

From: Joel Gagnon
To: Catherine Suarez
Subject: Plagiarism Processes - follow-up email

Good to see you, Catherine. As promised, I'm sending a few details about the plagiarism/academic integrity process, starting with the process of referral from the classroom to me as the conduct officer.

Academic Honesty Referrals

Handle at the course level when:

- This appears to be a first-time, minor issue
- The concern can be addressed through instruction and course-level consequences

Submit an Academic Integrity Incident Referral when:

- The violation is egregious or appears intentional
- The student has been previously warned or there is a suspected pattern
- Institutional review is needed to check for prior or co-occurring violations

When in doubt, please submit the referral, as repeat violations can only be identified through institutional review. To report academic dishonesty, faculty should submit the [LPC Academic Integrity Incident Referral Form](#), located at the bottom of the LPC website.

LAS POSITAS
COLLEGE
3000 Campus Hill Drive
Livermore, CA 94551
(925) 424-1000

Apply for Admission
Bookstore
Canvas
Contact
Jobs

Faculty & Staff Email
Student Email
The Zone | CLASS-Web
Student Government
Document Viewers

Parking
Safety & Security
Campus Crime Statistics
Student Government
Curriculum Committee

Accreditation
Title IX
Accessibility
Disclaimers
Governing Board Agenda

[f](#) [t](#) [y](#)

CHABOT
LAS POSITAS
COMMUNITY COLLEGE DISTRICT
7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208

CHABOT
COLLEGE
25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

© Copyright 2020 Las Positas College

After a referral is submitted, faculty can expect a response along these lines:

Dear Faculty:

Thank you for submitting this incident report. We'll be investigating this case and processing it at an institutional level, which considers any prior or co-occurring violation. I encourage you to hold the student to full account at the course level as well. I'll reach out if I need additional information.

Thank you again for taking the time to detail the report and submit.

Sincerely, Joel

Sanctions:

First-time violators who are found responsible are typically issued a warning. Repeat offenders may be

referred to an administrative hearing and receive progressively increased sanctions, ranging from probation or required academic integrity training to suspension in serious or repeated cases.

Evidence standard:

The college uses a “preponderance of evidence” standard, so it is helpful for faculty to include specific, observable details in the report. In asynchronous courses, this may include Canvas activity data or document revision histories that indicate unusual editing patterns (such as large sections being pasted at once). These tools help support the accusation when additional evidence is needed.

Let me know if you want me to send along anything else. Have a good rest of your day.