

Case Report Form



This form *MUST* be completed using the latest version of Adobe Reader or Adobe Acrobat.

Step One - To be completed by Open Learning Faculty Member

Open Learning Faculty Member:

1. Please fill out the form below.
2. Enter your digital signature by clicking the box at the bottom of this page and following the instructions in Adobe Reader or Adobe Acrobat. Make sure that you do not make any changes to the document after you sign it.
3. Save the form to your computer as <studentlastname_course_number_month_year.pdf>.
4. Attach the form to an email you will send to the student.
5. Copy the Acting Associate Director, Program Delivery (mdyck@tru.ca).

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|---|-----------------|---------------|
| Student Name | Student Number | Student Email |
| Open Learning Faculty Member Name | Date (YY-MM-DD) | Course Name |
| Description of Violation of Academic Integrity Policy ED 5-0 with respect to a particular assignment or exam (please use Page 4 if you need more room): | | |
| | | |

Recommendations for sanctions. Please check any or all of the following:

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|---|--------------------------|
| Official Reprimand | <input type="checkbox"/> |
| Reduction of grade on assignment or exam | <input type="checkbox"/> |
| '0' given for assignment or exam | <input type="checkbox"/> |
| 'F' given for course grade | <input type="checkbox"/> |
| Other (to be defined by the Open Learning Faculty Member) | <input type="checkbox"/> |
| Digital Signature of Open Learning Faculty Member | Date (YY-MM-DD) |
| | |

Step Two - To be completed by Student within five days of receipt

1. Please answer the following questions by checking either "Yes" or "No."
2. Enter the date.
3. Enter your digital signature by clicking the appropriate signature box and following the instructions in Adobe Reader or Adobe Acrobat. Make sure that you do not make any changes to the document after you sign it.
4. Save this form to your computer and email it back to your Open Learning Faculty Member within five days of receipt.
5. **If this form is not returned within five days of receipt, the Open Learning Faculty Member will proceed on the assumption that the student agrees with the allegations and accepts the recommended sanctions.**

I, _____ (STUDENT NAME) have been made aware of Academic Integrity Policy ED 5-0, as well as my alleged violation of this policy. I have been informed of the proposed sanction(s) against me and the consequences of a first and a repeat offence have been explained to me (i.e. in the case of a second offence the resolution may change and the committee may recommend to the President that the student be disbarred from Thompson Rivers University).

I am aware that, as per Policy ED 5-0, I may make a written or verbal submission to the Academic Integrity Committee. In this case, the Open Learning Faculty Member involved will be invited to do the same. Alternatively or additionally, if I feel there has been an error in the Academic Integrity process, I have the right to an appeal as per policies ED 4-0 (Student Academic Appeals) and ED 5-0 (Student Academic Integrity).

I am aware that I may contact the Office of Student and Judicial Affairs for assistance.
Email: studentaffairs@tru.ca, or Phone: 250.852.7117

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|--|--|---|
| I agree that I have committed the alleged act of academic dishonesty | Yes <input type="radio"/> No <input type="radio"/> | If you answer "No" to either question, please use the space on Page 5 of this document to explain your case. |
| I accept the sanction(s) recommended by the Open Learning Faculty Member | Yes <input type="radio"/> No <input type="radio"/> | |
| Digital Signature of Student | | Date (YY-MM-DD) |

Step Three - To be completed by Open Learning Faculty Member

When you receive this form back from the student please proceed with #1, below.
If you do not receive the form from the student within five days, please proceed with #2, below.

1. Check to ensure that the student has entered their digital signature.
2. Enter your digital signature by clicking the appropriate signature box below and following the instructions in Adobe Reader or Adobe Acrobat. Make sure that you do not make any changes to the document after you sign it.
3. Save this form to your computer (replace the previous version).
4. Email the Acting Associate Director, Program Delivery (mdyck@tru.ca) with the following attachments:
 - i. this form
 - ii. a digital copy of the assignment or work in question (PDF is preferred, but not necessary)

| | |
|---|-----------------|
| Digital Signature of Open Learning Faculty Member | Date (YY-MM-DD) |
|---|-----------------|

IN ALL CASES: a copy of this form and all available documentation is to be sent to the Chair of The Academic Integrity Committee by the Director of Program Delivery or Designate within 30 days of the infraction occurring.

Step Four - To be completed by the Acting Associate Director, Program Delivery

Acting Associate Director:

When you receive this form from the Open Learning Faculty Member complete the following:

1. Check to ensure that both the student and Open Learning Faculty Member have entered their digital signatures on page 2.
2. Answer the questions below.
3. Ensure that assignment or exam is attached.
4. Enter your digital signature by clicking the appropriate signature box and following the instructions in Adobe Reader or Adobe Acrobat. Make sure that you do not make any changes to the document after you sign it.
5. Save this form to your computer and forward it and any email attachments, to the Acting Director.

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 Manager of Program Delivery.

I agree with the particulars of the case described in this document and support the recommendations of the Open Learning Faculty Member. Yes No

Comments

Digital Signature of Manager, Program Delivery

Date (YY-MM-DD)

Step Five - To be completed by the Acting Director, Program Delivery

Acting Director:

When you receive this form from the Acting Director complete the following:

1. Check to ensure that the student, Open Learning Faculty Member and Manager have entered their digital signatures on page 2 or 3.
2. Answer the questions below.
3. Ensure that the assignment or exam is attached.
4. Enter your digital signature by clicking the appropriate signature box and following the instructions in Adobe Reader or Adobe Acrobat. Make sure that you do not make any changes to the document after you sign it.
5. Save this form to your computer and forward it and any email attachments to the Chair of the Academic Integrity Committee.

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 Director of Program Delivery. All cases that reach the Academic Integrity Committee must have been forwarded from the Director of Program Delivery (rather than from the Open Learning Faculty Member or the Acting Associate Director of Program Delivery).

I agree with the particulars of the case described in this document and support the recommendations of the Open Learning Faculty Member. Yes No

Comments

Digital Signature of Acting Director

Date (YY-MM-DD)

Open Learning Faculty Member comments

Student comments