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## Student Regulations

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Category:	Education
Approving Body:	Board of Governors
Executive Division:	Education
Department Responsible:	Education Council
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### Policy Statement

Students are expected to comply with regulations and carry out their responsibilities.

Students are responsible for:

- Regular attendance in lectures, seminars, laboratory, clinical, and shop periods. This is seen as integral to student success.
- Wearing specified uniforms (attire) where required.
- The content of their works (e.g. theses, research reports, essays, projects, etc).

BCIT provides reasonable accommodation for:

- Missed days due to illness or the observation of religious holy days.
- Early release from a program.

Students must, nevertheless, fulfill course requirements.

BCIT recognizes student ownership of works they produce in the course of fulfilling program requirements.

### Purpose of Policy

The purpose of this policy is to set forth regulations and conditions regarding student attendance, uniforms (attire), and ownership of works produced by students.

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## Application

This policy applies to all BCIT students and faculty members.

## Related Documents and Legislation

BCIT Policy 5100 – Glossary of Educational Policy Terms  
 BCIT Policy 6601, Intellectual Property  
*BC College and Institute Act*  
*Canada Copyright Act*

## Definitions

All terms and language used in this document are consistent with the glossary of definitions contained in Policy 5100, Glossary of Educational Policy Terms.

## A. Attendance Regulations

### 1. Attendance requirements

Regular attendance in lectures, seminars, laboratory, clinical, and shop periods is seen as integral to student success, and may be monitored by instructors. Similarly, presence—or regular participation via prescribed forms of electronic communication—may be required in an on-line course. Instructors should ensure that students are advised of all attendance and other requirements at the beginning of each course.

Departments/program areas, set their own regulations to govern attendance, or in the case of on-line learning, presence, for courses/programs. These regulations will be stated in the course outline. In some courses/programs, attendance may be part of the evaluation which determines the final grade.

Note: In situations having a requirement for in-person attendance, instructors/assistant instructors must be seen by the students to be documenting attendance.

## **2. Arrangements for absence**

BCIT provides reasonable accommodation and makes allowances when students are ill, or otherwise unavoidably absent from classes, exams, etc.

### **2.1. Students must notify if absent**

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor, program head or chief instructor, indicating the reason for the absence. Students who are seeking accommodation for a medical absence must have a BCIT-approved medical certificate submitted to the department, substantiating the reason for absence. For other absences, the student should be prepared to provide appropriate supporting documentation. Unapproved absence in excess of the prescribed regulations may result in failure or forced withdrawal from the course or program as outlined in section 3 below.

It is the student's responsibility to work together with his or her instructor to find an effective means to complete any and all work missed due to approved absence.

If absences are the result of a disability, notification from Disability Resource Centre (DRC) personnel will be accepted in lieu of a doctor's note, on an interim basis.

### **2.2. Religious Holy Days**

The holidays listed in BCIT's annual academic calendar of events are those that are required by statutory law. BCIT acknowledges the religious diversity of the BCIT community and will accommodate students who have scheduled classes or examinations that coincide with the holy days of their religion, by allowing them to be absent on those days.

A student must notify the program head/chief instructor in writing as early as possible in advance of the planned absence. Once notified, the chief instructor/program head will provide the student with reasonable opportunity to complete the work or examination(s) missed because of the holy day. It is the student's responsibility to work together with his or her instructor to find an effective means to complete any and all work missed due to this type of approved absence.

### **2.3. Full-time Studies Students Seeking Early Release**

Some full-time studies students may require "early release" from their program. To qualify for early release, a student must complete and pass all required assignments and examinations. Under special circumstances, a student may request an exemption from completing all assignments and examinations. Consideration will be given to such requests and each case will be judged on its own merits.

Early release must be approved by the dean of the school, and the student's grades must be subsequently approved by the School Marks Review Committee. If early release is granted, the student will receive credit for the term; this will normally be an aegrotat

standing. Credit for the term may be conditional upon the student writing substitute examinations or completing special assignments.

This opportunity may be unavailable in some programs where it is prohibited by an external funding agency or a sponsor.

### **3. Consequences of Absence**

#### **3.1. Written warnings**

Because instructors/assistant instructors make it clear that they document attendance (where in-person attendance is required), students should be aware of this requirement. When a student is approaching the limit of allowable absences in a course/program, the instructor must give the student written notice. This written notification should be in the form of a Student Report. (Refer Procedure 5100-PR1, Student Reports, for an example and details.)

#### **3.2. Discipline**

If attendance issues continue after a written warning has been issued, the instructor may recommend to the program head/chief instructor that the student be given a failing grade for the course/program and/or the student be removed from the course/program. Final approval of any decision to remove a student from a program rests with the Vice-President, Education, Research and International or the Vice-President, Student Services, or the Chief Financial Officer. Final approval of discipline that does not involve removal from a program rests with the program Associate Dean, who shall give notice of the decision to the student and the Registrar in a timely manner.

## **B. Dress Code Regulations (Uniforms)**

Some BCIT programs may require students to comply with a specific uniform code (attire). Details of these requirements shall be provided to the student during the admission process by the relevant program.

## **C. Students' Works – Regulations**

BCIT students may be required, as part of their course work, to do research and write reports under the guidance of faculty and staff.

### **1. Ownership**

#### **1.1 Students own their work**

By Canadian copyright law, the author of written material automatically retains ownership of the material and controls its use. The exceptions are:

- When a written agreement to the contrary exists
- When the intellectual property is produced by an employee for an employer. This right is sometimes waived by an employer, allowing the employee to own the work.

It follows that BCIT students normally own the works (theses, essays, reports, models, etc.) that they produce.

Occasionally, faculty, teaching staff, and students may be involved in conducting research and producing reports on behalf of third parties (sponsors) in commercial ventures. In such cases, the third party or sponsor may retain ownership of the intellectual property, as set out in an agreement.

## **1.2 Permission to use student works**

### **1.2.1 Student works in the BCIT Institutional Repository at the BCIT Library**

Effective December 2015, students may wish to allow some of their works to be placed in the open access BCIT Institutional Repository, a digital archive of open access, scholarly works by BCIT students, faculty, and staff maintained at the BCIT Library for educational or research purposes. Refer to Procedure 5101-PR, Implementation of Student regulations for more information and listing of relevant permission forms.

### **1.2.2 Theses in the BCIT Institutional Repository at the BCIT Library**

Effective December 2015, all approved theses are required to be submitted electronically to the BCIT Institutional Repository. Refer to Procedure 5101-PR1, Implementation of Student Regulations, for submission instructions and listing of relevant permission forms.

### **1.2.3 Students' works for teaching**

Students may wish to allow instructors to use and reproduce some of their works for teaching purposes. Refer to Procedure 5101-PR1, Implementation of Student Regulations, for more details on documenting this permission.

### **1.2.4 Legacy student works in the BCIT Library**

Until December 2015, selected student works in hard copy were accessioned and retained at the BCIT Library for educational and research purposes. The materials were acquired under a limited permission form (superseded) that does not allow electronic publishing or distribution. Those hard-copy materials continue to be available for reference within the Library only.

## **2. Responsibility for Content**

The student submitting a work (such as a research report) as part of course requirements is ultimately responsible for the content of the work.

As student works may be used by an outside sponsor or retained in the BCIT Library, the use of BCIT letterhead or the BCIT logo on a report must not in any way indicate or imply that the document is a publication prepared by BCIT.

## **3. Confidentiality**

Sponsored and unsponsored student works may contain confidential information belonging to the sponsor or another third party. Such content can restrict the author's privileges regarding the use and distribution of such works. Refer to Procedure 5101-PR1 for confidentiality agreement forms and more information.

## **D. Records Management**

Where an instructor retains a copy of attendance records, a medical certificate or students' works, these documents are BCIT records (i.e., records in the custody and control of BCIT) that must be retained in accordance with BCIT Records Management Policy 6701 and BCIT's Directory

of Records retention schedules. Appropriate safeguards and processes must be in place to preserve the records' confidentiality and integrity, and ensure that access to such records is restricted to authorized users.

## **Duties and Responsibilities**

### **1. Faculty**

Faculty are responsible for:

- Advising students of all expectations at the beginning of each course
- Keeping track of attendance (where attendance is a course requirement)
- Providing reasonable accommodation for absences due to illness, religious holy days, emergencies, etc.
- Maintaining discipline regarding these regulations, using strategies as appropriate, from verbal warnings, to Student Reports, to recommendation for the removal of a student from the learning environment
- Making proper permission arrangements with students whose works faculty wish to retain and make available for open access, teaching or research purposes

### **2. Students**

Students are required to comply with the above regulations. BCIT provides reasonable accommodation and makes allowances for exceptional circumstances.

## **Procedures Associated With This Policy**

5101-PR1 – Implementation of Student Regulations  
5100-PR1 – Student Reports/Student Performance Contracts

## **Forms Associated With This Policy**

See Procedure 5101-PR1 for a list of associated forms.

## **Special Situations**

None

## **Amendment History**

Policy 5002 was retired January 2009, and this policy 5101 is one of a series of policies and procedures created to replace it.

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| 1. Created | 2009 Jan 27  |
| 2. Amended | 2014 June 16 |
| 3. Amended | 2016 May 04  |

## **Scheduled Review Date**

2021 May 04