



## **INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA ACADEMIC INTEGRITY POLICY**

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International Gateway Language Academy – College (IGK) expects students to employ integrity in all academic pursuits.

Student must never:

- Claim another person's work as their own (plagiarism).
- Attempt to copy another's work or use unauthorized materials in examinations or assignments (cheating).
- Use IGK educational materials without proper authorization. For example: a student must not obtain or view a test prior to writing it.

If the instructor determines that a student has, for any reason, violated this policy, the instructor shall:

- Discuss the suspected violation with the student.
- Determine a resolution with the student i.e. the student may be required to resubmit the assignment or receive a lower grade.
- Document the informal resolution and forward it to the Academic Director or SEA.

The student will also receive a record of the misconduct and, where applicable, notification of his/her probationary period. In the case that an instructor finds a student repeatedly violating this policy, the instructor shall:

- Review the suspected violation(s) with the Executive Director/Academics.
- If the Executive Director/Academics determines that the matter should be addressed under the Academic Integrity Policy, the Executive Director/Academics will meet with the student to review the suspected violation.
- The Executive Director/Academics will determine if academic misconduct has taken place and what discipline may be appropriate. Disciplinary action on the part of the Executive Director/Academics may include:
  - Disciplinary probation
  - Rejection of submitted work
  - A failing grade for the assignment
  - A failing grade for the course
  - Suspension from IGK without a refund