

ACADEMIC INTEGRITY COMMITTEE

**Thank you for supporting academic integrity standards at TRU.
Your time and effort is greatly appreciated.**

The first two pages of this document are for your reference and assistance. The Case Report Form follows on page three.

If you have any questions or concerns, please contact AIC@tru.ca. The goal of this process is usually to ensure that the student learns from the experience, so that he or she can continue without further offences during his or her tenure at TRU.

It is reasonable to make clear to students that if this is their first offence, apart from their name being held on file on the AIC's database, there will be no further consequences (other than those you prescribe in the case report form). At this time, this infraction will not appear on their transcripts and the information will not be shared outside of the committee—other than to communicate the outcome of the case to the instructor, chair, and Dean involved in the case. The fact that the information remains on file, however, means that the consequences are more serious if further offences are committed.

**Guidelines for Sanctions to be applied in the case of infractions against
TRU's Student Academic Integrity Policy (ED 5.0)**

These guidelines are provided by the Academic Integrity Committee (AIC) in an attempt to assist faculty in deciding what sanction(s) may be appropriate in the case of infractions against the Student Academic Integrity Policy. The first step would be to check for any special policy or guidelines that may be laid out by department, faculty or school under which the course falls. For example, some departments prescribe that the penalty for cheating on an exam is an F in the course, regardless of whether it is a first or additional offence (please include a copy of those guidelines when submitting the Case Report Form, if possible).

If specific guidelines do not exist for your area, the following are the general sanctions that are included in **Section V. Sanctions:** TRU's Student Academic Integrity Policy ([http://www.tru.ca/ shared/assets/ed05-05657.pdf](http://www.tru.ca/shared/assets/ed05-05657.pdf)):

The Committee shall determine a resolution or sanction from the list below:

1. **No Sanction:** In the event that the Academic Integrity Committee does not determine that dishonesty has occurred, no sanction will be administered and the student's file related to the allegation will be destroyed.
2. **Reprimand:** The Academic Integrity Committee forwards to the student a written warning, stating that the student's behaviour is unacceptable to TRU. A reprimand is recorded in the Academic Integrity Data Base as a first offence, and may be used only once in a student's academic career at TRU.
3. **Reduction of Grade:** The student's grade may be decreased on an assignment, test or project.
4. **Remedial Sanctions:** The Academic Integrity Committee may, in consultation with the relevant stakeholders, order other remedial sanctions as deemed appropriate (e.g., essay related to topic, resubmission of assignment, etc.). If the student fails to comply with this order the committee may impose an alternative sanction.

5. **Failure of Course:** The student is assigned an “F”. In the case of an “F”, a student may not withdraw from the course nor receive a refund. An “F” will appear on the student’s transcript.
6. **Suspension:** The Academic Integrity Committee may recommend to the President the suspension of the student from TRU.

Typically, in the case of a first offence, a “Reprimand,” “Reduction of Grade” (often zero for the assignment or test in which the offence has occurred) and/or “Other Reparations” is/are applied, rather than complete failure of the course. Unless their school or faculty guidelines indicate otherwise, most instructors should not specify “Failure of Course” as the sanction if this is, to their knowledge, the student’s first offence.

Should a zero for the exam or assignment result in an “F” for the course (though a first offence), we recommend that you do not include “F for course” as a sanction since this sanction is viewed in a very specific manner by the committee.

Typically, in the case of a second offence, failure of the course is the automatic result and this change will be made by the Registrar’s Office. Thus, if it is discovered by the AIC (by consulting the database of cases) that this is the student’s second offence, the student automatically receives an F in the course in which the second offence occurred. It is traditional at this time for a subcommittee of the AIC, including a representative of the Office of Student Affairs to meet with the student to discuss academic integrity expectations.

Typically, in the case of a third offence, failure of the course is the automatic result as well as a recommendation by the committee to the President that the student be suspended from TRU.

If the offence involves plagiarism, in addition to whatever other sanction is applied, it may be appropriate to stipulate that the student successfully completes a “Becoming a Successful Student: Workshop” on avoiding academic integrity violations (see the Library web page for details - <http://www.tru.ca/library/>). Please note that the committee considers as incidents in which a student submits answers copied from a course answer key or submits another student’s whole assignment as his or her own as **cheating** (rather than plagiarism).

CONFIDENTIAL
Case Report Form
Academic Integrity Policy ED 5-0

Student Name: _____ Student Number _____

Instructor Name (print): _____ Department _____

Course Number/Name: _____ Term/Semester/Date: _____

Assignment/Exam: _____

Description of violation of Academic Integrity Policy ED 5-0 _____

Instructor Recommendations for sanction in this case:

Can be one or more of the following:

- Reprimand without grade repercussions – Letter to student provides warning of consequences of further offences. (NOTE: The incident is registered in the Academic Integrity Committee database as a violation).
- “0” given for assignment/exam.
- “F” given for course grade (Typically not for a first offence, see note above.)

If a case of **plagiarism**:

- successful completion of a Becoming a Successful Student: Workshop on avoiding academic integrity violations (see Library Website for details)
 - successful completion of STSS 1070 – Performing to Academic Standards (**ESL students must have passed ESAL 0450 as a minimum requirement**)
 - Other (to be defined by instructor) _____
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When contacting the student to arrange a meeting to discuss this alleged violation, please ensure the student is advised of the following (please check when completed)

- The student is advised that s/he may bring a support person to the meeting between the student and instructor at which the Case Report Form will be reviewed by and presented to the student.**
- The student is advised that he/she may submit a written statement to the Academic Integrity Committee by email to aic@tru.ca within 14 calendar days of signing this form.**

PLEASE HAVE STUDENT READ, CHECK ACKNOWLEDGEMENTS, AND SIGN

I, _____ (**PRINT STUDENT NAME**) have been made aware of Academic Integrity Policy ED 5-0, as well as my alleged violation of this policy.

- My instructor has informed me of his/her proposed sanction and has explained the consequences of a first and a repeat offence (i.e., in the case of a second offence the resolution may change and the Academic Integrity Committee may recommend to the President the suspension of the student from TRU).
- It has been explained to me that a record of this alleged violation will be placed in the Academic Integrity database and held **confidentially** in the Office of Student Affairs and that the only individuals who will have knowledge of my involvement in this occurrence will be the people signing this form, the Chairperson of the Academic Integrity Committee and the Director of Student Affairs.
- I am aware that, as per Policy ED 5-0, I may make a written submission to the Academic Integrity Committee within 14 days.** In this case my instructor will also be invited to do the same.

Please check the appropriate box:

I agree that I have committed a breach the Academic Integrity Policy.

Yes No If no, please explain: _____

I accept the sanction recommended by my instructor:

Yes No

Signature of Student Date

STUDENT EMAIL ADDRESS (Note that all official correspondence from the committee will be sent to students at their @mytru.ca email address.)

Signature of Instructor Date

A copy of this documentation will be sent to the student by the Recording Secretary for the Academic Integrity Committee.

Department Chair (or designate)

As per Policy Ed 5-0, all cases in which the Academic Integrity Policy is alleged to have been breached must be reviewed by the chair of the department in which the infraction has occurred (and/or with which the instructor and student are affiliated).

I agree with the particulars of the case described on the previous page:

Yes No

If you have checked "no," please explain. _____

Signature of Department Chair (PRINT NAME) Date

Dean (or designate)

As per Policy Ed 5-0, all cases in which the Academic Integrity Policy is breached must be reviewed by the Dean of the Faculty in which the infraction has occurred (and/or with which the instructor and student are affiliated), and all cases that reach the Academic Integrity Committee must have been forwarded through the office of the Dean/Director (rather than from the instructor or chair).

I agree with the particulars of the case described on the previous page:

Yes No

If you have checked "no," please explain. _____

Signature of Dean (PRINT NAME) Date

Supporting documentation for this alleged violation has been provided to the Academic Integrity Committee along with this form.