

**School of The Arts**

**Ceramics Program Policies**

<b>DATE(S):</b>		
1.	Next Policy Review:	2026-04-01
2.	Admissions & Standards Committee Approval:	2021-04-13
3.	Education Council Approval:	2021-05-11
4.	Effective:	2021-09-01
5.	Previous Revision(s):	<i>new</i>

<b>CREDENTIAL(S):</b>	<b>Certificate</b>
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**PROGRAM OUTCOMES**

*Upon successful completion of this program, students will be able to:*

- Outcomes TBD Fall 2022

Students in the Ceramics 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](http://policies.selkirk.ca)).

**PART I: ADMISSIONS**

**A. ADMISSION REQUIREMENTS**

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

1. Academic
  - a) English at a grade 12 level with a minimum of 60%.
  - b) Students whose first language is not English must fulfill the college's English language proficiency requirement. See *Policy 8611: Admissions*.
  - c) Submit a completed admission application form and other required documents (i.e., secondary school and any post-secondary transcripts) to the Admissions Office.
2. Specific
  - a) Complete the Ceramics program application questionnaire.

- b) Submit a portfolio. Portfolio requirements can be found at [selkirkcollegearts.ca/TBD](http://selkirkcollegearts.ca/TBD).
- c) Participate in a scheduled interview with Ceramics program faculty.

## B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete the following must have been received or marked complete by the admissions office:
  - a) Completed application form.
  - b) Official transcripts of high school grades and interim statement of grades is acceptable if applicant is currently a high school student.
  - c) Official transcripts of all post-secondary education grades.
  - d) Applicant information questionnaire.
  - e) Portfolio submission.
  - f) Interview.
2. Students wishing to enroll in the Ceramics Program on a part-time basis may do so providing the same entry requirements as full-time students, as stated in Part A, have been met. Part-time students are accepted only if space is available after all full-time students are scheduled, and only with permission of the school chair.

## C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

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

## D. RE-ENTRY

Any student who has left the program, must seek approval from the school chair for re-entry. See *Policy 8615: Standards of Academic Progress*.

# PART II: ASSESSMENT, PROMOTION AND GRADUATION

## E. ASSESSMENT

Grading will be based on the grades specified in the Standard Academic and Career Grading Table. To view the grading tables, see *Policy 8612: Grading*.

## F. PROMOTION

1. Admission to a given semester requires completion of all required courses with a minimum cumulative GPA of 2.00 and no more than one (1) failure grade in the previous semester courses. Any student with more than one (1) failure must have the school chair's approval to progress to the next semester. Students receiving a final grade of "F" in a prerequisite course will not be allowed to register in a subsequent course requiring that prerequisite.
2. To be qualified for admission into a course which stipulates a prerequisite, a minimum grade of "C" must be achieved in the prerequisite course, unless otherwise specified.

G. GRADUATION

In order to qualify for a Selkirk College Ceramics Studio Certificate, a student must complete all of the following courses with a minimum final grade of “P” in each course and an overall GPA of 2.00 or better. see *Policy 8617: Graduation*

10 Month Ceramics Certificate

Ceramics Certificate								
Semester 1			Semester 2			Semester 3		
Code	Name	Credits	Code	Name	Credits	Code	Name	Credits
CERM 101	Wheel 1	4	CERM 102	Wheel 3	5	CERM 114	Studio 2- Glaze & Surface Development	1.5
CERM 103	Hand Forming & Molding	4	CERM 104	Hand Forming & Molding	5	CERM 112	Studio 1- Design for Production	1.5
CERM 105	Introduction to Glaze Technology & Surface Treatment	4	CERM 106	Ceramic Technology 2 - Surface and kiln	5	CERM 120	Self-Directed Studio 1	2
PPD 101	Drawing as a Basic Visual Communication	3	CERM 108	Studio Specific Design	1			
			PPD 111	Professional Practice and Design	3.5			
Semester Credits		15	Semester Credits		19.5	Semester Credits		5
Total Year Credits								39.5
Total Program Credits								39.5

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

A. ATTENDANCE

1. Attendance at all scheduled lectures, examinations, projects, activities and other learning experiences is mandatory unless the student is given written instructions to the contrary.
2. Absences from studio periods may result in lost marks since studio work is a major source of evaluation and normally cannot be repeated.
3. Absence from learning experiences, for any reason, may preclude the student being able to meet the required outcomes for that course.
4. Students absent from either two studio and/or four lectures, without prior and/or confirmed acceptable excuse may be required to withdraw from the course or program, upon the recommendation of the school chair.
5. Students claiming illness or compassionate reasons for absence from any learning experience must contact the instructor concerned directly.
6. Students may be required to supply a professional certificate to substantiate claims of illness, injury or compassionate needs.

7. Students absent from any course, for any reason, are responsible for the work missed, and must make up missed assignments.
8. Students are required to inform the instructor in writing of planned absences prior to an evaluation event taking place and must have the written permission of the instructor to be absent. Failing this, no “make-up” will be permitted.

## B. PROFESSIONAL REQUIREMENTS

### 1. Physical Health and Safety

Students are required follow the safety directions of Selkirk College faculty and staff. Additionally, students must wear prescribed personal protective equipment (PPE) in all designated areas. Failure to follow either of these guidelines may result in the suspension of studio access privileges. Only the school chair may reinstate studio access privileges.

Students will be provided with information about safety issues and safety guidelines. Students are encouraged to inform the school chair of any health (physical and/or mental) conditions (e.g., anxiety, diabetes, epilepsy, allergies), or prescription medications, which could lead to problems in isolated or studio situations. This information is for safety reasons only and will be kept confidential. Students should also inform the school chair of any physical problems that may create difficulties for them in the program. Students who are unsafe or impact the safe environment for others will be required to leave the class until required remediation has been met.

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

### 2. Working Alone and in Isolation

In the evenings and on weekends, students are not permitted to work alone or in isolation. At least two students must be working in a studio at any time. It is the student's responsibility to meet this requirement. Students are required to sign in and out of studios.

Guests and visitors of students are not permitted in the studios without prior, written approval of the school chair. A guest or visitor is not considered to be a second student for purposes of working in the studio.

Students may be employed by the college as a studio monitor or other assigned roles. See College *Policy: 6410 Working Alone or in Isolation*.

### 3. Alcohol and Drug Use in the Studio

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 in the studio or on the premises, they will be required to leave the studio and will be suspended from use of the studio and subject to disciplinary action as outlined in *Policy 3400: Student Code of Conduct*.

### 4. Electronic Devices in the Studio

The use of personal electronic devices in the learning environment can be disruptive and unsafe. Usage and restrictions will be identified in the safety guidelines and may vary from studio to studio.

C. AFTER HOURS STUDIO ACCESS

1. After hours studio access is granted to Ceramics program students in good standing. Access hours will be published prior to the start of the Fall and Winter semesters. Access hours are subject to change.
2. After hours studio access can be revoked when a violation of the Student Code of Conduct has been identified. Only the school chair or dean may reinstate a student's access. See College *Policy 3400: Student Code of Conduct*.

D. PROBATION

See College *Policy 8619: Student Probation*.

E. REQUIRED EXCLUSION/DISMISSAL

An instructor may recommend to the school chair that a student be withdrawn from a course if that student has missed instructional times or failed to complete assigned work to such a degree that they could not compensate sufficiently to pass the course 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.

F. ACADEMIC INTEGRITY

See College *Policy 8610: Cheating and Plagiarism*.

G. APPEALS

See College *Policy 8400: Student Appeals*.

## Part IV STUDIO EQUIPMENT

- A. Students will be required to complete all mandatory safety training prior to using college supplied equipment and facilities. Students must wear suitable personal protective equipment (PPE) in all designated areas.
- B. Studios and the equipment in them are a vital part of program delivery. These rooms and all equipment must be used and maintained to high standards for the programs to operate effectively. To ensure this the following methods must be employed:
  1. Return signed out equipment promptly.
  2. Adhere to correct equipment usage to prevent damage.
  3. Inform faculty or staff when a piece of equipment is damaged, is not operating properly, or becomes unsafe to use.
  4. Keep the studio clean.

**Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:**

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