

AIC Case #

Offense

CAI RVW

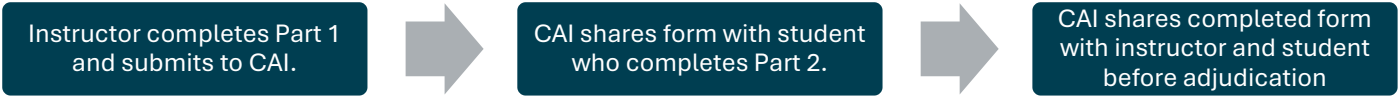
RVW



Suspected Academic Integrity Departure:
Case Report Form

This case report form supports the responsibilities and procedures for suspected departures from academic integrity, as outlined in [Policy ED 5-0](#). A departure is “conduct that, regardless of intent, goes against academic integrity and enables or attempts to enable a person to gain an unfair advantage in academic performance.”

Resources for faculty, students and the campus community broadly can be found on the website for the Centre for Academic Integrity.



Part 1: Instructor Case

Faculty Instructions:

- Submit Part 1 of this form completed and signed within **14 days of initial case discovery** to the CAI. For TRUFA faculty, submit to aic@tru.ca. For OLFM, submit to olaic@tru.ca.
- All evidence of a suspected academic integrity departure must be included either on the form or attached as additional pages. Evidence must be submitted with the case form and cannot be attached as multiple documents.
- Do not** ask a student to complete this form. The CAI will share your signed case form with the student who will complete their side. *Both parties will then be shown the completed form before it goes for adjudication.*
- Instructors are expected to attempt to discuss the suspected departure with the student before submitting this case form. See the resources on the CAI website for instructions.
- Submit one form for each suspected departure. In cases where multiple students are involved in a single departure, complete one form for each student.

Instructor Name		Date of initial discovery	
Instructor Email			
Student Name		Student Number	
Student Email			
Course Name and Number		Semester/Year (N/A for OLFM)	
Department/Faculty		Course Modality (f2f, async)	
Date of invitation to student to meet to discuss		Method of invitation to student (email, etc.)	
Date of instructor/student meeting to discuss the matter. <small>If student declined to meet enter <i>declined</i>. If student did not respond enter <i>no response</i>.</small>			
Date instructor submits completed Part 1 to CAI			

Type of departure suspected as defined in Policy ED 5-0,		List any attached supporting documentation.	
<p>Description of the details of the suspected departure. Include as much information and evidence as possible, including a description of events or incidents, how you became aware of any issues, any textual evidence, and anything else that may be relevant. <i>Feel free to attach additional documents with evidence and explanation to this form.</i></p>			
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For TRUFA faculty, submit to aic@tru.ca. For OLFM, submit to olaic@tru.ca.

Instructors are not required to have students complete Part 2.
Part 2 to be completed by the student when requested by the Centre for Academic Integrity.

Part 2: Student Response

Student Instructions:

1. All communication will be sent to students at their @mytru.ca email address.
2. Information in this form and about the process for suspected departures from academic integrity is based on [Policy ED 5-0](#) on academic integrity. Read over this policy now.
3. Submit the Student section of this form completed and signed within **7 days** of receiving it from the Centre for Academic Integrity. Submit to aic@tru.ca.
4. *Reach out for information and supports to the Learning Strategist at any time at aic@tru.ca.*
5. Read over Part 1 of the form carefully, and ensure you understand the nature of the suspected departure from academic integrity and the evidence presented. You can find helpful information on the CAI website.
6. Use this form to write a response to the information in Part 1. Use the opportunity to clarify your actions, providing evidence as suitable.

Students, be advised that, in receiving this form, you:

- Have been made aware of Academic Integrity Policy ED 5-0, as well as the details of your suspected departure from academic integrity in violation of this policy.
- As per this policy, have been given this opportunity to review the details provided by the instructor and to make a written submission in response. This response will be shared with the instructor, Decision Makers(s) considering the departure, and members of the CAI, as needed for administration and any associated appeals. The Student Academic Affairs committee may receive the student's information as applicable.
- Understand that if you feel there has been an error in the process for departure from academic integrity, have the right to an appeal as per policies ED 4-0 Student Academic Appeals and ED 5-0 Academic Integrity.
- Are aware that you may contact the Centre for Academic Integrity (aic@tru.ca) for assistance.
- Have been made aware that a record of this suspected departure will be placed in the academic integrity database and held confidentially in the Centre for Academic Integrity and that the only individuals who will have knowledge of your involvement in this occurrence will be the people signing this form, necessary members of the Centre for Academic Integrity supporting students and the cases, the Decision Makers involved, SAAC in case of appeal, and the Deputy Registrar as needed for grade modification or suspensions issues by the President.
- Will be made aware of the decision about this suspected academic departure and any related sanctions by the Centre for Academic Integrity.
- Are aware that: Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). Student personal information is being collected and will be used for the purposes of adjudicating suspected departures of academic integrity or for purposes consistent with these uses. The collection of this information is permitted under section s.26(c) of FIPPA. This information will be retained in accordance with TRU's Records Retention/Destruction Policy. Questions about the collection of this information may be directed to aic@tru.ca or by post to Centre for Academic Integrity, 805 TRU Way, Kamloops, BC, V2C 0C8. Alternatively, you can contact the Privacy Office at privacy@tru.ca

Students, type your initials into this box to confirm you have received this form and intend to submit a response within 7 days. Provide your feedback on the following page.

*(CAI Office only: If student does not respond to the opportunity to offer feedback, put **no response** (NR) in the box, indicate the date (no earlier than 7 days after initial contact), and include evidence (such as email) that this form was sent to the student.)*

Student number:

Date:

Student
email:

Student Response. Provide your written response here.

Feel free to attach additional documents with evidence and explanation to this form.