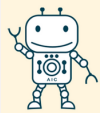




Academic Integrity - What Do You Need to Know



✉ Contact us at aic@tru.ca

🌐 Visit the [CAI Website](#) for more resources

Why Academic Integrity Matters?

Academic integrity is a commitment to honesty, trust, fairness, respect, responsibility, and courage in all your academic work and/or relationships. It is your responsibility to understand what Academic Integrity means. By understanding and adhering to principles of academic integrity, you contribute to a fair and ethical learning community.



Departures from Academic Integrity (Departures)

[TRU Academic Integrity Policy ED 05-0](#) identifies four categories of departures. Please refer to the policy for more details and examples.

Types of Departures	Definition
Cheating	The misrepresentation of your own knowledge or skills in an academic exercise (or assisting others in doing so).
Academic Misconduct	The intentional violation of academic procedures to gain an unfair advantage
Fabrication	The intentional use of invented information or the falsification of research or other findings. It also includes using unapproved generative AI tools to create content and submitting it as your own.
Plagiarism	The intention of using someone else's (including your own work) words, ideas, images, or data as your own work without proper acknowledgement.

How to avoid a departure from academic integrity?

- Plan ahead and start your assignment early
- Attend classes
- Protect your own work and be careful when you offer help
- Paraphrase, quote, or summarize a variety of sources with correct citations, punctuation, and formatting
- Take accurate notes
- Read your course outline and assignment descriptions, and make sure you follow assignment instructions and exam rules
- Reach out to your instructors for clarification if you have any questions about the assignments
- Be sure you understand your instructor's stance on using GenAI tools in your course and assignment

What happens if a departure occurs?

Academic Integrity Process at TRU

TRU has a process in place to ensure fairness and to uphold your rights as a student at every stage throughout the academic integrity process.

01 Initial Contact

You'll receive a notification from your instructor if they suspect you are involved in a possible case of departure from Academic Integrity. **It does not mean you have been found guilty.**

You have seven (7) days to respond to your instructor to arrange a meeting (in person/virtual) or to provide a written response regarding the possible departure.

02 Resources and Support

Before meeting with your instructor, please visit the Centre for Academic Integrity (CAI) Website or contact the Academic Integrity Learning Strategist at aic@tru.ca to understand:

- ED 05-0 Academic Integrity Policy.
- Your responsibilities and rights about procedural fairness under the policy
- Types of departures from academic integrity
- Types of possible sanctions
- Available support at TRU

03 Respond to Your Instructor

When you respond to your instructor about the possible departure, make sure you:

- Listen carefully to your instructor's concerns
- Provide your explanation and any relevant background information regarding the concern.
- Take notes if you meet with your instructor.
- You can also bring a support person with you to the meeting.

04 Instructor's Decision

After the discussion, the instructor will determine whether to initiate the formal academic integrity process based on the evidence and your explanation.

- *If it is a reasonable error, no record is kept, and you will be invited to consider resources and education materials, such as the library and writing centre*
- *If a departure is suspected, the instructor will initiate the formal academic integrity process by submitting an academic integrity case report form to CAI.*

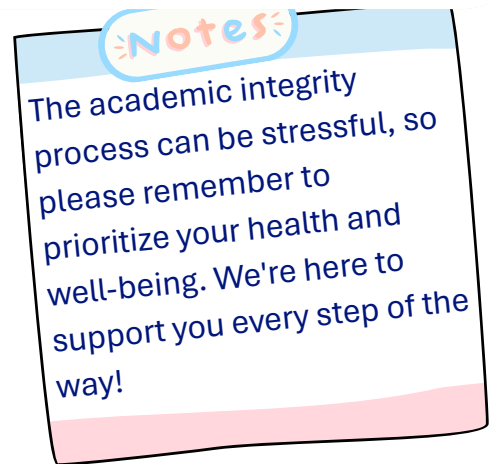
05 Formal Process

If you are still suspected after the discussion, the following steps will follow.

- You will receive an email from aic@tru.ca with a copy of your case report form.
- Once you've reviewed your case, include your response and any supporting information in the case form, then send it to aic@tru.ca within **seven (7) days**.
- You will be invited to provide your final feedback within **72 hours** of receiving the final copy before your case enters the adjudication stage.
- Receive the results of adjudication and subsequent sanction if applied
- Appeal process if applied.

06 After the Case

Regardless of the outcome, you can meet with the Academic Integrity Learning Strategist to improve your academic skills and better understand academic integrity.



Types of Sanctions

[TRU Academic Integrity Policy ED 05-0](#) identifies six possible sanctions when a departure occurs, including no sanction, a letter of reprimand, a possible zero on an assignment/test/etc, failure of the course, and/or a recommendation for suspension.

Sanction	Definition
No Sanction:	In the event that the Decision Maker determines that no Departure has occurred, no sanction will be administered, and the student's file related to the allegation will be destroyed.
Reprimand	Where appropriate, the Decision Maker may forward to the student a written Letter of Reprimand, stating that the student's behaviour is unacceptable to TRU. A Letter of Reprimand is recorded in the academic integrity database.
Remedial*	The Decision Maker may, in consultation with the relevant stakeholders, order participation in a specified education or training program for academic or educational purposes, completion of an assignment or project as deemed appropriate (e.g., essay, research, or paper related to topic, resubmission of the assignment, etc.) or other, remedial or restorative sanctions. If the student fails to comply with this order, alternative sanctions may be imposed by the Decision Maker.

Assignment of Grade	The Decision Maker may assign a student's grade on an assignment, test or project.
Failure of Course	The student is assigned an "F". In the case of an "F", a student may not withdraw from the course or receive a refund. An "F" will appear on the student's transcript.
[Recommendation of] Suspension	The Academic Integrity Committee may recommend to the President the suspension of the student for a definite or indefinite time period.

Resources and Support

1. [TRU Library \(HL\)](#): Meet with a librarian, attend a workshop, and find an online resource
2. [TRU Writing Centre \(OM1411\)](#): Book an appointment (in-person/synchronous/asynchronous) with a tutor and receive feedback on your assignments and guidance for responsible use of GenAI tools.
3. [ELLT Language Learning Center \(OM2517\)](#): Improve your English skills and receive help with any area of English language study, such as writing, vocabulary, reading, listening, speaking and pronunciation.
4. [Science Help Center \(S201\)](#): Get help with your first-year and UPREP math courses.
5. [OL Learning Strategist](#): Meet with an OL Learning Strategist to improve your academic skills when studying online.