



- c) One of the following with a "C" grade or higher:
  - (i) Apprenticeship & Workplace Math 11
  - (ii) Principles of Math 10
  - (iii) Applications of Math 10
  - (iv) Foundations Math & Pre-Calculus 10

2. General

- a) 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.
- b) Applicants, except those with Welder qualifications and those laddering from Level C Welder, are required to complete pre-admission College Readiness Tool in reading, writing and mathematics.
- c) Consideration will be given to mature students (see below).

3. Mature Student (see *Policy 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, at the School Chair's discretion.
- 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: Admissions* 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. Laddering Level C Welder Students

Space permitting, applications from Level C Welder students will be accepted no sooner than 30 days before the program start date.

- a) Level C Welder students can ladder into the program up to a month after its start date only if program scheduling is such that they miss no more than the last month of the Level C Welder program by doing so.

4. Order of Selection: See *Policy 8611 Section 5.2 (8) and (9)*

### 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 (Welders and laddering Level C Welder students exempt).
2. 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 2 for Selkirk College

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	P	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.

- b) Types and Frequency of Evaluation (*Selkirk College Policy 8613: Student Evaluation*)
- c) Students are evaluated and graded in each subject or course topic as detailed in the Program Outline.

- (i) Students will complete a series of weighted Subject Exams as scheduled in the Program Outline.
- (ii) Students will complete an ongoing series of Practical Competencies to be evaluated on a day-to-day basis.
- (iii) Students will complete the Program Final Examination at the conclusion of the program.

## 2. 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) Requests for supplemental Subject Examinations will not be approved.
- d) Where the BC Industry Training Authority provides access to apprenticeship level Challenge Examinations, requests for Supplemental Final Exams at Selkirk College will not be approved. Otherwise, Supplemental Final Exam requests will be approved only under extenuating circumstances.
- e) All tests and exams are the property of the College and will be retained by the College.

## 3. Cheating and Plagiarism: (Policy 8618: Cheating and Plagiarism)

### B. PROMOTION

1. 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 8619: Student 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 term (or 2/3 of the training time i.e. apprenticeship training), under the following circumstances:

- a) Failure to maintain a Progress Grade of 70% or better.
- b) Failure to complete shop assignments as assigned.
- c) 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*.

3. 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.

4. 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.

5. 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*)

- 1. 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 Metal Fabricator 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*.

## 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 Shop Assignments must be completed and submitted at the time designated by the program instructor.

## I. GRADUATION

1. Certificate Requirements

- a) Completion of all courses required by the Industry Training Authority (ITA) with a Cumulative Average of 70% or better. (*Refer to ITA web site*). At the time of writing the ITA required courses are:

<b>Metal Fabricator Foundation Program: Course of Study</b>	
<b>Code</b>	<b>Name</b>
MFAB 100	Introduction to the Trade
MFAB 101	Use of Safe Work Practices
MFAB 102A/AP	Solve Trade Math Problems
MFAB 103A/AP	Use Trade Tools
MFAB 104A/AP	Use Shop Equipment
MFAB 105A/AP	Burn and Weld Materials
MFAB 106A/AP	Read Drawings
MFAB 107A/AP	Use Material Handling Equipment
MFAB 108A/AP	Use Structural Layout Techniques
MFAB 109A/AP	Develop Plate and Structural Patterns
MFAB 110A/AP	Use Surface Prep and Finishing Methods
MFAB 111A/AP	Fabricate Plate and Structural Sections

**NOTE:** Courses of study, course content, course weightings, and learning outcomes for all Metal Fabricator Foundation Program classes are prescribed by the BC Industry Training Authority (ITA) and subject to change without notice.