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## Implementation of Student Regulations

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Category:	Education
Department Responsible:	Education
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### 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 medical reasons or other unavoidable causes
- 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

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### Who should know about this procedure?

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

### Procedures

#### Absence from an Exam

Subject to any requirements stipulated by an external funding agency or sponsor, a student who misses an exam or evaluation due to a medical reason or other unavoidable cause 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.
- For medical related absences 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. The BCIT Student Medical Certificate form is available on the BCIT website.
- For other unavoidable absences the student should be prepared to provide supporting documentation.

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 instructor(s) 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 teaching 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, notes, surveys, market analyses, engineering drawings, models, graphics, etc. Student works may be in paper or digital format.

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 Institutional Repository at BCIT Library
- A copy for program accreditation purposes

### **Retention, Reproducing and Confidentiality of Student Works**

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 reproducing, confidentiality, or other uses of a student's work, a page shall be inserted at the front of the work outlining the agreement or permission.

### **Retention of Student Works in the BCIT Institutional Repository at the BCIT Library**

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 digital copies of student work to the BCIT Institutional Repository at the BCIT Library.

The student work must be submitted with the form LIB-73 (BCIT Institutional Repository Non-Exclusive Distribution License), signed by the student.

### **Retention of Student Theses in the BCIT Institutional Repository at the BCIT Library**

Students are required to submit their approved thesis in digital PDF/A format to the BCIT Institutional Repository at the BCIT Library.

Instructions on formatting and submitting a thesis are available on the BCIT website. The student thesis must be submitted with the form LIB-73 (BCIT Institutional Repository Non-Exclusive Distribution License), signed by the student.

### **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 work to be recognized as a BCIT-approved work, an agreement must be made with the dean of the appropriate school.

## **Forms Associated With This Procedure**

BCIT Institutional Repository Non-Exclusive Distribution License (Lib-73)  
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
2. Amended 2014 June 4
3. Amended 2016 May 04