the entire student work even if there is evidence of plagiarism or cheating in the first part of the assignment or exam, or if you witness cheating early on. If you don’t mark the work in full, an appeal panel may not be able to make an informed decision on the extent of plagiarism or cheating in the work.

STEP TWO

Notify the student

Notify the student of the concerns or allegations and ask the student to respond to your concerns. This can be done verbally or via email. Make a note of the date on which you notified the student and the student’s response.

If you prefer to communicate with the student via email, a sample template you can use or modify, and send to the student is on the next page.

Keep a copy of the email

In the event that the student claims you did not notify them or acted outside the parameters of College Policy, please keep a copy of the email you sent to the student at least until the expiration of the appeal window (approximately 1 month). For more permanent and secure saving, convert your email to a PDF and upload it with your online report.

TIP: Students are provided with three (3) business days to respond to a notification of an academic integrity infraction. You can give them longer if you like, but keep in mind that giving them more time may also give them time to dispose of evidence or collude with others regarding a response.

If the SCAI office receives a faculty report of an academic integrity violation in which the student has not responded yet, but has not been given three (3) business days to respond, the office will wait until the waiting period has passed before processing the report. After the waiting period has passed, an employee from the SCAI office will follow up with an email following up to see if the student has responded to the notification.

Sample Template:

Subject Line: Suspected Academic Misconduct

Dear [insert student name and ID number if known]

I suspect academic misconduct has occurred with regard to 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 violations of this policy may result in sanctions up to and including suspension from the college.

As per college policy, you are required to meet with me to discuss this matter. Please meet me in my office [insert office location] on either of the two following dates and confirm by email which date you are available to attend this meeting.

[date and time option 1]

OR

[date and time option 2]

If you are unable to meet me one of these two dates, you may respond and provide your response via email **no later than [insert date and time]**.

If you do not meet me in my office, and you do not respond via email by the date and time specified, 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 the policy at <https://langara.ca/about-langara/policies/pdf/F1004.pdf> prior to our meeting.

Sincerely,

If a meeting with the student is not possible, or you would prefer to receive the student's response in writing, here is an example.

Subject Line: Suspected Academic Misconduct

Dear [insert student name and ID number if known]

I suspect academic misconduct has occurred with regard to 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 violations of this policy may result in sanctions up to and including suspension from the college.

As per college policy, you are invited to provide a written response to these concerns. You may respond and provide comments via email **no later than [insert date and time]**.

If 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 the policy at <https://langara.ca/about-langara/policies/pdf/F1004.pdf> prior to your response.

Sincerely,

Meeting with the student

If you have elected to meet with the student, think of this as an interview to find out what happened, rather than a meeting to inform the student of your decision. Open your meeting by laying out the

concerns (what you saw and think) and asking the student to comment. Students will often admit to the behaviour. If they do, make a note of their answer.

Students will sometimes deny any wrongdoing. They will sometimes say that the reason their exam answers were identical to their classmate's is due to them studying together or memorizing the material. They may claim that the reason their writing has improved considerably over the past two weeks is due to them working very hard and practicing their writing. They may tell you that you didn't explain the expectations well enough and how could they possibly know what is required.

Feel free to ask the student clarifying questions as they explain their point of view. These questions and their answers can sometimes help you decide if misconduct occurred and what, if any, sanction is appropriate.

Regardless of the explanation, make a note of what they told you.

TIP: It may be helpful to have a copy of the policy with you during the meeting so you can refer to it to explain the potential violation.

Make a decision

Once you have all the information you need, decide as to whether or not an academic integrity violation occurred. You can make your decision during the meeting with the student, following a review of the written response or after you have thought about the situation. However, please make your decision as quickly as possible. Students are often very anxious about these decisions and fairness dictates a timely decision.

Decisions in Academic Integrity matters are made "on the balance of probabilities based on the preponderance of evidence" The balance of probabilities means that something is more likely than not to have occurred. It means that the probability of some event occurring is more than 50%. You do not need 100% proof that misconduct occurred. The "preponderance of evidence" is all the evidence you have – even if it is limited.

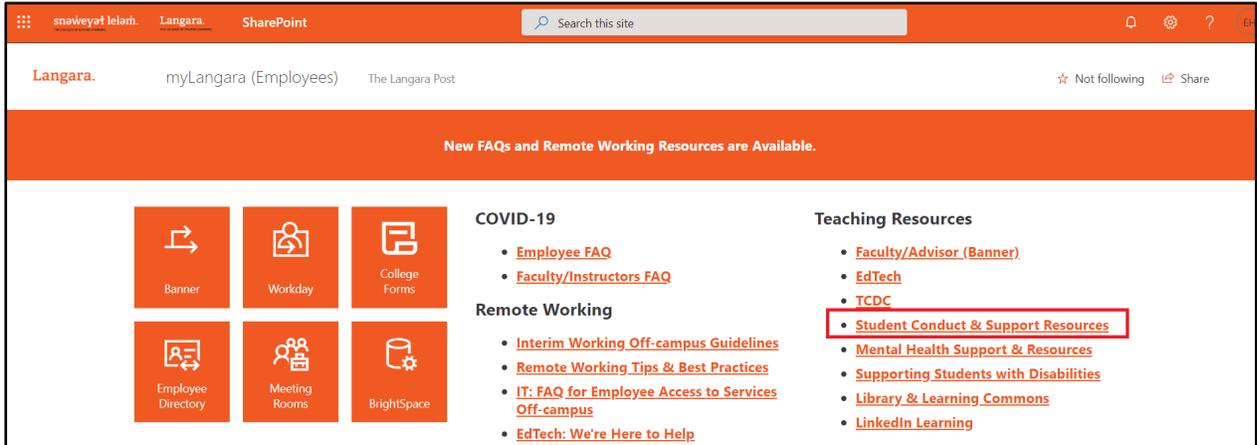
Example: Imagine you observe a student looking at another student's exam paper, and when you review the exams, you notice identical answers between students. After informing the student of the concerns, the student denies any wrongdoing. After giving the matter some thought, you conclude that it is unlikely that the similarities occurred by random chance, and more likely that the student copied from the other student. If you think of a scale, with the observed behaviour and the exam answers on one side - suggesting that cheating occurred, and the student's denial on the other - suggesting that cheating did not occur, the weight of evidence will tip the scale to the side (likelihood) that cheating occurred. In this case, the preponderance of evidence will lead you to conclude that, on the balance of probabilities, the student cheated.

TIP: If you make a decision during a meeting with the student and have arrived at what you think is an appropriate sanction for the misconduct, you can inform the student but please let the student know that this decision may change if records show any previous academic integrity violation.

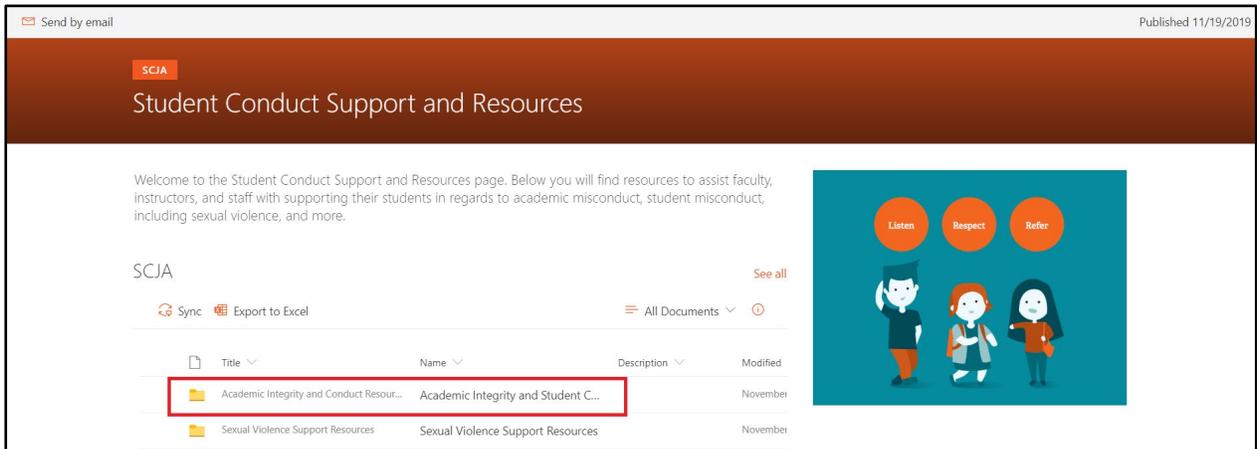
STEP THREE

Access the Advocate Online Incident Report Form

You can access the reporting form, but logging into the New MyLangara portal. Once logged in, click on the “Student Conduct & Support Resources on the right-hand side of the main page, under “Teaching Resources”.



From there, double-click on the Academic Integrity & Conduct Resources:



Then click on the link to report student incidents, by double-clicking on the link noted below, which will open to a new window with the reporting form:

Send by email

Share Copy link Sync Download Export to Excel All Documents

Title	Name	Description	Modified
Instructions for Addressing Academic In...	Addressing Academic Integrity Vi...		November
Supporting Faculty Supporting Student...	iweb.langara.bc.ca.url	iweb site with resources to support faculty support students	November
Academic Integrity and Student Conduc...	langara-advocate.symplicity.com...	To report student incidents (academic misconduct, complaints, sexual violence, etc.)	November
SCJA Handbook for Faculty	SCJA Handbook for Faculty 20192...	handbook for faculty to navigate academic misconduct issues	November

Select the correct form

Select Academic Integrity from the drop-down list under Report Type. Your screen will refresh with the correct form.

Langara College Incident Report

i Welcome to the Student Conduct & Judicial Affairs Incident Report form. Please provide our office with as much information about the incident(s) as you can.

If you have any questions about this form, please contact scja@langara.ca.

For your convenience, information about relevant College policy is available online at: <http://langara.ca/student-services/student-conduct-and-judicial-affairs/index.html>.

* indicates a required field

Report type

Report type *

What type of report is this?

Academic Integrity

TIP: Turn off pop-up blockers for this site, otherwise you may not be able to use the calendar.

Complete the Reporter Information section.

Your Name is a mandatory field but your email and phone number are optional. If you prefer to use a title, please use it on the form. Here is an example:

Reporter Information

Your Name *

Please provide your first and last name.

Dr. Valedictory Bodswabble

Your Email

Please provide your email address so that we can contact you if we have follow up questions.

vbods@langara.ca

Your Phone Number (optional)

Please provide your phone number or so that we can contact you if we have follow up questions.

9890

Complete the Student name and ID number section.

Both student name and student ID are required. Please complete one form for each student. Where multiple students are involved in the same incident, complete a separate form for each student.

Student name and ID number

Please enter the name and ID number for the student involved in this incident.

Student name *

Mary Testone

Student ID number *

T100987204

Complete the Descriptive Information section

Add the date of the exam or due date for the assignment. If the time is not relevant or you don't know the time, leave this blank. Here is an example.

Descriptive Information

Date/Time of Incident *

For Academic Integrity issues, [provide the date of the assignment or exam](#).

For all other issues, provide the date and time of the incident. If you do not know the time, or if it is not the time section blank.

2017-10-04

Now provide a **brief** description of what happened, under the incident description. Please limit your description in this section to a couple of sentences. Please note that your exact words may be transferred to a letter that goes out to the student so please be as succinct as possible, and try not to include the information of other students involved (such as names or student numbers).

There is a place to include additional information or detail in the box below, which will not be transcribed to the letter. This is helpful if the report is forwarded to someone else (such as a Division Chair for multiple reports).

Incident Description *

Please provide a **brief** description of the incident. Limit your description to one or two sentences. **NOTE:** your act that goes to those involved.

Mary was observed looking at the exam paper of the student sitting next to her. A review of the exams revealed identical answers on questions 4-10, including wrong answers on questions 5, 7 and 9.

Additional incident details

Please provide more detail about the incident here. This information will be kept on file but will not be entered into

Mary was seen looking at the other student's work about 15 minutes into the exam. I did not take the exam away but made a note of the time and asked her to sit away from the other student.

Multiple students

If more than one student was involved in the incident, complete one form for each student. You can refer to the others involved, but avoid using names or ID numbers. Here is an example.

Incident Description *

Please provide a **brief** description of the incident. Limit your description to one or two sentences. **NOTE:** your ac that goes to those involved.

Mary and two other students were working on a group assignment. The paper was approximately 80% plagiarized from Wikipedia.

Indicate the type of infraction and where it occurred

Academic Integrity

This section is for **instructors and instructional staff only**. To report incidents of cheating, plagia

Please review the **Academic Conduct Policy** at <https://langara.ca/registration-and-records/pdf/E>

PLEASE NOTE: The information you enter into the **text boxes** below, will be transferred into a lett description, avoid referring to other student's involved in the incident by name or ID number.

Type of Academic Infraction *

- Cheating
- Plagiarism
- Fraud

Assignment/Exam Value

What % value is the work?

15%

Enter the course name and select the Division and Department from the drop-down list.

Course Name *

Enter course name, course number and section number.

ENGL 1123

Div/Program & Dept *

Please select your Division and Department name form the drop down list.

CHOOSE...

TIP: Click the right arrow on the Division dropdown list to find your department.

Choose		DONE
<input type="radio"/> Creative Arts		>
<input type="radio"/> Humanities		>
<input type="radio"/> Health Sciences		>
<input type="radio"/> Maths & Sciences		>
<input type="radio"/> Community Programs		>
<input type="radio"/> Social Sciences		>
<input type="radio"/> Management Programs		>
<input type="radio"/> CS Health & Human Services		>
<input type="radio"/> CS Creative & Applied Arts		>
<input type="radio"/> CS Language Training		>
<input type="radio"/> CS Accounting & Business		>

The following part of the Academic Integrity section is crucial. If this is a first infraction for the student, the information provided in the next few fields will be transferred to a letter sent by SCAI to the student outlining your decision.

Complete the allegations and response section

Indicate if and when you informed the student of the allegations. These are mandatory fields. If you did not notify the student, do so before you complete the form. Write down the student's response to the allegations, or note that the student did not respond to the allegations.

Did you notify the student of the allegations? *

Yes No

The date on which you notified the student of the allegations. *

2017-10-06

SELECT

CLEAR

Student Response *

What was the student's response to your allegation of misconduct (explain what they said).

Mary said she was just stretching and wasn't looking at her classmate's exam. She said the similarity in the answers was because they studied together.

Select the sanction

If you have decided that misconduct occurred, select the appropriate sanction from the dropdown list. All students will receive a **Formal Warning** for the infraction in addition to any other sanctions you may wish to impose. Select your recommended sanction from the drop-down list.

Formal warning

If you wish that the student receives only a **Formal Warning**, select only this option from the drop-down box.

Recommended Sanction *

What sanction do you feel is reasonable for this case? Please select all that apply.

[select] ▼	CLEAR
<input checked="" type="checkbox"/> Formal warning	

Reduced mark

If you wish to impose a proportional sanction for only those sections of the assignment or exam that showed evidence of plagiarism or cheating, select “reduced mark on assignment or exam”. Provide more information in the “details” box.

Recommended Sanction *

What sanction do you feel is reasonable for this case? Please select all that apply.

[select] ▼	CLEAR
<input checked="" type="checkbox"/> Reduced mark on assignment or exam	

Details for the sanction

If you recommend a reduced mark, what percentage reduction? If you recommend an educati
sanction?

Reduced mark of 15% to reflect the proportion of the assignment that was plagiarized.

Zero mark

Recommended Sanction *

What sanction do you feel is reasonable for this case? Please select all that apply.

[select] ▼	CLEAR
<input checked="" type="checkbox"/> Zero mark on assignment or exam	

Sanctions with conditions

You can assign a conditional sanction that is contingent upon something else the student is required to complete. Details of the conditions are outlined in the “details” box. Here is an example.

Recommended Sanction *

What sanction do you feel is reasonable for this case? Please select all that apply.

[select] ▼	CLEAR
<input checked="" type="checkbox"/> Resubmit corrected assignment	

Details for the sanction

If you recommend a reduced mark, what percentage reduction? If you recommend an educational sanction?

Mary must resubmit the corrected assignment to my office by 4:30 pm on Wednesday, October 18, 2017. the revised assignment will be marked accordingly and the mark will be final. If Mary fails to submit the corrected assignment OR if there is evidence of cheating or plagiarism, the assignment will receive a mark of zero.

TIP: You will need to monitor compliance with any conditions you impose. Please notify SCAI (studentconduct@langara.ca) if the student fails to comply and a more significant sanction must be imposed. If needed, the sanction entered on the report form will be changed in the system and the student will be notified.

Educational sanctions

As an alternate sanction and one which is intended to promote learning, you may wish to impose an education sanction. Educational sanctions should not be combined with a marks penalty.

At this time, the only Educational Sanction available for instructors to request is a Reflection Paper. Reflection Papers can be assigned and submitted through SCAI or directly to you. Include specific instructions or conditions related to the sanction in the “details” box.

Recommended Sanction *

What sanction do you feel is reasonable for this case? Please select all that apply.

[select] CLEAR

Educational sanction - reflection paper

Details for the sanction

If you recommend a reduced mark, what percentage reduction? If you recommend an educational sanction?

The reflection paper is due by 4:30 pm on October 18, 2017 and must be submitted to the Office of Student Conduct & Judicial Affairs. If the student fails to fulfill this requirement to the satisfaction of SCJA, the student will receive a mark of zero for the assignment.

If **Reflection Paper** is selected, the standard Reflection Paper topic and instructions noted below will be sent to the student along with the letter notifying them of your decision. If the topic below is not suitable for your needs, please draft your own and enter it into the "details" box. Be sure to include a due date, where and to whom it should be submitted, and consequences for non-compliance.

Written Reflection Paper

Topic: *What does integrity mean and why is it important?*

Write a short personalized reflection paper (essay), outlining your thoughts on being an authentic and original learner and what authenticity, originality, and integrity mean to you in academics and life going forward. Please include your observations about what brought you to this point and your thinking processes while writing this essay. Be honest in your reflections and attempt to think and feel with a fresh mind.

Instructions: You should consider this paper to be no different than one you would submit to an Instructor for a class. This paper must be written in font size 12, double-spaced with standard margins. Your length generally about two pages, double spaced but there is no max. length requirement. This paper should be proofread and grammatically correct.

This paper is due no later than [date], and should be submitted to scja@langara.ca It is important for you to know that the Office of Student Conduct & Judicial Affairs Office reserves the right to require you to re-submit the paper if there are mistakes, inappropriate language or messages. It is in your best interest to turn the paper in early, in case any revisions are necessary. Please be aware that your paper will be checked for plagiarism.

If you have any questions, please feel free to contact Student Conduct & Judicial Affairs.

Provide reasons for your decision/recommendation

When you have completed all of the above sections, add your reasons for the decision, providing enough information so that the student will understand how you came to your decision. Remember, the wording you choose will be entered into a letter that will go to the student.

Reasons for Recommendation *

Why do you think this is the appropriate sanction?

Mary was observed looking at her classmate's paper. She was not witnessed stretching. Mary's claim that she and her classmate studied together is not sufficient to explain the identical nature of the answers, including errors.

Upload documents

If appropriate, upload a copy of the exam, assignment, your email notification to the student, the student's email response, photos, cheat sheets, etc. as relevant and submit.

FIRST INFRACTION

After the incident is reported through the online incident report form, the Office of Student Conduct & Academic Integrity will receive the report and check the student's file to determine if there are previous infractions associated with the student. If this is a student's first infraction, SCAI will generate a decision letter on your behalf and send this to the student. The letter will contain verbatim information you provided in the online report form and will be put on SCAI letterhead. You will receive a copy of the letter by email.

Academic Integrity Tutorial

For first infractions, students will also be automatically assigned to the SCAI Academic Integrity Tutorial. The tutorial is comprised of four modules related to academic integrity, in addition to a final quiz. To complete the tutorial, students must spend a minimum of 40 minutes reviewing the tutorial content and complete the quiz with a grade of 80% or better. The tutorial is focused on providing students a stronger understanding of academic integrity and its importance in postsecondary institutions. Students who do not pass the tutorial are required to meet with a Student Conduct Officer to review the tutorial further. If students do not complete these requirements, then the tutorial is considered incomplete and a hold is placed on their account.

Decision Letter

FORMAL WARNING

Dear Mary Testone (T100987204),

Your instructor Dr. Valedictory Bodswabble, has informed me that you met or otherwise communicated on October 06, 2017 to discuss the following Academic Integrity concerns which are reported to have occurred on October 04, 2017:

- Mary was observed looking at the exam paper of the student sitting to her left. A review of the exams revealed identical answers on questions 4-10, including wrong answers on questions 5, 7, and 9.

Your response to these concerns was:

- Mary said she was just stretching and wasn't looking at her classmate's exam. She said the similarity in the answers was because they studied together..

Based on the facts of this matter, including your response, your instructor been determined that you violated Langara College Academic Conduct Policy F1004 in ENGL 1123.

Specifically, you have been found responsible for:

- Academic Integrity/Cheating - An act of deceit, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.

Reasons for the decision:

- Mary was observed looking at her classmate's paper. She was not witnessed stretching. Mary's claim that she and her classmate studied together is not sufficient to explain the identical nature of the answers, including errors.

As a result of this infraction, your instructor has imposed the following sanction(s):

- 1. Reduced mark on assignment or exam
50% reduction on the exam.

Appeal

You have the right to appeal this decision. Should you wish to request an appeal, you have two days from the date of this letter as outlined in 8.15 of the Policy. Information on how to submit an appeal is located [here](#).

Please note that while the penalty you received for your conduct in this incident does form part of your final grade for this course, there will not be a notation of academic misconduct on your permanent academic record, nor will it appear on the transcript of your grades. It remains in a separate file in the Office of student Conduct and Judicial Affairs and will only be disclosed if you engage in future academic misconduct.

You are reminded of your obligations as a Langara College student to be aware of and uphold Langara College policies.

Student Conduct & Judicial Affairs Office

Appeals

It should be noted that all students have a right to appeal a sanction imposed for misconduct. The appeal information is contained in the letter.

SUBSEQUENT OR SERIOUS INFRACTIONS

If the student has a previous infraction(s) on the record, or if the allegation is serious, the student will receive a letter similar to this and the matter will be referred to the Division Chair or Program Manager. You and the appropriate Division Chair or Program Manager will receive a copy.

Academic Integrity - Alleged Violation

Dear Mary Testone (T100987204),

Your instructor Dr. Valedictory Bodswabble, has informed me that you met or otherwise communicated on October 06, 2017 to discuss the following Academic Integrity concerns which were reported to have occurred on October 04, 2017 in ENGL 1123:

- Mary was observed looking at the exam paper of the student sitting to her left. A review of the exams revealed identical answers on questions 4-10, including wrong answers on questions 5, 7, and 9.

Your instructor reports that your response to this information was as follows:

- Mary said she was just stretching and wasn't looking at her classmate's exam. She said the similarity in the answers was because they studied together.

College records show that you have been found responsible for previous incident(s) of Academic Misconduct.

As outlined in the College Policy, this matter will now be referred to the appropriate Division Chair or Program Manager to assess the matter and determine what, if any, sanctions are appropriate in this situation. Your Division Chair or Program Manager will be in contact with you shortly.

If you any questions about this letter, please contact scja@langara.ca.

Student Conduct & Judicial Affairs Office

Referral to Division Chair or Program Manager

When a student is suspected of engaging in subsequent incidents of academic misconduct, the Division Chair or Program Manager will review the allegation and assign a sanction based on information provided by the instructor and the student.

Division Chair or Program Manager Response

When the Division Chair or Program Manager has all the information they require, they will make a decision on the matter and notify the student. The instructor will receive a copy of the decision.