

The Office of Student Affairs

Student Rights & Responsibilities

Marian Anderberg, MSW
Director, Student Affairs

Office of Student Affairs

Creating Conditions for Success

The Office of Student Affairs works collaboratively with students, staff, faculty and community partners to guide and support students on their learning journey towards student success. Through clear articulation of education of rights, responsibilities and TRU policies, the office promotes a safe and inclusive environment for the growth and development of TRU students.

The Office provides a wide range of services and supports such as: academic conduct, including academic integrity; non-academic conduct; academic appeals; early alert; student emergencies; student off-campus safety and travel.

The Office of Student Affairs reports jointly to the General Counsel and the Dean of Students.

Office of Student Affairs



Student Rights & Responsibilities

Learn about the rights and responsibilities of Thompson Rivers University students to foster a civil and safe university environment based upon integrity, responsibility and respect.



Information for Faculty & Staff

Faculty and staff have both the opportunity and ability to support students, in our traditional roles and beyond. Learn about the many student services that exist to support faculty and staff in supporting the growth and development of students.



Policies

Learn about some of the policies supported by the Office of Student Affairs.



Contact our office

Have a question?

Old Main 1631, Student Services
Monday to Friday, 8:00am – 4:00pm

Email: StudentAffairs@tru.ca

Student Case Managers



To book an appointment:
Drop in at Student Services (OM 1631)
Monday - Friday, 8a.m. to 4p.m.
Call 250-828-5023
Email studentaffairs@tru.ca



Student Case Managers act on behalf of the Office of Student Affairs to assist students in navigating policies and procedures and connect student with the appropriate on-campus and in-community supports.

Connect with a Student Case Manager if:

- You're experiencing a health or mental health concern that is impacting your studies
- You're considering withdrawing from courses
- You're experiencing harassment
- You want to file an academic appeal
- You're experiencing personal hardship or difficulty
- You feel unsafe in your learning environment
- You have a concern, but you're not sure who to talk to

Early Alert



Academic Progress & Early Alert

- All students taking undergraduate or graduate credit courses at the University are expected to maintain a minimum standard of academic performance. While Faculties/Schools set progression standards for specific programs, these standards will in no case be below the achievement of a Cumulative Grade Point Average (GPA) of 1.67 following the attempt of 24 undergraduate or graduate credits.
- Academic progress assessed each semester (EASL courses not assessed)
- Students may be placed on Academic Probation or Required to Withdraw
- Early Alert Learning Strategist reaches out to students approaching academic probation and students placed on academic probation

Institutional Policies

There are four types of policies at Thompson Rivers University:

- Policies adopted by the Board Of Governors (BRD)
- Policies adopted by Senate (ED)
- Policies adopted by the Planning Council Open Learning (ED)
- Policies adopted by President's Council (ADM)

It is expected that all members of the TRU community familiarize themselves with institutional policies and regulations.

Policies Most Often Supported by OSA*

Senate Policies & Planning Council Open Learning Policies

- Withdrawals (ED 3-0)
- Satisfactory Academic Progress (ED 3-2)
- Student Academic Appeals (ED 4-0)
- Student Academic Integrity (ED 5-0)
- Suspension of Students (ED 7-0)

President's Council Policies

- Alcohol, Cannabis & Tobacco (ADM 5-3)
- Firearms and Dangerous Objects (ADM 30-0)
- Suggested Procedures for Dealing with At-Risk Students (ADM 17-0)
- Student Off-Campus Safety and Travel (ADM 22-1)

Board Policies

- Responsible Use of Information Technology Facilities and Services (BRD 16-0)
- Respectful Workplace and Harassment Prevention Policy (BRD 17-0)
- Whistleblower (BRD 18-0)
- Sexualized Violence (BRD 25-0)

Guidelines

- Guidelines for Issuance of Exclusion Letters
- Guidelines for Responding to the Death of a Student

Rights vs Responsibilities

Student Rights

- Withdrawals (ED 3-0)
- Student Academic Appeals (ED 4-0)
- Suggested Procedures for Dealing with At-Risk Students (ADM 17-0)
- Student Off-Campus Safety and Travel (ADM 22-1)
- Respectful Workplace and Harassment Prevention Policy (BRD 17-0)
- Sexualized Violence (BRD 25-0)
- Whistleblower (BRD 18-0)

Student Responsibilities

- Satisfactory Academic Progress (ED 3-2)
- Student Academic Integrity (ED 5-0)
- Alcohol, Cannabis & Tobacco (ADM 5-3)
- Firearms and Dangerous Objects (ADM 30-0)
- Responsible Use of Information Technology Facilities and Services (BRD 16-0)
- Respectful Workplace and Harassment Prevention Policy (BRD 17-0)
- Sexualized Violence (BRD 25-0)
- Whistleblower (BRD 18-0)
- Suspension of Students (ED 7-0)

Committee's Supported by OSA

- Academic Integrity Committee
 - secretarial support preparing all cases , agendas and outcome letters
 - consultation with stakeholders including faculty, OLFMs, OL Admin, Campus Admin
 - Additional support provided to and by Faculty Fellow and Senior OLFM
 - Krista Lussier – Faculty Fellow
 - Sean Finucane – Senior OLFM
- Student Care Team
 - Director acts as Chair
 - Secretarial support with minutes



OFFICE OF STUDENT AFFAIRS

Academic Conduct

Thompson Rivers University students are required to comply with the standards of academic integrity set out in the Student Academic Integrity (ED 5-0) Policy.

It is the responsibility of Thompson Rivers University faculty and staff to take reasonable steps to prevent and to detect acts of academic dishonesty. It is an instructor's responsibility to confront a student when such an act is suspected and to take appropriate action if academic dishonesty, in the opinion of the instructor, has occurred.

As a student, if you have been accused of academic dishonesty and are seeking assistance, please contact the Office of Student Affairs for support in understanding your rights and responsibilities.

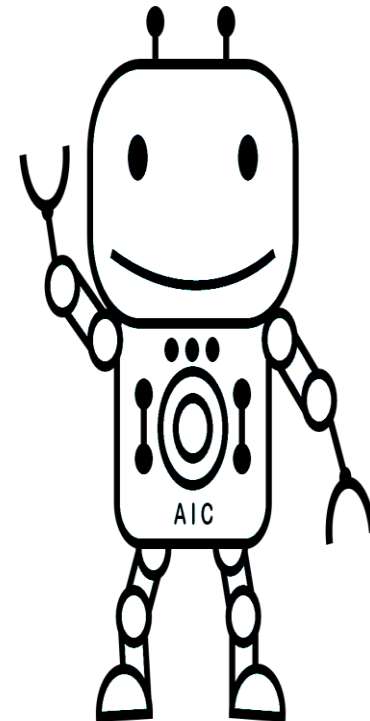
Student Academic Integrity (ED 5-0)

Forms of Academic Dishonesty

- Cheating
- Academic Misconduct
- Fabrication
- Plagiarism

Authorized Help Is Available

- Free Work Shops at the Library
- Free Help at the Writing Centre
- Ask your Instructor
- Writing Centre Website
- Library Website



Formal Academic Appeals

Thompson Rivers University (TRU) recognizes that although most students experience no concerns regarding their education, some students occasionally experience problems with the interpretations of TRU policy or procedures by TRU staff.

TRU recognizes the right of students to appeal:

- decisions on final grades (an appeal on a decision on a grade other than a final grade requires consent of the relevant Dean);
- decisions on the application of Senate policies, procedures and regulations as they relate to student academic performance; and
- perceived unethical conduct by TRU staff or other students.

For support in filing an academic appeal, please review the Student Academic Appeals Policy (ED 4-0) and contact the Office of Student Affairs.

Non-Academic Conduct

- Thompson Rivers University promotes teaching, scholarship and research, and the free and critical discussion of ideas. The University is committed to providing a working and learning environment that allows for the full and free participation of all members of the University community.
- It is expected that students will conduct themselves towards University staff, fellow students and members of the University community in a manner consistent with the goals and professional demeanor of an educational institution. This includes demonstrating a respect for legitimate rights and freedoms of others.
- In the event the University considers students' conduct to be inconsistent with this expectation or considers that students are not appropriately dedicated to the furthering of their own education, they may be suspended for a set period or indefinitely.
- The Office of Student Affairs oversees and manages the response, investigation and documentation of non-academic student conduct issues and cases.

TRU Supports & Services

Early Alert

Early Alert engages faculty and staff in identifying students in difficulty and connects those students to TRU resources and support services as efficiently as possible. Anyone in the campus community who has concerns for a student in difficulty can contact Early Alert at 250-828-5213 | earlyalert@tru.ca | OM 1464

Student Affairs

Anyone in the campus community observing an incident of a violation of an institutional policy or regulation should contact the Office of Student Affairs at 250-828-5023 | studentaffairs@tru.ca or | Old Main 1631

Student Services

TRU offers a variety of services and supports for students, such as counselling, disability services, student affairs, sexual violence, and the wellness centre. Visit Student Services to learn more about the services available. Contact 250-828-5023 | Old Main 1631

Campus Security

Anyone in the campus community observing an incident of: behavior threatening to others, property damage, disruption to campus activities, or other violations of the law, should contact Campus Security Services at 250-828-5033.

Questions

Office of Student Affairs

Marian Anderberg, MSW
Director, Student Affairs

studentaffairs@tru.ca
250-828-5023