

# Student Conduct and Academic Integrity

## AN INSTRUCTOR'S GUIDE TO FOSTERING ACADEMIC INTEGRITY

### FOSTERING ACADEMIC INTEGRITY IN STUDENTS

Prevention truly is the best medicine with respect to academic integrity violations. Tips to help foster academic integrity and to encourage academic integrity through course/assessment design can include:

- discussing academic integrity and the Langara Academic Integrity Policy with students,
- providing clear guidelines on which resources are and are not allowed to complete an assignment,
- explicitly prohibiting the use of Chegg, other online answer sites, and other forms of contract cheating, and
- having students sign an affirmation that they will complete the work on their own. An example affirmation statement and additional information can be found [HERE](#)

Some helpful further reading:

- [Fostering Academic Integrity with Students](#)
- [Connecting Students with Resources](#)
- [Handouts and Materials for Students](#)
- [Encouraging Academic Integrity Through Course Design](#)
- [Encouraging Academic Integrity in Assessments](#)

### DETECTING AND REPORTING: HELPING TO FOSTER A CULTURE OF ACADEMIC INTEGRITY

While it's important to help foster a culture of academic integrity at Langara College, it's important to note that these steps will not stop all forms of academic integrity violations. Rather, fostering academic integrity and reporting academic integrity violations work together to help build that culture on our campus community. By fostering academic integrity we are ensuring that students understand their rights and responsibilities, at Langara and beyond, as well as ensuring that students understand what supports are available to them to avoid unintentional academic integrity violations.

However, some students will continue to cheat or plagiarize, which is why it is important to report any intentional or unintentional violations of the academic integrity policy. By doing so, we are ensuring that students do experience the consequences of these violations that we warn them about, and we are ensuring that we are establishing a fair learning environment for the students who do act honestly.

## WHY FORMALLY REPORT CASES?

### 1. FORMAL REPORTS HELP THE COLLEGE UNDERSTAND ACADEMIC INTEGRITY AT LANGARA

The Office of Student Conduct & Academic Integrity compiles an annual report every year of cases that are reported and investigated by the office. The annual report provides the College community with a helpful understanding of the culture of academic integrity at the College and provides recommendations on future initiatives, as well as gauges the success of past or current initiatives.

### 2. REPORTING VIOLATIONS HELPS BUILD A FAIR LEARNING ENVIRONMENT FOR HONEST STUDENTS

When students do not complete their own work, or complete their work honestly, a formal report ensures that these students are experiencing the consequences of their actions. And by doing so, we are ensuring honest students are receiving fair marks and grades for the honest work that they do.

### 3. FIRST REPORTED INCIDENTS ARE MEANT TO SERVE AS EDUCATIONAL MOMENTS FOR STUDENTS

Students who receive their first formal report are automatically assigned the Academic Integrity Tutorial in order to further explain the importance of academic integrity, as well as to allow for harsher penalties for future violations (as the students should theoretically know better after the tutorial).

### 4. INSTRUCTORS MAY STILL REPORT EVEN IF THEY DO NOT WANT THE STUDENT TO FACE SANCTIONS

An instructor may decide not to formally report an incident of academic misconduct, as they do not plan to place severe sanctions on the student (for example just warn the student or ask a student to resubmit an assignment).

However, the formal report sanctions for instructors are designed with this in mind. Instructors have the leeway when reporting to place educational or non-grade sanctions. It is still important for instructors to report minor incidents, as it ensures that any and all incidents are included in the student's file to screen for repeated behaviour.

### 5. SANCTIONS INCREASE WITH EVERY SUBSEQUENT REPORT

If an instructor chooses to informally deal with a student's academic misconduct, it may limit future instructors when they are faced with academic misconduct from the same student. When the future instructor decides to formally report the student, their report would be considered a first violation on the part of the student (as it would be the first formal report), and the sanctions placed on the student may not reflect their continued disregard for academic integrity.

Students with two or more violations on record will have their reports submitted to the Division Chair or Program Manager, who has the ability to place more severe sanctions with every subsequent report.

### 6. STUDENTS MAY BE ABLE TO APPEAL INFORMAL SANCTIONS

An important aspect of a formal report is that students are ensured that their rights are protected. This includes the ability to [formally appeal](#) a report if they are able to provide evidence that they have not violated the academic integrity policy, or if the correct procedure was not adhered to. Procedural error is sufficient grounds for an appeal. If a student is given an informal sanction by an instructor, the student may be able to appeal that sanction on the basis that College policy and the procedure was not followed.

If instructors are overwhelmed by the time commitment to formally report cases, please reach out to the Office of Student Conduct & Academic Integrity. We would be happy to assist you through the reporting process whenever possible, in order to ensure official reports are submitted.