



MEMORANDUM

To: Brett Fairbairn, Senate Chair

From: Noah Arney, Policy Specialist
Office of the Provost & VP Academic, Office of the General Counsel

Date: October 1, 2024

Subject: Proposed new Academic Integrity policy

Purpose of this document:

This memo is to recommend the approval of the proposed Academic Integrity policy, to replace the Student Academic Integrity policy (ED 5-0).

Background of Policy:

Over the last several years APPC has had several working groups consulting and planning on improving the academic integrity prevention and response at TRU. The Academic Integrity Action Planning Group in spring 2024 put forward their proposals on the improvement of our processes, a new Academic Integrity policy, a new Operational Guide, and new Terms of Reference for the Academic Integrity Committee.

Attached is the proposed new Academic Integrity Policy which was conceived of and moved into consultation by the APG in the spring. Over the course of the summer through additional consultation and revision the attached policy was drafted.

Discussion:

The primary changes recommended by the APG were the creation of an Office of Academic Integrity to handle the administrative work and reporting work involved in academic integrity, the creation of Dean's Designates in each faculty to support the work of making decisions regarding departures from academic integrity, and improvements to the policy to provide more clarity around the process and around definitions of departures from academic integrity.

Summary of Proposed Amendments:

- Updated policy statement reframing academic integrity as an expectation and departures from academic integrity as the concerns;
- Structural reorganization of the policy;
- A clause stating the jurisdiction of the policy as separate from the Integrity in Research and Scholarship policy;
- A definitions section to explain common terms including definition of Dean's Designates;



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- Moving Academic Integrity administrative matters from the Office of Student Affairs to the Office of Academic Integrity;
- Language improvements to recognize the rise of online and AI concerns in academic integrity;
- The addition of unapproved AI use in student work as a specific type of Fabrication under the policy;
- The addition of language supporting academic integrity cases regarding fake credentials and transcripts;
- The addition of language clarifying that harming another student's academic work is an academic integrity concern;
- Clarity around education or training requirements as a remedial sanction;
- Clarity in the scope of authority and procedures for Instructors, Dean's Designates, the AIC, and the President;
- The addition of Decision Standards language into the policy;
- Addition of language around reporting of Academic Integrity if identified by someone other than the course instructor; and
- Improved appeals language.

Summary of Engagement:

- Academic Integrity Working Group (March 2022 – October 2023)
- Academic Integrity Action Planning Group (October 2023 – May 2024)
- APPC (March 2022 – May 2024)
- Academic Integrity Committee review (August 2024)
- Public review (August 2024)
- Three post-writing engagement sessions (August – September 2024)
- Review by Legal (August – September 2024)

Action Requested:

Putting the attached revision of the Academic Integrity policy to Notice of Motion and then Approving it; having the policy come into effect for all cases after May 5th 2025. For any Academic Integrity cases in process on May 5th 2025 the Office of Academic Integrity will determine the procedurally fair process as appropriate.

Proposed Motion:

RESOLVED that Senate approves the proposed changes to the Academic Integrity policy ED 5-0, to come into effect on May 5th 2025.

Attachments:

- Academic Integrity Policy in Redline
- Academic Integrity Policy Clean

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Policy Name	Student Academic Integrity
First Approved	2006
Last Approved	April 2020
Approval Authority	Senate
Category	Educational; Conduct
Primary Contact	Director, Office of Academic Integrity Student Affairs
Administrative Contact	

POLICY

Teaching, learning, and research form the heart of any university, and it is vital that these activities be undertaken with and promote academic integrity. This policy outlines the rights and responsibilities of all members of the Thompson Rivers University (TRU) community (students, employees, or anyone holding a university appointment) with respect to understanding and adhering to -students are required to comply with the standards of academic integrity set out in this policy.

It is the responsibility of all members of the TRU community to understand the importance of academic integrity, what constitutes Departures from Academic Integrity, the process by which suspected Departures are investigated and the range of actions and sanctions the University can apply in response to confirmed Departures, employees to take reasonable 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.

Members of the TRU community, including students, engaged in research or scholarship, are also required to comply with the University's policy on Integrity in Research and Scholarship ED 15-2.

REGULATIONS

This policy applies to academic integrity in credit and non-credit classes or programs of study offered by TRU. Allegations of Departures from Academic Integrity or scholarly misconduct outside of a class or program of study falls under the jurisdiction of the Integrity in Research and Scholarship policy.

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1 DEFINITIONS

1. **Academic Integrity:** A commitment to honesty, trust, fairness, respect, responsibility, and courage in all academic work and/or relationships.
2. **Academic Integrity Committee:** A committee of Senate created for the purposes of reviewing Departures from Academic Integrity and acting as a Decision Maker.
3. **Academic Work:** Any work or performance by a student submitted for assessment in a credit or non-credit course.
4. **Dean's Designate:** A person designated by the Dean of a Faculty for a term of a year or more to act as the Decision Maker for Departures from Academic Integrity in courses and programs in the Dean's Faculty. This role can be taken on by the Dean.
5. **Decision Maker:** Either the Dean's Designate or the Academic Integrity Committee in their capacity as being able to make a decision on Departures from Academic Integrity within their scope.
6. **Departure from Academic Integrity (Departure):** Conduct under this policy that, regardless of intent, goes against academic integrity and enables or attempts to enable a person to gain an unfair advantage in academic performance.
7. **Instructor:** an employee of TRU who is a Faculty Member, Open Learning Faculty Member, Open Learning Exams Supervisor, or an instructor.
8. **Reasonable Error:** A student error in academic work that that does not rise to the level of a Departure from Academic Integrity but that will often require resolution in a teaching context or ordinary academic penalties. Clarification of a reasonable error is provided by the Office of Academic Integrity.
9. **Student:** A person who is admitted, registered, or enrolled in a credit or non-credit course or program of study offered by TRU. A person who is no longer registered at the University but who is alleged to commit a Departure from Academic Integrity while registered in a course or program of study at the University is also considered a student under this policy.

12 RESPONSIBILITIES OF THE OFFICE OF STUDENT AFFAIRS

1. The University, directly and through the Office of Academic Integrity, is responsible for:
 - a. Ensuring that all policies and procedures related to academic integrity are publicly available and proactively communicated to the TRU community and applied consistently and effectively.
 - b. Building and maintaining a culture of academic integrity through educational efforts, including the creation of dedicated resources for the TRU community (e.g., handbooks or other operational guides).
 - c. Providing technology programs and systems consistent with the Responsible Use of Information Technology Facilities and Services Policy. This includes, but is not limited

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- to, maintaining a database to record Departures from Academic Integrity while ensuring appropriate confidentiality and data privacy.
 - d. Ensuring that procedures for investigating and assessing Departures from Academic Integrity are fair, transparent, and consistent.
 - e. Supporting faculty in their efforts to follow evidence-based practices in pedagogy and assessment to foster a culture of academic integrity.
 - f. Providing appropriate training for Decision Makers.
 - g. Developing, maintaining and making available an operational guide on processes for Departures from Academic Integrity which will be approved by Senate's Academic Planning and Policy Committee (APPC).
 - h. Producing and presenting to senate a report of Departures from Academic Integrity annually.
2. Instructors are responsible for:
- a. Making expectations under this policy clear and explicit to students in course materials (including course outlines) and in instructions for assignments and exams.
 - b. Reducing the occurrence of Departures through effective course and assessment design and administration.
 - c. Engaging in community learning on academic integrity at TRU.
 - d. Investigating and reporting all suspected Departures from Academic Integrity in accordance with this policy and related procedures.
3. Students are responsible for:
- a. Reading and understanding this policy and associated policies and procedures.
 - b. Refraining from Departures from Academic Integrity.
 - c. Refraining from assisting or attempting to assist others in Departures, including taking reasonable precautions to prevent their work from being used by other parties or other unauthorized sharing of course materials, exams, or assignments with other students or with any third-party sharing sites or services.

Case Management: The Office of Student Affairs shall undertake all aspects of academic integrity case management following initiation of a case report, including but not limited to: Ensuring completeness and accuracy of case files;

Correspondence with the student and the initiator of the Case Report Form as required;

Preparation of case files for consideration by the Academic Integrity Committee; and

Administration of resolutions and sanctions;

Maintenance of Records and Reporting:

The Office of Student Affairs shall maintain the official and confidential institutional records of academic integrity cases for 10 years. Other members of the university community shall keep only those records relating to academic integrity cases which they may need in the future; such records will be kept in a secure location and are subject to the University's Records Retention/Destruction Policy.

The Office of Student Affairs shall produce and present to Senate a report of academic integrity cases on an annual basis which report will not include references to students' names.

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Education: The Academic Integrity Committee has a role to educate faculty and students on issues and standards relative to academic integrity.

2—COMPOSITION OF ACADEMIC INTEGRITY COMMITTEE

1. The Academic Integrity Committee shall be comprised of the following members appointed by Senate:
 - a. At least six Faculty Members, with no more than one from each School or Faculty, nominated by the respective Faculty Councils;
 - b. One Dean;
 - c. Three Undergraduate students nominated by the TRU Students' Union;
 - d. One Graduate student;
 - e. One TRU World International Education representative — nominated by the Associate Vice President, International and CEO Global Operations;
 - f. One Open Learning representative — nominated by the Vice Provost Open Learning;
 - g. One Library representative — nominated by the Library Director;
 - h. Director of Student Affairs or designate (ex-officio, non-voting)
2. The Chair of the committee shall be a voting member of the committee nominated and elected by the committee.
3. The committee will have the support of one secretary provided by the Office of Student Affairs (to maintain records, minutes, database and other such files). The secretary will set up all meetings and related duties.
4. Committee members will serve a term of up to three (3) years and may be reappointed, with the exception of student members who shall serve a term of up to one (1) year and may be reappointed.
5. A quorum will consist of fifty percent (50%) of voting members, and must include at least two students and two (2) faculty members. Vacancies on the committee will not invalidate any of its decisions provided a quorum was present in person or by teleconference when the decision was made.
6. In addition to the three undergraduate students on the committee, the TRU Students' Union may appoint other undergraduate students from time to time to be Alternate Student Members on the committee.
7. Whenever there is a vacancy on the committee for any of the three undergraduate student members, the TRU Students' Union may designate one of the Alternate Student Members to fill the vacancy until Senate fills that vacancy. Such Alternate Student Member attending meetings of the committee shall have all the powers and duties of a student member of the committee appointed by Senate.
8. Prior to any meeting of the committee, the Chair of the committee will at least seven days prior to the meeting send an email providing notice of the meeting to all committee members. All members of the committee will reply by email to the Chair of the

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~~Committee at least 96 hours prior to the start of the meeting (the "Reply Deadline") advising the Chair of their availability to participate in the meeting. If any of the three undergraduate students on the committee: (i) replies indicating that they are not available; or (ii) fails to reply to the Chair by the Reply Deadline, the TRU Students' Union may designate one of the Alternate Student Members to attend that meeting in the place of the student member who is unavailable or who has failed to reply by the Reply Deadline. Such Alternate Student Member attending that meeting of the committee shall have all the powers and duties of a student member of the committee appointed by Senate.~~

~~9. When a committee member is absent from scheduled meetings, the constituency that that member is supposed to represent is being represented less than is intended by the regulations of the policy. A committee member who is absent for three consecutive meetings of the committee, without authorization from the committee for that absence, is deemed to have vacated his/her seat. Committee members are expected to submit their request for absence to the committee in writing. To be fair to their constituents, members of the committee who expect to be absent for more than three consecutive meetings, should promptly seek a leave of absence, or resign their seat, rather than allowing their seat to be vacant for 3 meetings before it is deemed to be vacated and then, subsequently, filled.~~

3 PROCEDURAL FAIRNESS/DUE PROCESS

In the administration and adjudication of cases of alleged Departures from Academic Integrity/academic dishonesty, the Office of Student Affairs/Academic Integrity and the Academic Integrity Committee shall be guided by the following principles:

1. The right to a fair process, including for the participants to be initially informed of that process and their rights in the process, and to be informed of substantive decisions at each stage.
2. The right of participants to the support of an advisor or peer of their choosing at all stages of the process, provided that there is no right to counsel at hearings of the Academic Integrity Committee.
3. The right to know the details of the case including the right to view all written evidence.
4. The right to make submission and to provide responses to the submissions of others with the student being allowed the final submission.
5. The right to an impartial adjudicator.
6. The right to an expedient adjudication to normally take place within sixty (60) days of the commencement of the case.
7. The right of a student to be presumed innocent until a finding is made.
8. The right to reasonable confidentiality.

DECISIONS

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Notwithstanding policy ED 4-0, Student Academic Appeals, all decisions of the Academic Integrity Committee are final and binding and may be appealed to the Appeals Committee only on the grounds that the Academic Integrity Committee failed to follow the process set out in this policy and regulations.

Commented [NA1]: Moved to new Appeals section

4 DEPARTURES FROM ACADEMIC INTEGRITY FORMS OF ACADEMIC DISHONESTY

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Departures from Academic Integrity can vary greatly in scope and severity. They include, but are not limited to, the following categories:

1. **Cheating:** Cheating is an act of deception by which a student misrepresents (or assists another student in misrepresenting) that ~~they~~ ~~he or she~~ ~~has~~ ~~ve~~ mastered information on an assignment, test, project or other academic exercise that the student has not mastered. Examples include:
 - a. Copying from another student's test paper or assignment (~~paper or digital~~).
 - b. Allowing another student to copy from a test, ~~paper,~~ or assignment~~e~~.
 - c. Using the course textbook, electronic devices, or other material such as a notebook not authorized for use during a test.
 - d. Collaborating during a test with any other person by receiving information without authority.
 - e. Using exam aids or other non-authorized materials during a test (e.g., notes, formula lists, crib sheets, etc.).
2. **Academic Misconduct:** Academic misconduct is the intentional violation of TRU academic procedures by tampering with grades, taking part in obtaining or distributing any part of a test (unadministered or otherwise), or by other means of academic deception not explicitly identified in other sections of this policy. Examples include:
 - a. Stealing, buying, or otherwise obtaining all or part of a test, answer key, grade or other document by any means.
 - b. Selling or making available to another all or part of a test or assignment, including answers to a test.
 - c. Obtaining an un-administered test or any information about the test from another person ~~or organization, in person or digitally~~.
 - d. Providing an un-administered test ~~or assignment~~, or any information ~~related to work submitted for assessment, about the test~~ to another person ~~or organization, in person or digitally, without the express permission of the instructor, copyright holder, or University~~.
 - e. Entering a building or office ~~or digital platform~~ for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.

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- f. Changing, altering, or being an accessory to the changing and/or altering of a grade ~~in on official academic record, a grade book, on a test, a "change of grade" form, or other official academic records of TRU which relate to grades.~~
- g. Entering a building or office or digital platform for the purpose of obtaining or examining a potential test document or assignment that has not been made public.
- ~~h.~~ Impersonating another student, or permitting someone to impersonate you, in any assessment.
- ~~i.~~ Submitting false or fake credentials, documents, or transcripts for access to a program or to receive credit at TRU.
- ~~j.~~ Deliberately interfering in another student's ability to succeed in any academic activity, including through the tampering with or destruction of another student's work, course materials, or personal property such as a laptop or other digital device.
- ~~h.~~
- 3. **Fabrication:** Fabrication is the intentional use of invented information or the falsification of research or other findings, including the use of unapproved human assistance or unapproved tools which generate content, such as generative artificial intelligence or similar computer or machine learning tools (AI Tools). Examples include:
 - ~~a.~~ Listing sources in a bibliography not used in the academic exercise.
 - ~~b.~~ Inventing data or source of information for research or other academic exercise, including the production of text, images, code, video, or summaries of one's own written work using AI tools.
 - ~~e.~~ Submitting as one's own, any academic exercise (e.g., written work, printing, sculpture, etc.) not prepared totally wholly by them, including the output of unapproved AI tools (e.g., submitting assignments to websites for the generation of solutions) or in part by another.
 - ~~c.~~ Citing information not taken from the source indicated.
 - ~~d.~~
- 4. **Plagiarism:** Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own work without proper acknowledgement. Examples include:
 - ~~e.~~ When a student submits work for credit that includes the words, ideas, images or data of others, without acknowledging the source of that information must be acknowledged through complete, accurate, and specific citations, and, if verbatim statements are included, through quotation marks or block format.
 - ~~f.~~ By placing his/her/their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.
 - ~~g.~~ Self-plagiarism, which involves handing in all or part of an essay or assignment completed for a previous or another course without the consent of the instructor of the second course, is also a form of plagiarism, and an infraction of this Academic Integrity Policy.

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A student will avoid plagiarism if there is an acknowledgement of indebtedness:

- a. Whenever the student quotes another person's actual words.
- b. Whenever the student uses another person's idea, opinion or theory, even if it is completely paraphrased in the student's own words.
- c. Whenever the student cites facts, statistics, or other illustrative materials from a published source or a lecture when that material is not considered common knowledge.
- d. Whenever the student uses images produced by another person.
- e. Citing facts or statistics or using illustrative materials considered to be common knowledge is not considered plagiarism.

5 SANCTIONS

A range of responses and sanctions are applied to Departures from Academic Integrity, with the most severe reserved for serious, systematic, and repeated Departures. In addition to providing students with education-promoting and rehabilitative options whenever possible and appropriate, Decision Makers Committee shall determine a resolution or sanction, or combination of sanctions, from the list below:

1. **No Sanction:** In the event that the Academic Decision Maker Integrity Committee does not determine that no Departure dishonesty has occurred, no sanction will be administered and the student's file related to the allegation will be destroyed.
2. **Reprimand:** Where appropriate, the Decision Maker may The Academic Integrity Committee forwards 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 academic Integrity integrity Database, as a first offence, and may be used only once in a student's academic career at TRU.
3. **Reduction Assignment of Grade:** The Decision Maker student's grade may be decreased assign a student's grade on an assignment, test or project.
4. **Remedial Sanctions:** The Decision Maker Academic Integrity Committee 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 other remedial sanctions as deemed appropriate (e.g., essay, research, or paper related to topic, resubmission of assignment, etc.) or other, remedial or restorative sanctions. If the student fails to comply with this order the committee may impose an alternative sanctions may be imposed by the Decision Maker.
5. **Failure of Course:** The student is assigned an "F". In the case of an "F", a student may not withdraw from the course nor receive a refund. An "F" will appear on the student's transcript.

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6. **Suspension:** The Academic Integrity Committee may recommend to the President the suspension of the student for a definite or indefinite time period from TRU.

6 FORMS OF ACADEMIC DISHONESTY

Commented [NA3]: Moved above Sanctions

4. Cheating

Cheating is an act of deception by which a student misrepresents (or assists another student in misrepresenting) that he or she has mastered information on an assignment, test, project or other academic exercise that the student has not mastered. Examples:

- f. Copying from another student's test paper or assignment.
- g. Allowing another student to copy from a test paper or assignments.
- h. Using the course textbook, electronic devices, or other material such as a notebook not authorized for use during a test.
- i. Collaborating during a test with any other person by receiving information without authority.
- j. Using exam aids or other non-authorized materials during a test (e.g., notes, formula lists, crib sheets etc.).

5. Academic Misconduct

Academic misconduct is the intentional violation of TRU academic procedures by tampering with grades, taking part in obtaining or distributing any part of a test (unadministered or otherwise), or by other means of academic deception not explicitly identified in other sections of this policy. Examples include:

- i. Stealing, buying, or otherwise obtaining all or part of a test, answer key, grade or other document by any means.
- j. Selling or making available to another all or part of a test or assignment, including answers to a test.
- k. Obtaining an un-administered test or any information about the test from another person.
- l. Providing an un-administered test or any information about the test to another person.
- m. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- n. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of TRU which relate to grades.
- o. Entering a building or office for the purpose of obtaining or examining a potential test document or assignment that has not been made public.
- p. Impersonating another student, or permitting someone to impersonate you, in any assessment.

6. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings. Examples include

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- a. Listing sources in a bibliography not used in the academic exercise.
- b. Inventing data or source of information for research or other academic exercise.
- c. Submitting as one's own, any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
- d. Citing information not taken from the source indicated.

7. Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own work. When a student submits work for credit that includes the words, ideas, images or data of others, the source of that information must be acknowledged through complete, accurate, and specific citations, and, if verbatim statements are included, through quotation marks or block format.

By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

Self-plagiarism, which involves handing in all or part of an essay or assignment completed for another course without the consent of the instructor of the second course, is also a form of plagiarism, and an infraction of this Academic Integrity Policy.

A student will avoid plagiarism if there is an acknowledgement of indebtedness:

- a. Whenever the student quotes another person's actual words.
- b. Whenever the student uses another person's idea, opinion or theory, even if it is completely paraphrased in the student's own words.
- c. Whenever the student cites facts, statistics, or other illustrative materials from a published source or a lecture when that material is not considered common knowledge.
- d. Whenever the student uses images produced by another person.
- e. Citing facts or statistics or using illustrative materials considered to be common knowledge is not considered plagiarism.

Visit the Office of Student Affairs website to access more information on the academic integrity process, resources and forms. <https://www.tru.ca/osa>

6 PROCEDURE FOR DEPARTURES FROM ACADEMIC INTEGRITY

6.1 SCOPE OF AUTHORITY

1. **Instructors:** Instructors have the responsibility to investigate possible Departures from Academic Integrity, meet with students to review them, and to report to the Office of Academic Integrity, on all possible Departures from Academic Integrity that exceed reasonable errors as articulated in this policy.

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2. **Dean's Designate:** Dean's Designates have the authority to decide suspected first Departures, provided they are neither major nor complex Departures, and to impose a range of sanctions up to and including a mark assignment of zero on the student work related to the Departure.
3. **Academic Integrity Committee:** The Academic Integrity Committee has authority to decide suspected major and complex first Departures and all suspected second or subsequent Departures and to impose a range of actions and sanctions up to and including a failing grade in the course related to the Departure. They may recommend suspension for a definite or indefinite time period.
4. **President:** Only the President has authority to impose suspensions for Departures from Academic Integrity and may only implement such sanctions for Departures when they are recommended by the Academic Integrity Committee.

6.2 DECISION STANDARDS

1. Decision Makers shall make decisions on a balance of probabilities, that is, whether or not it is more likely than not that the student committed the Departure from Academic Integrity.
2. Decisions on alleged Departures must be decided based on the evidence provided, this policy, guidance on best practice provided or sanctioned by the Office of Academic Integrity, and the earlier decisions of the Academic Integrity Committee.

6.3 PROCESSES FOR DEPARTURES FROM ACADEMIC INTEGRITY

1. **Fact Finding and Reporting for Departures from Academic Integrity Within a Course:**
 - a. If an instructor believes a student has committed a Departure, the instructor shall meet with the student to discuss the matter as soon as is practicable.
 - b. Where a member of the TRU Community, other than the course instructor, believes a student has committed a Departure, they shall report such alleged Departure to the instructor or to the Office of Academic Integrity. The Office of Academic Integrity shall provide the report to the course instructor and the instructor shall meet with the student to discuss the matter as soon as is practicable.
 - c. If, after discussing the matter with the student, the instructor still reasonably believes the student committed a Departure, the instructor shall submit a report of such Departure to the Office of Academic Integrity, and the Office of Academic Integrity shall provide a copy of the report to the student and to the Decision Maker/Dean's Designate.
 - d. After receiving the report, the student shall have seven (7) days to submit a response to the Office of Academic Integrity. The Office of Academic Integrity shall provide the student's response to the instructor and the Decision Maker/Dean's Designate.
2. **Fact Finding and Reporting for Departures from Academic Integrity Outside of a Course:**

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- a. Where a member of the TRU community believes a student has committed a Departure outside of a course they shall report such alleged Departure to the Office of Academic Integrity. The Office of Academic Integrity shall provide the report to the relevant Dean's Designate to act in place of an instructor, and the process as set out in 6.3.1 shall be followed. The alleged Departure will be within the scope of the Academic Integrity Committee. an appropriate
- b. Anonymous allegations are not accepted.

3. Review by the Dean's Designate:

- For Departures within their scope of authority, the Dean's Designate reviews the submissions of the instructor and the student and, when warranted, implements actions and sanctions within their authority.
- a. If, during the review, the Dean's Designate determines that the matter lies outside of their authority, they must notify the Office of Academic Integrity of that decision.
 - b. The decisions of the Dean's Designate should normally take place within 45 days of the date the instructor submitted the report.

4. Review by the Academic Integrity Committee:

- For Departures that are within their scope of authority Dean's Designate, the Academic Integrity Committee reviews the submissions of the instructor and the student and, when warranted, implements actions and sanctions within its authority.
- a. When warranted, the Academic Integrity Committee recommends suspension to the President.
 - b. The decisions and recommendations of the Academic Integrity Committee should normally take place within 60 days of the date when the instructor submitted the report.

7 PRESIDENTIAL REVIEW AND APPEALS

1. Presidential Review:

- a. Academic Integrity Committee decisions that include a recommendation of suspension are reviewed by the President under the Suspension of Students Policy (ED 7-0). They may not also be appealed to the Student Academic Appeals Committee.
- b. During a presidential review the President reviews the submissions of the student, the instructor, the Office of Academic Integrity, as well as the findings of the Academic Integrity Committee.
- c. The President may uphold or rescind the sanctions of the Academic Integrity Committee, and may decide on a recommendation of suspension in accordance with the Suspension of Students Policy (ED 7-0).

2. Student Academic Appeals Committee:

- a. Decisions of Decision Makers ~~and all decisions of~~ that do not include a recommendation for suspension may be appealed to the Student Academic

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Appeals Committee, in accordance with the Student Academic Appeals Policy (ED 4-0), but only on the grounds that the Decision Maker(s) deviated from procedural fairness as set out in this policy.

b. The Student Academic Appeals Committee has the authority to uphold or rescind decisions of the Dean's Designate or the Academic Integrity Committee on grounds of procedural fairness.

4.3. The Director of the Office of Academic Integrity or their Designate will act in lieu of the Decision Maker for all Presidential reviews and appeals to the Student Academic Appeals Committee (the Respondent under the Student Academic Appeals policy ED 4-0), to provide information on the content and context of alleged Departures from Academic Integrity and process.

Academic Integrity

Policy Name	Academic Integrity
First Approved	2006
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Approval Authority	Senate
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Administrative Contact	

POLICY

Teaching, learning, and research form the heart of any university, and it is vital that these activities be undertaken with and promote academic integrity. This policy outlines the rights and responsibilities of all members of the Thompson Rivers University (TRU) community (students, employees, or anyone holding a university appointment) with respect to understanding and adhering to academic integrity.

It is the responsibility of all members of the TRU community to understand the importance of academic integrity, what constitutes Departures from Academic Integrity, the process by which suspected Departures are investigated and the range of actions and sanctions the University can apply in response to confirmed Departures.

REGULATIONS

This policy applies to academic integrity in credit and non-credit classes or programs of study offered by TRU. Allegations of Departures from Academic Integrity or scholarly misconduct outside of a class or program of study falls under the jurisdiction of the Integrity in Research and Scholarship policy.

1 DEFINITIONS

1. **Academic Integrity:** A commitment to honesty, trust, fairness, respect, responsibility, and courage in all academic work and/or relationships.
2. **Academic Integrity Committee:** A committee of Senate created for the purposes of reviewing Departures from Academic Integrity and acting as a Decision Maker.
3. **Academic Work:** Any work or performance by a student submitted for assessment in a credit or non-credit course.
4. **Dean's Designate:** A person designated by the Dean of a Faculty for a term of a year or more to act as the Decision Maker for Departures from Academic Integrity in courses and programs in the Dean's Faculty. This role can be taken on by the Dean.

5. **Decision Maker:** Either the Dean's Designate or the Academic Integrity Committee in their capacity as being able to make a decision on Departures from Academic Integrity within their scope.
6. **Departure from Academic Integrity (Departure):** 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.
7. **Instructor:** an employee of TRU who is a Faculty Member, Open Learning Faculty Member, Open Learning Exams Supervisor, or an instructor.
8. **Reasonable Error:** A student error in academic work that that does not rise to the level of a Departure from Academic Integrity but that will often require resolution in a teaching context or ordinary academic penalties. Clarification of a reasonable error is provided by the Office of Academic Integrity.
9. **Student:** A person who is admitted, registered, or enrolled in a credit or non-credit course or program of study offered by TRU. A person who is no longer registered at the University but who is alleged to commit a Departure from Academic Integrity while registered in a course or program of study at the University is also considered a student under this policy.

2 RESPONSIBILITIES

1. The University, directly and through the Office of Academic Integrity is responsible for:
 - a. Ensuring that all policies and procedures related to academic integrity are publicly available and proactively communicated to the TRU community and applied consistently and effectively.
 - b. Building and maintaining a culture of academic integrity through educational efforts, including the creation of dedicated resources for the TRU community (e.g., handbooks or other operational guides).
 - c. Providing technology programs and systems consistent with the Responsible Use of Information Technology Facilities and Services Policy. This includes, but is not limited to, maintaining a database to record Departures from Academic Integrity while ensuring appropriate confidentiality and data privacy.
 - d. Ensuring that procedures for investigating and assessing Departures from Academic Integrity are fair, transparent, and consistent.
 - e. Supporting faculty in their efforts to follow evidence-based practices in pedagogy and assessment to foster a culture of academic integrity.
 - f. Providing appropriate training for Decision Makers.
 - g. Developing, maintaining and making available an operational guide on processes for Departures from Academic Integrity which will be approved by Senate's Academic Planning and Policy Committee (APPC).
 - h. Producing and presenting to senate a report of Departures from Academic Integrity annually.
2. Instructors are responsible for:
 - a. Making expectations under this policy clear and explicit to students in course materials (including course outlines) and in instructions for assignments and exams.

- b. Reducing the occurrence of Departures through effective course and assessment design and administration.
 - c. Engaging in community learning on academic integrity at TRU.
 - d. Investigating and reporting all suspected Departures from Academic Integrity in accordance with this policy and related procedures.
3. Students are responsible for:
- a. Reading and understanding this policy and associated policies and procedures.
 - b. Refraining from Departures from Academic Integrity.
 - c. Refraining from assisting or attempting to assist others in Departures, including taking reasonable precautions to prevent their work from being used by other parties or other unauthorized sharing of course materials, exams, or assignments with other students or with any third-party sharing sites or services.

3 PROCEDURAL FAIRNESS

In the administration and adjudication of cases of alleged Departures from Academic Integrity, the Office of Academic Integrity and the Academic Integrity Committee shall be guided by the following principles:

1. The right to a fair process, including for the participants to be initially informed of that process and their rights in the process, and to be informed of substantive decisions at each stage.
2. The right of participants to the support of an advisor or peer of their choosing at all stages of the process, provided that there is no right to counsel at hearings of the Academic Integrity Committee.
3. The right to know the details of the case including the right to view all written evidence.
4. The right to make submission and to provide responses to the submissions of others with the student being allowed the final submission.
5. The right to an impartial adjudicator.
6. The right to an expedient adjudication to normally take place within sixty (60) days of the commencement of the case.
7. The right of a student to be presumed innocent until a finding is made.
8. The right to reasonable confidentiality.

4 DEPARTURES FROM ACADEMIC INTEGRITY

Departures from Academic Integrity can vary greatly in scope and severity. They include, but are not limited to, the following categories:

1. **Cheating:** Cheating is an act of deception by which a student misrepresents (or assists another student in misrepresenting) that they have mastered information on an

Academic Integrity

assignment, test, project or other academic exercise that the student has not mastered.

Examples include:

- a. Copying from another student's test paper or assignment (paper or digital).
 - b. Allowing another student to copy from a test, paper, or assignment.
 - c. Using the course textbook, electronic devices, or other material such as a notebook not authorized for use during a test.
 - d. Collaborating during a test with any other person by receiving information without authority.
 - e. Using exam aids or other non-authorized materials during a test (e.g., notes, formula lists, crib sheets, etc.).
2. **Academic Misconduct:** Academic misconduct is the intentional violation of TRU academic procedures by tampering with grades, taking part in obtaining or distributing any part of a test (unadministered or otherwise), or by other means of academic deception not explicitly identified in other sections of this policy. Examples include:
- a. Stealing, buying, or otherwise obtaining all or part of a test, answer key, grade or other document by any means.
 - b. Selling or making available to another all or part of a test or assignment, including answers to a test.
 - c. Obtaining an un-administered test or any information about the test from another person or organization, in person or digitally.
 - d. Providing an un-administered test or assignment, or any information related to work submitted for assessment, to another person or organization, in person or digitally, without the express permission of the instructor, copyright holder, or University.
 - e. Entering a building or office or digital platform for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
 - f. Changing, altering, or being an accessory to the changing and/or altering of a grade on official academic record.
 - g. Entering a building or office or digital platform for the purpose of obtaining or examining a potential test document or assignment that has not been made public.
 - h. Impersonating another student, or permitting someone to impersonate you, in any assessment.
 - i. Submitting false or fake credentials, documents, or transcripts for access to a program or to receive credit at TRU.
 - j. Deliberately interfering in another student's ability to succeed in any academic activity, including through the tampering with or destruction of another student's work, course materials, or personal property such as a laptop or other digital device.
3. **Fabrication:** Fabrication is the intentional use of invented information or the falsification of research or other findings, including the use of unapproved human assistance or unapproved tools which generate content, such as generative artificial intelligence or similar computer or machine learning tools (AI Tools). Examples include:

Academic Integrity

- a. Inventing data or source of information for research or other academic exercise, including the production of text, images, code, video, or summaries of one's own written work using AI tools.
 - b. Submitting as one's own, any academic exercise (e.g., written work, printing, sculpture, etc.) not prepared wholly by them, including the output of unapproved AI tools (e.g., submitting assignments to websites for the generation of solutions).
 - c. Citing information not taken from the source indicated.
4. **Plagiarism:** Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own work without proper acknowledgement. Examples include:
- a. When a student submits work for credit that includes the words, ideas, images or data of others, without acknowledging the source of that information through complete, accurate, and specific citations, and, if verbatim statements are included, through quotation marks or block format.
 - b. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.
 - c. Self-plagiarism, which involves handing in all or part of an essay or assignment completed for a previous or another course without the consent of the instructor of the second course.

A student will avoid plagiarism if there is an acknowledgement of indebtedness:

- a. Whenever the student quotes another person's actual words.
- b. Whenever the student uses another person's idea, opinion or theory, even if it is completely paraphrased in the student's own words.
- c. Whenever the student cites facts, statistics, or other illustrative materials from a published source or a lecture when that material is not considered common knowledge.
- d. Whenever the student uses images produced by another person.
- e. Citing facts or statistics or using illustrative materials considered to be common knowledge is not considered plagiarism.

5 SANCTIONS

A range of responses and sanctions are applied to Departures from Academic Integrity, with the most severe reserved for serious, systematic, and repeated Departures. In addition to providing students with education-promoting and rehabilitative options whenever possible and appropriate, Decision Makers shall determine a resolution or sanction, or combination of sanctions, from the list below:

1. **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.

Academic Integrity

2. **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.
3. **Assignment of Grade:** The Decision Maker may assign a student's grade on an assignment, test or project.
4. **Remedial Sanctions:** 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 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.
5. **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.
6. **Suspension:** The Academic Integrity Committee may recommend to the President the suspension of the student for a definite or indefinite time period.

6 PROCEDURE FOR DEPARTURES FROM ACADEMIC INTEGRITY

6.1 SCOPE OF AUTHORITY

1. **Instructors:** Instructors have the responsibility to investigate possible Departures from Academic Integrity, meet with students to review them, and to report to the Office of Academic Integrity, on all possible Departures from Academic Integrity that exceed reasonable errors as articulated in this policy.
2. **Dean's Designate:** Dean's Designates have the authority to decide suspected first Departures, provided they are neither major nor complex Departures, and to impose a range of sanctions up to and including a mark assignment of zero on the student work related to the Departure.
3. **Academic Integrity Committee:** The Academic Integrity Committee has authority to decide suspected major and complex first Departures and all suspected second or subsequent Departures and to impose a range of actions and sanctions up to and including a failing grade in the course related to the Departure. They may recommend suspension for a definite or indefinite time period.
4. **President:** Only the President has authority to impose suspensions for Departures from Academic Integrity and may only implement such sanctions for Departures when they are recommended by the Academic Integrity Committee.

6.2 DECISION STANDARDS

1. Decision Makers shall make decisions on a balance of probabilities, that is, whether or not it is more likely than not that the student committed the Departure from Academic Integrity.

2. Decisions on alleged Departures must be decided based on the evidence provided, this policy, guidance on best practice provided or sanctioned by the Office of Academic Integrity, and the earlier decisions of the Academic Integrity Committee.

6.3 PROCESSES FOR DEPARTURES FROM ACADEMIC INTEGRITY

1. **Fact Finding and Reporting for Departures from Academic Integrity Within a Course:**
 - a. If an instructor believes a student has committed a Departure, the instructor shall meet with the student to discuss the matter as soon as is practicable.
 - b. Where a member of the TRU Community, other than the course instructor, believes a student has committed a Departure, they shall report such alleged Departure to the instructor or to the Office of Academic Integrity. The Office of Academic Integrity shall provide the report to the course instructor and the instructor shall meet with the student to discuss the matter as soon as is practicable.
 - c. If, after discussing the matter with the student, the instructor still reasonably believes the student committed a Departure, the instructor shall submit a report of such Departure to the Office of Academic Integrity, and the Office of Academic Integrity shall provide a copy of the report to the student and to the Decision Maker.
 - d. After receiving the report, the student shall have seven (7) days to submit a response to the Office of Academic Integrity. The Office of Academic Integrity shall provide the student's response to the instructor and the Decision Maker.
2. **Fact Finding and Reporting for Departures from Academic Integrity Outside of a Course:**
 - a. Where a member of the TRU community believes a student has committed a Departure outside of a course they shall report such alleged Departure to the Office of Academic Integrity. The Office of Academic Integrity shall provide the report to the relevant Dean's Designate to act in place of an instructor, and the process as set out in 6.3.1 shall be followed. The alleged Departure will be within the scope of the Academic Integrity Committee.
 - b. Anonymous allegations are not accepted.
3. **Review by the Dean's Designate:**
 - a. For Departures within their scope of authority, the Dean's Designate reviews the submissions of the instructor and the student and, when warranted, implements actions and sanctions within their authority. If, during the review, the Dean's Designate determines that the matter lies outside of their authority, they must notify the Office of Academic Integrity of that decision.
 - b. The decisions of the Dean's Designate should normally take place within 45 days of the date the instructor submitted the report.
4. **Review by the Academic Integrity Committee:**
 - a. For Departures that are within their scope of authority, the Academic Integrity Committee reviews the submissions of the instructor and the student and, when warranted, implements actions and sanctions within its authority. When warranted, the Academic Integrity Committee recommends suspension to the President.

- b. The decisions and recommendations of the Academic Integrity Committee should normally take place within 60 days of the date when the instructor submitted the report.

7 PRESIDENTIAL REVIEW AND APPEALS

1. Presidential Review:
 - a. Academic Integrity Committee decisions that include a recommendation of suspension are reviewed by the President under the Suspension of Students Policy (ED 7-0). They may not also be appealed to the Student Academic Appeals Committee.
 - b. During a presidential review the President reviews the submissions of the student, the instructor, the Office of Academic Integrity, as well as the findings of the Academic Integrity Committee.
 - c. The President may uphold or rescind the sanctions of the Academic Integrity Committee, and may decide on a recommendation of suspension in accordance with the Suspension of Students Policy (ED 7-0).
2. Student Academic Appeals Committee:
 - a. Decisions of Decision Makers that do not include a recommendation for suspension may be appealed to the Student Academic Appeals Committee, in accordance with the Student Academic Appeals Policy (ED 4-0), but only on the grounds that the Decision Maker(s) deviated from procedural fairness as set out in this policy.
 - b. The Student Academic Appeals Committee has the authority to uphold or rescind decisions of the Dean's Designate or the Academic Integrity Committee on grounds of procedural fairness.
3. The Director of the Office of Academic Integrity or their Designate will act in lieu of the Decision Maker for all Presidential reviews and appeals to the Student Academic Appeals Committee (the Respondent under the Student Academic Appeals policy ED 4-0), to provide information on the content and context of alleged Departures from Academic Integrity and process.