

School of Industry and Trades Training

Welding Program Policies

DATE(S):			
	Next Policy Review:		2024-09-01
	Admissions & Standards Committee Approval:		2022-10-25
	Education Council Approval:		2022-11-08
	Effective:		2023-01-01
	Previous Revision(s):		

CREDENTIAL(S):	Certificate
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PROGRAM OBJECTIVES

1. The program is sanctioned by the BC Industry Training Authority and delivers the Level A, Level B, and Level C Welder curriculum.
2. The Welding Program at Selkirk College places students in classroom and shop environments where they gain the knowledge and master the skills required of entry level welders working in industry under each of the respective classifications.
3. Additionally, the Upgrader option delivers American Society of Mechanical Engineers (ASME) - sanctioned and Canadian Welding Bureau (CWB) – sanctioned training to prepare learners for testing to earn a variety of welding procedure endorsements.

Students in the Welding Program are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed on-line at the College website (<http://selkirk.ca/about/governance/policies/>).

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

In addition to meeting the general admission requirements to Selkirk College, the applicant must meet the following Welding Program requirements to be considered fully-qualified:

1. Academic
 - a) Graduation from a BC Secondary School (or equivalent)
 - b) English 10 with a "C+" grade or higher
 - c) One of the following with a "C" grade or higher:
 - (i) Principles of Math 10
 - (ii) Applications of Math 10

- (iii) Apprenticeship & Workplace Math 11
- (iv) Foundations Math & Pre-Calculus 10

2. General

- a) Welder Level B applicants must possess a Welder Level C Certificate of Qualification. Welder Level A applicants must possess a Welder Level B Certificate of Qualification or Interprovincial Red Seal.
- b) Applicants must submit a completed admission application form and other required documents (i.e. secondary school and any post-secondary transcripts) to the admissions office, Selkirk College.
- c) Welder Level C applicants, except Metal Fabricator graduates, are required to complete pre-admission College Readiness Tool for reading, writing and mathematics.
- d) Consideration will be given to mature students (see below).

3. Mature Student (see 8611 Admissions)

- a) A "mature student" is at least 19 years and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) 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.
- c) A mature student shall normally meet the specific program or course prerequisites.

B. SELECTION

Applications will be separated into two levels as identified in Selkirk College Policy 8611 (Admission), namely "fully qualified" and "partially qualified".

1. Fully Qualified

The applicant meets all of the requirements stated in Part I, A, above.

2. Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Part I, A, above.

3. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

- a) Within the fully-qualified level, preference shall be given to those with earlier-completed applications.
- b) Within the partially-qualified level, preference shall be given to those considered best qualified.

C. APPLICATION PROCEDURE

- 1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions office:
 - a) Completed application form.

- b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is currently a student).
 - c) Official transcripts of all post secondary education grades.
 - d) The results of College Readiness Tool (Welder C Level only).
2. Applications for admission will be received until program is full.
 3. An interview (in person or by telephone) with the School Chair or designate may be required before entry to the program. Interview results are not used as criteria for admission.

PART II: PROMOTION POLICIES

A. EVALUATION

1. Grading

- a) Grading will be based on the categories defined in Selkirk College Policy 8612 (Grading) Standard Grading Table for Selkirk College

% Grade	Letter Grade
96 - 100	A+
91 - 95	A
86 - 90	B+
81 - 85	B
76 - 80	C+
71 - 75	C
70	C-
0 - 69	F
Did Not Withdraw	DNW

2. Types and Frequency of Evaluation (Selkirk College Policy 8613: Student Evaluation)

Students are evaluated and graded in each subject or course topic as detailed in the Program Outline.

- (i) Students will complete a series of Subject Exams as described in the Program Outline.
- (ii) Students will complete a series of Written Assignments and Presentations as described in the Program Outline.
- (iii) Students will complete the Program Final Examination at the conclusion of the program.

3. Examination Policy

- a) Students may be allowed to make alternative exam arrangements with the appropriate instructor for valid and verifiable reasons such as medical emergency, family bereavement, or jury duty.
- b) Any alternate arrangements for final examinations must be approved by the School Chair or designate.
- c) All tests and exams are the property of the College and will be retained by the College.

4. Definitions

a) Related Knowledge (RK):

An exam used only to demonstrate adequate knowledge of the subject material recently covered in the program.

b) Practical Competency (P):

A practical demonstration of hand skills and the ability to use tools and equipment properly in the shop.

c) Supplemental Exam:

An exam used to supplement previous evaluations in a course for a particular student when a student achieves under 70%. The instructor will specify when the examination will be held. No more than one attempt will be permitted for a supplemental exam for each subject area. In no case will the second attempt be recorded as more than 70% on all theory examinations

d) Plagiarism and Cheating: Definitions (8610 Admissions and Standards PART II, Section 15.0)

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 others' academic work, training and standards as 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 offence 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 offence, the student will be required to withdraw from the course.

c) For any further offence, 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 offence, steps (a) and/or (b) above may be bypassed, following consultation of instructor, School Chair, and/or Registrar.

B. PROMOTION

Students should keep records of their grades and strive to maintain a Progress Grade of 70% or better. Students should be aware of their Progress Grade at all times.

C. PROBATION (Policy 8615 Standards of Academic Progress, 5.1.2 Academic Probation)

1. Purpose

The purpose of probation is to create an awareness of the seriousness of unsuitable student conduct and/or performance, as well as to reinforce that students have obligations above and beyond those specified in the course outlines.

2. Criteria for placement on academic probation

A student may be assigned probationary status for unsatisfactory academic performance in the first two-thirds of the Program for any of the following:

- a) Failure to maintain a Progress Grade of 70% or better;
- b) Failure to complete Practical Assignments on time;
- c) Failure to submit Written Assignments on time.

3. Criteria for placement on behavioural probation

A student may be assigned probationary status for unsatisfactory behaviour at any time during the program. Refer to Policy 3400 Student Code of Conduct; Rights and Responsibilities.

4. Criteria for removal from probation

- a) Conditions for removal from probation will be specified in the written Notification of Probation.
- b) Any student assigned probationary status must meet the following requirements:
 - (i) Complete attendance.
 - (ii) Complete and submit course work as assigned.
 - (iii) Acceptable academic performance in all courses.
 - (iv) Satisfactory behaviour.
 - (v) Any other conditions specified in the Notification of Probation.

5. Failure to meet conditions of probation

A student placed on probation who does not meet the requirements specified by the letter of probation may be required to withdraw.

6. Number of probationary periods.

- a) Students are limited to two probationary periods. A student whose behavioural or academic performance necessitates a third probationary period will be required to withdraw.

D. PROGRAM EXCLUSION/DISMISSAL (Refer to Policy 3400 Student Code of Conduct - Rights and Responsibilities)

An instructor may exclude a student from participating in a class, lab, field trip, shop session, or other learning opportunities for violating policy 3400 or if s/he lacks appropriate personal protective equipment (PPE) as required in the program outline.

E. APPEAL (Refer to Policy 8400 Student Appeals for procedures and time lines)

F. ATTENDANCE

1. Attendance at all scheduled lectures, shop activities, examinations and other learning experiences is mandatory.
2. Where possible, students who are absent from a learning experience (including testing) must notify the program instructor prior to the absence. If advance notice is not possible, the student will contact the instructor about missed or late assignments as soon as possible upon return to school. Students are responsible to make up missed work as required.
3. The Welding program will not undertake to provide substitute learning opportunities in program courses when students have been absent, for any reason.
4. Students claiming illness or absence for compassionate reasons from learning experiences must contact the instructor directly. Students may be required to supply a doctor's certificate to substantiate claims of illness.
5. Students who are excluded from a lesson, class or course for reasons outlined in Part II, D will be considered absent from those classes.
6. A student whose absenteeism exceeds 7.5% at any time, may be required to withdraw from the program.

G. STUDENT CONDUCT

1. Refer to Policy 3400 Student Code of Conduct – Rights and Responsibilities.
2. Health and Safety
Students are required to follow the safety directions of Selkirk College staff and the safety guidelines specific to their program. Additionally, students must wear prescribed personal protective equipment (PPE) in all designated areas. Failure to follow safety directions may result in the suspension of shop access. Only the School Chair may reinstate access.

Students are encouraged to complete the Voluntary Disclosure of Health History form for any health (physical and/or mental) conditions (e.g., anxiety, diabetes, epilepsy, allergies), or prescription medications which could lead to concerns in an industrial environment. This information is for safety reasons only and will be kept confidential.

Students are required to complete all mandatory safety training prior to using program equipment. Students are responsible for adhering to correct usage of equipment and for informing staff when the equipment is damaged or unsafe to operate.

Students who are unsafe or impact the safety of others will be required to leave the class or shop area until remediation has been met.

The use of personal electronic devices in a learning environment can be disruptive and is unsafe in an industrial setting. Usage and restrictions will be identified in the program safety guidelines.

No alcoholic beverages, illegal drugs, or cannabis products are to be consumed on the college property during or before a college activity. If a student appears to be under the influence of drugs or alcohol they will be required to leave the premises and subject to disciplinary action as outlined in Policy 3400: Student Code of Conduct.

When participating in program field trips or other off-campus college-related activities, students are required to comply with the health and safety guidelines of both Selkirk College and those of their hosts. See College Policy 8350: Educational Field Trips.

H. ASSIGNMENTS AND EXAMINATIONS

1. All Subject Exams and the Program Final Examination must be written at the time designated by the program instructor. Failure to do so will result in a zero percentage (0%) grade on that examination. Except in extenuating circumstances, requests for rescheduling exams will not be granted.
2. All Written Assignments, Practical Assignments, Presentations and Practicums must be completed and/or submitted at the time designated by the program instructor.

I. GRADUATION REQUIREMENTS

1. To receive the Selkirk College Welder Level C Program Certificate of Completion, the student must successfully complete each of the following training modules (courses):

WELD P-1/P-1P:	Introduction and Program Orientation
WELD P-2/P-2P:	Oxy-Fuel Cutting
WELD P-3/P-3P:	Gas Welding and Braze Welding
WELD P-4/P-4P:	Shielded Metal Arc Welding I
WELD P-5/P-5P:	Air Carbon Arc Gouging
WELD P-6/P-6P:	Gas Metal Arc Welding I and Flux Core Arc Welding I
WELD RK-1/RK-1P:	Material Handling
WELD RK-2A/RK-2AP:	Blueprint Reading I
WELD RK-2B/RK-2BP:	Mathematics
WELD RK-3/RK-3P:	Welding Metallurgy I

2. To receive the Selkirk College Welder Level B Program Certificate of Completion, the student must successfully complete each of the following training modules:

WELD P-7/P-7P:	Shielded Metal Arc Welding II
WELD P-8/P-8P:	Gas Metal Arc Welding II
WELD P-9/P-9P:	Flux Core Arc Welding II
WELD P-10P/P-10P:	Gas Tungsten Arc Welding
WELD RK-4/RK-4P:	Quality Control and Inspection
WELD RK-5/RK-5P:	Welding Codes, Standards and Specifications
WELD RK-6/RK-6P:	Blueprint Reading II
WELD RK-7/RK-7P:	Welding Metallurgy II

3. To receive the Selkirk College Welder Level A Program Certificate of Completion, the student must successfully complete each of the following training modules:

WELD P-11/P-11P:	Shielded Metal Arc Welding III
WELD P-12/P-12P:	Gas Tungsten Arc Welding II
WELD RK-8/RK-8P:	Welding Metallurgy III
WELD RK-9/RK-9P:	Blueprint Reading III

4. To receive specific ASME or CWB trade endorsements, the student must demonstrate practical competence in each respective process.

NOTE: Selkirk College Welding Program graduates must complete substantial hands-on field experience to earn official BC Industry Trade Authority (ITA) Certificate of Qualification as C, B, or A Welders and Interprovincial Red Seal Qualification, where applicable.

NOTE: Courses of study, course content, course weightings, and learning outcomes for all Welding courses and modules are prescribed by the BC Industry Training Authority (ITA) and/or the Canadian Welding Bureau and/or the American Society of Mechanical Engineers (ASME), and are subject to change without notice.