



Glossary of Educational Terms (formerly Policy 5100)

Purpose:

The glossary is intended as a guide to understanding academic terms used at BCIT. It contains terms that are used in Institute-wide policies and procedures and supplements the Definitions section included within a given policy or procedure. In some cases examples have been provided to explain the intended meaning. In the event there is a discrepancy between the glossary definition and that found in policy or procedure, definitions within policy or procedure will take precedence.

Academic Advantage	Engaging in activities that provide an individual with an academic advantage over other students by negatively impacting the ability of other students to pursue their own academic work. Examples include destroying materials, removing library books, preventing students from enrolling in classes, or altering another student's work.
Academic Decisions	A decision made in the Institute regarding a student's status in a program or course, including, but not limited to, the decision to withdraw a student from a course or program.
Applicant	A person who has applied for admission to an Institute program
Apprenticeship	A form of learning that consists of on-the-job paid training and formal in-school instruction that leads to a trade credential (referred to as a "ticket") that qualifies someone to work in a skilled trade.
Approved Program Plan	A formalized set of program requirements approved by BCIT, which a student must complete to earn a BCIT credential.
Assignment(s)	A task or tasks assigned by an instructor to students, to be completed within a specified time. May or may not be included in the calculations for final course grade.
BCIT Community	The employees and students of the British Columbia Institute of Technology.
BCIT Premises	Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by BCIT (including adjacent streets and sidewalks).
Bulk Credit	Credit awarded for a group of courses, or a substantial portion of a program
Cheating	An act of deception by which students misrepresent that they or others have mastered knowledge or skills for an academic exercise. This includes activities such as unauthorized use of notes or electronic devices, or helping others commit academic misconduct.

Clinical	Clinicals are an integral and mandatory part of an educational program where students provide services to and for the benefit of patients/clients in a real life setting under the general direction and supervision of practicing health professionals who are authorized by the employer and qualified to provide the services in the practice setting.
Cooperative Education (co-op)	A program which alternates periods of academic study with periods of paid work experience, and is structured according to defined criteria in each program.
Course	A unit of study with defined learning outcomes, which may be approved for inclusion in one or more programs.
Credential	A credential is a formal qualification awarded by BCIT resulting from studies containing evaluative components. Examples include certificates, diplomas, and degrees.
Credit	A numeric value assigned to a course corresponding to the number of hours of instruction and coursework required for the course.
Credit Course	A course for which a grade is assigned and for which credit is granted and may apply towards a BCIT credential or a partnering institution.
Curriculum	The learning activities and intended learning outcomes of educational courses. It refers to both the objectives of a planned set of learning experiences and to the learning experiences themselves.
Decision Review Board (DRB)	The DRB conducts appeal hearings of both outcomes of violations of the Student Code of Conduct - non-academic (except suspensions by the President), as well as academic misconduct decisions (except decisions made by the President). Prior to a DRB hearing, a four-person panel will be appointed by the DRB Chair, and will include representatives from BCIT faculty and students (details are available in Procedure 5104-PR2 – Decision Review Board Procedure).
Direct Entry	The process of admission for applicants that are new to a program but have completed equivalent course(s) prior to applying and wish to enter the program at an advanced level.
Educational Institution	Any recognized post secondary educational institution, including private and public institutions.
Examination	A formalized process of evaluating a student's mastery of theoretical and/or practical learning outcomes. Included in the calculations for final course grade.
Exempt Credit (ECR)	Credit granted for a BCIT course based on an equivalent BCIT course(s) with a different number.
Faculty member	Any person hired by BCIT to conduct classroom or teaching activities.
Falsifying or Misrepresenting	The use of false information with the intent to deceive.
Field Placement	An intensive short term hands-on practical experience in a setting relevant to the subject of study.
Field Trip	Supervised excursion which may include structured academic exercises.

Formal Transfer Arrangement or Formal Transfer Credit Arrangements	A formal agreement between institutions to recognize equivalent coursework.
Independent Studies	Student work on a specific project or topic approved by faculty which may require submission of a report and/or daily journal, detailing activities.
Industry Sponsored Project	Students application of specialized knowledge in an applied project in conjunction with an industry sponsor.
Institute	The British Columbia Institute of Technology.
Institutional Appeal Tribunal	A panel of members of the Board of Governors appointed by the Chair of the Board of Governors who is responsible to hear student appeals of decisions to suspend or to rescind a credential made by the President.
International Student	A student who is neither a Canadian citizen nor a permanent resident of Canada.
Medical Certificate	<p>The BCIT Student Medical Certificate or a certificate written on letterhead, obtained at the student's expense, signed by a medical doctor, as defined by the <i>Medical Practitioners Act</i>, which is specific and detailed with respect to the following:</p> <ul style="list-style-type: none"> • Dates during which the student was under the doctor's care for the particular medical, emotional or other problem • Dates on which the student was seen by the doctor for the particular medical, emotional or other problem • A statement regarding the seriousness of the student's medical, emotional or other problem (without compromising the confidentiality of the student's medical record) • A statement outlining the actual or potential impact of the problem on the student's ability to complete the course.
Non-credit Course	A course for which a grade may or may not be assigned, and for which no credit is granted
Plagiarism	Falsely claiming credit for the ideas, writing, or other intellectual property of others, either by presenting such works as one's own or through impersonation.
Policy	A document, approved by either the Board of Governors or Education Council, that establishes principles governing the Institute's activities or operations, has broad application throughout BCIT, and is binding on members of the BCIT Community.
Practicum	A supervised portion of a program that emphasizes the practical application of previously studied theory. The practicum is supervised by an employer and monitored by BCIT and it will normally take place at an employer's place of business. It may be part-time (e.g. 1 day a week for a term) or full-time (e.g. three weeks full time) and usually up to one academic term in duration.
Preceptorship	Preceptorship constitutes the final clinical placement where the student is under the immediate supervision of a qualified practicing health professional on a one-to-one basis.

Prior Learning Assessment and Recognition (PLAR)	The evaluation and recognition of a student's learning when the learning has taken place outside of a formal post-secondary environment.
Procedural fairness	BCIT aims to be fair, reasonable and consistent in all dealings with students when responding to alleged violations of the Student Code of Conduct (Non-academic). When addressing possible violations, the principles of procedural fairness will apply: <ul style="list-style-type: none"> • The student's right to know the full allegations before action by the Institute. • The student's right to respond to the allegations and challenge any evidence compiled in support of the allegations. • The student's right to a final decision that is fair, reasonable and free from bias.
Program	A group of courses that comprise the requirements for a credential awarded by BCIT.
Program Associate Dean	The administrator who has jurisdiction and responsibility for the program and the students enrolled in the program.
Program Dean	The dean who has jurisdiction and responsibility over the program of study and students enrolled in the program.
Re-Admission	The process of admission for applicants that have previously completed part of a program at BCIT and wish to re-enter the same program at an advanced level.
Registrar	The Administrator responsible for the student record and associated processes (eg admission, registration, transcripts, graduation)
Residency	The portion of credits for a program that must be completed through BCIT courses. All BCIT credentials have residency requirements.
Respondent	A student alleged to have violated the Student Code of Academic Integrity or the Student Code of Conduct (non-academic)
School	The operational entity within BCIT headed by a dean.
Service Department (Student)	The department which provides support to the students and/or faculty of a program. (e.g. Student Life Office, Counselling & Student Development, Student Health Services, Recreation Services, Accessibility Services, Student Financial Aid & Awards)
Service Department (Teaching)	A department that provides courses for a program in another department.
Student	A person who is enrolled at the Institute.
Student Code of Academic Integrity	Students are expected to be familiar with and adhere to standards of academic conduct. Briefly stated, student academic misconduct is any actual or attempted actions by a student, or any assistance given by a Student to others to engage in a manner that does not maintain the integrity of all academic work. Examples include

	plagiarism, cheating, falsifying or misrepresenting, or engaging in academic advantage. This is described in detail in BCIT Policy 5104, Student Code of Academic Integrity.
Student Code of Conduct (non-academic)	Students are expected to conduct themselves in a manner consistent with Institute values, including respect, diversity, civility, and inclusiveness. Briefly stated, student non-academic misconduct is any conduct by a student that has an adverse effect on the integrity and proper functioning of the Institute, or the health, safety, rights or property of the Institute, students or staff. This is described in detail in BCIT Policy 5102, Student Code of Conduct (non-academic).
Student Failure Report	A detailed report produced when a student has not successfully completed a course.
Student Performance Contract	A written contract between the student and the instructor, program head, department head, or the associate dean identifying educational and/or behavioural expectations. The contract is to be signed by both parties.
Suspension (student)	An outcome that deregisters a student and prevents enrolment for a specified amount of time, after which they may be eligible to apply for enrollment. Conditions for readmission may be imposed as part of the suspension terms.
Sustainability	Sustainability refers to: <ul style="list-style-type: none"> - improving human lives while protecting the natural environment - recognizing the interdependence of the economy, society, and the natural environment - operating with concern for the economic prosperity, social equity, and ecological integrity of British Columbia and the world
Teaching Associate Dean	The associate dean who has jurisdiction and responsibility for a specific course.
Teaching Department	The education department responsible for the instruction and grading of a course.
Transfer Credit (TCR)	Recognition of approved equivalent studies at a recognized post-secondary institution outside BCIT.
Work-Integrated Learning	Work-integrated learning (WIL) is a model and process of curricular experiential education which formally and intentionally integrates a student's academic studies within a workplace or practice setting. WIL can occur at the course or program level and includes the development of learning outcomes related to employability, personal agency and life-long learning. (eg includes Co-op, Clinical, Practicum)