



THOMPSON RIVERS
UNIVERSITY

Handbook of Student Policies and Procedures for Faculty

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Handbook for Instructors

1. Before classes start

- a. What do I put in my course outline?
- b. What grades are available for me to use?
- c. Are there waitlists and how do they work?
- d. How do I get a class list/roster?
- e. A student wants to repeat a course for the third or more time
- f. What are reserved seats and how do they work?
- g. What is meant by Confidentiality of Student Information?
- h. Who is a Visiting Student?
- i. I am offering a Directed Studies, Service Learning or Research Learning Course this semester.
- j. One of my students is talking about getting a double degree

2. During classes

- a. How do I get an updated class list?
- b. How are Waitlists handled after classes start?
- c. A student on my class list has not attended the first two classes and has not informed me she would be coming later.
- d. I have a student in class but the student's name is not on the class list.
- e. How does a student add or drop a course?
- f. What if a student says he has a course schedule conflict so has to miss my class?
- g. The student is telling me she has already learned everything on my course outline. Is Prior Learning and Assessment appropriate?
- h. I have a student with a disability.
- i. A student is telling me that she is dropping my class.
- j. A student has been ill and has missed too much of my class to be successful.
- k. I suspect that the assignment or paper is not this student's authentic work.
- l. A student missed the midterm exam or major assignment.
- m. I haven't seen this student in weeks.
- n. When do students need to drop the class to save their GPA?

- o. A student is unhappy with the grade on her assignment.
- p. A student has told me that she cannot write the final exam when scheduled.
- q. I have to cancel my class.
- r. I feel that one of my students going through physical or emotional difficulties. What can I do?

3. End of the semester

- a. When is the last date that a student can withdraw from classes?
- b. A student has told me that she cannot write the final exam when scheduled.
- c. One of my students missed the final exam.
- d. When do I have to submit my final grades?
- e. What grades can I use for final grades?
- f. How do I submit my final grades?
- g. When do I use a “DNC” and when do I use an “F” as a final grade?
- h. A student is on my grade roster but I have never seen him.
- i. A student on my class list has not attended since the first two weeks of class.
- j. This student has been in my class all semester but her name is not on my grade roster.
- k. I have been asked to provide a reference for a former student.
- l. A student is complaining about his final grade.
- m. What about a formal appeal?

1. Before classes start:

<p>What do I put in my course outline?</p> <p>Attendance policy</p> <p>Weighting and timing of mid-terms, assignments and final exam</p> <p>Final exam schedule</p>	<p>If the attendance policy in your class is different than the University policy, it must be clearly stated in the course outline. The last day for a student to withdraw is eight weeks into the semester and they must have received a meaningful proportion of course evaluation prior to this date (marked and returned).</p> <p>No single mid-term can exceed 30%, and they must be given in regular class time and space. No final can exceed 50% of the final grade. Only lab exams can be held in the last week before exams unless the exam/test/quiz is worth less than 15% of the final grade.</p> <p>Final exams/quizzes/tests worth more than 15% of the final grade are scheduled by the Registrar's Office over the two week exam period.</p>	<p>ED 8-3 Course Outlines</p> <p>ED 3-1 Student Attendance</p> <p>ED 3-9 Examinations</p>
<p>What grades are available for me to use?</p>	<p>Available letter grades and their meanings are found in the Grading System Policy ED 3.5</p>	<p>ED 3.5 Grading Systems</p>
<p>Are there waitlists and how do they work?</p>	<p>During the registration period, once the enrolment capacity for a course has been reached, students still wishing to register can place themselves or will be placed on a waitlist for that course. If any seats become available before classes start, students will be registered for the course in the order of the waitlist.</p> <p>Once classes start, a waitlisted student is expected to attend the first two days of class and the faculty member will give him/her priority for vacant seats by order of the waitlist.</p> <p>The waitlist for each section is available at myTRU.ca on the Faculty Resource tab under Summary Wait List.</p>	<p>ED 3-7 Waitlists</p>
<p>How do I get a class list/roster?</p>	<p>Your up-to-date class list is available at myTRU.ca on the Faculty Resource tab under Summary Class List.</p> <p>If you are unable to print your own copy of your class list from myTRU or obtain it from your department, please send your request for a hard copy of your class list citing CRN (Course Reference Number), the course acronym, number and section to admissions@tru.ca. The printed class list will be static for the time and date printed.</p>	

A student wants to repeat a course for the third or more time.	A student wishing to enrol in the same course for a third or subsequent time will be permitted to register only upon presentation of written approval from the Chair of the department offering the course.	ED 3.3 Course and Program Repeaters
What are reserved seats and how do they work?	Seats in some sections are reserved for a variety of purposes. For example, they might be reserved for students in a particular program (identified by a letter behind the section number), or for international students registering late because they are bringing official documents with them (identified by an 'R' in front of the section number). These special sections are cross-listed with the 'regular' section and the total enrolment for a class includes all seats including the cross-listed classes. As soon as possible, and before the last day to register, any unused reserved seats are released back for use with the general population.	
What is meant by Confidentiality of Student Information?	Information of a personal nature that a student discloses to any TRU staff member is considered private and confidential. Employees should not discuss confidential student matters in such a way or location as to be overheard by other staff or students. Student information may be released to TRU staff in cases where the staff member requires it to do her/his job.	ADM 2-2 Confidentiality of Student Information
Who is a Visiting Student?	Students from other institutions may be permitted to enrol in TRU courses if they meet relevant TRU course and program requirements.	ED 1.3 Visiting Student Status
I am offering a Directed Studies, Service Learning or Research Learning Course this semester.	Programs offering directed studies/service learning/research learning courses must have TRU educational approval to offer such courses as outlined in <u>Policy and Regulations ED 8-2</u> . As well, directed studies courses must comply with <u>Policy and Regulations ED 8-0</u> .	ED 2.2 Directed Studies, Service Learning and Research Learning Courses
One of my students is talking about getting a double degree.	Graduation requirements for any double programs must at least equal the minimum graduation requirements of the individual programs. The student must graduate at the same time from both programs for it to be considered a double program. Please have the program advisor notify the Registrar's Office of any students who are planning double degrees so that they can be noted in the system as per the policy.	ED 16.1 Double Programs – Degrees and Diplomas

2. During classes:

<p>How do I get an updated class list/roster?</p>	<p>Your up-to-date class list is available at myTRU.ca on the Faculty Resource tab under Summary Class List.</p> <p>If you are unable to print your own copy of your class list from myTRU or obtain it from your department, please send your request for a hard copy of your class list citing CRN (Course Reference Number), the course acronym, number and section to admissions@tru.ca. The printed class list will be static for the time and date printed.</p>	
<p>How are Waitlists handled after classes start?</p>	<p>Once classes start, <u>all</u> students will need the instructor's signature in order to be enrolled. Any course change form signed by an instructor or chairperson will be treated as an increase to the maximum <u>if the course is full</u>.</p> <p>As per the student attendance policy, please notify the Registrar's Office of any student on your class list who does not attend the first two classes without prior notification, and the student will be removed from the class. A waitlisted student is expected to attend the first two days of class and will be given priority for vacant seats by order of the waitlist.</p>	<p>ED 3-7 Waitlists</p> <p>ED 3-1 Student Attendance</p>
<p>A student on my class list has not attended the first two classes.</p>	<p>A registered student who has not attended the first two days of class, and has not made suitable prior arrangements with the instructor, may be considered to be withdrawn. Please notify the Registrar's Office in writing regarding students who have not attended classes.</p>	<p>ED 3-1 Student Attendance</p>
<p>I have a student in class but the student's name is not on the class list.</p>	<p>If the student is not on your current class list or grade roster, the student is not officially registered in the course and should be asked to leave the class. The student needs to go to the Registrar's Office to resolve his registration issue and it can be as simple as taking a signed Add Form to be registered. If it is after the add/drop period, both the instructor and chair need to sign the form.</p>	
<p>How does a student add or drop a course?</p>	<p>Before classes begin, a student can add or drop a class online. Students can add a course with the instructor's signature up to the end of the second week of class. A student can drop a course for a full refund up to the end of the second week of classes. In all cases, once classes begin the student must complete an add/drop form and submit it to the Registrar's Office.</p>	

<p>What if a student says he has a course schedule conflict so has to miss my class?</p>	<p>Students are not permitted to schedule lecture sections of courses that conflict without written approval of the instructor of each course. Laboratory and seminar sections that conflict with other courses may be scheduled and must be resolved by the last day to add a course. Should a student register with a conflict, the student may be required to withdraw from the course.</p>	<p>ED 3-6 Course Conflicts</p>
<p>The student is telling me she has already learned everything on my course outline. Is Prior Learning and Assessment appropriate?</p>	<p>PLAR is coordinated through the PLAR Facilitator at the Assessment Centre. Student must apply and meet the eligibility criteria before PLAR can be assessed. If the student has previously attempted the course, PLAR is not longer an option.</p>	<p>ED 2-0 Prior Learning Assessment and Recognition</p>
<p>I have a student with a disability.</p>	<p>TRU expects students to be responsible for the achievement of educational outcomes consistent with program standards. Students with disabilities may request accommodations or support services by means of an Individual Educational Plan (IEP) to help achieve their educational goals. Please refer students to Disability Services. TRU expects all students to meet program/course pre-requisites. Where, because of a disability, pre-requisites cannot be met through usual methods, alternative ways may be used to prove competency. Contact the Office of Disability Services for more information.</p>	<p>BRD 10-1 Services for Students with Disabilities</p>
<p>A student is telling me that she is dropping my class.</p>	<p>To withdraw, a student must inform the Registrar's Office in writing before the last day to withdraw. The last day for students to withdraw from a course is eight weeks into the semester and they must have received a meaningful proportion of course evaluation prior to this date (marked and returned). No refund but a grade of "W" is posted.</p>	<p>ED 3-0 Withdrawals</p>

<p>A student has been ill and has missed too much of my class to be successful.</p>	<p>Students who completely withdraw from all courses for medical reasons before the last day of class may be eligible for a medical withdrawal. The student must complete a program withdrawal form and submit it to the Registrar’s Office. A medical certificate or other documentation from their doctor must be received at the time of the withdrawal for a medical withdrawal to be considered. A medical withdrawal provides an 80% refund of the tuition fees only. Students who complete all course requirements, including writing the final examination, for even one course, are not eligible for a medical withdrawal. A refund of fees is not available to International Students. However, the rest of the processing is the same.</p> <p>For those programs assessed on a monthly basis, students will be refunded the portion of tuition paid but not used.</p> <p>If it is near the end of the semester, an incomplete “INC” could be submitted which gives an automatic 6 week extension to complete to course.</p>	<p>Fee Refund Policy in the Calendar</p>
<p>I suspect that the assignment or paper is not this student’s authentic work.</p>	<p>TRU expects all faculty members, staff, students, post doctoral researchers and all other research personnel associated with TRU to adhere to the principles described in these regulations. Misconduct in research and scholarship is an offence which, depending on its severity, is subject to a range of disciplinary measures up to and including dismissal or expulsion. Allegations of misconduct shall be dealt with according to the rules of natural justice.</p>	<p>ED15-2 Integrity in Research and Scholarship</p> <p>ED 5-0 Academic Integrity</p>
<p>A student missed the midterm exam or major assignment.</p>	<p>Missed midterm or assignments are rescheduled or another mutually acceptable resolution is made by the instructor if the student notifies the instructor as soon as possible. Generally domestic affliction or illness would be acceptable reasons; however, instructors have latitude to accept other legitimate reasons.</p>	<p>ED 3-9 Examinations</p>
<p>I haven’t seen this student in weeks.</p>	<p>In the case of deficient attendance without cause, a student may, on recommendation of the instructor and with the sanction of the instructor’s Dean or Chairperson, be withdrawn from a course before the end of the 8th week of class. If the student attends past the 8th week of class, a “DNC” grade would be appropriate and counts on the GPA like an “F.”</p>	<p>ED 3.1 Student Attendance</p>

When do students need to drop the class to save their GPA?	The last day for a student to withdraw by notifying the Registrar's Office in writing is eight weeks into the semester. The student must have received a meaningful proportion of course evaluation prior to this date (marked and returned). No refund but a grade of "W" is posted. A "W" does not impact a student's GPA.	ED 3-0 Withdrawals
A student is unhappy with the grade on her assignment.	Most differences can be resolved by an open and frank discussion with the people concerned. The policy outlines the steps to be taken and timelines if the issue is not resolved to the student's satisfaction.	ED 4.0 Student Academic Appeals
A student has told me that she cannot write the final exam when scheduled	In the event that a student received prior information that illness or domestic affliction will result in a missed final examination, (e.g. scheduled surgery) the student should inform the Registrar immediately in writing by completing a conflict form at the Registrar's Office.	ED 3-9 Examinations
I have to cancel my class.	If an instructor must cancel any scheduled instructional activity (e.g. class, lecture, seminar, lab, etc.) specific steps must be followed in all cases.	BRD 14.0 Cancellation of Classes
I feel that one of my students going through physical or emotional difficulties. What can I do?	There is a document that outline procedures to be used when a student is observed as being "at risk" as a result of physical or emotional difficulties.	ADM 17.0 Suggested procedures for dealing with at-risk students

3. At the end of the semester:

When is the last date that a student can withdraw from classes?	The last day for students to withdraw for a course is eight weeks into the semester and they must have received a meaningful proportion of course evaluation prior to this date (marked and returned). The last day for a student to withdraw from the whole semester (all registered courses) is the last day of classes. The student must notify the Registrar's Office in writing before the last day of classes. No refund, but a grade of "W" is posted.	ED 3-0 Withdrawals
A student has told me that she cannot write the final exam when scheduled	In the event that a student received prior information that illness or domestic affliction will result in a missed final examination, (e.g. scheduled surgery) the student should inform the Registrar immediately in writing by completing a conflict form at the Registrar's Office.	ED 3-9 Examinations

A student missed the final exam.	If a student misses a final exam due to illness or domestic affliction, the student is to go to the instructor within 2 days to seek a remedy. If the deadline is missed through circumstances out of the student's control, the student shall report in writing to the Registrar. Normally substantiating documents would also be required. The Registrar will notify the Department if a valid reason has been registered and a suitable final exam will be scheduled by the Dept and graded by the Dept. AEG standing is granted in exceptional cases only.	ED 3-9 Examinations
When do I have to submit my final grades?	Faculty members are required to submit a final grade for each student to the Registrar's Office within 5 business days from the date of the final exam. If there is no scheduled final exam for a course, the final grades must be submitted to the Registrar's Office within 10 business days after the last regular class meeting, but no later than 5 business days after the last exam scheduled by the University for that semester. Exceptions will require approval of the Dean and be reported to the Registrar by the Dean.	ED 3.11 Submission of Final Grades
What grades can I use for final grades?	Available letter grades and their meanings are found in the Grading System Policy ED 3.5. In addition, the pull down menu on the final grade form in myTRU contains all of the legitimate grades for your class.	ED 3.5 Grading Systems
How do I submit final grades?	Final grades are submitted through myTRU.ca, you select your up-to-the-moment grade roster and your grade for each student. If a student has never attended your class, please send the student name, ID, course number and section as well as the semester to admissions@tru.ca and leave the grade blank on myTRU.ca. Final grade submission will be available at the beginning of each exam period for the whole of the official grading period.	ED 3.11 Submission of Final Grades
When do I use a "DNC" and when do I use and "F" as a final grade?	If the student attends past the 8 th week of class but does not complete the final assignment or exam, a "DNC" grade would be appropriate and counts on the GPA like an "F." An "F" is an earned grade where the achievement in the class is less than a passing grade.	ED 3.5 Grading Systems

A student is on my grade roster but I have never seen him.	Please notify the Registrar's Office in writing regarding students who have not attended classes since the first two weeks of class. An email to admissions@tru.ca identifying the student by name and number and the class by CRN (Course Reference Number), acronym, number and section as well as giving the request and reason would be sufficient.	ED 3-1 Student Attendance
I haven't seen this student in weeks.	In the case of deficient attendance without cause, a student may, on recommendation of the instructor and with the sanction of the instructor's Dean or Chairperson, be withdrawn from a course before the end of the 8 th week of class. If the student attends past the 8 th week of class, a "DNC" grade would be appropriate and counts on the GPA like an "F."	ED 3.1 Student Attendance
A student on my class list has not attended since the first two weeks of class.	Please notify the Registrar's Office in writing regarding students who have not attended classes since the first two weeks of class. An email to admissions@tru.ca identifying the student by name and number and the class by CRN (Course Reference Number), acronym, number and section as well as giving the request and reason would be sufficient.	ED 3-1 Student Attendance
This student has been in my class all semester but her name is not on my grade roster.	If the student is not on your current class or grade list, the student is not officially registered in the course and should have been asked to leave the class. The student needs to go to the Registrar's Office to resolve his registration issue. Meanwhile, you can submit the student's name and number, and CRN (Course Reference Number), class acronym, number and section as well as the student's grade to admissions@tru.ca . When the registration issue is resolved the grade can be posted.	
I have been asked to provide a reference for a former student	Instructors, chairpersons, divisional directors or other administrators, may provide students with personal references upon written request. Officially, TRU limits its statements about students to those contained in the diplomas and certificates awarded by the institution, and to the official transcripts of the student's record.	ADM 2-1 Information Disclosure

<p>A student is complaining about his final grade.</p>	<p>Most differences can be resolved by an open and frank discussion with the people concerned. The policy outlines the steps to be taken and timelines. In general, a student (the appellant) should attempt to resolve a concern by discussing the situation as follows:</p> <ul style="list-style-type: none"> i. With the person with whom the concern originated (the respondent); ii. If the concern is not resolved, then with the person at the next highest level of responsibility (normally a Department Chair); iii. If still unresolved, with the Dean or Divisional Director; iv. If the issue remains unresolved, then the student may commence an appeal in accordance with the appeal procedure set out in the Appeals Regulations. <p>(Please note that students are given a reasonable period of time, as determined by the Office of Student Affairs, to go through the discussion process before the seven working day count for a formal appeal begins. The student should contact the Office of Student Affairs as soon as possible to discuss the process.)</p>	<p>ED 4.0 Student Academic Appeals</p>
<p>What about a formal appeal?</p>	<p>While most differences can be resolved by an open and frank discussion with the people concerned, TRU has a process whereby students may bring forward for formal review, matters that have not been resolved to their satisfaction.</p> <p>An appeal is an internal hearing for the purpose of reviewing and resolving matters of concern raised by students like: decisions on grades; decisions on the application of policies, procedures and regulations; and on perceived unethical conduct by TRU staff or other students.</p> <p>The student must submit an appeal in writing to the Office of Student Affairs, together with a \$25.00 fee, within seven working days of the decision or action that is being appealed. The letter shall state the nature of the appeal and a suggested resolution. (Please note that students are given a reasonable period of time, as determined by the Office of Student Affairs, to go through the discussion process before the seven working day count begins. The student should contact the Office of Student Affairs as soon as possible to discuss the process.)</p>	<p>ED 4.0 Student Academic Appeals</p>