



**Student Reports**  
**Student Performance Contracts**

Procedure No.: 5100-PR1  
Policy Reference: 5101, 5102, 5103, 5104  
Category: Education  
Department Responsible: Education  
Current Approved Date: 2009 March 11

**Objectives**

This procedure applies to Policies 5101, Student Regulations; 5102, Student Code of Conduct; 5103, Student Evaluation; and 5104, Academic Integrity and Appeals.

The set of policies noted above sets forth, among other things, expectations of student conduct, academic performance, and attendance.

This procedure outlines the processes for Student Reports and Student Performance Contracts, which are used in dealing with inappropriate behaviour, unsatisfactory academic performance, or attendance issues.

**Table of Contents**

Objectives	1
Who should know about this procedure?	1
Other Information	1
Procedures	1
Student Reports for Non-Academic Issues	2
Student Reports for Academic Issues	2
The Student Performance Contract	3
Sample Student Report and Student Performance Contracts	4
Forms Associated With This Procedure	9
Amendment History	9

**Who should know about this procedure?**

This Procedure applies to all BCIT students, faculty, deans, associate deans, and the Director, Student Judicial Affairs.

**Other Information**

None

**Procedures**

In any case where a student refuses or is unavailable to sign the Student Report, the issue will be immediately referred to the program associate dean and program dean for review and appropriate action.

### **Student Reports for Non-Academic Issues**

In the case of inappropriate behaviour on the part of the student, the matter is reported through the completion of a “Student Report”. (See BCIT policy 5102, Student Code of Conduct [Non-Academic]). This step should be initiated only when less formal means of addressing the student’s behaviour have been unsuccessful.

The student meets with the instructor, who completes a Student Report.

A Student Report:

- Describes the inappropriate behaviour and the time and circumstances of its occurrence
- Records the date, time, and place of the interview, and records the discussion that took place during the interview
- Records the signature of the instructor and the student

An example of a Student Report is given on page 4.

Following the creation of the Student Report:

- The instructor notifies the chief instructor or associate dean by delivering the report to that person.
- The chief instructor or associate dean gives the report to the Director, Student Judicial Affairs, and notifies the student.

The Director, Student Judicial Affairs:

- Meets with the student to discuss the behaviour in question.
- Decides whether a sanction is appropriate. If no sanction is recommended, the matter may be terminated at that point. In situations where a sanction is to involve a Student Performance Contract, the Director, Student Judicial Affairs:
  - Prepares the Student Performance Contract with the student, which the student must sign. (Student Performance Contracts are further described below, and an example of such a contract for non-academic issues is given on page 5.)
  - Notifies the chief instructor or program head of having met with the student by sending a copy of the contract to that person.
  - The chief instructor or program head will retain the copy until such time as the conditions of the contract are fulfilled. Once these conditions have been fulfilled, the contract will be destroyed.
- In situations where the recommended sanction involves suspension from the Institute, the Director, Student Judicial Affairs will refer the matter to one of: Vice-President, Education; Vice-President, Student Services; or Chief Financial Officer.

### **Student Reports for Academic Issues**

In the case of unsatisfactory academic progress or performance, or unsatisfactory attendance, the matter is dealt with by a Student Report, and may also involve a Student Performance Contract (described in the section below). These steps should be initiated only when less formal means of addressing the issues have been unsuccessful.

The student meets with the instructor, who completes the Student Report. A Student Report:

- Describes the academic deficiency or attendance record
- Records the date, time, and place of the interview, and the discussion that took place during the interview
- Records the signatures of the instructor and the student

An example of a Student Report is given on page 5.

Following the creation of the Student Report:

- The instructor gives the report to the chief instructor or associate dean.
- The chief instructor or associate dean may write a Student Performance Contract that may include learning outcomes and/or attendance requirements. (Student Performance Contracts are further described below, and an example of such a contract for academic issues is given on page 8.)

### **The Student Performance Contract**

A Student Performance Contract (also known as a learning contract) is meant to deal with inappropriate behaviour or address deficiencies in academic performance or attendance. The intent of a performance contract is to formalize the manner in which the student may fulfill the expected behavioural or course learning outcomes.

In the case of non-academic (inappropriate behaviour) issues, the Director, Student Judicial Affairs, will notify the Registrar of the creation of a contract. In the case of academic issues, the associate dean will advise the Registrar of the creation of a Student Performance Contract.

The contract will outline:

- The inappropriate behaviour or deficiencies in the student's performance
- The student's expected corrective actions and the time frame for completion of required activities
- Behavioural or learning objectives and/or attendance requirements, if attendance is a requirement
- Any special conditions required of the student and/or of the instructor
- The consequences to the student, if he or she does not successfully meet the outcomes

The contract may also:

- Describe any special assistance, remediation or resources available to the student to assist him or her in fulfilling the course objectives
- Include conditions for continuation in the program. These conditions may remain in effect until graduation. However, any contract that extends beyond one term must be reviewed/revised within the first two weeks of the commencement of a new term.

The student and the contract initiator (Director, Student Judicial Affairs or chief instructor/program head) will each retain a signed original until such time as the conditions of the learning contract are fulfilled. The instructor will receive a copy of the signed contract. Once the conditions of the contract have been fulfilled, the contract will be destroyed.

In some circumstances, a student may be prohibited from returning to the learning environment until a performance contract is in place. Failure of a student to comply with the terms of a performance contract will result in an escalation of discipline up to and including suspension from a program.

In situations where there is disagreement between the student and the contract initiator, the student may request to have the program head/chief instructor and/or a representative from the Student Association participate in the meeting.

**Sample Student Report and Student Performance Contracts**

On the following page is an example of a Student Report; it is followed by two examples of Student Performance Contracts—the first regarding misconduct, and the second regarding unsatisfactory academic performance.

**Student Report**  
(example)

Student name: {student name}  
Student number: {student number}  
Program: {program}  
Date of this report: {date}

Description of academic deficiency or inappropriate behaviour:

{Describe the academic deficiency or inappropriate behaviour}

-----

-----

-----

-----

Contravention of BCIT policy {policy number and section}

Occurred at {date} {time} {location}

Time of this student interview resulting from this event or issue {date} {time}

Location of interview: {location of interview}

Student	{name}	_____	_____
		(Signature)	(Date)
Instructor	{name}	_____	_____
		(Signature)	(Date)
Chief Instructor or Associate Dean	{name}	_____	_____
		(Signature)	(Date)

**Student Performance Contract (Non-Academic)**  
**Memorandum of Agreement Regarding Conduct**  
*(example 1)*

To: {student name} Date: {Date}  
Student Number: {student number}  
From: (Name) {name} Director, Student Judicial Affairs

This Student Performance Contract is being executed according to BCIT Policy 5102, Student Code of Conduct (Non-academic). It is the responsibility of each student at BCIT to be aware of BCIT’s policy requirements and to abide by these requirements.

The purpose of this document is to ensure that the student named above is able to continue his/her studies at BCIT in a manner that is consistent with BCIT policies dealing with standards of conduct.

It has come to our attention that certain conduct on your part has violated BCIT policy regarding student conduct. BCIT is committed to creating and maintaining an environment that is conducive to learning and teaching. **Further occurrences of this, or any other conduct which violates any of the BCIT policies, will not be tolerated.**

The conduct in violation of BCIT policy is as follows:

{Identify the conduct in terms of specific behaviours which violate BCIT policy}

As a result of this conduct, the following decision has been made: You will:

{State what is required of the student. For example:  
– Agree that further instances of this behaviour could result in your suspension from the institute  
– Ensure that you follow all directions provided by your physician  
– Remove yourself from any situation which has the potential for physical confrontation}

Please note that BCIT offers a number of services to BCIT students including, as examples, Medical Services, the Counselling and Student Development office, and the Harassment and Discrimination office. You are encouraged to use these services in your efforts to comply with policy requirements.

Your signature on this Memorandum of Agreement indicates your understanding that the conduct listed above is in violation of BCIT policy and that you are committed to not repeat this conduct, or to engage in any other conduct that violates any of BCIT’s policies.

**Contravention of this agreement will result in escalated discipline which could include suspension from the Institute.**

Should you wish to appeal the terms of this agreement, you are entitled to do so according to BCIT policy. You are entitled to guidance regarding the appeal procedure associated with this decision and may receive such guidance by contacting the BCIT Student Association.

I confirm that I have read and understand this Memorandum of Agreement and I agree to abide by the terms of the agreement:

Student	{name}	_____	_____
		(signature)	(Date)
Director, Student Judicial Affairs	{name}	_____	_____
		(signature)	(Date)

**Student Performance Contract (Academic)**

**Memorandum of Agreement**

between

{student name}, Student number: {student number}

and the

**British Columbia Institute of Technology**

(example 2)

This contractual agreement documents an understanding regarding the continued participation of {student name} in the {program name} program.

This agreement has been reached in light of the academic performance of {student name} in the past, and sets forth the conditions required for {his/her} continuation in the {program name}.

1. {Student name} agrees to attend classes and labs on a regular basis. Unexcused absence may not exceed 10% of the classes.
2. {Student name} agrees to arrive at class and lab no later than the scheduled start time for the class or lab. A late arrival will be considered an absence.
3. {Student name} agrees that {he/she} must pass all mid-term examinations in order to remain in the {program name}. Failure to pass any of the mid-term examinations will result in {his/her} withdrawal from the entire program.

This agreement has been entered into willingly by {student name} {student number} and the British Columbia Institute of Technology.

Student	{name}	_____	_____
		(Signature)	(Date)
Program Head	{name}	_____	_____
		(Signature)	(Date)
Program Name	{program name}		

**Forms Associated With This Procedure**

1. Student report
2. Student Performance Contract (Non-academic)
3. Student Performance Contract (Academic)

**Amendment History**

1. Created            2009 March 11