

**BCIT Student Association**  
**BMC Class Rep Meeting #2**  
**Tuesday, February 21<sup>st</sup>, 2017**  
**11:30-12:30**

**Guests Present:**

Danielle Landeta-Gauthier  
BCIT Student Association Advocate

**1. Meeting called to order**

**2. Acceptance of Last Meeting:**

Noah, Cullen

**3. FOOD**

**4. Advocate introduction and presentation from Danielle**

Advocacy

Work with students regarding conflict and help work through BCIT's policies.

Policies

5103 & 5104 /5103/5104-PR1 – PR= Procedure

Topics for each Policy:

**Student rights**

**Student expectations**

**BCIT responsibilities**

**Evaluation overview**

- Student evaluation Policy 5103

Subjective component – Exactly how you are evaluated

You have the right at 3 attempts to pass a course

Minimum 1 hour break between exams

Expectation: You be familiar with this from your course outline. Inform instructors when an exam will be missed, preferred with a medical note.

Final exams are not able to be more than 50% and should be clearly stated in your course outline. If it isn't in your outline, it is not allowed.

- PR 1 - Grading:

If you know you are going to fail a course come see an advocate, marks committee with a documentation and provide the marks committee to review the fail and look at it as a whole and make a decision. If you are capable of passing, they will give you a pass.

Example: If you were doing well and got into a car accident and weren't able to write the exam, they might pass you.

How quick is this process to decide because we have courses that are completed within 2 weeks? It depends on the situation at hand. Contact the advocate and they will contact the department and this will depend on the situation at hand.

Example: If you fail a midterm- contact your instructor first to ask what they can do to accommodate you. If they fail to accommodate you, connect with an advocate to see how they can help.

- Academic Integrity Policy 5104

Students have rights to appeal any academic matters that affect them. Cheated, plagiarized and safety violations. There is an investigation that you will go through. Expectation is that you will be familiar with the policy, which should be in your course outline. Just because you are accused of the process, does not mean you did it.

Advocates can help you with the appeal process.

BCIT has the duty to provide students with these guidelines but they are not required to provide you with verbal information.

Appeals:

Associate Dean – Academic

Student Success (Dean Diamond)- Non-Academic

PR1- Academic Decision Review Process: See the attached documents

**Grade appeals Page 3**

**Process- informal vs. formal Page 4**

**Academic misconduct Page 8**

***Grade Related Decisions Diagram 1.***  
***Policies all students should be aware of.***

**Policies Every Student Should Know**

<u>Policy Number</u>	<u>Policy Subject</u>
3501	Acceptable use of Information Technology
4501	Accommodations for Students with Disabilities
5100 (PR1)	Student Reports & Student Performance Contracts
5101	Student Regulations
5101 (PR1)	Implementations of Student Regulations
5102	Student Code of Conduct (non-academic)
5102 (PR1)	Response to Violations of the Student Code of Conduct (non-academic)
5103	Student Evaluation
5103 (PR1)	Grading
5104	Academic Integrity & Appeals
5104 (PR1)	Academic Decision Review Process
5104 (PR2)	Decision Review Boards
6700	Freedom of Information & Protection of Privacy
7103	Sexual Assault
7103 (PR1)	Response to Sexual Assault
7504	Liquor Consumption on Campus
7507	Harassment & Discrimination

- Student Complaint Process:
  - Purpose
  - Student responsibility
  - BCIT responsibility
  - Informal process
  - Formal process
  - Other information
    - Appeals
    - Third part complaints
    - Protections
    - Withdrawal

## 6. Presentation question and answer period

Marks: are all instructors required to provide you with what you received on your exams?

Depends on the course outlines- There does not have to be a concrete number, there is only feedback that should be required and a learning process taken place.

Students at BMC move fast through their courses and many assignments are rarely provided with feedback. Most final grades at 50% and have no clue where they stand.

This campus is company focused and students need their marks in order to present them to the companies they are applying for.

Advocates can provide sufficient documentation with significant evidence that students are not giving them their marks.

\*\*Note: DOCUMENT EVERYTHING: Date, time, instructor involved and context as to what when on and what could have been done better. BCIT and the Advocates NEED evidence that

you did not receive feedback on your assignments OR that you do not have grades posted in a timely manner.

Harassment policies: Can arrange to meet with an advocate and guide you through the process as well as dissect what the context is.

Informal: You can request to have someone with you at all meeting times if you feel uncomfortable to bring up this discussion with the whoever might be harassing you.

Formal: File a complaint and there would be an investigation.

Danielle is available to come to BMC to meet with you. Please email her to schedule and appointment and she will need at least 24 hours in advance.

She is located at the Burnaby campus

Bcitsa.ca website is also able for contact or web interaction.

**7. BMC events recap, problems/solutions and campus based discussions**

**8. Upcoming events, some words from Andrea**

“Campus life Survey”- Students who take this survey will be entered into a draw to win a \$25 gift card from Tim Hortons. PLEASE SEND THIS OUT TO ALL STUDENTS IMMEDIATELY.

**9. Meeting Adjourned**

**Next Meeting: March 21<sup>st</sup>**

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