

School of Academic Upgrading and Development

Academic Upgrading Program Policies

DATE(S):		
1.	Next Policy Review:	2023-05-01
2.	Admissions & Standards Committee Approval:	2018-10-09
3.	Education Council Approval:	2018-11-13
4.	Effective:	2018-08-01
5.	Previous Revision(s):	

CREDENTIAL(S):	Level Certificates of Completion or BC Adult Graduation Diploma
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PROGRAM OUTCOMES

Learners participating in Academic Upgrading courses at Selkirk College will finish their studies being able to demonstrate a number of the program outcomes listed below:

1. Demonstrate increased self-confidence.
2. Manage financial matters by applying principles of numeracy, accounting and integration of relevant technology.
3. Use appropriate verbal, non-verbal and written skills to communicate.
4. Develop effective learning strategies and adapt them to new situations.
5. Create realistic personal, work, and educational goals and plans to achieve them.
6. Exhibit positive professional behaviour and employment related skills that maximize opportunities for success.
7. Demonstrate resilience, creativity and critical thinking in challenging situations.
8. Participate effectively as part of a team and in society.
9. Identify personal values, make decisions, and balance responsibilities to increase well-being.
10. Practice appropriate safety procedures.
11. Use current and emerging technology effectively.

Students in the Academic Upgrading 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 (policies.selkirk.ca).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

1. Students applying to Academic Upgrading are not subject to the general admission requirements for Selkirk College.
2. All applicants will be interviewed by an instructor to discuss past education, current academic goals and an appropriate set of courses.
3. The College Readiness Tool is used for advising on course level placement. Students will write the CRT assessment prior to course registration to help instructors determine ideal course level placement. Program Chair or designate, in consultation with Assessment Services, will determine which subtests of the CRT will be required and the cut off scores for each subtest, in order to verify an applicant's potential for success and program admission.
4. Students must be 18 years of age or over at the time of registration.
5. Notwithstanding the above, students 16 or 17 years of age may be considered for admission. Factors to be considered when determining admission include at least one of:
 - a) recommendation of a parent or guardian,
 - b) recommendation from a secondary school in which the student is currently enrolled, or
 - c) recommendation of other professionals familiar with the student's circumstances, for example a counsellor or social worker.

In addition, the instructor who conducted the interview in part 2 must be satisfied that the under-age student can perform in an adult learning environment. Such admission decisions will be made by the Intake Instructors under the supervision of the School Chair.

Note: It is Selkirk's intention to work collaboratively with our local school districts to ensure an under-aged student's needs are best met by programming in the post-secondary system.

6. Students in good standing who must interrupt their program of studies may apply for readmission.
7. Re-entry to the Academic Upgrading program is permitted as space becomes available.

B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete, students must:
 - a) participate in an intake interview (in person or by telephone) with an instructor,
 - b) complete a Selkirk College Application for Admission form,
 - c) sign their completed Course Registration form, and
 - d) complete funding paperwork: forms for either an Adult Upgrading Grant, Adult Upgrading Bursary or an AUD Funding Opt Out form, including any associated documentation required (child care subsidy form, appendices, proof of income).

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student may obtain credit for a maximum of 80% of certificate requirements by Transfer Credit, Advanced Placement, Prior Learning Assessment or combination thereof. For more information, see Policy 8614: Advanced Standing.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A principle of delivery of education at the fundamental and intermediate level is that students must demonstrate mastery of the learning outcomes associated with a section of the course.

1. Fundamental level courses
 - a) Students in Fundamental Level courses will create an Academic Plan, which includes the student's education goals and the education pathway, timeline and courses to achieve it.
 - b) Progress through Fundamental level courses is competency-based and requires the following:
 - i. achieving 80% or more on formative evaluations
 - ii. achieving 70% or more on summative evaluations
 - iii. passing final examination
 - iv. achieving the learning outcomes set out in each course outline
2. Intermediate level courses
 - a) Progress through Intermediate level courses is competency-based and requires the following:
 - i.) achieving 80% or more on formative evaluations
 - ii. achieving 70% or more on summative evaluations
 - iii. passing final examination
 - iv. achieving the learning outcomes set out in the course outline

A. ASSESSMENT

1. Grading
 - a) Fundamental level courses will be based on Competency Based Grades Table found in Selkirk College Policy 8612: Competency Based Grades Table.
 - b) Intermediate, Advanced and Provincial level courses follow the College's letter grade system found in Policy 8612: Academic Upgrading Grading Table.
 - c) No GPA is calculated for upgrading courses.
2. Assessments
 - a) Students are expected to complete the course outcomes independently and with original work unless otherwise specified by the instructor.
 - b) Students are assessed and graded for each course outcome as indicated in the respective course outline.
 - c) Exams, labs, group or individual projects, assignments, presentations, professionalism and other evaluative activities are weighted and averaged as indicated in the respective course outline.
 - d) Missed assignments and tests will receive a zero mark if not submitted. However, in some courses it may be mandatory to submit all assignments to an acceptable level and/or to write all exams in order to receive credit for the course.
 - e) Individual course outlines may have other specific requirements for assignments, grades, and/or examinations.

- f) If accepted, late assignments may be subject to penalty as indicated in the respective course outline.

3. Examinations

- a) Students in an upgrading course must receive a passing grade on the final exam in order to pass the course.
- b) 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.
- c) Tests and exams will be retained by the instructor. Students wishing to review a final exam should make arrangements with their instructor.
- d) Students who have not completed all assigned work and exams must obtain the instructor's approval to write the final exam before the exam date. The instructor may require the student to prepare a plan for completion of outstanding work.

4. Cheating and Plagiarism See Policy 8618: Cheating and Plagiarism

B. PROMOTION

- 1. Students in good standing are eligible to attempt an Academic Upgrading course a second time without special permission. Third or more course attempts are possible with the approval of the Academic Upgrading School Chair or Dean. Approval is granted based on the rationale provided in the student's Academic Plan.
- 2. In the Academic Upgrading program it is not necessary to obtain a level certificate in order to take courses at the next level. However, some courses in the subject areas are sequential and must be completed in order.

C. GRADUATION

- 1. Learners may be awarded a credential based on their level of completion. Institutional certifications are awarded at the Fundamental, Intermediate and Advanced levels. Upon completion of the Provincial level, the BC Adult Graduation Diploma is awarded.
- 2. Students must be 18 years of age or older to be eligible for the BC Adult Graduation Diploma.
- 3. Institutional Credentials

- a) Fundamental Level Certificate of Completion:

Selkirk College awards a Fundamental Level certificate of completion to learners upon completion of the following Fundamental level courses:

MSK 06	Fundamental Math
LSK 06	Language and Writing Skills
RSK 06	Reading Skills
SSK 06	Skills and Strategies for Learning

b) Intermediate Certificate of Completion:

Selkirk College awards an Intermediate Level certificate of completion to learners upon completion of the following Intermediate level courses:

MATH 44	Mathematics
ENGL 10	English
<i>And any two of the following:</i>	
CPST 10	Computer Studies
EDCP 49	College Success
SCIE 10	Science
SOST 10	Social Studies

*Minimum requirements are listed; higher-level courses may be substituted

c) Advanced Level Certificate of Completion

Selkirk College awards an Advanced Level certificate of completion to learners upon completion of the following Advanced level courses:

MATH 54	Mathematics – Business/Technical
ENGL 50	English
<i>And any two of the following:</i>	
BIOL 50	Biology
CHEM 50	Chemistry
CPST 50	Computer Studies
EDCP 50	College Success
PHYS 50	Introduction to Physics
SOST 50	Social Studies

*Minimum requirements are listed; higher level courses may be substituted

4. British Columbia Adult Graduation Diploma

Selkirk College awards a BC Adult Graduation Diploma to learners upon completion of the following courses:

MATH 50, 54, or 56	Mathematics – any Advanced (gr 11) level math
ENGL 60 or 66	English – any Provincial (gr 12) level English
<i>And any three of the following:</i>	
BIOL 60	Biology
CHEM 60	Chemistry
CPST 60	Computer Studies
EDCP 60	College Success
EDSS 60	Student Success
HIST 60	History
IFA 60	Indigenous Fine Arts
MATH 60	Algebra and Trigonometry
PHYS 60	Introduction to Physics
SOST 50	Social Studies
SOST 60	Social Studies: Introduction to Social Studies
WORK 60	Workplace Experience w Essential Skills
Any course that is authorized by the Ministry of Education (4 credits)	

*Minimum requirements are listed; higher-level courses may be substituted

PART III STUDENT CONDUCT (See also College *Policy 3400: Student Code of Conduct*)

<http://policies.selkirk.ca/media/about-web-section/governance/college-policies/3400-Student-Code-of-Conduct--Rights-and-Responsibilities.pdf>

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

<http://policies.selkirk.ca/>

Policy 3400: Student Code of Conduct

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies