

Selkirk College Policies and Procedures		Title and number	8610 Admissions and Standards		
		Replaces	B3002.1		
		Effective	2004-05-06	Next review :	2007-01-10
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2004-05-06		
Chair, Admissions and Standards Committee	Chair, Admissions and Standards Committee	Recommended/Approved by Education Council	2004-07-21		
		Approved by President	N/A		

1 POLICY

The Admissions and Standards Committee is a sub-committee of the Education Council and makes recommendations to the council for admissions criteria and standards for college school and program policies. The committee reviews and makes recommendations for approval of school and program policies to ensure college wide consistency with this policy.

Criteria and procedures governing the admission of students to programs and student performance in courses and programs will be developed and applied in order to meet the educational objectives of the College which will be consistent with the Mission and Goals Statement. When admission criteria to a program or course are changed, these changes will become effective when approved by the Admissions and Standards Committee and when published in the College calendar for one year in advance. Every effort will be made to introduce these changes to allow students the opportunity to meet these criteria. Furthermore, when other changes to Admission and Standards, school or program policies, criteria or procedures are made following admission or registration in a program or course, the changes will only be applied to subsequent registrants. Notwithstanding the above, a formal, total review of a school or program policy must occur at least once every five years.

School/program admissions criteria and standards must be approved by the Admissions and Standards Committee to ensure consistency with this policy.

2 CONTENTS

PART I - ADMISSION

- 1.0 ADMISSION PROCEDURE
- 2.0 ADMISSION
- 3.0 AUDIT
- 4.0 ADVANCED PLACEMENT
- 5.0 TRANSFER CREDIT
- 6.0 PRIOR LEARNING ASSESSMENT
- 7.0 RE-ENTRY
- 8.0 VISITING STUDENT

PART II - STANDARDS

- 1.0 EVALUATION PROCEDURE
- 2.0 INTERPRETATION OF STANDARDS POLICY
- 3.0 COURSE LOADS
- 4.0 GRADES

- 5.0 GRADE CHANGE
- 6.0 GRADE APPEAL
- 7.0 AEGROTAT STANDING
- 8.0 NON-GRADE STATUS (I, W, CIP, CRG/NCG, etc.)
- 9.0 CHANGE OF COURSE(S)
- 10.0 WITHDRAWAL FROM COLLEGE
- 11.0 RECORD OF GRADES
- 12.0 DUPLICATE COURSES
- 13.0 STUDENT PERFORMANCE AND RESPONSIBILITY
- 14.0 PROBATIONARY STATUS
- 15.0 CHEATING AND PLAGIARISM
- 16.0 EXCLUSION OR DISMISSAL FROM COURSES OR PROGRAMS
- 17.0 CERTIFICATE, DIPLOMA AND ASSOCIATE DEGREE REQUIREMENTS

3 ADMISSION

Criteria for Admissions and Standards will be approved by the Admissions and Standards Committee to ensure consistency with this policy.

Admission criteria appropriate to the objectives of a school, program or course, including previous formal education, other relevant indicators of learning potential, and physical and emotional suitability may be considered in the assessment of the applicant. All criteria will be publicly stated, readily measurable, and consistently applied.

In order to maximize the educational benefit, some schools or programs may limit entry by applicants planning less than a full program.

Admission criteria will be defined objectively at two levels, taking into account prior student success rates:

- (a) Fully Qualified: Applicant meets the set of factors, standards, and capabilities which, when combined with a reasonable effort on the part of the student, will enable completion of the course or program with full credit and external recognition where applicable.
- (b) Partially Qualified: Applicant is deficient in the set of factors, standards, and capabilities such that, only through extraordinary effort, will the applicant succeed. The minimal qualifications for admission to programs should be stated in departmental policies.

A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted notwithstanding some deficiency in prior formal education. A mature student is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program to which application is made. A mature student shall normally meet the specific program or course prerequisites.

1.0 ADMISSION PROCEDURE

1.1 Application

- a) Applications are received during the 12-month period preceding the entry date for any program. Prospective students must re-apply to gain consideration at a subsequent entry date.
- b) Subject to the provisions specified below, offers of admission will be based on date of initial application (submission of application form) provided that the applicant's file is completed. Conditional acceptance is possible for candidates not able to provide official requisite documents by the selection date as specified by the school or program. Late applications may be considered if space is available.

1.2 Selection

- a) Offers of admission will go to candidates in the following sequence:
 - fully-qualified applicants with preference given to those with earliest initial applications, and completed application file as defined by the school or program.
 - partially-qualified applicants and applicants who completed applications following the application deadline, with preference given to those considered best qualified.
- b) Offers of admission may be made to fully-qualified applicants at any time 12 months less a day prior to the entry date for the program. Some seats may be reserved for applicants sponsored by external agencies subject to meeting the admissions criteria of the College.
- c) Conditional acceptance is possible for candidates not able to provide official requisite documents by the selection date as specified by the school or program. An offer of conditional acceptance will be revoked if the applicant does not meet the conditions outlined by the date specified in the letter of acceptance.

1.3 Registration

- a) Applicants eligible for admission to the College must complete all registration requirements and pay all applicable fees as specified by the Registrar, to be considered registered.

2.0 ADMISSION

- 2.1 Interpretation of Admissions Policy: The word "term" will refer to a particular instructional period as defined in the College Calendar.
- 2.2 General Admission to the College

Applicants seeking admission to the College are advised that most programs and courses specify requirements in addition to the general admission requirements of the College. The specific requirements of programs and courses are stated in the College Calendar and in Program Policies.

General admission to the College is open to anyone who:

- (a) has graduated from a British Columbia Senior Secondary School or equivalent, or
- (b) is 19 years of age or over at the time of registration, or
- (c) is under 19 years of age but has the written recommendation of the Secondary School Principal, or
- (d) is considered by the Admissions and Standards Committee or the Registrar to be capable of succeeding in college courses in view of the applicant's particular circumstances.

2.3 **Admission to Programs**

- (a) Applications are received during the 12-month period preceding the entry date for any program. Once a program is full, further applicants are placed on a waiting list.
- (b) All applicants will be notified of their status by the Admissions Office.
- (c) Application documents will not be returned.
- (d) Applications will be date stamped on the date the application form is received by the Registrar.
- (e) Interim statement of grades will be accepted for the purposes of conditional admission providing that acceptable standards are met. Conditional status will be converted to final admission status upon receipt of official documents verifying compliance with program admission standards. All official documents (i.e., official final grades) must be received by the Admissions Office no later than two weeks prior to the program start date.
- (f) The Admissions Office requires a student to submit an official transcript of all previous academic records unless the requirement has been waived by the Registrar.
- (g) A student whose admission was based on inaccurate or false documentation for admission to Selkirk College will normally be required by the President, upon the recommendation of the Registrar, to withdraw from the College.

2.4 **Programs**

- (a) Admission to most programs and courses is limited to a specific number of students and not all qualified applicants may be accommodated when a program or course is

full.

- (b) Applicants who meet the fully qualified admission criteria will be admitted on a first come, first served basis. Any further applicants are placed on a waiting list.
- (c) Applicants who are considered partially-qualified shall be admitted if space is available, with preference given to those who are considered best qualified.
- (d) Wait-listed fully qualified applicants who would like their files to be kept active for the next intake, must reapply within one month of receiving notice that their application has not been successful for that intake. Such applicants will be given preference for the next intake.
- (e) Program wait lists will be maintained until the end of the first week of classes. No application for admission or supporting documents will be retained by the College for purposes of admission the following year, unless the applicant reapplies as in (2.4.d) above unless more than one intake per year exists in which case the applications shall be kept for the subsequent intake.

NOTES:

- (a) Since many College programs and courses have prerequisites, students may be required to enrol in one or more preparatory or prerequisite courses. Applicants should consult the Calendar for prerequisite requirements.
- (b) Admission to specific programs or courses may be subject to space limitations and/or prerequisites.
- (c) Some programs may have special admission requirements in addition to academic criteria. A statement outlining such additional criteria must be approved by the Admissions and Standards Committee. All admission criteria will be publicly-stated, readily measurable, consistently applied and published in the Calendar.
- (d) Any changes to admission criteria must be published in the college calendar at least one academic year in advance (i.e. if published in the 2004/2005 calendar, the changes will come into effect in the fall of 2005/2006).
- (e) After initial admission to a program, admission to subsequent courses will be contingent upon regulations as established by the program and approved by the Admissions and Standards Committee.
- (f) Admission to specific courses or programs where instruction, practicum, clinical placements, etc. are conducted outside the College may require a satisfactory criminal record review when required by the agency.

- 2.5 Admission of students from other countries is subject to College Policy B3002.2 Admissions, International Students.

3.0 **AUDIT**

- 3.1 Any student who meets the admission requirements to Selkirk College may "audit" a course or courses, subject to available space and the following:
- (a) The student must obtain written permission from the instructor(s) of the course(s) to be audited and have an understanding with the instructor concerning the level of participation expected in the course.
 - (b) The student must register and pay applicable fees.
 - (c) A student may change from "credit" to "audit" status by submitting a Course Change form to the Admissions and Records Office, providing this is done by the withdraw date. Instructor approval is required for this status change.
 - (d) A student may change from "audit" to "credit" status by submitting a Course Change form to the Admissions and Records Office, providing this is done by the withdraw date. Normally, this will occur only if the student has completed all evaluative events in the course up to that point.
 - (e) The designation "AU" or audit can only be assigned by the Admissions and Records Office and will appear on the student's permanent record for the course(s) audited following submission by an instructor that the audit has been completed.
- 3.2 A student will be permitted to sit in on an occasional lecture, seminar, film, etc., without fee, provided that prior permission of the instructor is obtained. No records will be kept of such students.

4.0 **ADVANCED PLACEMENT**

- 4.1 Advanced placement may be granted to applicants who have passed an Advanced Placement examination administered by the College Entrance Examination Board or the International Baccalaureate as administered by the International Baccalaureate of North America.
- 4.2 Selkirk College recognizes the transfer credit articulated through the British Columbia Council on Admissions and Transfers (BCCAT) for Advanced Placement courses.
- 4.3 The Registrar, in consultation with a program, may determine that a course or program prerequisite has been satisfied.
- 4.4 Selkirk College does not guarantee that institutions outside of BC will recognize the advanced placement. A student who transfers from Selkirk College to another post-secondary educational institution should expect to have any advanced placement granted by Selkirk College re-evaluated by that institution.

5.0 TRANSFER CREDIT

5.1 A minimum of 25% of required course work for a Selkirk College Associate Degree/Diploma/Certificate must be completed at Selkirk College.

5.2 Procedures for assessing Transfer credit:

- (a) The application for Transfer Credit and official transcript must be received by the Registrar.
- (b) Selkirk College may accept for Transfer Credit an equivalent course given by an accredited post-secondary institution.
- (c) The Registrar will seek the approval of the appropriate program if Transfer Credit has not been previously articulated.
- (d) Where the appropriate program does not establish equivalence the application for Transfer Credit will then be denied.
- (e) The student and course instructor will be advised by the Registrar that the application has been approved or denied.
- (f) Transfer Credit will be entered on the student's record when it has been approved.
- (g) Transfer Credit may not be granted for courses in which significant technological change has occurred or currency is required. This will be as determined by the appropriate program.

5.3 For courses from post-secondary institutions outside of B.C., the student is required to provide sufficient information on the course to the Registrar. Normally, a course outline, specifying course content, evaluation methods, and textbook, is sufficient, but in some circumstances additional information may be requested.

Application for and adjudication of Transfer Credit may take place at any time unless otherwise stated.

5.4 A "P" grade, its equivalent, or better is required for Transfer Credit. However, some department policies may specify that "P" is not acceptable for graduation from a particular program, or to satisfy prerequisites for a subsequent course.

5.5 Students receiving Transfer Credit should be made aware that:

- (a) such credits do not count towards the required percentage of a full course load (e.g., eligibility for the B.C. Student Assistance Program).

- (b) Selkirk College does not guarantee that other institutions will recognize the Transfer Credit.

5.6 Where appropriate, anecdotal reports may be considered in lieu of a transcript and/or supporting documentation.

6.0 **PRIOR LEARNING ASSESSMENT (PLA) – See Selkirk College Policy 3002.3**

Not more than 75% of credits required in a program will be awarded through PLA.

7.0 **RE-ENTRY – See Part II 13.2b**

7.1 Refer to individual program policies for any specific re-entry requirements.

8.0 **VISITING STUDENT**

8.1 A visiting student is:

- (a) a student who is registered at another institution and who enrolls in courses at Selkirk College for credit at that other institution. A letter from a responsible officer of the other institution will be required authorizing enrolment in specific courses at Selkirk College acceptable for credit at the other institution.
- (b) a student who studies at another institution for credit at Selkirk College. The authorization of the School Chair and the Registrar must be obtained in advance for the course or courses to be taken at the other institution. It is the responsibility of the student to ensure that an official transcript of grades is sent to the Registrar at Selkirk College.

4 STANDARDS

Measurement and evaluation procedures relating to student performance will be developed and maintained by the appropriate program or school (see College Policy B3009). Course and program standards that relate to measurement and evaluation procedures shall be based on the achievement of predetermined course and program objectives. These standards shall be consistent within a program in accordance with college policies and comparable to standards at other institutions. Standards shall recognize the requirements of receiving institutions, external agencies with regulatory responsibilities and potential employers. Students who successfully meet these standards will be eligible for a Selkirk College credential.

Standards of personal conduct may also be defined.

1.0 **EVALUATION PROCEDURE:**

1.1 Evaluation events judge student performance and determine the eligibility for a College Associate Degree/Diploma/ Certificate. They also define placement and removal of probationary status, withdrawal of students from courses or programs, and suspension or

dismissal of students.

- 1.2 There will be an evaluative event with student feedback in the first quarter or the first four weeks of a course, whichever occurs first.

2.0 INTERPRETATION OF STANDARDS POLICY

- 2.1 The word "term" will refer to a particular instructional period as defined in the College Calendar.

3.0 COURSE LOADS

- 3.1 Credit hours for a course are established by the Registrar upon the recommendation of the appropriate School and the Curriculum Committee.

4.0 GRADES

4.1 LETTER GRADES

In Academic and Career/Technology diploma, and designated certificate programs student evaluation is based on the following defined categories:

A+, A, A- = EXCELLENT. Work of exceptional quality; content complete, accurate and at a high level; excellent mastery of course objectives.

B+, B, B- = GOOD. Good quality work with no major weaknesses; mastery of most course objectives.

C+, C, C- = SATISFACTORY. Adequate work; comprehension of the subject but some weaknesses in content; important details, skills or perspectives are left out. This level of achievement is normally considered satisfactory for the student to proceed to further courses in the same subject.

P = PASS. Minimally adequate work, barely at passing level. Limited comprehension of content or acquisition of skills. Student has mastered the minimum required number of course objectives. This grade may not meet the prerequisite grade requirements of subsequent courses.

F=FAILURE. Student has failed to master enough objectives to acquire a passing grade.

DNW = DID NOT OFFICIALLY WITHDRAW FROM THE COURSE. Students who did not complete a course and who, at the time he/she ceased to participate, had not accumulated sufficient marks to achieve any of the above grades.

- (a) DNW may be assigned by an Instructor or the Registrar.

- (b) Students with two or more DNW's in a given term must receive the **School Chair's** permission to continue in the program or enrol in any other program.
- (c) DNW will be assigned a grade point value of 0.0 and will be used in the calculation of a student's grade point average.

4.2 GRADE POINT AVERAGE

- (a) The Registrar's office calculates the official grade point average by including all grades earned by the student in one semester, except the grades of CRG and NCG. (See Section 8.5)
- (b) A cumulative grade point average is calculated on the basis of all grades earned except duplicate courses. (See Section 12.0)
- (c) Grades used in the calculation of a grade point average are weighted according to credit hours.

4.3 PERCENTAGES

- (a) All university transfer program courses will show a grade and a percentage on the transcript.

4.4 GRADE CALCULATION

- (a) The following system is used in computation of the grade point average:

Grade	Grade Point Average	Percentages for University TRANSFER Courses
A+	= 4.00	95 - 100
A	= 4.00	90 - 94
A-	= 3.67	85 - 89
B+	= 3.33	80 - 84
B	= 3.00	75 - 79
B-	= 2.67	70 - 74
C+	= 2.33	65 - 69
C	= 2.00	60 - 64
C-	= 1.67	55 - 59
P	= 1.00	50 - 54
F	= 0.00	0 - 49

- (b) Other Selkirk College schools and/or program areas may elect to use a different percentage range. See program policies for current percentage/letter grade conversions.

5.0 **GRADE CHANGE**

- 5.1 An instructor wishing to change the grade of a student must submit a Grade Change Report form to the School Chair. If the change is approved, the School Chair will forward the Grade Change Report form to the Office of the Registrar.

6.0 **GRADE APPEAL**

- 6.1 A student who is dissatisfied with the final grade awarded in any course may appeal the evaluation, in accordance with the Appeals Policy (B3007).

7.0 **AEGROTAT STANDING**

- 7.1 An aegrotat standing may be given when a course is incomplete, but exceptional reasons exist for awarding a grade. Aegrotat standing must be recommended by the course instructor, the School Chair and the appropriate Dean to the Registrar for approval. An aegrotat grade is noted as such on the transcript and is included in the grade point average.

8.0 **NON-GRADE STATUS**

- 8.1 Student work may be assigned an INCOMPLETE status rather than a letter grade.

I = INCOMPLETE. The student may or may not have been evaluated on enough course objectives or requirements to acquire a final grade, but has been granted additional time in which to meet course objectives or requirements.

- (a) An INCOMPLETE will be retained on a student's record for a period not exceeding 30 working days. After this time it will be changed to a grade using the Grade Change Report form. An INCOMPLETE cannot be changed to a WITHDRAWAL.
- (b) When the instructor submits an INCOMPLETE, an interim final grade as defined in 4.1, or 8.4, 8.5, must also accompany this status. If the INCOMPLETE is not converted within the 30 working days the grade that was submitted along with the INCOMPLETE will be substituted for the INCOMPLETE by the Registrar.
- (c) Work done during the extension allowed by the "I" status may include any assignments or work designated by the instructor as necessary to obtain a passing or higher grade by the student.
- (d) Work completed to replace the "I" status will not result in a grade lower than the interim final grade.
- (e) INCOMPLETES and revised grades are awarded at the discretion of the instructor and

are submitted by the School Chair on the appropriate form to the Admissions and Records office.

- (f) An "I" status may preclude registration into subsequent courses.

8.2 Student work may be assigned a WITHDRAWAL status rather than a letter grade.

W = WITHDRAWAL. Student withdrew from course. A student may withdraw from a course anytime in the first two thirds of the course. The withdrawal date is calculated by counting college working days.

- (a) A student may withdraw from a course by submitting a completed **Course Change Form** to the Registrar's Office, and the status of "W" will appear on the student's transcript.
- (b) Course withdrawals must be student initiated and cannot be assigned by an instructor.
- (c) No entry will appear on a transcript for a course if the withdrawal takes place in the first quarter of the course. Only college working days are used in this calculation.
- (d) In exceptional cases, (such as illness or personal emergency), the "W" status may be assigned by the Registrar after the first two thirds of the course.

8.3 AUDIT status.

AU = AUDIT. (See Part 1, 3.0)

8.4 Where letter grades are not appropriate, the following grading designations will be used:

AAV ABOVE AVERAGE - student has mastered all or most course objectives/requirements in a minimum time frame and has exemplified good work and study habits.

COM COMPLETE - student has mastered a satisfactory number of course objectives/requirements.

PCG PARTIAL CREDIT GRANTED - Student has successfully completed a portion of the course objectives.

CIP COURSE IN PROGRESS - Student is currently enrolled in the course.

Note: This designation is only issued by the Registrar's office.

8.5 Upon the recommendation of a School to the Registrar and with the approval of the Admissions and Standards Committee, a CRG/NCG designation can be used for certain courses.

CRG/NCG = CREDIT GRANTED/NO CREDIT GRANTED. CRG denotes that student performance was satisfactory. NCG denotes that student performance was unsatisfactory. These statuses are recorded on the transcript but are not calculated in the grade point average.

9.0 CHANGE OF COURSE(S)

- 9.1 A student may make a change in the program or courses for which he/she is registered by filling out a Course Change Form obtainable from the Admissions and Records Office.
- 9.2 Signatures of all instructors involved are required on the Course Change Form.
- 9.3 Once classes commence, students may enrol late in courses only with the permission of the instructor.

10.0 WITHDRAWAL FROM COLLEGE

- 10.1 Students wishing to withdraw from the College are required to complete a Course Change Form obtainable from the Admissions and Records office, close their academic file and fulfil outstanding obligations to the College. Grading policy Part II, 4.1 and 8.2 may apply.

11.0 RECORD OF GRADES

- 11.1 Final grades must be submitted by the instructor to the School Chair and the Admissions and Records office by the date specified by the Registrar.
- 11.2 All obligations to the College including financial must be met before a statement of grades, official transcript, or Selkirk College credential is issued.
- 11.3 Statements of grades are available from the Admissions and Records Office at the end of each term. Students may request that grades be mailed to either their local or permanent address, or held at the College. At other times of the year, grades will be mailed only upon receipt of a written request and required fee from the student.
- 11.4 At the request of a student and payment of required fee, an official transcript of the student's academic record will be mailed directly to an institution or agency named in the request. The official transcript will show the student's complete academic record at the College. Transcript request forms are available from the Admissions and Record's office.

12.0 DUPLICATE COURSES

- 12.1 If a student repeats a course all attempts are recorded on the transcript, but only the highest grade is computed in the cumulative grade point average.

13.0 STUDENT PERFORMANCE AND RESPONSIBILITY

- 13.1 Attendance at scheduled lectures, laboratories, field trips, seminars, tutorials, and examinations is considered mandatory unless the student is given written instructions to the contrary. See also Selkirk College Policy B3002 - Student Code of Conduct.
- 13.2 (a) A College student who obtains a grade point average (GPA) of less than 2.00 but more than 0.99 will receive written notification from the Registrar's Office indicating that the College advises him/her to seek an interview with a program instructor or School Chair in order to determine areas of difficulty and to plan a program of remedial action.
- (b) A College student who receives a grade point average of less than 1.00 at the end of any term will be required to withdraw from the program in which he/she is registered. A student who is required to withdraw at the end of any semester is not prohibited from entering a program but must obtain written permission from the appropriate School Chair or Dean and the Registrar. If permission is not obtained then the student will be required to wait a full semester before entering a College program.

14.0 PROBATIONARY STATUS

- 14.1 A School Chair may assign probationary status to a student in a program. The criteria used in assigning probationary status by programs will be explicitly stated in writing and distributed to all students upon entry to the program, and will be approved in advance by the Admissions and Standards Committee.
- 14.2 A student placed on probation who does not meet the requirements specified by his/her letter of probation will normally be required to withdraw at the end of the probationary term. A student who is required to withdraw is not prohibited from entering a program but must obtain written permission from the appropriate School Chair or Dean and the Registrar. If permission is not obtained, then the student will be required to wait a full semester before entering a college program.
- 14.3 The letter of probation will:
- (a) Advise the student to seek interviews with his/her School Chair and/or Counsellor in order to determine areas of difficulty and in order to plan a program of remedial action, and
- (b) Require attainment of certain specified conditions and/or grades by the end of the probationary period. The required grades will be of the level necessary to give the student the minimum required cumulative grade point average and the passing grades necessary for graduation.
- (c) At the time the letter of probation is sent to the student, a copy will be sent to the Registrar's Office for inclusion in the student's official file.
- 14.4 A student may only be placed on academic probation during the first two-thirds of a program term. A student may be placed on behavioural probation any time during the term.
- 14.5 A student who meets the requirements of the letter of probation will be removed from

probation.

- 14.6 A student placed on probation may appeal the probationary status by following the appeals procedure specified by Selkirk College. See Selkirk College Policy B3007 - Student Appeals.
- 14.7 A student who is required to withdraw at the end of the probationary period because he/she did not meet the requirements of his letter of probation may appeal the withdrawal by following the appeals procedure specified by Selkirk College. During the course of the appeal, the student will be permitted to attend classes, laboratories, etc., as would be normal in the program except as specified in the Student Appeals Policy (B3007) or outlined in Section 16.0 below.

15.0 CHEATING AND PLAGIARISM

- 15.1 Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.
- 15.2 Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent their academic work, training and standards as other than their own.
- 15.3 Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.
- 15.4 The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.
- 15.5 Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.
 - (a) For a first offense the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.
 - (b) For a second offense, the student will be required to withdraw from the course.
 - (c) For any further offense, the student will be required to withdraw from the college.
 - (d) A record of the foregoing will be kept in the student's official record.
 - (e) Depending on the nature of the offense, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, Dean and/or Registrar.

16.0 EXCLUSION OR DISMISSAL FROM COURSES OR PROGRAMS

- 16.1 The Registrar may exclude from the College a student who has failed to complete the applicable registration requirements.
- 16.2 An instructor or School Chair may exclude a student from participating in a class, lab, field trip, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in corequisite courses.
- 16.3 An instructor, the Registrar a School Chair, Dean or College administrator may exclude a student from participating in a class, lab, field trip, etc., if the student compromises the safety of others, if he/she assaults or abuses others, if he/she is destructive to property, if he/she disrupts the learning opportunities of others or if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The college employee excluding a student from participating in a class, lab, field trip, etc. shall report in writing to the School Chair the circumstances giving rise to the exclusion.
- 16.4 An instructor or other employee may recommend to his/her School Chair/Supervisor that a student be completely excluded from a course/program if that student has missed instructional times or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available. A student may also be completely excluded if the student has compromised the safety of others, assaults or abuses others, has been destructive to college property, has disrupted the learning opportunities of others, has behaved in a threatening or blatantly uncooperative manner or engages in theft and/or criminal activity. See Selkirk College Policy B3002 - Student Code of Conduct.
- 16.5 A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair/Supervisor concerned. The student shall be notified of the appeal process by the Registrar.
- 16.6 A student may appeal his/her exclusion by following the appeals procedure specified by Selkirk College.
- 16.7 If in the opinion of the Registrar, School Chair or College Administrator, (see Selkirk College Policy B3007 - Student Appeals) the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College the student shall be advised of his/her rights under Policy B3007 – Student Appeals.
- 16.8 A student excluded or dismissed under this section will receive a DNW on his/her transcript and is not entitled to tuition refund.

17.0 CERTIFICATE, DIPLOMA AND ASSOCIATE DEGREE REQUIREMENTS

- 17.1 The student who has successfully completed the minimum requirements of a College approved program will be granted an appropriate document of completion. The Registrar

maintains a complete and up-to-date list of Certificates and Diplomas and Associate Degrees as approved by the College Board.

- 17.2 The minimal requirement for graduation will be a minimum grade point average of 2.00 or equivalent standard. There may be higher standards and additional requirements for graduation in some programs. These requirements will be explicitly detailed by the individual programs, approved by the Admissions and Standards Committee, and published in the program policies.
 - 17.3 The minimum requirement for graduation with Honours is successful completion of program requirements with no grades less than a B- and a cumulative grade point average of 3.5 or higher.
 - 17.4 Adult Basic Education students will be awarded College Certificates at various levels upon completion of ABE Program requirements as published in the program policies.
 - 17.5 English as a Second Language students will be awarded College Certificates at various levels upon completion of ESL Program requirements as published in the program policies.
 - 17.6 A student denied graduation may appeal by following the appeals procedure specified by Selkirk College. See Selkirk College Policy B3007 - Student Appeals.
 - 17.7 Up to 75% of the requirements for a Selkirk College Certificate, Diploma or Associate Degree may consist of Advance/Transferred Credit obtained from College level work credited at another institution or institutions. Work so credited will not be included in the calculation of the cumulative grade point average as required in determining the completion of the requirements for programs offered at the College. (See Part I, 5.0)
 - 17.8 Up to 75% of the requirements for a Selkirk College Certificate, Diploma or Associate Degree may consist of PLA credits. PLA grades will be included in the calculation of the cumulative GPA.
- 17.9 All Selkirk College Certificates, Diplomas and Associate Degrees will be issued by the office of the Registrar bearing the Registrar's seal and will be signed by the Registrar and the President.

Other relevant policies:

8600 Pre-admission Basic Skills Assessment, 8100 Instructional Programs

Key words:

Honesty, Admission, Standards, PLA Credits