



School of Industry and Trades Training

Hairstylist Program Policies

APPROVAL:

1. Next Policy Review:	<u>November 2013</u>
2. Admissions & Standards Committee:	<u>September 2006, March 2012</u>
3. Education Council Committee:	<u>April 2012</u>
4. Effective:	<u>September 2006, March 2012</u>
5. Minor Revisions:	<u>March 2012</u>
6. Archive Date:	<u></u>
7. Program Revision	<u>November 2005</u>

PROGRAM OBJECTIVES

1. The student will acquire the necessary hairstylist skills in salon procedures and will be able to apply these skills.
2. The student will be introduced to the current salon equipment and products being used in the industry.
3. The student will demonstrate safe work habits and practice appropriate health prevention to create a safe and healthy work environment.
4. The student will gain the ability to practice communication and interpersonal skills required for the salon of today.

Students in the Hairstylist Program are subject to the overall policies affecting all students at Selkirk College, with the following additions listed below. College policies may be viewed on-line at the College website (www.selkirk.ca).

PART I: PROGRAM ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. Academic
 - a) Completion of BC grade 10 or equivalent (e.g. GED, ABE Intermediate)
2. General
 - a) All applicants are required to complete pre-admission placement tests in reading, writing and math.

3. Mature Students

- a) 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.
- 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 pre-requisites.

B. SELECTION

Applicants will be separated into two levels as identified in Selkirk College Policy 8610 (Admissions and Standards), namely "fully-qualified" and "partially qualified".

1. Fully Qualified

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

2. Partially Qualified

- a) 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 program 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 completed, the following must be received:

- a) Completed application form.
- b) Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is currently in school.)
- c) See Part I.A.2. General

D. ADVANCE CREDIT

1. Transfer Credit

- a) Requests for advanced or transfer credit will be considered on an individual basis. (Refer to Selkirk College Policy 8610).

2. Prior Learning Assessment (see Selkirk College Policy 8610)

- a) Not more than 75% of credits required in a program will be awarded through PLA
- b) The college PLA policy (8610) will be followed.

E. RE-ENTRY

1. Students in good standing who must interrupt their program may apply to re-enter within one year of departure.
2. Students who fail to complete the program successfully may apply to re-enter within one year of departure.
3. Priority for re-entry will be given as follows:
 - a) Students who interrupted their program for illness or compassionate reasons.
 - b) Students who failed to meet program requirements for promotion.
4. If a student should qualify for re-entry, that student should apply immediately. If he/she is unable to gain re-admission due to limited space, the time limit specified above will not apply.
5. Students who fail to complete a semester successfully must repeat the uncompleted semester when it is offered next.
6. Normally, a student returning within one year will retain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses previously completed.

PART II: PROMOTION POLICIES

A. EVALUATION

1. Grading

Percentage	Letter Grade	Description
96-100	A+	EXCELLENT. Work of exceptional quality; content complete, accurate and at a high level; excellent mastery of course learning outcomes.
91-95	A	
86-90	B+	GOOD. Good quality work with no major weaknesses; mastery of most course learning outcomes.
81-85	B	
76-80	C+	SATISFACTORY. Adequate work; some weaknesses in mastery of course learning outcomes; important details, skills or perspectives are left out.
71-75	C	
70	C-	MARGINAL. Minimally adequate work which may not prepare students for further study in the same or related subject areas.
< 70	F	FAILURE. Student has failed to master enough of the prescribed learning outcomes to receive any credit for the course.
	DNW	DID NOT OFFICIALLY WITHDRAW FROM THE COURSE. Students who did not complete a course and who, at the time they ceased to participate, had not accumulated sufficient marks to achieve any of the above passing grades.

2. Types and Frequency of Evaluations

- a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- b) Students will complete a combination of practical and written assignments, tests and exams for each course in the program. An outline of evaluative events will be provided in each course outline.

3. Examination Policy

- a) Tests and examinations must be written on scheduled dates. The only exception to this policy will be if the student supplies the instructor with satisfactory evidence of personal illness or extenuating circumstances.
- b) Prior arrangements, when possible, must be made to miss a test or examination due to extenuating circumstances (i.e. family emergency or a court appearance).
- c) Dates for writing missed tests or examinations will be set by the instructor.

4. Cheating and Plagiarism (Selkirk College Policy 8610).

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 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, and/or Registrar.*

B. PROMOTION

- 1. Admission to the second semester requires completion of all courses with a minimum cumulative G.P.A. of 2.00 and no more than two "P" grades. Students with more than two "P" grades must have the School Chair's approval to progress to the next semester.

C. PROBATION

1. The purpose of probation is to communicate to the students that their performance is deficient and that it may jeopardize their status in the program.
2. Academic Probation
 - a) A student may only be placed on academic probation during the first two-thirds of a program term.
 - b) Criteria for placement on academic probation will include but not necessarily be limited to the following:
 - (i) Cheating.
 - (ii) Poor academic performance.
3. Behavioural Probation
 - a) A student may be placed on behavioural probation any time during the term.
 - b) Criteria for placement on behavioural probation will include but not necessarily be limited to the following:
 - (i) Absenteeism, both cumulative and current, and continued after a preliminary warning.
 - (ii) Behaviour which disrupts classes or field trips and impedes the progress of fellow students.
4. Removal from probation
 - a) Removal from probation will be outlined in the official notification of probation.

D. EXCLUSION OR DISMISSAL (See Selkirk College Policy 8610)

1. A student may be excluded or dismissed from the program for not meeting the conditions of probation.
2. 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.
3. 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 3400 - Student Code of Conduct.

E. APPEAL (See College Policy 8400)

1. A student dissatisfied with a final grade or program decision (e.g., probation, exclusion, dismissal) may appeal the College's action by following this sequence:
 - a) Contact the course instructor in writing within five working days.
 - b) Contact the School Chair in writing within five working days.
 - c) Contact the Dean of Industry and Trades Training in writing within five working days.

NOTE: A student ombudsperson may be available to assist you in this process.

2. 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 within two working days.
 - b) Students have five working days from the time they are notified of their final grades to appeal a grade.
 - c) From the time of official notification students have five working days to appeal probationary status, exclusion or dismissal

F. ATTENDANCE

1. Attendance is recorded daily. Continued absenteeism will be brought to the attention of the student and will result in probation.
2. A student absent from class for any reason is required to advise the instructor.

G. STUDENT CONDUCT / PERSONAL PRESENTATION (see Selkirk College Policy 3400)

1. Students are expected to prepare themselves for a position in a salon and to demonstrate the deportment, dress, attitudes, and communication skills expected in the Hairstylist industry. Professional clothes must be worn to all classes and practicum (no jeans).
2. Lab coats are to be worn.
3. Closed-toe shoes are to be worn to comply with WorkSafeBC regulations.

H. EXAMINATIONS

1. Students leaving the examination room before the conclusion of the examination without the permission of the invigilator may forfeit their right to return to the examination room.
2. Students shall follow the written instructions of the examiner or risk losing marks.
3. No books or other materials may be brought into the examination room unless the consent of the invigilator has been given.
4. No material relating to the examination may be removed from the examination room.
5. Making use of materials, books, or notes, without the approval of the invigilator; speaking or communicating in other ways with other students; or exposing written papers to the view of other students is not permitted. Students who do or attempt to do any of the above will forfeit the right to have the examination evaluated.

I. GRADUATION

1. Graduation from the Hairstylist Program requires:

a) Completion of the following courses:

HAIR 110	Introduction to Hairstylist
HAIR 152	Infection Control
HAIR 154	Shampoo & Massage I, II
HAIR 156	Trichology & Chemistry
HAIR 158	Hair Styling & Blow Drying I, II, III
HAIR 160	Communications I, II, III
HAIR 162	Hair Shaping & Haircutting I,II, III
HAIR 164	Chemical Texturizing I, II, III
HAIR 166	Hair Colouring I, II, III
HAIR 168	Salon Business & Management II, III
HAIR 170	Wigs & Additions
HAIR 176	Practicum
HAIR 178	Portfolio

b) A minimum cumulative average of 70%

c) Completion of 1500 hours of training.

Note: Upon successful completion of the program, students are eligible to write the Interprovincial Certificate of Qualification exam.