



STATEMENT OF AGREEMENT

ACADEMIC ACCOMMODATIONS FOR RESERVE FORCES STUDENTS

3700 Willingdon Avenue
Burnaby, BC V5G 3H2

1. PURPOSE

BCIT recognizes that students who are members of the Reserve Force obtain additional benefits that are of value to their development and learning. Through active participation in Reserve Force training and employment, students will develop skills that will make them better learners. This includes such things as enhancing their time and stress management, their organizational skills, their accuracy and reliability, their leadership skills and their self-discipline.

It is also acknowledged they may receive valuable experience related to their field of study. Students graduating with military service will likely be more successful at obtaining employment upon graduation because of the practical capabilities they gain through their formal military courses, on-going refresher training and daily experience.

In recognition of the fact that student participation in the Reserve Force will provide benefits to BCIT, faculty and staff will actively and sympathetically consider requests by student-reservists seeking academic accommodations to meet their military service obligations.

2. ACADEMIC ACCOMMODATIONS

The following are some of the academic accommodations that may be considered by faculty or staff:

- 2.1 Alternate arrangements made for scheduled final exams that conflict with military activities lasting more than three weeks in duration in which the student-reservists participate during the academic term.
- 2.2 Postponement of scheduled assignments that conflict with military activities in which the student-reservists participate during the academic term.
- 2.3 Extended leaves of absence (one or more semesters) from their academic studies to perform military service for special operations classified as Class C (e.g. Active Deployment) with no effect on their existing admission status or course accreditation.
- 2.4 Early Termination or withdrawal (with a full refund) of Part Time Studies (PTS) courses should the Reservist need to withdraw to perform military service lasting more than three weeks, in accordance with the Withdrawal and Termination agreement in Appendix 1.
- 2.5 Assistance with registration procedures should a Reservist encounter difficulties related to absences for military service.
- 2.6 Recognition of military workplace training relevant to the student-reservists' program of study. Recognition may include such things as:
 - a. Course credit;
 - b. Prerequisite credit for program entry, or
 - c. Proficiency credit
- 2.7 Exemptions from financial and other penalties associated with leaves of absence, exam deferrals or assignment postponements noted above.

3. CONDITIONS

- 3.1 The granting of any academic accommodation by faculty or staff should be within their authority to approve.
- 3.2 Any academic accommodations granted to student-reservists should not adversely affect their overall studies at the institution.
- 3.3 Requests from student-reservists for academic accommodations should normally be submitted in writing and should be provided in sufficient time to allow proper review and consideration.
- 3.4 Faculty or staff may demand confirmation from the student-reservist's commanding officer (CO) to substantiate a request for an academic accommodation.

4. PROCEDURES

- 4.1 Student Reservists are to submit requests for academic accommodation in writing to the appropriate faculty or staff. Samples of appropriate requests are included as Appendix #2 and 3
- 4.2 Faculty or staff may request that the student-reservist provide confirmation in the form of a letter from their commanding officer. A sample of an appropriate letter is included as Appendix #4.
- 4.3 Faculty or staff should inform the student-reservist as soon as practical of their decision to either grant or refuse the request.
- 4.4 If faculty or staff members are uncertain about granting a specific request they should consult with the registrar's office.

APPENDIX 1

EARLY TERMINATION AND WITHDRAWAL OF PART TIME STUDIES COURSES

OPTIONS FOR STUDENTS UNABLE TO COMPLETE COURSES DUE TO VOLUNTARY MILITARY SERVICE

1. PURPOSE

A student at BCIT who is unable to complete a course because the student has volunteered or has been called up for military service with the Reserve Force shall be entitled to the options set forth in this section with respect to the student's grade for the course.

2. OPTIONS

- 2.1 A student who has completed at least 75% of a course may choose to:
 - a. Withdraw from the course; or
 - b. Receive a letter grade based on completed course work; or
 - c. Defer final examination until the completion of the military service or write it under proctor at a military training establishment agreeable to BCIT or
 - d. Receive a grade of pass or fail; or
 - e. Receive a grade of incomplete.
- 2.2 A student who has completed less than 75% of a course may choose to:
 - a. Receive a grade of incomplete; or
 - b. Withdraw from the course.

3. CONDITIONS

- 3.1 A letter grade or a grade or pass shall only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.
- 3.2 A grade of incomplete shall remain valid for a period of one year after the student returns to BCIT
- 3.3 A student who chooses to accept a grade of pass or fail may, within one year after returning to BCIT receive a letter grade for the course by completing the work required for the course, in which case the letter grade shall replace the pass or fail grade as the student's grade for the course.
- 3.4 Deferrals of final exams or writing them under proctor at a military training facility shall normally only be granted if the student is required to terminate courses on the eve of the final exam period, and only if, in the opinion of the faculty member teaching the course, the student's score on the final exam could substantially improve the final grade awarded.
- 3.5 A student who chooses to withdraw from a course shall receive a pro-rated refund of tuition and fees attributable to that course.

APPENDIX 2

APPLICATION FOR ACCOMMODATION – FULL-TIME STUDIES STUDENTS IN THE RESERVE FORCE

Instructions: This application form is to be used by students who are members of the Canadian Armed Forces to request accommodations for their academic programs or courses to perform military service. Check all accommodation requests that apply. Applications are to be accompanied by a covering letter from the applicant's commanding officer verifying the reason for the request. If accommodations for Part-time Studies (PTS) courses are required, please submit a PTS Accommodation form.

Student Name	Student ID
Program of Study	Program Head
Application Date	

Accommodation Request	Date(s)	Reason
<input type="radio"/> Deferral of final exam		
<input type="radio"/> Write final exam elsewhere under military proctor		
<input type="radio"/> Reschedule final exam		
<input type="radio"/> Reschedule assignment		
<input type="radio"/> Leave of absence from program (one or more semesters)		
<input type="radio"/> Recognition of military workplace learning		
<input type="radio"/> Exemption of related fees		

Applicant Signature

BCIT STAFF USE ONLY

<input type="radio"/> Approved <input type="radio"/> Not approved (state reason)	
Name	Position
Signature	Date

Note: Send original copy to Registrar. Copies to be forwarded to program head, instructor(s) and student.

APPENDIX 3

APPLICATION FOR ACCOMMODATION – PART-TIME STUDIES STUDENTS IN THE RESERVE FORCE

Instructions: This application form is to be used by students who are members of the Canadian Armed Forces to request accommodations for their academic programs or courses to perform military service. Check all accommodation requests that apply. Applications are to be accompanied by a covering letter from the applicant's commanding officer verifying the reason for the request. If accommodations for a Full-time Program courses are required, please submit a Full-time Program Accommodation form.

Student Name	Student ID
Department of Study	Course of Study
Instructor	Application Date

Accommodation Request	Date(s)	Reason
<input type="radio"/> Deferral of final exam		
<input type="radio"/> Write final exam elsewhere under military proctor		
<input type="radio"/> Reschedule final exam		
<input type="radio"/> Reschedule assignment		
<input type="radio"/> Withdrawal and refund of PTS course		
<input type="radio"/> Recognition of military workplace learning		
<input type="radio"/> Exemption of related fees		

Applicant Signature

BCIT STAFF USE ONLY

<input type="radio"/> Approved <input type="radio"/> Not approved (state reason)	
Name	Position
Signature	Date

Note: Send original copy to Registrar. Copies to be forwarded to part-time studies coordinator, instructor(s) and student.

APPENDIX 4

LETTER FROM COMMANDING OFFICER CONFIRMING THE NEED FOR ACCOMMODATION

This letter can be used as a template for student Reservists to give to their commanding officer to verify their application for academic accommodation.

[DND or Reserve Force Unit Letterhead]

[Date]

Dear [Program Head / Instructor Name]:

I am the Commanding Officer of [unit name], a Canadian Forces Reserve unit in [community]. One of your students, [first and last names], is a member of my unit. The Canadian Forces will be conducting a major military exercise at [location] [approximate timeframe, e.g., next month, this fall, etc.]. I am writing to request that [rank and last name] be granted a leave of absence from [his/her] classes to participate in this exercise from [dates]. [Rank] [last name] will be employed as [position or job] during the exercise. [Brief description of nature of duties, if appropriate, using civilian terminology.] This will allow [him/her] to practice [his/her] skills and knowledge that have been acquired over during [his/her] Reserve Force training. The skills and knowledge will also be of direct benefit [his/her academic performance and future civilian career, and I hope you will view this request as an opportunity to invest in [his/her] personal and professional development which is, of course, of interest to both of us.

If you have any concerns about the nature of [rank] [last name]'s Reserve Force service or the exercise in which [he/she] will be participating, please don't hesitate to contact [me personally at xxx-xxxx] [other designated officer (rank, name, position) at xxx-xxxx]. I would be grateful if you could advise me of your decision as soon as possible so that we can finalize our planning work.

Your support of [rank] [last name] and the Canadian Forces are deeply appreciated.

Sincerely yours,

[Rank][First and Last Name]

[Unit]

[Contact Information]