Developmental Education

Department Policies

APPROVAL:

1. Program Revision: May, 2000
2. Admissions & Standards Committee: September, 2000
3. Effective: September, 2000

PROGRAM OBJECTIVES

The Department of Developmental Education includes:

- Adult Basic Education (including College Prep., Fundamental Level, Intermediate Level, Advanced Level and Provincial Level)
- Adult Special Education
- English as a Second Language
- Supported Employment
- Learning Assistance
- And Other Programs as Contracted by External Agencies (i.e., R.I.S.E., L.I.N.C., L.M.L.T., Pre-employment Programs, etc.)

Students in the Developmental Education Department are subject to the overall policies affecting all students at Selkirk College. All departmental policies and procedures will be applied college wide, not by centre.

PART I: ADMISSIONS POLICIES (Given to all applicants for entry into the Development Education Department).

A. ADMISSION / READMISSION REQUIREMENTS

1. Fully qualified students must be 18 years of age or over at the time of registration and must be considered by the ABE Instructor to be capable of succeeding in college courses. Not all courses or programs will be available at all centres and campuses.

2. Partially qualified students are under 18 years of age at the time of registration but have the written recommendation of the secondary school principal. For under age students, the ABE Instructor must be satisfied that the students can perform in an adult learning environment.

3. Notwithstanding the above, all students have the right of appeal.

   NOTE: All applicants will be interviewed and given an informal placement test before being registered.

B. ORDER OF SELECTION

1. Applicants who meet the fully qualified admission criteria will be admitted on a first come, first served basis.
2. Wait lists will be established where necessary, maintained, and reviewed periodically.

3. Applicants who are considered partially qualified may be admitted if space is available, with preference given to those who are considered best qualified.

C. RE-ENTRY

1. Re-entry to Developmental Education programs is permitted as space becomes available.

2. Students in good standing who must interrupt their program of studies may apply for readmission.

PART II: STANDARDS (Given to all applicants for entry into the Development Education Department).

A. EVALUATION

1. Progress in ABE and ESL will be evaluated by one or more of the following: unit tests, mid-term and final examinations, lab assignments, class participation, written assignments, class projects.

2. Progress in Transitional Training courses is obtained by fulfilling the goals and objectives of the individualized program plan.

Exam Policy

a) Making use of materials, books, notes, without the approval of the invigilator, speaking or communicating in other ways with students, exposing written papers to the view of other students is not permitted. Students who do any of the above may be required to leave the examination room immediately and forfeit the right to have the examination evaluated.

b) In courses with final examinations no more than 50% of the final grade may come from the final examination.

B. PROMOTION

1. Progress through ABE Fundamental and Intermediate Levels is competency-based and requires the following:

   a) achieving 80% or more on unit tests.

   b) passing final examination.

   c) achieving the conditions set out in the course outline.

   Letter grades for Fundamental and Intermediate follows the College letter grade system (Policy B3002.1: Part II 3.1 and/or 4.5).

2. Progress through the Advanced and Provincial Level Courses follow the College's letter grade system (Policy B3002.1: Part II 3.1 - 3.6).

3. In the Developmental Education Department it is not necessary to obtain a level certificate in order to take courses at the next level. However, courses in the subject areas are sequential and must be completed in order.
C. PROBATION

1. A Department Head or designate in an extension centre may assign probationary status to a student. The criteria used in assigning probationary status 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.

2. A student in Developmental Education may be assigned probationary status for:
   a) attendance of less than 80% and unsatisfactory progress
   b) cheating or plagiarism on exams or assignments
   c) disruptive behaviour
   d) failure to make satisfactory progress in relation to program goals

3. When the student is in attendance, a probation notice will be given to a student in person at least one day in advance of the effective date, and must state the specific dates and reasons. When the student is not in attendance, the probation notice will be mailed to the student.

4. The letter of probation will:
   a) Advise the student to seek interviews with his/her Department Head 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 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.

      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.

5. A student may only be placed on probation during the first two-thirds of a term.

6. 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. However, the student 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 Appeal Policy or outlined in Policy B3002.1 Section 10.0. A student who wishes to dispute being placed on probation may appeal the probation as specified in the Student appeals Policy B3007.

7. A student who meets the requirements of the letter of probation will be removed from probation.

8. Exceptional cases will be considered on an individual basis.

D. REQUIRED WITHDRAWAL

1. An Instructor may recommend to his Department Head 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/program in the time available or if the student has compromised the safety of others, has been destructive to property or has disrupted the learning opportunities of others.
2. 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 Department Head concerned. The student shall be notified of the appeal process by the Registrar.

3. If, in the opinion of the Registrar, Department Head or Director, 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 the Appeal Policy of the College.

4. A student excluded or dismissed under this section will receive a DNW on his/her transcript.

E. APPEAL

1. A student wishing to appeal a grade or Departmental decision must follow the procedure outlined in the Selkirk College Calendar (Academic Regulation, Student Appeals), and in Selkirk College Policy B3007 (Student Appeals Policy). A student dissatisfied with a final grade or program decision (eg., probation, compulsory withdrawal) may appeal the College’s action by following this sequence:
   a) Contact the course instructor
   b) Contact the Department Head
   c) Contact the Campus Principal/Director

   NOTE: A student ombudsperson may be available on your campus to assist you in this process. If the student has not resolved the issue after following the above three steps, the student may then choose to:
   a) Appeal to the Student Appeals Committee by contacting the College Registrar.

2. Students have one month from the time they are notified of their final grades to appeal a grade. From the time of official notification students have two working days to appeal probationary status or compulsory withdrawal.

F. Graduation

The ABE province wide program framework outlining requirements for general certificates is attached.

Transitional Training and English as a Second Language course completions are noted on transcripts, but no certificates are awarded.

Learning Assistance is a support service available to students at Selkirk College.

G. ABE INTER-CENTRE TRANSFER POLICY

1. Students may transfer from one ABE centre or campus to another.

2. Ideally students will compete their current courses before transferring to another centre.

3. Students should plan in advance and apply early for better positioning on the wait list. Normal entry will be by date of application as seats open up.
4. On the strong recommendation of the current instructor, ABE students wishing to bypass the wait list will be considered on an individual basis and be required to have an interview with the Department Head and be prepared to present just cause for the special consideration. If the Department Head is satisfied with the “special” circumstances, a recommendation may be made to the Registrar who makes the final decision.

The following Selkirk College Certificates are awarded:

**ABE FUNDAMENTAL (GRADE 8 EQUIVALENT)**

Required courses for Fundamental Level certificate:

- Math 01 and Math 02
- Language Skills 01 and Language Skills 02
- Reading and Study Skills 01 and Reading and Study Skills 02

**ABE INTERMEDIATE (GRADE 10 EQUIVALENT)**

Required courses for Intermediate Level certificate:

**INSTITUTIONAL CERTIFICATES**

- Mathematics
- English
  and two of the following:
  - Science
  - Social Science
  - Education and Career Planning
  - Computer Studies

**ABE ADVANCED (GRADE 11 EQUIVALENT)**

Required courses for Advanced Level certificate:

**INSTITUTIONAL CERTIFICATES**

- Mathematics
- English
- a Science or Computer Studies, plus one other option from List 1 (below)

**ABE BC Adult Graduation Diploma: “The Adult Dogwood”**

Required Courses for Provincial Diploma

**INSTITUTIONAL CERTIFICATES**

*Prerequisite:

- a mathematics at the Advanced level

Four subjects at the Provincial level including:

- English with a literature component or with a technical and professional English component
- Three additional courses at the Provincial level or higher
  OR
- Advanced Social Sciences and two Provincial level courses or higher

BC Adult Graduation Diploma
OPTION LISTS

List 1  Options may be chosen from Social Sciences, another Science, Trades Training at the Occupational level, a Language, Computer Science/or Studies, etc., at the Advanced Level or higher.

List 2  Options may be chosen from academic subjects at the Provincial Level or higher in the areas of: Sciences, Languages, Humanities, Social Sciences, Mathematics, and Computer Sciences.

List 3  Options may be chosen from other subjects at the Provincial Level or higher including: Business Administration, Office Administration, Consumer Education, Education and Career Planning Trades Training at the Specialty Level, Visual, Graphic, and Performing Arts.

List 1.  Options may be chosen from social sciences, another science, trades training at the Occupational level, a language, accounting, education and career planning, etc., at the advanced level or higher.

(Specific lists of options will be available at individual colleges and institutions.)

* Each certificate and diploma is independent and not prerequisite for another.

NOTE:  Effective June 30, 1996, Advanced Level Accounting was no longer considered a Math credit for an Advanced Certificate or the Provincial Diploma.  This situation changed with the implementation of the new BC Adult Graduation Diploma in September 1999.