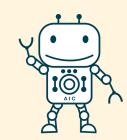


# ACADEMIC INTEGRITY

### **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

#### 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.

#### **Instructor**

#### Step 3

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

## Department Chair/ Manager of Delivery Support

#### 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/the Associate Director of Delivery Support.

## 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).

## **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.

#### 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.

#### Student

Step 2

- You will receive the Case Report Form with evidence. Review the file and are able to indicate whether or not you agree or disagree with the allegation and provide additional comments.
- Once complete, send it back to the Instructor.

#### 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.

## Dean/Associate Director of Delivery Support

Step 5

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

### Student, Instructor & Dean

Step 9

 Once your case is heard, you, as well as the Instructor and Dean, 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 Academic Integrity Committee (aic@tru.ca) for support if you need clarifications of the process and policy.

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

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