



Calendar

2011 | 2012



2011–2012 TRU, Open Learning Calendar

Calendar Notice

The 2011–12 Thompson Rivers University, Open Learning (TRU-OL) Calendar is effective as of September 1, 2011, and describes courses and programs offered through TRU-OL at the time of publication.

Refer to the official website at www.truopen.ca for up-to-date information about new courses and programs as well as changes to courses, programs and/or regulations and policies which may occur after publication of the print calendar.

The official TRU-OL website contains the most up-to-date information and as such takes precedence over information published in the print calendar.

Student Notice

Every student accepted for registration with TRU-OL will be deemed to have agreed to be bound by the regulations and policies of the university and of the program, if applicable, in which that student is enrolled.

Freedom of Information and Protection of Privacy

Personal information about students is collected and used under the *Freedom of Information and Protection of Privacy Act (1996)* for admission, registration and other purposes consistent with Thompson Rivers University's educational mandate.

A completed TRU-OL Course Registration or Program Admission/Transfer Credit form submitted to TRU-OL electronically or by mail, by an applicant gives Thompson Rivers University (TRU) permission to use the submitted personal information within the form for the above-stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure.

Contact TRU's Office of the Associate Vice-President, Legal Affairs (phone 250.828.5002) for more information about Freedom of Information and Protection of Privacy at TRU-OL.

Notification of Disclosure of Personal Information to Statistics Canada

The federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database.

For more information, refer to the Statistics Canada website at www.statcan.gc.ca or write to the Institutions Section, Centre for Education Statistics, Statistics Canada, Main Building 2100 K, Tunney's Pasture, Ottawa, Ontario K1A 0T6.

Disclaimer

The goal of the participating institutions is to serve students efficiently and effectively in their educational plans. In particular, the institutions seek to ensure that students are always treated justly, courteously and sympathetically.

However, eventualities may arise from time to time that require changes or amendments to some of the statements made in this calendar.

While every effort has been made to ensure accuracy in this publication, the contents of this calendar are subject to alteration or amendment without prior notice. The institutions expressly reserve the right to deviate from what appears in this calendar, in whole or part.

Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, regulations and policies or schedules.

Many circumstances, both within and beyond the control of the institutions, may cause changes. Again, without limiting the generality of the foregoing, these may include:

- Changes to serve the better interests of the academic or student community or of the institutions
- Changes occurring through the willful act or negligence of the institutions, their partner institutions and their employees, or otherwise, and whether or not they are beyond the reasonable control of the institutions
- Changes in financial resources
- Natural catastrophes or disasters, labour disagreements or disputes

The institutions do not accept, and hereby expressly disclaim, any responsibility or liability to any person, persons or other legal entities, for any loss, injury, damages or adverse effect, direct or indirect, from what is printed in this calendar, whether such deviation is caused by the negligence of the institutions or otherwise. By registering for a course with the institutions or by having any dealings with a participating institution, a student thereby accepts such disclaimer and releases the institution from any such responsibility or liability.

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Course Acronym Number Designation Orientation

NOTICE:

Course Acronym Number Designation Orientation (CANDO)

As of September 2010, TRU-OL introduced new course codes, i.e. acronyms and numbers, for all online and distance courses. All course codes now use four digits, instead of the previous three digits, to describe each course. For example, ADMN 137, *Management and Information Systems 1*, is now BBUS 1371, *Management and Information Systems 1*.

These changes did affect the content of any course.

In order to help facilitate this change and make it easier for students to find their courses of interest, TRU-OL has developed a cross-referencing tool.

This tool will help users understand how the old, three-digit course codes translate into the new, four-digit codes.

If you are interested in enrolling in a TRU-OL course through one of our consortium partners, including the University of Victoria (UVic) and Simon Fraser University (SFU), please note the UVic or SFU course codes have also changed.

Please contact student@tru.ca for more information or to supply feedback.

Visit www.tru.ca/distance/programs/coursecodes/ccform.html to access the cross-referencing tool.

Distance Programs and Courses Offered by TRU Distance Education

www.tru.ca/new_students/distance.html

TRU offers several complete distance career programs and courses in science, business, nursing and tourism, outside of its Open Learning Division. This calendar provides some information about these additional distance programs and courses.

Complete program details, with admission requirements and course descriptions, are provided on the above website.

See [pages 99–102](#) for more information.



Programs and Courses Overview

Programs and Courses Overview

Through its Open Learning Division, Thompson Rivers University offers over 55 independent-study programs and 550 courses to more than 10,000 students studying at a distance allowing them to earn recognized credits and credentials from anywhere across Canada and the world.

Students completing certificate, diploma or degree programs by distance through TRU-OL are awarded Thompson Rivers University credentials.

Credentials awarded include: adult secondary school completion; certificates and diplomas (including advanced and post-baccalaureate); associate degrees; bachelor's degrees; and graduate certificates. Cooperative arrangements with other educational institutions, community organizations as well as industry, business and professional associations, provide students the option to earn recognized credentials through TRU-OL.

TRU-OL delivers over 300 distance courses of its own while over 250 courses are delivered on behalf of TRU-OL by its partnering consortium institutions Simon Fraser University (SFU) and the University of Victoria (UVic).

Course Registration and Scheduling Choices

Self-Paced Courses

Most distance courses delivered by TRU-OL are offered on a continuous basis, so that students may register throughout the year.

These courses are also designed as independent study courses. Students complete these courses by studying on their own, within a specified time, at a place and pace that suits their needs, and receive instructional support from highly qualified Open Learning Faculty Members.

Students can communicate with their Open Learning Faculty Member by email, phone or regular mail for print courses and also by electronic conference for most web courses.

Paced Courses

Some TRU-OL courses are offered as paced, meaning a group of students work through the course together.

Paced courses have specific start and end dates; therefore all enrolled students must begin the course, submit assignments and complete final exams on, or by, a predetermined date. Labs, clinicals and specific classroom offerings have fixed start and end dates.

Extensions to paced courses are limited and granted only in exceptional circumstances. Labs are not eligible for extensions.

Note: Courses delivered by consortium partners through TRU-OL are paced courses.

Varied Course Delivery Formats

Courses delivered by TRU-OL are offered in the following formats:

- **Print-based**—These courses are delivered primarily via packages of printed materials that are sent out to students. These packages may include other materials such as DVDs and textbooks. In these courses, students study individually at their own pace with Open Learning Faculty Member support. Some print-based courses include resources that require Internet access. All mandatory resources will be accessible at dial-up modem speeds while any resources that require higher-speed Internet access will be optional. Individual course details are noted in the detailed course descriptions.
- **Web-based**—These courses are delivered primarily via the Internet using a learning management system. Web-based courses may include other materials such as DVDs and textbooks that are sent out to students. In these courses, students study individually at their own pace with Open Learning Faculty Member support. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.
- **Online**—These courses are delivered primarily via the Internet using a learning management system. An Open Learning Faculty Member leads student studies in cohorts that are paced with a set schedule. This mode of delivery increases the contact and activities among students during their studies. Online courses may include other materials such as DVDs and textbooks that are sent out to students. These courses require high-speed Internet access. Individual course details are noted in the detailed course descriptions.
- **In Person**—These courses require the student to physically attend a classroom, lab, clinical or practicum placement, workshop or other such setting. In-person courses may also require Internet access for required or optional web resources. Internet access is normally available onsite. Individual course details are noted in the detailed course descriptions.

Note: Not all delivery formats are offered for each course. Course materials may include CDs and/or DVDs.





Educational Advising and Planning

General educational advising services are available for prospective students considering registering for TRU-OL courses or applying for TRU-OL programs.

Program advising is provided when students are admitted to programs offered by TRU-OL.

General Educational Advising Services

Student Services advisors can answer questions concerning: prerequisites and entrance requirements for specific programs; transfer credit; assessment of informal credit; preliminary program planning; course sequencing and selection; and referrals to course and program specialists. Information is provided for students who need help with career exploration, study skills or other education related concerns. Refer to the TRU-OL website or contact Student Services.

Students considering completing a program through TRU-OL should identify their program of interest when contacting Student Services in order to:

- Review and confirm educational goals.
- Clarify the process of receiving credit for previous formal and non-formal learning.
- Confirm how to apply for program admission and what happens next.

Program Advising

After a student has received confirmation of program admission (including evaluation details), a program advisor will be available to assist with required course selection and will provide additional assistance from program commencement to graduation.

In some cases, students may use certificate, diploma or associate degree studies toward a university degree.

Another option is prior learning assessment and recognition (PLAR) which includes: course challenge; portfolio assessment credit; and credit bank awards for pre-assessed training offered by employers or other organizations. Refer to PLAR information on **page 11**. The PLAR Advisor can help you explore these options.

For some TRU-OL programs, TRU-OL does not offer all of the courses required for program completion. In these cases, students are directed to apply for a Letter of Permission to take courses at other post-secondary institutions to complete program requirements. Refer to program plans information on **page 10**.

English and Mathematics Assessments

Students interested in upgrading their English or mathematics skills have access to voluntary assessments which will help determine skill levels.

- The English Language and Writing Assessment can help students choose a TRU-OL English course at the level best-suited to their needs. Students who have been away from formal studies for some time are encouraged to make use of an English assessment. This assessment is available only to students residing in Canada. An English assessment with First Nations content is available for First Nations students.
- The Mathematics Self-Assessment helps students select a TRU-OL mathematics course at the appropriate level.

Assessment forms are available on the TRU-OL website and from Student Services.

Financial Aid and Awards

The Financial Aid and Awards service at TRU helps students access institutional and government financial assistance for part-time and full-time students. Refer to **pages 23-24** and plan ahead to ensure optimal timing for your educational plans.

First Nations Learning Centres

TRU-OL is assisting community-based First Nations Learning Centres across the province. At these Centres, First Nations students study University Preparation upgrading courses, college-level courses and some university-level courses.



About Distance Education

Information is provided on the TRU-OL website at www.tru.ca/distance/services/resources/distance.html to help students successfully commence and continue, as distance learners. Prospective students can take a self-test in order to help determine if distance learning fits their lifestyle. Contact Student Services for more information about studying through an open and distance university.



TRU-OL Services Provided in English

The language of business at TRU-OL is English and therefore all student services are provided in English. Most courses and programs offered through TRU-OL have Canadian content, with course instruction provided in English. Refer to **pages 13-14** regarding Proficiency in English requirements.



Services for Students

Disability Services

Disability Services is committed to facilitating and providing services and reasonable accommodations for students with documented disabilities in a manner that is consistent with TRU's educational mandate and academic principles. These objectives will enable students with disabilities to participate on the sole basis of their academic skills and abilities.

Services:

Disability Services provides a variety of services and accommodations for students with disabilities. Services may include but are not limited to the following:

- Alternate-format text
- Accommodated examinations
- Referrals for technical aids, adaptive technology and equipment
- Assistance with applications for disability-related funding

Who is Eligible for Services?

Persons who have professionally documented disabilities such as:

- Chronic/Systemic Health Impairments
- Blind or Low Vision
- Mobility/Physical Impairments
- Neurological Disabilities
- Mental Health Disabilities
- Deaf, Deafened or Hard of Hearing
- Learning Disabilities

Documentation:

If you require services and/or accommodations, you are required to provide Disability Services with current documentation of your medical condition and/or disability. Acceptable documentation should not be older than five years and must be obtained from a certified health care professional who has specific training and expertise in the diagnosis of the condition(s) for which the accommodation(s) is being requested.

Accessing Services:

New and returning students who require accommodations or support are asked to contact Disability Services at least three months prior to the intended course start date as many supports and accommodations require substantial lead time to arrange.

Policy:

To view the "Academic Accommodation and Services for Students with Disabilities" policy, go to: www.tru.ca/__shared/assets/Services_for_Students_with_Disabilities5619.pdf

Contact:

Disability Services Department

Phone: 250.828.5023 (Kamloops and International)
1.888.828.6644 (toll-free in Canada)

Fax: 250.371.5772

Email: dso@tru.ca

Web: www.tru.ca/distance/services/disabilities.html

TRU Library Services

With locations at both the Kamloops and Williams Lake campuses, TRU's libraries support all current TRU students, staff and faculty. Students taking TRU-OL courses are served through the university's Distance, Regional and Open Learning Library Services Department.

The main library collection is housed at the Kamloops campus while a smaller collection exists in Williams Lake. TRU's library collection is an important educational resource which offers over: 250,000 books; 51,000 e-books; 11,000 videos; 29,000 periodicals; 90 article databases; and an extensive collection of government documents, pamphlets, microforms and audiovisual materials. Resources and services are accessible through the Web as well as by email, phone, fax, mail or in person.

Library services for students include:

- Access to the TRU Library's online Library Research 101: Research at a Distance, How Do I ...? and subject-specific research guides. These resources provide research advice, citation style guides and recommended article databases, reference books and websites.
- Research and reference assistance to find information on a particular topic and to learn how to use library tools (such as article databases) more effectively.
- Online chat reference via the AskAway service (www.tru.ca/library/askaway.html).
- Access to the TRU Library catalogue to locate books, e-books, journals, government documents, pamphlets and videos.
- Loan of any circulating items (e.g. books and videos) in the TRU Library collection.*





Library services for students continued:

- Access to TRU Library's online resources (e.g. e-books and article databases). A current TRU Library account (student number and six-digit birth date: YYMMDD) is required to access online resources.
- Delivery of library materials (e.g. books, videos and photocopied articles) to the student's home or workplace.*
- Interlibrary loan service for articles, books and videos not in the TRU Library's collection.*
- In person borrowing from other Canadian university libraries via the Canadian University Reciprocal Borrowing Agreement.
- Toll-free phone access to the library for students residing in Canada.

Note

*The TRU Library cannot send books/videos to students residing outside Canada or the US.

*The TRU Library does not provide required textbooks.

*Students are responsible for charges on overdue, damaged or lost library materials. Official transcripts are withheld until charges are cleared.

*Students registered in TRU-OL courses delivered by SFU or UVic receive library services from the institution delivering the course.

For more information about Library services, please visit www.tru.ca/library/distance.html.

Open Admission

All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia.

Applicants do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to TRU-OL and to register in courses.

Permanent Residents of British Columbia

A permanent resident of British Columbia is defined as a person who resides in British Columbia and possesses Canadian citizenship or permanent resident (landed immigrant) status.

International Students

An international student is defined as a person who: (a) does not possess Canadian citizenship (b) is not classified as a permanent resident of Canada under Canadian immigration regulations.

Normally, TRU-OL coursework cannot be used to establish or extend a student authorization (visa).

Requirements

- Applicants to specific programs are required to fulfill program admission requirements.
- Upon reading suggested course requisites, applicants registering in courses must determine if their level of education or experience is suitable to meet course prerequisites. Once registered, students are affirming they either meet course prerequisites or are taking responsibility for their enrolment in courses, as applicable. In doing so, students are acknowledging personal responsibility for their educational proficiency and performance in the courses they have enrolled in.
- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. University-level courses require English proficiency equivalent to Grade 12 English or higher. While most courses and programs offered through TRU-OL do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English (refer to **pages 13-14**).



Admission

Admission to a Program

Students who wish to complete a credential through TRU-OL must fill-in and submit the TRU-OL Program Admission/Transfer Credit form online at the TRU-OL website. Students may also apply for program admission on the Post-secondary Application Service of BC (PASBC) website at www.pas.bc.ca.

Applicants should familiarize themselves with TRU-OL program choices as well as specific TRU-OL regulations, fees and procedures, which differ from TRU campus-delivered program admission processes. Contact Student Services with any questions. Individuals interested in completing a TRU campus-based program can refer to www.tru.ca.

Program status is considered active if a student engages in program-based courses, PLAR or transfer of credits, within a two year time span. Inactive students must reapply for program admission and are subject to current program requirements.

Students are not required to be enrolled in a particular program category to take courses with TRU-OL. These non-credential track students are categorized as being in an 'undeclared' program at TRU-OL. Refer to **page 18** for course registration information.

Students who have gained credit for individual courses at TRU-OL (e.g. students who were not enrolled in a program) and now want to complete a program must apply for program admission as aforementioned.



Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic choices at TRU-OL meet the regulations of their specific program and institution in all respects.

Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs as per personal choice.

Transferring Credit to a TRU-OL Program from Other Institutions

As part of the admission process, students will need to arrange for official transcripts from all post-secondary institutions to be sent by that institution, directly to TRU-OL Admissions. Documents from international institutions may require assessment by an accredited international credential evaluation service. Students may also need to provide additional supporting documentation with the application, particularly if courses were granted more than seven years ago or completed outside BC. Once fully admitted to a program, students wishing to take courses elsewhere to meet some TRU-OL program requirements, will need to discuss choices with a Program Advisor and request a Letter of Permission.

TRU-OL commences formal education assessment upon receipt of all of the following: (1) completed Program Admission/Transfer Credit form; (2) full payment of the program plan fee and assessment of transfer credit fee; (3) official transcripts of all post-secondary studies and; (4) any additional program admission requirements, such as criminal records search documents. Results of the assessment and a program plan are sent to applicants.

Program Plans

A program plan is a personalized record of a student's progress toward a credential (certificate, diploma, degree). Upon application to a program, a program plan is prepared by a TRU-OL Program Advisor when the applicant's official transcripts and applicable fees have been received and transfer credits have been assessed (minimum of four weeks is required for processing). Students pay a fee for each program plan prepared (see **page 20**).

A personalized program plan shows the following: (1) requirements for the program; (2) student's transfer credit; and (3) remaining credits required for program completion.

Remaining credits may be earned through coursework or prior learning assessment and recognition (PLAR) (by course challenge or portfolio assisted assessment) or a combination of both.

In order to ensure that a course satisfies program requirements, students should consult their program plan or their Program Advisor, when appropriate, prior to registering in a course. Students registering in courses without prior approval bear the responsibility for taking courses that may not be applicable to program requirements. Students self-registering in external courses are also responsible for transfer credit fees.





Students admitted to a program offered through TRU-OL who want to request permission to take a course from an institution other than TRU-OL must first apply for a Letter of Permission, using the Letter of Permission Request form (available on the TRU-OL website and from Student Services). One Letter of Permission per semester, per institution is required for such courses.

A student's record and program plan are updated when TRU-OL receives official transcripts detailing course completion from the external institution. Students are responsible for ordering these transcripts, directed to TRU-OL Admissions.

Students wanting to change to a different program must consult with their Program Advisor. Intention to change programs must be confirmed in writing (email is acceptable). Upon written confirmation, a program plan for the new program is prepared. Transfer credit and program planning fees may apply (see [page 20](#)).

Program Completion

All program students must fulfill all requirements, including residency, in order to graduate from programs offered through TRU-OL. Residency requirements are the minimum number of TRU courses or credits that must be completed, as specified in program descriptions. Program Advisors are available to assist you with program completion details. Once all requirements have been met, students are required to apply to graduate. Refer to the TRU-OL website and the policy section on [page 31](#) for more information regarding graduation application processes.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable in meeting the residency requirements for programs offered through TRU-OL.

Prior Learning Assessment and Recognition (PLAR)

Students may be eligible for credit based on an assessment of their informal or prior learning. Prior learning assessment and recognition (PLAR) credit may be used to complete a TRU-OL credential or for other external purposes. Prior learning includes the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study and paid and/or volunteer work experience. Program students who have completed formal courses and programs must apply for transfer credit assessment before having their prior learning assessed. Normally, TRU-OL assesses prior learning by challenge examination or a process that includes a portfolio. PLAR credit can also be awarded for pre-assessed training from selected employers, private training organizations and/or Continuing Studies programs.

Refer to PLAR policies on [page 27](#).

Challenge Examination

Students in programs offered through TRU-OL may write one or more challenge examinations to demonstrate knowledge of the content of a particular TRU-OL course or of a first language ([page 222](#)). The amount of credit awarded is the same as completing the course as a registered student. Contact the PLAR Department for more information on fees and application procedures.

The availability of a challenge exam for any specific course is at the discretion of the PLAR Department. In addition, these restrictions apply to challenge exam requests:

- Students who are registered in a course and want to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines. The student must then submit a separate application, with the required fees, in order to be permitted to write the challenge examination.
- Students who are registered in a course and have submitted one or more assignments or have written the final examination are not permitted to write a challenge examination for the course.
- Students who want to challenge a language course may do so only at the third- or fourth-year university level if the language course coincides with their first language and they have received their secondary education in that language. This restriction does not apply to lower-level literature courses.



Admission

Portfolio-Assisted Assessment

Students may be eligible to demonstrate that their prior learning has provided them with a series of “competencies” (such as communication abilities or problem-solving abilities), which are critical for success in completion of program requirements. Students may also use a portfolio to demonstrate that their learning is equivalent to the learning outcomes of specific TRU-OL courses.

Students are required to prepare and submit a learning portfolio with written documents and other materials and may be required to have an oral interview. The non-refundable PLAR fee is required in advance. Contact the PLAR Department for more information.

Note

- PLAR credit awarded by TRU-OL toward a TRU credential may not be transferrable to other post-secondary institutions.
- PLAR credit may not be accepted as admission criteria to post-degree programs.
- Students are advised to confirm the transferability and acceptance of PLAR credit to another institution before applying for PLAR. Transfer credit and program planning fees may apply.
- TRU-OL accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of requirements of programs offered through TRU-OL.



TRU *story:*

Morgan completed his bachelor's degree and got into medical school.

Thompson Rivers University
A credible, recognized public post-secondary institution with an Open Learning Division that offers benefits including:

- Year-round registration
- Admission that is not based on past academic achievement
- Personalized, student-centred instruction from Open Learning Faculty Members
- Print, web-based or online delivery
- Flexibility so you can study when and where you want
- Transfer credit and prior learning assessment and recognition opportunities

More about Morgan and other stories at www.truopen.ca/truestory

Over 550 courses and 55 programs. Online or distance.





Course Delivery

TRU-OL

Most distance courses delivered by TRU-OL are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings and some web-based/online, paced courses have fixed start and end dates. Refer to the TRU-OL website or contact Student Services for information about course availability.

TRU-OL courses that have rental materials (equipment and audiovisual components) are not always available to students residing outside Canada.

Refer to detailed course information on the TRU-OL website or contact Student Services.

SFU

Courses are offered in September, January and May. Not all courses are offered every term. Course registration deadlines apply. Deadlines are specified on the TRU-OL website "Register Now" system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

UVIC

Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the UVic program area ([page 224](#)).

Course registration deadlines apply. Deadlines are specified on the TRU-OL website "Register Now" system and are available from TRU-OL Student Services. Space is limited and early registration is advised.

Course Prerequisites

TRU-OL

Course prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website. When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. It is assumed that students have Grade 12 English or equivalent, for post-secondary courses requiring no formal prerequisites.

For more information, or to discuss the recommended or required prerequisites, contact Student Services.

SFU

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website.

Detailed course descriptions are provided on the SFU website at <http://code.sfu.ca>. Students are expected to meet the course prerequisites but are not required to submit transcripts to register however, students may be required to provide proof at a later date.

UVIC

Prerequisites are specified in the course descriptions in this calendar and on the TRU-OL website.

Students are not required to submit transcripts to register in a course with prerequisites.

Proficiency in English Requirements

Students are required to have proficiency in English suitable for the course level.

Post-secondary courses offered through TRU-OL require post-secondary English reading and writing skills.

Students registering for courses that do not specify prerequisites beyond Grade English 12 should have sufficient English proficiency. Some post-secondary courses have unique proficiency requirements. See detailed course information online or contact Student Services for details.

Students studying on campus with TRU will take an English Placement Test (EPT) and will be placed in the appropriate level of English language study as indicated. Students studying by distance in Open Learning courses need to self-assess their proficiency in English according to the following requirements (provided in the table on [page 14](#), as a guideline) unless asked for further proof of proficiency.

If an on-campus student has a Test of English as a Foreign Language (TOEFL) or other test score, they do not have to take the TRU English Placement Test and may instead elect to enrol in English as a Second Language (ESL) or select on-campus courses based on the scores listed in the table on [page 14](#).

Students who have not obtained the required proficiency in English for the course level should discuss their plans with a Student Services advisor before registering.



Registration

Test of English as a Foreign Language (TOEFL)			International English Language Testing System (IELTS)	Language Proficiency Index (LPI)*	Michigan English Language Assessment Library Battery (MELAB)	Canadian Test of English for Scholars and Trainees (CanTEST)	Canadian Academic English Language (CAEL)	TRU Placement**
Internal Based Test (iBT)	Paper Based Test	Computer Based Test (CBT)						
88+ with no section below 20	570+ Test of Written English (TWE) 4.5+	230+ Essay 4.5+	6.5+ with no bands below 6.0	Level 6 Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	81+	4.5+ with no component score below 4.0	Overall 70+ No subtest below 60	Direct entry to all TRU academic programs and courses.
80+	550-569 TWE 4.0+	213-229 Essay 4.0+	6.0+ with no band below 5.5	Level 5 (minimum 30/40 essay) Enroll in first-year university-level course e.g. ENGL H100H, H102H or H107H if suitable to educational goals	77+	4.0+ with no component score below 4.0	Overall 60+ No subtest below 50	Direct entry into Level 5 Campus-based ESL (2 ESL courses and 3 Academic courses)
71+	530-549	197-212	5.5+ with no band below 5.0	Level 4 Enroll in ENGL H106H or (ABE) ENGL H028H	74+	4.0+ with no component score below 3.5	Overall 50+ No subtest below 40	Direct entry into Level 4 Campus-based ESL (4 ESL courses and 1 Academic courses)
61+	500-529	173-196	5.0+	Level 3 and Below Remedial English is required - discuss with Student Services or Program Advisor	69+	3.5+	Overall 40+	Direct entry into Campus-based Level 3 ESL

*LPI, a provincially recognized assessment, is available for a fee from the University of British Columbia (UBC)'s Applied Research and Evaluation Services. For more information click here or visit www.lpitest.ca.

**A student must meet or exceed the required level on all aspects to be at any specific level (e.g. Direct entry students must have 88+ and all sections at least 20). When sub-scores are used, a good mark in one area will not compensate for a poor mark in another. If a student does not meet the requirements for direct entry, it is recommended that they write the TRU placement test to determine the appropriate placement for them in English as a second language (ESLG). If all of their scores, subtests and overall standing, place them at, for example Level 4, it is recommended that they do the TRU placement test to determine their courses; however they will not be placed below Level 4 (or whichever level their initial scores place them).





University Consortium Arrangement

The University Consortium arrangement allows students to register in TRU-OL distance courses delivered by SFU or UVic without having to be admitted to the institution delivering the course. Registration in TRU-OL courses delivered by SFU or UVic does not mean a student is admitted to the institution delivering the course.

TRU-OL courses delivered by SFU or UVic appear on TRU-OL transcripts and are applicable toward the residency requirements for programs offered through TRU-OL. If a student's academic goal is a credential offered through SFU or UVic, students will be required to apply for admission to the institution offering the credential. Note that the number of credits that are transferrable to a particular program is subject to specific regulations.

SFU

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements and to specific course details for more information regarding English proficiency requirements.

UVIC

Students may be required to provide proof of English proficiency appropriate to their level of study. It is assumed that students have Grade 12 English or equivalent for courses requiring no formal prerequisites. Refer to TRU-OL requirements and to specific course details for more information regarding English proficiency requirements.

Course Resources

TRU-OL

TRU-OL course resources normally include all the compulsory texts and course materials required to complete the course unless otherwise noted. These resources are normally in print format for print-based courses and electronic format for web-based and online courses. Refer to the detailed course information available online or contact Student Services for more detailed information.

Students normally receive their course package by courier within two weeks of registering in TRU-OL courses with continuous registration. For courses with fixed start dates, students normally receive their packages by courier no later than two weeks before the course start date. Electronic course platforms are available within two weeks of registration for web-based and online courses with continuous entry, and by the course start date for paced courses.

Students also receive information about the Open Learning Faculty Member overseeing their course. Open Learning Faculty Members will contact students who are registered in courses however students may choose to contact their Open Learning Faculty Member first.

Refer to myTRU or contact Student Services for additional resources, deadlines, procedures and policies.

SFU

Students receive a letter from TRU-OL confirming course registration. Students receive an email from SFU regarding the receipt and online access to course packages and access to online materials approximately three weeks prior to the course start date. Students are responsible for ensuring their email address is updated with TRU-OL. Additional research materials are available through SFU's Library.

UVIC

Students receive a letter from TRU-OL confirming course registration. Registered students receive instructions by mail from UVic program areas about purchasing texts and course materials from the UVic Bookstore and accessing library resources.



Registration

Completion of Courses with Continuous Registration

TRU-OL

The following applies to courses with continuous registration (e.g. do not have fixed start dates and are called 'not paced') delivered by TRU-OL:

- Most three-credit distance courses are designed to be completed within a four-month period, based on 12 to 15 hours of study time per week. Students, however, may complete courses sooner. Three courses taken consecutively are considered a full-load and 18 credits (or six courses) taken over a year are considered full-time study.
- It is recommended that students in courses delivered by TRU-OL complete assignments in sequential order and submit them on schedule to their Open Learning Faculty Member (at least several weeks before the final examination) to achieve the learning outcomes and to prepare for their final examination.
- The schedule of eligible examination session dates, within the maximum course completion time, is listed in the student's confirmation of registration package. Contact Student Services at student@tru.ca for clarification.

Note

Full-time financial aid students should refer to their Study Contract for course completion deadlines.

SFU

Students are required to complete the course in 13 weeks from the course start date (normally the first Monday in September, January or May) and submit assignments according to established timelines. Course completion times are given in the course descriptions of this calendar.

Those wanting to audit a TRU-OL course delivered by SFU should contact SFU directly.

Students residing outside Canada who are interested in registering in TRU-OL courses delivered by SFU are considered on an individual basis. Contact SFU's Centre for Online and Distance Education for more details ([page 223](#))

UVIC

Course completion times are given in the course descriptions. If none is listed, contact the specific UVic program area ([page 224](#)).

Those wanting to audit a TRU-OL course delivered by UVic should contact UVic directly.

Some TRU-OL courses delivered by UVic are available to students residing outside Canada.

Students should contact the UVic program area for more details.

Some TRU-OL courses delivered by UVic include face-to-face lab, classroom or field-trip components, which may require travel to UVic or a designated site. The UVic program area provides details.

Grading

TRU-OL, SFU and UVIC

Course assessment and marking information is included in the course material or in the online course environment, while final letter grading information can be found in the policy section on [page 30](#). TRU-OL does not receive or record assignment grades for courses delivered by SFU or UVIC, only final grades.

Registration, Cancellation, Withdrawal, Extension, Repeat Registration

Refer to policies on [pages 27-29](#).



SFU-designated W, Q, B Courses

Students planning to register in courses designated W (writing intensive), Q (quantitative) or B (breadth) should feel comfortable that they can meet SFU's admission requirements that pertain to literacy, quantitative and breadth to ensure successful completion. Refer to the requirements listed on the SFU website at: www.sfu.ca/ugcr/for_students/new_admission_standards.html





Examinations

TRU-OL

The final examination for a TRU-OL self-paced, independent-study course may be a supervised written examination or a project examination.

Supervised written examinations are held in TRU-OL examination centres in BC, Canadian Invigilator Network centres in Canada or other supervised locations arranged by the student and approved by TRU-OL. Normally, a project examination is completed at the student's residence. Examination information is provided in the course descriptions on the TRU-OL website.

Instructions for applying to write examinations are on the TRU-OL website at www.tru.ca/distance/services/resources/exams.html.

SFU

Many courses have supervised mid-term and/or final examinations. All examinations must be written on specific dates, as scheduled by SFU. Refer to SFU examination policies on **pages 29-30**.

UVIC

UVic arranges examinations. Refer to UVic examination policies on **page 30**.

Transcripts

TRU-OL

After completing a course, students' grades are noted in myTRU. TRU-OL students may order official transcripts via the web on myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

SFU and UVIC

After completing a course, students' grades are noted in myTRU. Students may order official transcripts via the web on myTRU or complete and submit the Transcript Request form, available on the TRU-OL website and from Student Services.

- Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.



TRU-OL Supervised Examinations

Examination Session	Application Deadline
September 7-12, 2011	August 15, 2011
October 1-4, 2011	September 6, 2011
November 2-7, 2011	October 11, 2011
December 1-5, 2011	November 7, 2011
January 11-16, 2012	December 12, 2011
February 8-13, 2012	January 16, 2012
March 7-12, 2012	February 13, 2012
April 11-16, 2012	March 19, 2012
May 9-14, 2012	April 16, 2012
June 6-11, 2012	May 14, 2012
July 4-9, 2012	June 11, 2012
August 8-13, 2012	July 16, 2012
September 5-10, 2012	August 13, 2012
October 10-15, 2012	September 17, 2012
November 1-6, 2012	October 9, 2012
December 5-10, 2012	November 13, 2012



Registration

How to Register for a Course:

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the TRU-OL website or contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the TRU-OL website) are reviewed and met and declare when registering that the necessary required or recommended prerequisites have been met or acknowledged. Some courses have limited enrolment or particular pre- or co-requisites that will be considered by TRU-OL staff before finalizing the registration.
3. Before registering, review academic regulations, including course registration, cancellation and course withdrawal policies, in this calendar (pages 27-29) or on the TRU-OL website.
4. Confirm access to equipment required (such as to the Internet for a web-based course). Required equipment is specified in the course descriptions in this calendar and on the TRU-OL website.
5. Be aware of the application deadline and the course start date, especially if the course is paced or delivered by SFU or UVic.
6. Select one of the registration and payment methods listed.

Note

Applicants with a documented disability requesting services and/or accommodations are required to contact the Disability Services Department (refer to page 8) 12 weeks prior to their intended course start date.



Student Responsibility

TRU-OL will assist students with any questions or problems that may arise concerning the interpretation of academic regulations. However, students are responsible for ensuring that their academic programs meet the regulations of a particular institution in all respects. Therefore, students are responsible for their academic and financial choices, including registering in appropriate courses, completing courses and/or programs, or withdrawing from courses and/or programs, as per their choice.

Register Online www.truopen.ca

With American Express, MasterCard, VISA or approved student loan

Use the "Register Now" system on the TRU-OL website to register quickly and conveniently.

Register by Phone

1.866.581.3694 (toll-free in Canada)
250.852.7000 (Kamloops and International)

With American Express, MasterCard or VISA
Phone Student Services, with course details and credit card information, on weekdays from 8:30 a.m. to 4:30 p.m. Pacific Time (closed on statutory holidays).

Register by Fax 250.852.6405

With American Express, MasterCard or VISA

Register by Mail

TRU, Open Learning, Student Services
BC Centre for Open Learning, 4th floor

900 McGill Road
Kamloops, BC
V2C 0C8 Canada

With American Express, MasterCard, VISA, cheque or money order

Mail the completed Course Registration form with full fee payment to Student Services. Cheque or money order is payable to Thompson Rivers University.

With student loan or grant

Mail the completed Course Registration form with a completed Part-time Student Assistance Application form or Full-time Fee Deferral Request form.

Contact Student Services for information on sponsorship and scholarship procedures.

Registrations are not processed until all course fees have been received.

Payment is deposited on receipt.

- The course registration form is available online at www.truopen.ca. For further information on course details and registration contact Student Services.





Transferring Credit to Other Institutions

BC's post-secondary education system has a well-established transfer credit system, particularly designed for students planning to take individual courses or a partial university program through various institutions.

Students planning to register in TRU-OL courses and planning to complete a program offered by another institution are advised to refer to that institution's admission information to determine initial program requirements. Admissions and transfer information is available on the web at www.bccat.bc.ca.

Visiting students planning to take courses through TRU-OL for transfer to another institution can register in courses without submitting transcripts.

Although a Letter of Permission is not required by TRU-OL, it is recommended that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study.

Courses listed in this calendar and on the TRU-OL website delivered by SFU or UVic are TRU-OL university-level courses for which students receive TRU-OL credit on TRU-OL transcripts. Students are responsible to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

SFU, UVic Transfer Credit

Students are advised that registration in TRU-OL courses delivered by SFU or UVic may not automatically be accepted for transfer credit to a specific program of study by the institution delivering the course.

Students who take SFU-delivered courses that are designated W, Q or B and apply to SFU and receive an offer of admission will receive credit under the W, Q, B curriculum requirements, subject to transfer credit regulations. Students considering transferring to SFU should refer to admission requirements information on the SFU website at www.sfu.ca/ugcr/for_students.html

Note: SFU's admission and curriculum requirements changed in 2006.

Students planning to take courses through TRU-OL and then transfer the credit to another institution should refer to admissions and transfer information on the web at www.bccat.bc.ca.

Students should note that registration in TRU-OL courses delivered by SFU or UVic does not mean they are admitted to the institution delivering the course. Students are advised to refer to the individual institution's admission policies.

CVU-UVC

Offering over 2,000 distance courses to choose from www.cvu-uvc.ca

TRU-OL is a member of Canadian Virtual University/ Université virtuelle canadienne (CVU), a collaboration of 12 Canadian universities specializing in distance and online education. Students enrolled in a program offered by TRU-OL that is listed on the CVU website may take courses at any other member university without paying additional admission fees or Letter of Permission fees. This gives students greater course selection - over 2,000 courses in English or French - to best meet their schedule, interests and learning style. Credits earned at a member university can be transferred to the distance program a student is enrolled in, provided the course meets the program requirements.

Advanced Placement

Advanced Placement is a program of college-level courses and examinations, administered by the College Entrance Examination Board in New York, with a Canadian office in Kelowna, BC. Unless stated otherwise, TRU-OL requires that students have a minimum grade of 3.0 in the Advanced Placement program to receive transfer credit.

International Baccalaureate

The International Baccalaureate program, sponsored by a Swiss foundation in Geneva, is a comprehensive curriculum, including languages, science, mathematics and humanities. Unless stated otherwise, TRU-OL requires that students have a minimum grade of 4.0 in the International Baccalaureate program to receive transfer credit.

For more information refer to admissions and transfer information on the web at www.bccat.bc.ca.

Career Planning

The TRU-OL website provides links to various websites in the following categories to assist with career planning:

- Self-assessment
- Career Development
- Career/Occupational Profiles
- Job Searching Resources
- Resource for Community Programs/Services
- Resources for International Students

Contact TRU-OL Student Services for more information about career resources.



Tuition and Fees

Tuition and Fees

Courses Delivered by TRU-OL

Canadian Residents and Landed Immigrants

Course tuition varies with an average cost per credit of \$101.76 (please see individual courses for specific fees)

Seniors (65 years +)

Course tuition varies with payment equivalent to 25% of Canadian and Permanent Residents tuition. Average cost per credit is \$25.42 (please see individual courses for specific fees)

International Students

\$311.30 per credit

Credit-free Courses

Applicable tuition per credit + \$82.80 course administration fee + \$16.50 technology fee + texts + course materials

Course Extensions—All Students

\$88.23 per course eligible for extension

Formal Grade Appeals—All Students

\$110.16 per course. Refer to policy on [page 31](#).

Credit Assessment Fee

\$43.86 BC documents only

\$82.62 Non-BC or combined documents

Transcripts

\$5 per transcript

- A permanent resident of BC is defined as a person who resides in BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- A permanent resident of Canada residing outside BC is defined as a person who resides outside BC and possesses Canadian citizenship or permanent resident (landed immigrant) status.
- An international student is defined as a person
 - (a) who does not possess Canadian citizenship or
 - (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Note

Some courses and programs delivered through TRU-OL are subject to alternate fee schedules. In addition, lab fees have increased by 2% over the 2010/2011 academic year.

Program Plans

\$55.08 per certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program plan

\$137.70 per bachelor's degree program plan.

Contact TRU-OL Admissions for re-assessments fees.

Credit Assessment Fee

\$43.86 BC documents only

\$82.62 Non-BC or combined documents

Course Materials Shipping Costs

Within Canada: \$20

United States: \$40

International: \$120

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- HST is added as applicable.
- The course administration and technology fees are non-refundable when students cancel their registration or withdraw from a course.
- Refer to individual course descriptions on the TRU-OL website to determine course prices or contact Student Services.

Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level. TRU-OL provides official receipts (T2202A) for income tax purposes in February of each year for the previous calendar year. TRU-OL provides tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded 50% on the tax receipt for the year when the course started and 50% on the receipt for the following year.

Refer to the Canada Revenue Agency website at www.cra-arc.gc.ca/menu-e.html for information about income tax regulations.





TRU-OL Courses Delivered by SFU

Permanent Residents of BC and Permanent Residents of Canada, Residing outside BC

\$163.80 tuition per credit + \$77.27 course administration fee + texts (see page 22) + \$40 course materials and service fee

Seniors (60 years +)

No reduced fees

International Students

\$530.50 tuition per credit + \$77.27 course administration fee + texts (see page 22) + \$40 course materials and service fee

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact SFU. Refer to [page 223](#) for contact information.

TRU-OL Courses Delivered by UVic

Permanent Residents of BC and Permanent Residents of Canada, Residing outside BC

\$162.05 per credit (\$324.10 tuition per UVic fee unit) + \$38.62 course administration fee (varies by course) + texts + course materials

Note: UVic courses are typically 1.5 units or 3.0 units which are displayed as 3 credit and 6 credit courses when registering via TRU, Open Learning.

Seniors

No reduced fees

International Students

\$524.34 per credit (\$1,048.68 tuition per UVic fee unit) + \$38.62 course administration fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on auditing courses, contact UVic. Refer to [page 224](#) for contact information.
- Fees listed do not apply to all courses. Refer to the TRU-OL website.

Fees Payment

- All fees are payable with course registrations and other requested services and are required to be paid to Thompson Rivers University in Canadian funds in the manner and by the dates prescribed. Cheques are to be drawn on Canadian financial institutions.
- The board of Thompson Rivers University reserves the right to change tuition fees and the President of Thompson Rivers University reserves the right to change all other fees without prior notice.
- In the event of any indebtedness to Thompson Rivers University, any fees paid are first applied to the removal of the debt.
- No official transcripts, certificates, diplomas or degrees are issued to a student in debt to Thompson Rivers University except by the approval of the board, nor is the student permitted to repeat a registration, obtain a course extension or write an examination until all indebtedness is removed.
- Yukon residents are subject to the same tuition fees as residents of British Columbia.

Canadian Citizens Residing outside Canada Registering Online

All students residing outside Canada pay the international tuition rate when they register online for TRU-OL courses unless a valid Social Insurance Number is on file.

Canadian citizens and permanent residents of Canada (landed immigrants) will be reimbursed a portion of their tuition on submission of proof of Canadian citizenship.

With the reimbursement, tuition paid is equal to tuition for permanent residents of Canada residing outside BC (non-BC Canadian).

To apply for reimbursement, students are required to submit a request in writing to the TRU-OL Office of the Registrar, accompanied by a photocopy of their birth certificate, passport or citizenship certificate as proof of Canadian citizenship.

Mail: TRU-OL Office of the Registrar
900 McGill Rd
Kamloops, BC
Canada V2C 0C8

Fax: 250.852.6405

Note: As an alternative, Canadian citizens and permanent residents of Canada (landed immigrants) residing outside Canada, may phone Student Services (250.852.7000) to register for courses and pay the fees applicable to Canadian citizens residing outside BC (verification of citizenship is required).



Tuition and Fees

Non-Tuition Course Costs

Texts and Course Materials

TRU-OL

The cost of texts and course materials is not included in the course registration fee. Materials can be purchased through our online Bookstore at www.bookies.tru.ca/openlearn/buy_main.asp.

SFU

Students receive an email from SFU approximately three weeks prior to the start of the term with information on when and how to purchase the required texts. The cost of the texts is not included in the course fees.

UVIC

Students are responsible for purchasing the required texts for most courses. Specific program areas mail instructions to registered students on how to purchase course materials. Texts are available at the UVic Bookstore.

Shipping Costs for Courses Delivered by TRU-OL

- Within Canada: \$20
 - United States: \$40
 - International: \$120
- * Fees are subject to change; refer to website or call Student Services

Rented Materials

SFU

A damage deposit is charged for some materials (e.g. lab equipments, CDs and/or copyrighted material) required to be returned at the end of the term. The deposit is refunded, provided materials are returned in good (unmarked) condition by the deadline provided by SFU.

UVIC

Contact information available in the UVic program area ([page 224](#)).

Long-distance Phone Charges

TRU-OL

Students residing in Canada may access phone services toll-free, including Open Learning Faculty Member services, educational advising, registration, records, examinations, library, disability services and technical support.

Students residing outside Canada are required to pay for all long-distance phone charges for the above services, technical support and administrative services and mandatory teleconferences in courses except in the following areas:

Toll-free in India: 000.800.1007.756

Toll-free in Hong Kong: 800.965.261

Toll-free in UAE: 800.017.8313

Toll-free in Saudi Arabia: 800.814.5681

UVIC

Contact information available in the UVic program area ([page 224](#)).

Assignment Submissions

- All students in all distance courses are responsible for the costs of submitting assignments for grading.
- Students are entitled to receive a refund for course materials purchased from TRU-OL that meet the conditions stated on [page 28](#).
- A refund is processed within four to six weeks of receipt of materials.
- It is not necessary to return course materials to receive a tuition refund for a course.
- Students may keep any course materials they have purchased.





Applying for Financial Assistance

Students should contact Financial Aid and Awards for part-time or full-time application forms and information.

- Applicants may submit original part-time application forms to the TRU-OL Financial Aid and Awards office. Faxed, photocopied and scanned copies are not accepted.
- Applicants may submit full-time application forms online at www.studentaidbc.ca or paper forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution or TRU division, including on-campus courses at TRU Kamloops or Williams Lake (split-enrolled), must inform each institution's or TRU division's financial aid office before registering.
- Financial Aid and Awards

www.tru.ca/distance/services/resources/financial.html
OLfinaid@tru.ca
1.800.663.9711 (toll-free in Canada)
250.852.6802 (Kamloops and International)

Residency Requirements for Financial Assistance

Currently, only Canadian citizens and permanent residents (landed immigrants) are eligible to apply for financial assistance.

Detailed information about residency requirements for part-time and full-time financial assistance is provided on the web at www.studentaidbc.ca.

Part-time Bursaries and Grants (non-repayable aid)

The Part-time Student Assistance Application form and complete application details are provided on the TRU-OL website and by the Financial Aid and Awards office. Allow up to four weeks for processing the application.

The programs listed in this section pay for all direct educational costs, including tuition and fees, required textbooks, miscellaneous allowance and some childcare when applicable.

Adult Basic Education Student Assistance Program (ABESAP)

This provincial grant program provides funding to students registered in Adult Basic Education courses; Grade 10, 11 or 12 completion; ESL (English as a second language); or Basic Literacy.

Canada Student Grant for Part-time Students

This federal grant program provides funding to students in financial need and who are registered in qualifying post-secondary courses who are pursuing a certificate, diploma or degree. The maximum funding per student per program year (August 1 to July 31) is \$1,200.

Erm Fiorillo-Hal Davis CKNW Orphans' Fund Endowment

Established by the CKNW Orphans' Fund, this endowment provides funding to students in distance courses who are single parents. Preference is given to those not already receiving funding through other programs and who have not previously completed a post-secondary program of study.

Barbara Guttman-Gee Bursary Endowment

Established by BC Open University 1991 graduate Barbara Guttman-Gee, this endowment provides funding to female students in distance courses.

Preference is given to older females in financial need.

Open Learning Bursary Endowment Fund

This endowment gives preference to applicants in distance courses who do not have access to other sources of financial aid and those pursuing a TRU credential.



Financial Aids and Awards

Full-time Student Loans and Grants

Students may apply through StudentAid BC on the web at www.studentaidbc.ca or may use a paper application, which should be submitted a minimum of six weeks before the funding is required.

Students may also check their loan application status on the web at www.studentaidbc.ca.

StudentAid BC

This program provides Canada student loans and BC student loans to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs.

The maximum award for both educational and living costs is \$320 per week for eligible students without dependents and \$510 per week for eligible students with dependents.

To be considered a full-time student in the program, it is necessary to register in and complete a minimum course load of nine new credits per four-month loan period (repeat registrations can be used only when no assignments were passed in the previous registration).

For distance education students this is a shorter completion schedule than TRU-OL imposes. This can be a challenge for students unfamiliar with studying at home and it is recommended that new TRU-OL students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans. Information about taking distance courses is provided on the TRU-OL website to help students start and continue successfully as distance learners (refer to [page 7](#)).

Much of the flexibility of open learning is lost when applying for full-time government student loans.

There are 12 distance education loan periods, each four months long, which start the first of each month. Students are required to register in a full-time course load within the month prior to the start date of each period (e.g. register in August for the September term). Late phone and web registrations are permitted up to the tenth day of each month after the term start date. Detailed information (Six Key Steps to Getting a Student Loan through TRU-OL) and registration deadlines are provided on the TRU-OL website.

Any continuous-entry registrations received after the final deadline on the tenth of the month can only be applied to the following term (e.g. a January 11 registration can be applied only to the February loan term). All students receiving student loans or grants are required to sign a Study Contract.

After registration, full-time status for distance courses is maintained by submitting assignments each month and submitting all coursework for at least nine credits (the minimum required for full-time status) within the four month loan period.

Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

Final examinations may be written in the month following the loan period (e.g. examinations may be written in May for a January to April loan).

Failure to submit assignments on a regular schedule throughout the loan period or failure to submit all coursework by the end of the loan period may be regarded as a “technical” withdrawal from full-time study even though a student does not formally withdraw.

This may result in a portion of the loan being placed in “over award” and becoming immediately repayable. Eligibility for further funds, interest-free status and other privileges associated with full-time status may be affected.

Interest-Free Status

Students enrolled in full-time studies who are not negotiating a new Canada Student Loan or BC Student Loan, should contact Financial Aid and Awards for information about keeping their existing loans in interest-free status.

Full-time Single Parents Bursary Endowment

Established by the CKNW Orphans’ Fund, this endowment provides funding to students in distance courses who are single parents, have received the maximum student loan amount and still have “unmet need.” Applicants must be returning students and have successfully completed their last full-time term through TRU-OL. Applications forms are available on the TRU-OL website.

TRU-OL Emergency Bridging Loan

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$800, interest-free, are provided for a period of up to 60 days, provided the pending financing is guaranteed and assignable (e.g. an approved student loan).

These loans cannot be issued prior to the first day of a student’s study period. Applications forms are available on the TRU-OL website.

Other Sources of Assistance

Information about other sources of assistance is provided on the TRU-OL website.





Students are subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by Thompson Rivers University, Open Learning (TRU-OL). In the absence of other regulations, those of TRU apply. Refer to the TRU-OL website for the most current information.

A student is defined as anyone who requests and receives educational services from TRU-OL.

1. Academic Integrity and Student Conduct

This policy and related procedures are under review. Refer to the TRU-OL website or contact Student Services for updates on the policy. Information about particular course expectations, and topics such as plagiarism, are available in course materials and we recommend that students discuss these topics with their Open Learning Faculty Members if questions arise.

Refer to the full policy on the website (see below) or email Student Services at for further information.

- Academic Integrity – TRU Policy ED 5-0 (www.tru.ca/policy/education.html)

2. Formal Transfer Credit

2.1 Certificate, Diploma and Degree Programs

A. Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution. In BC, accredited institutions include those that are: listed in the Online Transfer Guide; members of the Association of Universities and Colleges of Canada; or publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin are considered on an individual basis.

B. Transfer credit is awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by TRU-OL.

C. The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit. The applicant must arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application to be sent to TRU-OL.

If all formal studies are not declared at the time of initial application, a further documentation

fee is charged. Further penalties may be imposed such as: (a) invalidation of the previously issued university program plan; (b) refusal of admission into programs offered through TRU-OL; or (c) requirement to withdraw from a program.

D. Transfer credit is awarded only on the basis of official transcripts that have either been sent directly to TRU-OL by the institution, or represent appropriately authenticated copies. All documents submitted, unless considered irreplaceable, become the property of TRU-OL.

E. Authenticated translation is required of documents (official transcripts) in a language other than English or French.

F. Other formal studies may be considered for credit on an individual basis.

G. Credit may be granted on a course-by-course basis or for a combination of courses. Credit granted for a group of courses or an entire program is known as “block transfer.”

H. Assessed transfer credit is applied on the basis of its applicability to a specific program.

I. Students changing programs or requiring information about how credits earned and transferred apply to another TRU-OL credential must apply in writing for a re-evaluation of their transfer credit. Transfer credit and program planning fees may apply.

J. Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven years previously are not automatically awarded transfer credit. Currency of the subject matter is taken into account.

K. Programs often change and students, who have declared a program and have had a program plan prepared but have not registered in courses appropriate to their program in any two-year period, may be required to fulfill the program’s new requirements, including preparation of a new program plan. In cases where students have had an initial assessment of transfer credit and where the program has changed, current program planning fees will be charged, and the seven-year rule on age of credit may apply.

L. Past courses from another post-secondary institution are given credit provided they were transferable in the year taken.

M. In cases where TRU-OL offers an equivalent course, the current course number is assigned. In cases where TRU-OL no longer offers the course, unassigned credit is given, as appropriate.



Regulations and Policies

N. TRU-OL assesses requests by individuals for transfer credit for college or university courses completed at high schools in the same manner as any other requests. There is no penalty for dual credit, that is, credit that is used toward completion of both a high-school and a college or university program.

O. Grades for courses that have received transfer credit are transcribed on the student's Thompson Rivers University (TRU) transcript. For block transfer awarded, no grades are transcribed.

Note: Informal credit and credit from non-accredited institutions may be assessed through TRU-OL's prior learning assessment and recognition (PLAR) process and applied to TRU-OL programs, per individual program requirements or used for other purposes. See section 3 for more details.

2.2 Multiple Certificates and Diplomas

A minimum of 15 credits is required for a certificate (some certificates require 30 or more credits). A minimum of 60 credits is required for a diploma. Credits earned in a preceding credential may not automatically apply to a credential requiring a greater number of credits or a higher-level credential.

2.3 Second Credentials

Credits used to meet the requirements of an undergraduate credential, through TRU-OL or elsewhere, may be used to meet a maximum of 50% of the total requirements of a second undergraduate qualification at the same or lower level provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met. Regulation 2.1.J does not apply.

2.4 Multiple Undergraduate Degrees

A minimum of 120 credits is required for the first undergraduate degree, and a minimum of 60 additional credits is required for all subsequent undergraduate degrees. The student can use credits only once toward a further degree. The degrees taken must be in different areas and approved by the dean (or designate) accountable for the program. There should be no limit to the number of degrees taken under these rules.

2.5 Letters of Permission

Students applying to take courses at other institutions for credit toward a credential offered through TRU-OL must obtain prior written permission with a Letter of Permission. The form is available on the TRU-OL website and from Student Services.

2.6 Transfer Credit from Master's Degree Programs

There is no limit on the amount of credit that can be used from an uncompleted and expired master's degree program toward the completion of a credential offered through TRU-OL.

2.7 Procedures: Application for Transfer Credit

A. Students applying for transfer credit are required to complete and submit the Program Admission/Transfer Credit form, with applicable fees, and arrange for the submission of supporting documents (official transcripts).

B. Completed Program Admission/Transfer Credit forms may be submitted to TRU-OL electronically, by mail or by fax. Forms are available on the TRU-OL website, on the Post-secondary Application Service of BC (PASBC) website and from Student Services.

C. If application for credit is being made for courses taken outside BC, a course syllabus or calendar from the institution is to be included. Course syllabuses or calendars in a language other than English must be translated to English at the student's expense.

D. Students submitting documents from institutions outside Canada may be required to have their documents evaluated by an accredited international credential evaluation service.

E. The appropriate transfer credit assessment fee must accompany all requests for assessment of transfer credit involving documents originating both within and outside BC. Documents from Yukon institutions listed in the Online Transfer Guide are treated as being from BC.

Note: Permanent residents of BC who have completed secondary/high-school courses in BC and are applying for transfer credit toward an ABE credential are exempt from this fee.

F. Assessment of transfer credit does not commence until all required fees have been received with all transcripts declared on the Program Admission/Transfer Credit form.

G. Fees are non-refundable and cannot be applied toward any other assessment fee charged by TRU-OL.

H. No further transfer credit assessment fees are charged to registered students who have been issued a Letter of Permission or where prior agreement has been reached between institutions, except for cases in which a student requests to have transfer credit assessed against a different credential.





3. Prior Learning Assessment and Recognition (PLAR)

TRU recognizes that adults acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. TRU offers methods to assess this non-formal or prior learning.

Prior learning assessment and recognition methods are available to students in programs offered through TRU and may include challenge examinations, portfolio-assisted assessment, workplace assessment and/or other types of assessment methods.

Refer to the full policy on the website (see below) or email Student Services at for further information.

- Prior Learning Assessment and Recognition (PLAR) – TRU Policy ED 2-0 (www.tru.ca/policy/education.html)

4. Registration

Students not intending to complete a program through TRU-OL may register directly for most courses. Registration policy and related procedures are under review and subject to alteration or amendment without prior notice.

Refer to the TRU-OL website or contact Student Services for updates.

4.1 Credit-free Option

- Students who plan to pursue the credit-free option must declare their intention to audit courses at the time of course registration.
- An “AUD” notation and 0 (zero) credits appear on a student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.
- Students who do not complete course requirements receive a final grade as per TRU’s grading systems.
- Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course (4.2 and 4.4) and register again.

4.2 Cancellations—TRU-OL

- Students may cancel their registration in most TRU-OL-delivered self-paced, independent-study courses by notifying TRU-OL Student Records in writing within five weeks from their registration date, subject to clauses C and D below. The course does not appear on their transcript.

B. Students may normally cancel their registration for paced, shorter-duration courses up to the end of the first week of the course, subject to clauses C and D below. The course does not appear on their transcript.

C. Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.

D. A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

E. Registration cancellation deadlines for clinical courses are available in the course information. Contact Student Services for more information.

Procedures

F. Students may request to cancel their course registration by accessing the form online and via myTRU, by regular mail, email or fax. Students may also request to cancel their course registration by phone and confirm their request in writing within 10 calendar days by sending a letter or fax to TRU-OL Student Records.

Tuition Refunds

G. Students who submit their request within eligible deadlines receive a 100% refund of tuition fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refunds eligibility.

H. Students who cancel their registration in a lab course as per 4.2.B. receive a 100% refund of their tuition fee and a 75% refund of their lab fees. The course administration and technology fees are non-refundable. Refer to 4.6 for materials refunds eligibility.

I. Tuition refunds are not processed until the web form or print form to cancel a course registration is received by Student Records.

4.3 Cancellations—SFU, UVic

Students may request to cancel their registration in a TRU-OL course delivered by SFU or UVic by accessing the form online and via myTRU, by regular mail, email or fax. Students may cancel their registration in a course delivered by SFU or UVic and receive 75% of their tuition fees as a refund by notifying TRU-OL Student Services by the end of the first week in which the course begins. The course administration and technology fees are non-refundable.



4.4 Withdrawals—TRU-OL

A. Students may formally withdraw from most self-paced, independent-study courses up to the end of week 13 of the course and by the end of week 7 for paced courses and receive a “W” (Withdrawal) grade.

B. Students who do not formally withdraw within 13 weeks of their self-paced, independent study course start date, and within 7 weeks of their paced course start date and who do not complete all mandatory coursework by the course completion date receive a final grade of “DNC” (Did Not Complete) as per 6.2.B.

C. Courses that are less than two months in duration, labs or clinical courses, and courses in which students have written an examination do not qualify for a “W” (Withdrawal) grade. Students receive a “DNC” (Did Not Complete) grade if they do not complete the course requirements by the course completion date.

D. Students may apply to the TRU-OL Office of the Registrar for a withdrawal on medical or exceptional grounds provided they do so before their course completion date and include supporting documentation.

Procedures

E. Students may request to a withdrawal by accessing the form online via myTRU, by regular mail, email or fax. Students may also request a withdrawal by phone and confirm their request in writing within 10 calendar days by sending a letter or fax to TRU-OL Student Records.

Tuition Refunds

F. Students who withdraw from a course do not receive a tuition refund.

G. The course administration, technology and course materials fees are non-refundable.

4.5 Withdrawals—SFU, UVic

Course withdrawals for TRU-OL courses delivered by SFU and UVic are not available, except under extenuating circumstances. Extenuating circumstances are defined as unusual circumstances beyond student control that make it impossible for students to complete a course, up to the end of week five of the course. Approved withdrawals are noted on the TRU student record as a “W” (Withdrawal) grade.

Procedures

Students registered in TRU-OL courses delivered by SFU or UVic should complete the TRU-OL Cancellation/Withdrawal form to request consideration of an exceptional withdrawal. Additional, supporting documentation will be required and reviewed to assist with the decision.

4.6 Returning Course Materials—TRU-OL

Students may return course materials purchased from TRU-OL. Returned course materials may be eligible for refund or replacement based upon the following conditions:

REFUND:

A. Course Cancellations:

- a. Students cancelling their course(s) under TRU-OL Policy 4.2 may return their course materials for a full refund.
 - i. In resale condition (like new);
 - ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).
 - iii. Package must be postmarked within one week of the course cancellation period

B. Course Withdrawals:

- a. Students withdrawing from their course(s) and receiving a grade of “W” may return their course materials for refund consideration, providing the course materials are:
 - i. Still being used in current TRU-OL course offerings;
 - ii. In resale condition (like new);
 - iii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).

C. General Return of Items:

- a. Students may return course materials for refund consideration within 5-weeks of their course(s) start date, providing the course materials are:
 - i. In resale condition (like new);
 - ii. Completely unmarked (no markings including: highlighting; names; erasures; grime; and bent pages, covers or spines).





REPLACEMENT:

D. Defective or Incorrectly Shipped Items:

- a. Students that identify defective or incorrectly shipped items may return items for replacement by contacting Student Services at 1.800.663.9711 or by email at student@tru.ca.

MATERIALS RETURN METHOD

A. Course materials must be returned using the following method:

a. Prepaid to:

TRU, Open Learning
Materials Distribution Centre
Kamloops, BC, V2C 0C8

- b. Other return methods are not accepted for course materials refunds.

B. The materials refund is calculated as the amount paid for each eligible item in the return.

C. A refund is processed normally within four weeks of receipt of materials. If the payment was made by credit card, the refund is remitted to the same credit card of the original purchase.

D. No refund is given for items that do not meet all conditions noted above. Students should not return course materials to TRU-OL unless items meet all conditions. Items that are not eligible for refund will not be returned to students.

E. Returned course materials become the property of TRU-OL and will not be returned to a student, regardless of whether or not a refund is issued.

F. It is not necessary to return course materials to receive a tuition refund for a course. Students may keep any course materials they have purchased.

G. Students are required to return rental and loan items (e.g. DVDs and equipment).

H. The shipping and handling fee charged for the shipping and handling of course packages will not be refunded.

4.7 Returning Course Materials—SFU, UVic

Textbook fees that were paid to SFU or UVic are refundable, subject to the deadlines and conditions as determined by those institutions. Students are responsible for knowing about the conditions governing textbook refunds at the time of their purchase.

4.8 Extensions—TRU-OL Policy

In order to ensure maximum student success and responsible use of resources, the open Learning Division of Thompson Rivers University (TRU) may allow students to extend the duration of their course.

Refer to the full policy on the website (see below) or contact Student Services.

- Course Extensions (for Open Learning Course Only) – ED 3-12
(www.tru.ca/policy/education.html)

4.9 Course Repeaters—TRU-OL, SFU and UVic

Refer to the full policy on the website (see below) or contact Student Services.

- Course and Program Repeaters – ED 3-3
(www.tru.ca/policy/education.html)

5. Examinations

In order to ensure the credibility of degrees issued by TRU-OL, it is critical that all TRU-OL exam assessments occur within a structured and secure environment.

For details on examination policies for Open Learning courses delivered by an institution other than TRU, consult the information in the course package and/or consult directly with the institution delivering the course. Contact TRU-OL Student Services for additional assistance.

Regulations

5.1. TRU-OL

Refer to the full policy on the website (see below) or contact Student Services.

- Examinations – ED 3-9
(www.tru.ca/policy/education.html)

5.2. Simon Fraser University

A. Midterm examinations are scheduled based on the course design and therefore some are scheduled as early as week five, while others are scheduled as late as week nine. The course material provides complete information regarding examination policies and procedures. Final examinations are scheduled in week 14 and 15.



Regulations and Policies

B. All students are required to write examinations at specific dates and times. Rescheduling examinations is limited to medical or compassionate reasons (i.e. death or serious illness of a close friend or family member) subject to approval of supporting documentation. The examination schedule is available on the SFU website at <http://code.sfu.ca>. Students are responsible for ensuring their availability to write scheduled examinations prior to registrations. Note: SFU does not recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.

C. Students residing on the BC Mainland south of Squamish, in Chilliwack or West of Chilliwack, are required to write their examinations at SFU's Burnaby campus.

D. All other students must make arrangements to write their examinations in their community under the supervision of a proctor approved by the SFU Centre for Online and Distance Education. Students living outside Canada may be charged additional fees. Students are to contact the SFU Centre for Online and Distance Education for information.

Contact TRU-OL Student Services for additional assistance.

5.3 University of Victoria

Some TRU-OL courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information about examination policies and procedures. Contact TRU-OL Student Services for additional assistance.

6. Final Grades

6.1 TRU-OL

Refer to the full policy on the website (see below) or contact Student Services.

- Grading Systems – ED 3-5 (www.tru.ca/policy/education.html)

6.2 SFU, UVic

A. Final grades for TRU-OL courses delivered by SFU or UVic are assigned by the delivering institution and appear on the TRU transcript. A “DNC” (Did Not Complete) grade is assigned for courses that have not been completed.

6.3 Grade Point Average (GPA)

A. The grade point average (GPA) is a means of expressing the student's performance. For programs offered by TRU-OL, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values and dividing by the total number of course credits.

PLAR credit is not used in the GPA calculation.

B. Where more than one attempt at courses deemed equivalent and used to fulfill program requirements has been made, the course with the higher grade is chosen for purposes of the GPA calculation.

6.4 Transcripts

A. An official transcript is a copy of a student's detailed permanent record that bears the registrar's (or designates) signature on security paper. After completing a course, students' grades are available via myTRU. Students may order official transcripts by accessing myTRU or by completing and submitting the Transcript Request form.

B. Official transcripts are not issued for any student who is in debt to TRU.





7. Academic Appeals

Refer to the full policy on the website (see below) or contact Student Services.

- Appeals – ED 4-0
(www.tru.ca/policy/education.html)

8. Program Completion and Graduation

8.1 Graduation Requirements

— Certificate and Diploma Programs

A. There are no minimum grade point average (GPA) requirements for the following Adult Basic Education programs: Intermediate Certificate; Advanced Certificate; BC Adult Graduation Diploma.

B. To qualify for certificates or diplomas offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on college or university courses taken through TRU-OL or other postsecondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded. PLAR credit is not used in the GPA calculation.

8.2 Graduation Requirements

— Degree Programs

A. To qualify for degrees offered through TRU-OL, students must have a GPA of 2.00 or higher, calculated on the credits used to complete the degree.

B. For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.00), the GPA is calculated on credit outside the block. PLAR credit is not used in the GPA calculation.

C. The notation “With Distinction” is used on the transcript for those students who have a GPA (as defined under 6.5) of 3.50 or higher.

8.3 Graduation Procedures

A. Upon completion of the requirements for a credential, students must submit a completed Application for Graduation form to the TRU-OL Office of the Registrar. The form is available on the TRU-OL website and from Student Services.

B. All official transcripts for courses taken at other institutions, with a TRU-OL Letter of Permission, must be received by the TRU-OL Office of the Registrar before an application for graduation is taken forward.

C. Graduation applications are reviewed on an ongoing basis. Normally, credential parchments are sent to students approximately six weeks after all graduation requirements, including submission of the Application for Graduation form, have been met and approved. Transcripts with credential notation are available on graduation application approval.

8.4 Graduation Ceremony

Graduation ceremonies are held bi-annually to recognize all students who have completed or graduated from TRU programs. Normally, these ceremonies occur in June and October at TRU in Kamloops. All students who have completed and had their TRU-OL certificates, diplomas or degrees officially approved by April 15 for the June ceremony and August 31 for the October ceremony, will be invited to attend.

8.5 Parchments

A. The notation “With Distinction” is not used on the parchment, only on the transcript.

B. Individuals requesting a duplicate parchment must submit a request in writing to the TRU-OL Office of the Registrar. TRU issues one duplicate parchment on request.

C. Duplicate parchments are issued in the style of the parchment currently in use. Duplicate parchments indicate the original date of completion of the credential, the replacement date and that it is a duplicate parchment.

D. Individuals requesting a change of name on the duplicate parchment must submit acceptable documentation to support a legal change of name. Contact Student Services for more details.



9. Release of Student Information

9.1 Disclosure to Students of Their Records

These provisions for access, retention and destruction of examinations are in accordance with British Columbia's Freedom of Information and Protection of Privacy Act.

A. Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to the TRU-OL Office of the Registrar. Access is determined on an individual basis.

B. Students have the right to receive transcripts of their own academic record. However, TRU-OL does not release official transcripts if a student is in debt to TRU.

C. No partial transcripts of a record are issued.

D. Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, TRU-OL reserves the right to deny access.

TRU-OL examination scripts are normally retained for a one-year period after the examination has been written. Examination scripts are then destroyed.

All other student information is retained and destroyed as per the provincial (BC) records retention practices.

9.2 Disclosure to Open Learning Faculty Members and Administrative Officers of TRU

Information about students may be disclosed without consent of the student to designated TRU officials only for purposes consistent with TRU activities.

9.3 Disclosure to Third Parties

A. Personal information is disclosed without student consent for the purpose of complying with a subpoena, warrant or order issued, or made by a court, person or body with jurisdiction to compel the production of information.

B. Necessary personal information may be released without student consent in an emergency if the knowledge of that information is required to protect the health or safety of the student or other persons.

C. Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This is done only under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon Freedom of Information and Protection of Privacy Act standards.

D. Information may be shared with those educational institutions that offer programs in association, in partnership or in collaboration with TRU-OL.

E. TRU-OL provides the TRU Alumni Association with graduates' names, programs and contact information, unless students request otherwise.

F. Other than in the above situations, information on students is released to third parties only with the written permission of the student.



Regulations and Policies



Index of Policies, Regulations and Procedures

Note: This subset of TRU Policies applies to all campus and Open Learning course/programs and is presented here for convenience. For the most current policy information visit the TRU policy website at www.tru.ca/policy/education.html.

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Academic Achievement Awards	ED 9-1
Academic Program Review	ED 8-4
Academic Renewal	ED 3-10
Admission of Students Who Are Graduates From Programs Not Accredited by a Province or Territory	ED 1-2
Course Extension	ED 3-12
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Semester Schedules	ED 13-0
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Submission of Final Grades	ED 3-11
Waitlist	ED 3-7

Through Open Learning, you can engage in education on your own terms - work at your own pace, plan your own direction and choose between independent or group study options.

Take part in this student-centred approach promoting:

Delivery Choices

Active Learning

Interaction and Collaboration

Individuality

Relevance

Lifelong Learning

