Student Academic Integrity

Policy ED-05

Thompson Rivers University (TRU) students are required to comply with the standards of academic integrity set out in the Student Academic Integrity policy.

It is the responsibility of TRU employees to take steps to prevent and to detect acts of academic dishonesty. It is an instructor's responsibility to confront a student when such an act is suspected and to take appropriate action if academic dishonesty, in the opinion of the instructor, has occurred.

If you are a student, instructor, or staff are involved in an issue of alleged academic misconduct, please follow the process outlined in this handout.

For complete information regarding this policy, please read the full Student Academic Integrity policy in TRU's list of official policies.

On Campus Process

Instructor suspects academic dishonesty

Gathers evidence, completes Case Report Form (CRF) & Evidence

Arranges to meet/discuss with student

Reviews CRF& Evidence with student Student completes student portion of CRF

Student completes student portion of CRF

Student reviews and signs CRF including written response if they choose within 7 days of receipt Student can wait to provide response to OSA/AIC after reviewing package (see below) Student has option to provide written statement and final response (see below)

Instructor moves CRF forward

CRF to Department Chair for review and forward to Dean within 7 days of receipt CRF to Dean for review and forward within 7 days of receipt Completed CRF, along with supporting documentation forwarded to Office of Student Affairs (OSA)

Office of Student Affairs (OSA) Reviews and ensures completeness of package OSA sends package to student for final response

Student responds within 7 days of receipt of package OSA adds case to agenda for AIC

Academic Integrity Committee (AIC) Convenes

Receives/reviews package from OSA

Normally hears and adjudicates cases within 60 days of commencement of case

Decision and (if any) sanction determined

Decision

OSA distributes decision of AIC in writing AIC decisions can be appealed <u>only</u> if due process is failed to be implemented If feel due process was not appropriately followed, file appeal per Student Academic Appeals policy

Office of Student Affairs

250-828-5023 | aic@tru.ca

tru.ca/aic



Open Learning Process

OLFM suspects academic dishonesty Gathers evidence, completes Case Report Form

Email signed Case Report Form and evidence to student Student completes student portion of form and returns within 7 days

Student

Student reviews and signs CRF including written response if they choose within 7 days of receipt

Return signed form with response to OLFM within 7 days of receipt

Open Learning Faculty Member (OLFM)

Review Case Report Form for completeness and sign If no response from student within 7 days, proceed without response Provide completed signed Case Report Form along with supporting documentation to Manager Program Delivery

Manager, Program Delivery Reviews and ensures completeness of package and signs

Send entire completed package to Associate Director Program Delivery

Associate Director, Program Delivery

Reviews and ensures completeness of package and signs

Submits entire package to Office of Student Affairs

Office of Student Affairs (OSA) Reviews and ensures completeness of package OSA sends package to student for final response Student responds within 7 days of receipt

OSA adds case to agenda for AIC

Academic Integrity Committee (AIC) Convenes

Receives/reviews package from OSA

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