

ACADEMIC INTEGRITY

Case Process



Contact Us
Academic Integrity Committee (AIC)

AIC@tru.ca
T 250 828 5023
F 250 371 5772
Old Main 1631, Student Affairs,
Faculty of Student Development

If you need help...

- Email aic@tru.ca for questions and concerns regarding your case(s) and the process;
- Book and appointment with the Academic Integrity Learning Strategist for questions and concerns regarding your case(s) and the process;
- Learn more about integral academic practices by using FREE resources as a TRU student.

start here.

Instructor

Step 1

- The instructor (Faculty Member or Open Learning Faculty Member) initiates the Academic Integrity Case Report Form by outlining the alleged breach of Academic Integrity.

Student

Step 2

- You will receive the Case Report Form with evidence. Review the file and provide additional comments. Once complete, send it back to the Instructor.

Instructor

Step 3

- The instructor (Faculty Member or Open Learning Faculty Member) forwards the Case Report Form to the Department Chair/Manager of Program Delivery.

Notes:

- * You are encouraged to present your perspective of the case and evidence that supports your argument.
- * You may meet your instructor to discuss this matter in person if you are on campus.

Department Chair/ Manager of Program Delivery

Step 4

- The Department Chair/Manager reviews the Case Report Form and evidence, and indicates agreement or disagreement. The Department Chair/Manager forwards the Case Report Form and evidence to the Dean/Associate Director of Program Delivery

Dean/Associate Director of Program Delivery

Step 5

- The Dean/Associate Director of Program Delivery reviews the Case Report Form and evidence, and indicates agreement or disagreement. Once complete, the Dean/Associate Director sends the Case Report Form and evidence to Student Affairs in OM1631 or by email (aic@tru.ca).

Academic Integrity Committee (AIC)

Step 6

- Once the Case Report Form and evidence is received, the student will receive an e-mail from the Academic Integrity Committee (aic@tru.ca).

Student

Step 7

- Once you receive the email from AIC, you can submit any comments or additional information regarding your case to aic@tru.ca before the due date indicated in the email.

Academic Integrity Committee (AIC)

Step 8

- When your submissions are received, the complete package is then sent to the AIC. The Committee convenes at regular intervals to hear Academic Integrity cases and renders decisions.

Student, Instructor, Director, Dean

Step 9

- Once your case is heard, you, as well as the Instructor, Dean and/or Director will be notified of the decision.

*Please be aware that AIC decisions are final and binding and may only be appealed if there has been a violation of process.

*Please contact the Academic Integrity Committee (aic@tru.ca) for support if you need clarifications of the process and policy. A Learning Strategist or a Case Manager is able to assist you.

We are here to help!
Contact us at AIC@tru.ca