



**School of University Arts and Science
Open Studies Program Policies**

DATE(S):		
1.	Next Policy Review:	04-01-2023
2.	Admissions & Standards Committee Approval:	10-12-2021
3.	Education Council Approval:	11-09-2021
4.	Effective:	09-01-2022
5.	Previous Revision(s):	new

CREDENTIAL(S):	none
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PROGRAM OUTCOMES

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

- Enroll in a post-secondary course.
- Identify the learning outcomes for a post-secondary course.
- Navigate the learning requirements of a post-secondary course.

Selkirk College policies may be viewed on-line at the College website (www.policies.selkirk.ca)

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

1. Students may apply to the Open Studies program without meeting College admission requirements. An Open Studies student may register in courses designated eligible for Open Studies without meeting admission requirements for the course or program in which the course resides. Open Studies students attend courses subject to:
 - a) Only attending courses identified by Selkirk College as eligible for Open Studies
 - b) Apprising themselves of course prerequisites, including English language proficiency requirements, and accepting responsibility for adequate preparation for successful participation and completion, irrespective of not having to meet course admission requirements

Adherence to all policies at the College applicable to attendance of any specific course, with the exception of admission requirements as noted above.

- c) Courses are not a graduation requirement of the academic program the student is currently attending

B. APPLICATION PROCESS

1. Before an applicant's file is considered to be complete, the following must have been received by the Admissions Department:
 - a) Completed application form.
2. Entry may be restricted by space limitations.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

Courses available through Open Studies may be transferred for credit into the program within which they are situated, provided a student applies and meets program admission requirements.

For information on course challenges and other forms of prior learning assessment, see Policy 8614: Advanced Standing: Course Challenge, Prior Learning Assessment (PLA), and Transfer Credit.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Each course offered in the Open Studies program uses the grading table from the applicable course outline. To view all College grading tables, see *Policy 8612: Grading*.

2. Assessments

- a) Students are assessed and graded for course outcomes as indicated in the respective course outline.
- b) Assignments, exams, group or individual projects, labs, participation, presentations, and other evaluative activities are weighted and averaged as indicated in the respective course outline.

3. Cheating and Plagiarism

See Policy 8618: Cheating and Plagiarism

B. PROMOTION

1. Credits granted for successful completion of courses may be applied towards program graduation once a student has been accepted into the respective program.
2. Successfully completed Open Studies courses may be considered by program chairs in the admission decision, if the completed course is at a higher level than the admission requirement for a program.

C. APPEAL

See Policy 8400: Student Appeals

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

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