

 <b>Policies and Procedures</b>		Number <b>8610</b>	Title <b>Admissions and Standards (A&amp;S): Overview</b>	
		Replaces	B3002.1	
		Effective	2014-12-01	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2014-10-15	
VP Education & Students	Registrar	Recommended/Approved by Education Council	2014-11-18	
		Approved by President	n/a	

## A. Purpose

This policy fulfills the following purposes:

- a) To provide an overview of the Admissions and Standards policies listed below.
- b) To define the relationship between Admissions and Standards policies and school/program policies.
- c) To define the role of the Admissions and Standards Committee.

## B. Scope / Limits

The Admissions and Standards policies govern the admissions and academic standards of all College programs. School and program policies may provide additional admissions and standards requirements specific to the school or program. In the event of a conflict between Admissions and Standards policy and the school / program policy, the Admissions and Standards policy will take precedence.

## C. Principles

### 1. Admissions and Standards Committee

The Admissions and Standards Committee is a standing committee of the Education Council. Its role is to review admission criteria and program standards for school and program policies to ensure consistency with this policy and to make recommendations to the Council on these matters.

### 2. Admissions and Standards Policies

When admission criteria or program or course standards are changed, these changes will not become effective until approved by the Education Council.

Any increase in admission requirements must be published at least twelve months in advance of the program start date. Students who have already applied to a program shall not be negatively affected by such changes.

### **3. School and Program Policies**

A complete review of a school or program policy must occur at least once every five years.

When significant changes are made to school or program policies the changes will be applied only to subsequent applicants.

## **D. Definitions**

See Policy 8100, Glossary of Terms

## **E. Policy Overview**

### **1. Policy 8600: Pre-Admission Basic Skills Assessment**

The purposes of this policy are to promote student success, identify those who may be at-risk for failure, and reduce student attrition. This will be accomplished by ensuring that applicants are prepared for the level of academic skills demanded in the program to which they are applying. This process is intended to provide information to assist prospective students in making appropriate, informed decisions about their education plans.

### **2. Policy 8611: Admission**

The purposes of this policy are to provide general admission requirements to the College and to provide guidelines for specific admission requirements for programs and courses.

### **3. Policy 8612: Grading**

This policy fulfills the following purposes: to ensure that grading and promotion are consistent and fair, to provide consistent guidance to individuals responsible for the evaluation of students at the College, and to provide complete definitions of each grade notation that could appear on the transcript of a College student or graduate.

### **4. Policy 8613: Student Evaluation**

The purpose of this policy is to set guidelines for the evaluation of student learning. The policy includes procedures for final examinations.

### **5. Policy 8614: Advanced Standing - Course Challenge, PLA, Transfer Credit**

The purpose of this policy is to provide guidelines for determining equivalencies between student prior-learning experiences and formal College credits, including course challenges and other forms of prior-learning assessment. It also provides guidelines for assessing official post-secondary transcripts from other institutions to determine academic course equivalency towards Selkirk College programs.

### **6. Policy 8615: Standards of Academic Progress**

The purpose of this policy is to describe academic standards and level of achievement required for a student to successfully complete a course and/or program at Selkirk College, and to establish principles and procedures to assist and intervene when a student is at academic risk.

## **7. Policy 8616: Student Withdrawals and Refunds**

The purpose of this policy is to establish clear, consistent principles and guidelines for the process of student withdrawal from their program, courses, or the College, and to articulate College guidelines for calculating and issuing refunds.

## **8. Policy 8617: Credentials and Graduation**

This policy fulfills the following purposes: to clarify the means by which the College informs a student of a program's graduation requirements; to clarify what types of requirements may be included in a program's graduation requirements; to direct the reader to Policy 8100: Instructional Programs, Appendix C for the various types of credentials offered at Selkirk College; to communicate the percentage of a program's graduation requirements that must be earned through Selkirk College, i.e. the residency requirement, and to enable the granting of posthumous credentials.

## **9. Policy 8618: Cheating and Plagiarism**

The purposes of this policy are to define cheating and plagiarism and the procedures and consequences for a student who engages in these practices.

## **10. Policy 8619: Student Probation**

The purposes of this policy are to provide guidelines for placing a student on probation, to outline the process by which a student is informed of being placed on probation, to identify the process by which a student is removed from probation, and to identify the consequences if a student fails to meet the conditions of probation.

## **11. Policy 8620: Interdisciplinary Studies**

The purpose of this policy is to provide students flexibility in meeting graduation requirements so that students may select their courses to meet transfer requirements and match their interests within a structure that maintains the academic integrity of the College's programming.

## **12. Other Relevant Policies**

3400 Student Code of Conduct

8400 Student Appeals

6550 Protection of Privacy