



Implementation of Student Regulations

Procedure No.:	5101-PR1
Policy Reference:	5101
Category:	Education
Department Responsible:	Education
Current Approved Date:	2009 Jan 27

Objectives

This Procedure applies directly to BCIT Policy 5101, Student Regulations.

The purpose of this Procedure is to outline:

- What is required of students who must miss an exam due to illness or other unavoidable absence
- The process for full-time students seeking early release
- The requirements regarding library use and instructor use of student research papers and other student-created works

Who should know about this procedure?

This Procedure applies to all BCIT students, faculty, and other employees.

Procedures

Absence from an Exam due to Illness

Subject to any requirements stipulated by an external funding agency or sponsor, a student who misses an exam or evaluation due to illness or other medical emergency will be provided with an opportunity to make up for that missed exam or evaluation, but only under the following conditions:

- The student must notify the instructor that he/she will miss the exam or evaluation as soon as possible, preferably prior to the time when the exam or evaluation is scheduled to occur.
- The student must produce a BCIT-approved medical certificate, obtained at the student's own expense, to show that an examination or evaluation was missed due to medical reasons.

When the program department has validated that the conditions previously stated have been met, the program department will employ one of the following options:

- (a) The program department will provide the student with another opportunity to write the same or replacement examination, or perform some other form of evaluation,
or
- (b) The program department will devise another means of judging the student's mastery of the learning outcomes,
or

- (c) The program department will calculate an aegrotat grade for the student if the conditions for aegrotat have been met. (ref. BCIT Policy 5103, Student Evaluation)

The option used to reach a final grade in the course(s) should provide a fair means of evaluating the student's competencies and knowledge in that course.

Full-time Studies Students Seeking Early Release

A full-time studies student seeking "early release" must submit a request in writing to the program head or chief instructor, who will assess the request based on the reasons provided.

The program head or chief instructor may verify the statements in the request, consult with the program head(s)/chief instructors of other schools, consult with the Registrar's office, and consult with the Financial Aid office.

The program head/chief instructor may review the student's academic standing in all courses. He/she will forward a recommendation in writing to the program associate dean. The program associate dean will then forward his or her recommendation to the school dean for decision.

On receipt of the dean's decision, the Registrar will advise the student of the decision in writing. A copy of the letter will be maintained in the student's file, and copies will be forwarded to the program associate dean and to the associate dean(s) responsible for the student's courses provided by other schools.

The program associate dean will present the student's grades at a regular meeting of the School Marks Review Committee as an informational item.

Uses of Student Works

As a part of course or program work, students are required to submit any number of research papers, reports, or other works to instructors for evaluation. Such student work may include reports, proposals, surveys, market analyses, engineering drawings, models, graphics, etc.

Such student work may be used or retained as follows:

- A copy evaluated by the instructor
- A copy retained by the instructor
- A copy retained and used by an outside sponsoring organization
- A copy retained by the BCIT Library
- The library copy photocopied or otherwise reproduced by BCIT staff

Retention, Photocopying, and Confidentiality

Instructors have the right to retain one copy of research reports or other works produced by their students; such copies may be used for record purposes only.

When written agreement is necessary for reasons such as photocopying, confidentiality, other uses, or return of a student's paper, a page shall be inserted at the front of the paper outlining the agreement or permission desired. Standard forms for this purpose are indicated in this document.

Library Retention of Student Works

If a student's research paper or other work is considered by the instructor to be worthy of retention in the BCIT Library (for educational purposes) the student's instructor may submit the student work to the Director, Library Services. The work must include the form, "Consent for

retention and use of student work," Lib-73.

Use by Sponsoring Agents

A sponsoring agent is permitted to retain and use a student-produced research report or other work for its own purposes. If the student's sponsoring agent wishes the report (work) to be recognized as a BCIT-approved report (work), an agreement must be made with the dean of the appropriate school.

Forms Associated With This Procedure

Consent for retention and use of student work
Consent for BCIT to use student work
Student Report Confidentiality Agreement

These forms can be found on the BCIT website, at
<http://www.bcit.ca/about/administration/policies.shtml>.

Amendment History:

Policy 5002 was retired January 2009, and this procedure 5101-PR1 is one of a series of policies and procedures created to replace it.

1. Created 2009 Jan 27