

Glossary of Educational Policy Terms

Policy No.:	5100
Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
Current Approved Date:	2012 June 19

Purpose: This Glossary applies to BCIT policies as required by the College and Institute Act to provide definitions of common terms.

Academic Act	An activity in which a student is required to engage as part of the course of study in which the student is enrolled at the Institute. These activities include, by way of example, but are not limited to: <ul style="list-style-type: none"> • writing of quizzes, tests or examinations • writing and/or preparation, and the subsequent submission for grading, of the presentation of material to a class • attendance of the student in prescribed learning sessions (classes, labs, workshops, practicum experiences, etc.) • participation in teamwork activities • submission of any material submitted as the student’s own work, to be evaluated by an instructor.
Academic Appeal Tribunal	A five (5) person panel, drawn from the membership of the Academic Appeal Standing Committee, which is charged with conducting an appeal hearing.
Academic Decisions	A decision made in the Institute regarding the status of a student in a program or course, including the decision to withdraw a student from a course or program.
Academic Standing	The status of a student in a program or course.
Accountability	The metrics of a program in relation to the inputs and outputs specified in ministry profiles, operation and academic plans and/or strategic direction of the Institute.
Accused student	Any student accused of violating the BCIT Student Code of Conduct.
Advanced Placement	The result of the process for granting credit towards partial completion of a program. Advanced placement of students is done on the basis of course work completed elsewhere or through competencies achieved by other means. The process may result in the student starting at an advanced point in the program or being exempt from some course work through the program. The receipt of advanced placement may result in reduction of workload while in the program and/or the shortening of the time required for completion of the program.
Aegrotat	A discretionary passing grade used in exceptional circumstances for compassionate reasons. (Aegrotat is Latin for “He is sick.”)
Appeal Tribunal Hearing	A hearing at which the Appeal Tribunal hears the arguments of the student appellant and the School, together with their documentary evidence and statements from witnesses, and renders a decision as to the disposition of the appeal.

Apprenticeships	A combination of in-school instruction with paid on-the-job training. Programs are up to five years in duration.
Approved Program of Study	A program approved by, and completed at, BCIT, leading to a 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 Credential	Any credential authorized by the Board of Governors.
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).
BCIT Student Code of Conduct	Described in detail in BCIT Policy 5102, Standards of Non-Academic Conduct.
Bulk Credit	When a Student is awarded credit for a group of courses or a substantial portion of their program, the notation on their transcript will read "Bulk Credit," followed by a grade of TCR. Bulk Credit may also be known as Block Credit.
Cheating	An act of deception by which students misrepresent that they or others have mastered knowledge or skills for an academic exercise.
Clinical (Fieldwork) Practicum	Directly supervised and structured non-paid experience with specific and assessed learning.
Complainant	Any person who submits a charge alleging that a student violated the Student Code of Conduct.
Cooperative Education	A process which integrates the student's academic studies with relevant and paid work experience in industry. Students undertake two to four work terms, with a minimum of 30% of total academic study.
Co-op Internship	Integrates the student's academic studies with a single, paid work experience, which occurs mid-way through the academic program. The duration of the Co-op internship is 30% of the total academic program.
Co-op Parallel	Concurrent, part-time work and academic terms.
Course	A unit of study with defined learning outcomes, which may be approved for inclusion in one or more programs.
Course Credit / Exemption Application	A form used by a student to apply for exemption from a course. The form is subsequently processed by student records and signed off by the program head or chief instructor of the applicable course and program.
Credit Course	A course for which a grade is assigned and for which credit may be granted towards a BCIT credential or a partnering institution.

Current Student	A student presently enrolled in or accepted into a course or program.
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	A group of five individuals with the authority to adjudicate an academic dispute initiated by a student.
Department	Consists of staff, faculty, chief instructors, program heads, coordinators, and associate dean, responsible for delivery of courses and administration of a program of study.
Dishonesty	Includes any unauthorized action or conduct of a student in a clinical, industry, or laboratory work situation where the student allows other person/persons to complete his or her tasks and fails to report or explain same to his or her supervisor or instructor. For academic dishonesty, see <i>Cheating</i>
DRB	Decision Review Board.
Educational Institution	Any recognized post secondary educational institution, including private and public facilities.
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)	Recognition of a course completed at BCIT, which is equivalent to another BCIT course (used only when course numbers differ and /or program goals change). Exempt Credit may also be known as Internal Transfer Credit. The grade is not calculated in weighted or cumulative term averages.
Fabrication	The use of false information or the falsification of research or other findings with the intent to deceive.
Facilitation of Academic Misconduct	Helping or attempting to help another to commit act(s) of academic misconduct.
Faculty member	Any person hired by BCIT to conduct classroom or teaching activities.
Field Experience	Short-term class activity which is an integral part of a fully supervised academic program (i.e., field labs at the BCIT Woodlot).
Field Placement	Volunteer career-related experience, which may include structured academic exercises or evaluation procedures.
Field Trip	Supervised excursion which may include structured academic exercises.
Formal Transfer Arrangement or Formal Transfer Credit Arrangements	An agreement between other educational institutions and BCIT. It is set up in advance and enables students to start a program in one institution and complete it at BCIT. The other educational institutions teach the BCIT curriculum under these arrangements.
In Camera	A meeting that is held in private and excludes non-members of the group.

Independent Studies	Students work in the field on a specific project and may be required to submit a report and/or daily journal, detailing activities.
Industry Sponsored Project	Students apply specialty knowledge in an applied project in conjunction with an industry sponsor.
Institute	The British Columbia Institute of Technology.
Institute Environment	Institute environment includes all BCIT premises, including BCIT online environments and any off-campus site utilized by BCIT for instruction, practicum, co-op or work experience placements, and/or other environments in which the student is placed as part of the course or program in which he/she is registered.
Institute official	An individual employed by BCIT performing assigned administrative or professional responsibilities.
International Student	A student who is neither a Canadian citizen nor a permanent resident of Canada.
Knowingly	An individual is considered to have committed an offence “knowingly” if that individual ought reasonably to have known.
May	The term “may” is used in the permissive sense.
Mature Student	Please refer to policy 5003.
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.
Natural Justice	<p>The same as Administrative Justice or due process, which sets out principles for holding a fair hearing and producing a fair decision. The major elements of this process are:</p> <ul style="list-style-type: none"> • The party being affected by the decision of an administrator has an opportunity to a fair hearing. What constitutes a fair hearing will vary from situation to situation, but essentially, the person being affected by the decision must have been notified that a decision is to be made and must be given an opportunity to put his or her side forward. In addition, all the evidence that forms the basis of the decision must be disclosed to the individual being affected by it, and that individual must be given the opportunity to cross-examine witnesses who present material testimony, or to refute any written declarations. Similarly, it is essential that the individual be given the opportunity to present arguments and evidence on their own behalf. • The decision must be made by the person(s) hearing the evidence. Such

	<p>person(s) must hear all of the evidence presented.</p> <ul style="list-style-type: none"> • The decision is made in good faith and impartially. That is, there must be no reasonable likelihood of bias on the part of the decision maker(s).
Non-credit Course	A course for which a grade may or may not be assigned, and for which no credit is granted towards a BCIT certificate, diploma, or degree.
Normally	The usual practice, unless specifically stated in the course outline.
Notify or Notification	Where one party is required to notify another or other parties, such notification shall be in writing, either hand delivered to the other party, or sent by registered mail, in which case the notice will be considered to have been delivered 3 business days after the date of mailing.
Plagiarism	The intentional unacknowledged use of someone else's words, ideas, or data. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, in a style appropriate to the area of study, and, in the case of verbatim statements, through quotation marks or block format. By placing their names on work submitted for credit, students certify the originality of all work not otherwise identified by appropriate acknowledgements.
Policy	The written regulations of BCIT as identified on the official BCIT web site.
Prior Learning Assessment and Recognition (PLAR)	Assessment by some valid and reliable means of what has been learned through previously unrecognized education / training or experiences, that is worthy of appropriate credit in a course or program. It is credit which is awarded after an assessment of an individual's skills and knowledge. By contrast, Transfer Credit is awarded after a review of an individual's transcript. The grade assigned as a result of this assessment of skills and knowledge is not calculated in weighted or cumulative term averages.
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.
Registrar	As referenced in the College and Institute Act.
Residency	Please refer to policy 5003.
School	The operational entity within BCIT headed by a dean.
Service Department	The department which provides support to the students and/or faculty of a program.
Shall	The term "shall" is used in the imperative manner.
Student	A person the registrar recognizes to be enrolled and in good standing in a course or program of study at the institute.

Student Failure Report	A document detailing a Student failure.
Student Performance Contract	A written contract between the student and the instructor, program head, chief instructor, or the associate dean identifying educational and/or behavioural expectations. The contract is to be signed by both parties.
Student Report	<p>If a specific incident requires formal documentation, the student will be interviewed and a Student Report will be created which:</p> <ul style="list-style-type: none"> • describes the incident • records the date/time/place and the discussion that took place during the interview with the student • records the signatures of the instructor and chief instructor/program head, and the student <p>In any case where a student refuses to sign the Student Report, the issue will immediately be referred to the associate dean/dean of the program for review and appropriate action.</p>
Suspension	Temporary removal from course/program.
Sustainability	Sustainability in curriculum means including, as appropriate, outcomes and learning activities that develop awareness and knowledge, skills and attitudes (KSA) related to the ecological environment that lead to graduates making choices that reduce the impact of the technology/profession on the environment, as global citizens, to support social justice, ecological integrity, and economic prosperity.
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.
Tests & Quizzes	Short assessments which are less formal than examinations. Tests provide valuable feedback on the level of assimilation of course material, and they ensure that students are reviewing their notes on a regular basis, thereby providing reinforcement to the learning process. May or may not be included in the calculations for final course grade.
Transfer Credit (TCR)	Recognition of approved equivalent studies outside BCIT. The grade is not calculated in weighted or cumulative term averages.
Work-Integrated Learning	Programs which involve students in realistic learning situations which enhance academic theory. These programs include: cooperative education, co-op internship and co-op parallel.
Workplace Education	Integrates academic studies with discipline-related work experiences in industry. Students undertake a 12-week minimum work term with defined learning outcomes and required assessment(s).

Related Documents

Policies 5101; 5102; 5103; 5104; 5003; 5050; 5401; 5402; 5403; 5404

Amendment History

Policy 5002 was retired January 2009, and this policy 5100 is one of a series of policies and procedures created to replace it.

1. Created 2009 Jan 27
2. Amended 2012 June 19

Scheduled Review Date:

1. 2011 Jan 01
2. 2016 Jan 01