

# Case Report Form: Open Learning Course



**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. Include only **one (1)** student assignment or case in each form. Use multiple forms if the violation involves more than one student, if a student is involved in multiple cases.
2. Provide comments and evidence, such as an assignment or work in question, at the end of this form highlighting the violation of ED 5-0. PDF is preferred but not required. Submission will not be accepted without evidence.
3. 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.
4. Save the form to your computer as <studentlastname\_course\_number\_month\_year.pdf>.
5. Attach the form and evidence of the case to an email you will send to the student.

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

## Recommendations for sanctions.

Typical sanctions include reprimand, reduction of grade, "0" 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 wish to recommend a specific sanction and this will be taken into consideration by the committee.

When providing the Case Report Form and evidence to the student, please ensure the student is advised of the following: **(please check the box when completed)**

**The student has received the evidence of this case and is advised of support services available by contacting aic@tru.ca**

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

## Step Two - To be completed by Student within **seven (7)** days of receipt

1. Read your case and evidence from the Open Learning 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 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 email it back to your Open Learning Faculty Member within **seven (7) days** of receipt.
6. ***If this form is not returned within **seven (7) days** of receipt, the Open Learning Faculty Member will proceed.***

I, \_\_\_\_\_ (STUDENT NAME) 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 ED5-0 (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 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 <input type="radio"/> No <input type="radio"/>	Further comments may be added on Page 5 of this document to explain your case. A copy of this documentation will be sent to the student by the Recording Secretary for the Academic Integrity Committee.
MyTRU email:		
Digital Signature of Student	Date (YY-MM-DD)	

\*all official correspondence from the committee will be sent to students at their MyTRU email address.

## 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 **seven (7) 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.
4. Forward this form to [olaic@tru.ca](mailto:olaic@tru.ca) with a copy of the evidence such as assignment or work in question (PDF is preferred, but not necessary) within **seven (7) days**.

Digital Signature of Open Learning Faculty Member	Date (YY-MM-DD)
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## Step Four - To be completed by the Manager of Program Delivery

All cases in which the Academic Integrity Policy is alleged to have been breached shall be reviewed by the Manager of Program Delivery.

### Manager (or designate):

1. Check to ensure that both the student and Open Learning Faculty Member have entered their signatures on page 2.
2. Answer the question below.
3. Ensure that the evidence is attached.
4. 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 Associate Director of Program Delivery.

I agree with the particulars of the case described in this document.		Yes <input type="radio"/>	No <input type="radio"/>	If you have checked "no," please explain in the comments section below.
Comments:				
Digital Signature of Manager of Program Delivery			Date (YY-MM-DD)	

## Step Five - To be completed by the Associate Director of Program Delivery

All cases in which the Academic Integrity Policy is alleged to have been breached shall be reviewed by the Associate Director of Program Delivery. All cases that reach the Academic Integrity Committee must have been forwarded from the Associate Director of Program Delivery (or designate) rather than from the Open Learning Faculty Member.

### Associate Director (or designate):

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 question below.
3. Ensure that the supporting evidence of the case is attached.
4. 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 **seven (7) days** by emailing the case in one PDF file to AIC@tru.ca.

I agree with the particulars of the case described in this document.		Yes <input type="radio"/>	No <input type="radio"/>	If you have checked "no," please explain in the comments section below.
Comments:				
Digital Signature of Associate Director of Program Delivery			Date (YY-MM-DD)	

## Open Learning Faculty Member Comments

## Student Comments