



**This form can be completed by using a printed copy, or using the latest version of Adobe Reader or Adobe Acrobat electronically.**

## Step One - To be completed by Faculty Member

### Faculty Member:

1. Please fill out the form below. Include only **one (1)** student assignment or case in each form. Use multiple forms if the violation involves more than one student, or if a student is involved in multiple cases.
2. Provide comments and evidence at the end of this form highlighting the violation of ED 5-0. Submissions will not be accepted without evidence.
3. Complete a printed copy of the form or enter your digital signature by clicking the box at the bottom of this page and follow 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 the form to your computer as <studentlastname\_coursenumber\_month\_year.pdf>.
5. Attach the form and evidence of the case to an email you will send to the student, or meet the student in person to complete the next step.

Student Name		Student Number	Student Email
Faculty Member Name		Date (yyyy-mm-dd)	Course Name and Number
Assignment Number or Exam	Department		Term or Semester

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 sanction.

Typical sanctions include reprimand, reduction of grade by a specific percentage, zero for assignment/exam, remedial sanctions (such as resubmission, etc.), failure of course, and suspension. Please note that decisions on cases are made by the Academic Integrity Committee. Please provide evidence on Page 4 if you are recommending a specific sanction and this will be taken into consideration by the committee.

When contacting the student to arrange a meeting to discuss this alleged violation, please ensure the student is advised of the following: **(please check these boxes when completed)**.

The student is advised that they may bring a support person to the meeting between the student and instructor at which the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may submit a written statement to the Academic Integrity Committee by email to aic@tru.ca.

Signature of Faculty Member	Name of Faculty Member	Date (yyyy-mm-dd)
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## Step Two - To be completed by Student within **seven (7)** days of receipt

1. Read your case and evidence from the Faculty Member.
2. Please answer the following question by checking either "Yes" or "No."
3. Enter the date.
4. Enter your digital signature by clicking the appropriate signature box by following the instructions in Adobe Reader or Adobe Acrobat or sign the printed copy of the form. Make sure that you do not make any changes to the document after you sign it.
5. Save this form to your computer and email it back to the Faculty Member within **seven (7)** days of receipt.
- 6. If this form is not returned within **seven (7)** days of receipt, the Faculty Member will proceed.**

I, \_\_\_\_\_ (STUDENT NAME, TYPED or PRINTED) have been made aware of Academic Integrity Policy ED 5-0, as well as my alleged violation of this policy.

I am aware that, as per Policy ED 5-0, I will be given an opportunity to make a written submission to the Academic Integrity Committee. 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 Affairs for assistance. 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.

**Email: [aic@tru.ca](mailto:aic@tru.ca) or Phone: 250-828-5023**

I have reviewed the information in the form as well as the evidence:	Yes	No	<b>Further comments may be added on Page 5 of this document to explain your case.</b>
MyTRU email*			<b>A copy of this documentation will be sent to the student by the Recording Secretary for the Academic Integrity Committee.</b>
Signature of Student			Date (yyyy-mm-dd)

*\*All official correspondence from the committee will be sent to students at their @mytru.ca email address.*

## Step Three - To be completed by 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 seven (7) days, please proceed with #2, below.

1. Check to ensure that the student has signed a printed copy of the form or entered their digital signature.
2. Sign the printed form or 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.
4. Forward this form to the Department Chair with a copy of the evidence, such as assignment or work in question (PDF is preferred, but not necessary) within seven (7) days.

Signature of Faculty Member	Name of Faculty Member	Date (yyyy-mm-dd)
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## Step Four - To be completed by the Department Chair

All cases in which the Academic Integrity Policy is alleged to have been breached shall be reviewed by the Department Chair.

### Department Chair (or designate):

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

1. Check to ensure that both the student and Faculty Member have entered their signatures or signed a printed form.
2. Answer the question below.
3. Ensure that the evidence is attached.
4. Sign the printed form or enter your digital signature by clicking the appropriate signature box and follow 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 Dean within seven (7) days.

I agree with the particulars of the case described in this document:	Yes <input type="checkbox"/>	If you have checked "no," please explain.
	No <input type="checkbox"/>	
Comments		
Signature of Department Chair	Name of Department Chair	Date (yyyy-mm-dd)

## Step Five - To be completed by the Dean

All cases in which the Academic Integrity Policy is alleged to have been breached shall be reviewed by the Dean. All cases that reach the Academic Integrity Committee must have been forwarded from the Dean (or designate), rather than from the Faculty Member.

### Dean (or designate):

When you receive this form from the Department Chair, complete the following:

1. Check to ensure that the student, Faculty Member and Chair have entered their digital signatures or signed a printed copy of the form.
2. Answer the questions below.
3. Ensure that the supporting evidence of the case is attached.
4. Sign the printed form or enter your digital signature by clicking the appropriate signature box and follow 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
6. Submit the case package within (7) days by emailing the case in one PDF file to [aic@tru.ca](mailto:aic@tru.ca), or sending the original printed copy of the file to the Office of Student Affairs in OM 1631.

I agree with the particulars of the case described in this document:	Yes <input type="checkbox"/>	If you have checked "no," please explain.
	No <input type="checkbox"/>	
Comments		
Signature of Dean	Name of Dean	Date (yyyy-mm-dd)

**Faculty Member Comments**

**Student Comments**