



College Policy & Procedures Manual	
Category	2 Student Affairs
Policy #	2.1.10 Admissions & Progression Child, Youth and Family Studies

2.1.10 Admissions & Progression - Child, Youth and Family Studies

(Early Childhood Education, Education Assistant, Human Service Work)

POLICY

This policy outlines requirements for admission and progression in Child, Youth and Family Studies programs.

PURPOSE

This policy defines performance standards and outlines processes for learners and college staff to monitor progress and to offer support when minimum standards are not met.

It is designed to support learner success and to support and encourage learners to use college resources and services effectively.

SCOPE

This policy applies to all students enrolled or seeking enrolment in Child, Youth, and Family Studies programs.

PROGRAM COURSE REFERENCE

*Child, Youth and Family Studies
Early Childhood Education Certificate and Diploma Courses
Education Assistant Certificate and Diploma Courses
Human Service Worker Certificate and Diploma Courses
Child, Youth and Family Studies Citation Courses*

For course numbering, descriptions and sequencing please refer to the individual **program outlines**¹:
Early Childhood Education, Education Assistant and Human Service Work.

Students in Child, Youth and Family Studies Programs are subject to the overall policies affecting all students at College of the Rockies, with the following additions. **College policies**² may be viewed on-line at the College website.

¹ [Course Outlines - All Documents](#)

² [College Policies and Procedures Manual - All Documents](#)

GUIDELINES

A. Admissions

A Copy of these Admissions Regulations shall be given to all applicants for entry into the Child, Youth and Family Studies Programs.

A.1 Eligibility

- A.1.1 The College of the Rockies' Admissions Office, in consultation with the Program Coordinator or Department Head, shall determine an applicant's eligibility for admission.
- A.1.2 The CYFS Program Dean, in consultation with the Registrar's Office, shall determine eligibility for re-admission of all students to the CYFS Programs.
- A.1.3 The College of the Rockies selects qualified applicants on a first-come, first-served, basis.

A.2 Admission Requirements - Academic

- A.2.1 BC secondary school graduation or equivalent with minimum 65% in English 12 or equivalent (see College of the Rockies Calendar) **or**
- A.2.2 Assessment to acceptable level

A.3 Mature Student Applicants shall meet the following requirements:

- A.3.1 May not have graduated from secondary school and are at least 19 years of age on the first day of the current semester.
- A.3.2 Mature students who lack secondary school graduation will normally be expected to complete the requirements stipulated in A.2.2 above.
- A.3.3 In exceptional circumstances, mature students with reasonable potential for success on the basis of related work experience or other criteria will be judged as being "Qualified", notwithstanding some deficiency in prior formal education.

Applicants may apply for recognition of Prior Learning/Flexible Assessment and Advanced Credit: See A.9 and A.10.

A.4 English Language Requirements

- A.4.1 Students for whom English is a second language may be required to undergo the COTR English Language Assessment Test.

A.4.2 An overall mark of 160 on the COTR English Assessment Test is required to enter the program.

A.4.3 It is the applicant's responsibility to arrange this assessment through the English Language program at COTR.

A.5 Admission Requirements - Non-Academic

Applicants shall meet the following non-academic requirements:

- Completion and submission of CYFS Application Package
- Completion of immunizations, documented by the immunization form in the admission package, or completion of Immunization Waiver Form (*lack of immunizations may impact applicant's access to Practicum placements and employment opportunities following graduation*)
- Satisfactory health as documented by self-disclosure form "CYFS Requisite Skills & Abilities" in the admission package.
- Good command of oral and written language
- Solicitor General Criminal Record Check. A consent form is in the admission package.
Note: Conviction of a criminal offence may influence an applicant's access to practicum placements and employment opportunities following graduation (see A.6)

A.6 Criminal Records

Applicants shall submit an official Ministry of Public Safety and Solicitor General Criminal Record Check as part of the application process.

A.6.1 The criminal record search will be available, on request, to any facility or agency placing students in the CYFS Programs. Some kinds of criminal records may be unacceptable to practicum agencies and facilities.

A.6.2 The College will not seek alternative practicum placements for any student denied a placement because of a criminal record deemed unacceptable to the facility or agency.

A.6.3 Students who are denied a practicum placement under this policy will be advised to apply for a Pardon. Pardons must be received and programs completed within 60 months from the student's original start date.

A.7 Selection

A.7.1 Admission to the Child, Youth and Family Studies Programs is limited to a specific number of students and not all qualified applicants may be accommodated. Applications are received during the 12-month period preceding the entry date. Early application is recommended.

A.7.2 Applications for the CYFS Programs will be separated, as objectively as possible, into two levels, namely *Qualified* and *Not Qualified*:

- A.7.3 *Qualified:* The applicant meets all of the requirements stated in A.2 and A.5 above or s/he is currently attending high school.
- A.7.4 *Not Qualified:* The applicant is deficient in meeting some or all of the admission requirements stated in A.2 and A.5 above.
- A.7.5 Applicants who have not met the Non-Academic Admission criteria (A.5) but who are in the process of doing so may be accepted into the CYFS program on a conditional basis. The College will send a letter to the applicant specifying those conditions of admission.
- A.7.6 Once the program intake has been filled, applicants who meet admission requirements but have not been accepted for admission will be placed on a "waiting list". Individuals on the "waiting list" will be admitted if vacancies occur.
- A.7.7 Applicants, once accepted for admission, may defer their admission to a subsequent year. The Admissions Officer must be advised of this intention.

A.8 Application Procedures

- A.8.1 The following documentation must be received by the College of the Rockies Admissions Office before an application will be considered complete:
- a. Completed Application Form;
 - b. Official Transcripts of high school grades (an interim statement of grades is acceptable)
 - c. Official Transcripts of all other post-secondary education grades
 - d. Completed Requisite Skills and Abilities declaration.
 - e. Immunization Form or Waiver
 - f. Applicant Information Form
 - g. Program of Interest Form
 - h. Consent to a Criminal Record Check Form
- A.8.2 All costs related to the application process will be borne by the applicant.
- A.8.3 Applicants with certificates, enrolling in Diploma (2nd year) level courses, will be assessed individually to determine equivalency with academic criteria. (See B.3.1)
- A.8.4 Applicants without certificates, enrolling in 2nd year courses, must be approved by the course instructor and the Registrar and **will not** be eligible to receive a diploma. (See B.3.2)

A.9 Transfer Credit and Residency Requirement: Refer to Policy 2.5.6 Transfer of Credit and 2.4.1 Credentials.

A.10 Flexible Assessment (FA) Refer to Policy 2.5.5 Flexible Assessment

- A.10.1 The student should consult with an Education Advisor prior to the course start date. The Education Advisor will contact the assigned instructor, who will determine whether flexible assessment is an option.

A.11 Re-entry

- A.11.1 Readmission to a CYFS program may be permitted only when spaces become available.
- A.11.2 Students in good standing who must interrupt their program of study will be readmitted providing that completion can be attained within 60 months from the original start date.
- A.11.3 Students who fail to complete a semester successfully may apply to repeat the failed course(s) when they are next offered. (Normally, there is a waiting period of 12 months between offerings of the same course.)
- A.11.4 Students who fail to successfully complete more than 50% of their courses in a semester must withdraw from the program but may apply for re-admission the following year.
- A.11.5 If a student should qualify for re-admission but be unable to gain entry because of limited space, the time limit specified in A.11.2 shall be waived.
- A.11.6 After more than five year's (60 months) absence, students may be required to update or repeat courses previously completed. Each completed course will be evaluated for currency.
- A.11.7 Students must complete the Certificate Program within 60 calendar months (5 years) of **initial** entry into the program. Re-entry applicants who cannot meet this deadline will have previously completed courses re-evaluated for credit providing they were completed within the previous 10 years.
- A.11.8 Exceptional cases will be considered individually at the discretion of the Child, Youth and Family Studies program.

B. PROGRESSION

A copy of these Progression Requirements shall be given to all students upon entry into the Child, Youth and Family Studies Programs.

B.1 Evaluation

B.1.1 Grading

- Grading will be based on the categories defined in the course outlines

B.2 Progression:

Note: Where academic performance and progression is concerned, Policy 2.1.10 'Admissions & Progression – CYFS' supersedes Policy 2.4.8 Academic Performance

- B.2.1 The following requirements must be met in order to progress from one semester to the following semester:
- Satisfactory completion of at least 50% of attempted credits.
 - All other admission and prerequisite criteria must continue to be met.
- B.2.2 In courses that include practice, students must demonstrate satisfactory achievement of practice criteria and pass any written examinations before a passing grade will be granted.
- B.2.3 Students who are unsuccessful in two attempts of a course will be required to meet with an Education Advisor in advance of registering for a third attempt.
- B.2.4 Students who have an incomplete grade ("N") at the end of any semester may be allowed to proceed into the following semester on a "conditional" basis. Such "conditional promotion" status will normally be permitted to continue only for the specified period permitted for conversion of "N" grades as per College of the Rockies policy 2.5.1 *Student Evaluation (Grade) System*.
- B.2.5 Students must complete the certificate within five years (60 months) from the start date.
- B.2.6 This status information does not apply to students who transfer a substantial number of credits in from other institutions or programs; these students will be evaluated on an individual basis by the Registrar.
- B.2.7 It is the responsibility of the student to ensure s/he has the appropriate prerequisites, as stated in the course outlines, for a given course.
- B.2.8 A student enrolled in a course without the appropriate prerequisites or prior written instructor approval may be required to withdraw from the course.

B.3 Progression to Diploma Level Courses:

- B.3.1 Students with a certificate in any of the CYFS specialties may enroll in diploma level courses within that specialty area or in CYFS diploma level courses leading to a Child, Youth and Families Diploma. All other admission and prerequisite criteria must be met.

- B.3.2 Students who do not hold a transferable certificate and want to take Diploma level courses for professional development must apply to the CYFS Citation Program.
- B.3.3 ECE diploma graduation for 1) Infant and Toddler or 2) Special Needs requirements are:
- A certificate in Early Childhood Education or BC Early Childhood Education Licence
 - Successful completion of all second year coursework plus practicum hours
- B.3.4 EAP, HSW or CYFS diploma graduation requirements are:
- An acceptable certificate in a related field of study with a minimum of one 180 hour practicum – suitability of certificates are determined by the Registrar’s Office
 - A total of 60 credits and
 - A minimum of 15 upper level (200 level) credits completed
 - Students with existing certificates are expected to complete all diploma requirements within 5 years of enrolling into the diploma program

B.4 Probation:

B.4.1 Purpose:

- Probation is intended to provide a formal mechanism to assist students with unsatisfactory or marginal performance to improve their performance.
- Students may be placed on probation by the CYFS program Department Head.

B.4.2 Student Responsibilities

- It is the student's responsibility to seek the required support for improved performance in the program.

B.4.3 Criteria for Placement on Academic Probation

- B.4.3.1 A student may only be placed on academic probation under the following circumstances:
- Failure to meet course requirements at a satisfactory level in formative (interim) appraisals.
 - Inconsistent performance over a period of time.
 - Poor academic performance (failing to maintain a minimum grade of 60% in coursework).

B.4.4 **Criteria for Placement on Behavioral Probation**

B.4.4.1 A student may be placed on behavioral probation at any time during the term, if the student:

- Compromises the safety of others.
- Disrupts the learning opportunities of others.
- Displays a level of absenteeism from learning experiences which results in the student being unprepared or compromising the safety or learning of others.
- Behaves in threatening or blatantly uncooperative manner towards students, College employees or practicum staff.

B.4.5 **Criteria for Removal from Probation**

B.4.5.1 Conditions for removal from probation will be specified in the official written notification of probation.

B.4.5.2 Students will be required to achieve a minimum semester average of 60% and a satisfactory evaluation of practicum performance (if appropriate) by the end of the semester in which they were placed on probation.

B.4.5.3 Students on academic or behavioral probation may be removed from their practicums if they are in one when placed on probation.

B.4.5.4 Students on probation when practicum starts may not be permitted to start a practicum.

B.4.6 **Failure to Meet Conditions of Probation**

B.4.6.1 Students who fail to meet the specified conditions or stipulated standards, as outlined in their probation letter, will be required to withdraw from the program.

B.4.7 **Limiting Number of Probation Periods**

B.4.7.1 Students will be limited to one probation period during their enrolment in CYFS programs. If a second probationary period should be recommended by the faculty, the student will be required to withdraw from the program.

B.4.7.2 Exceptional cases will be considered on an individual basis.

B.5 Required Withdrawal

- B.5.1 A student may be required to withdraw (i.e., be excluded) from a class, a course or a program for conduct as specified in College of the Rockies policy *2.4.5 Student Conduct & Responsibilities* and following policy *2.4.6 Student Discipline*. The instructor shall report in writing to the Dean the circumstances giving rise to the withdrawal.
- B.5.2 An instructor may recommend to the Dean that a student be completely withdrawn from a course per policy *2.6.2 Vocational Student Withdrawals as a Result of Absence*.
- B.5.3 A student denied a practicum placement by an institution, facility or agency because of a criminal record which is deemed unacceptable will be advised to seek a pardon (refer to A.6.3). The program will not seek an alternative placement and the student will have to withdraw from the practice course.
- B.5.4 There will be immediate dismissal from the program of any student who in any way breaks confidentiality by allowing information regarding persons with whom he/she is in contact in his/her role as a CYFS practicum student to be known to others outside the professional sphere.

B.6 Appeal

- B.6.1 A student dissatisfied with a final grade or program decision (e.g., probation, compulsory withdrawal) may appeal the College's action by following College of the Rockies policies *2.5.3 Final Grade Appeal Procedures* or *2.4.7 Appeal Process on Student Discipline*.

B.7 Attendance: Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence

- B.7.1 Attendance at all scheduled lectures, laboratories, seminars, tutorials, practice experiences, examinations and other learning experiences is mandatory.
- B.7.2 Students absent from any course, for any reason, are responsible for the work they have missed. They must make up assignments as required.
- B.7.3 Students who miss more than 10% of their practicum experiences will be evaluated for their eligibility to remain in the practicum. This policy supersedes Policy 2.6.2, A.3.
- B.7.4 Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned. Failure to do so results in an unexcused absence for each day the student has not had direct contact with the course instructor.

B.7.5 A student who must be absent from a practicum day/shift is responsible for notifying the agency and instructor at least one hour prior to the scheduled time for the day/shift to begin.

B.7.6 The CYFS program cannot undertake to provide substitute learning experiences in courses when students have been absent for any reason.

B.8 Examinations: Refer to Policy 6.4.1 Administration of Exams

B.9 Student Behavior: Refer to Policy 2.4.5 Student Conduct & Responsibilities

B.10 Cheating and Plagiarism: Refer to Policy 2.4.4 Academic Misconduct

C. General Requirements

Students shall prepare for and demonstrate knowledge in their practicum performance. Instructors may refuse to permit students to continue if there is evidence in their performance of lack of preparation or lack of knowledge or if they compromise the safety or learning of others

Students are subject to the policies of the agency in which they are obtaining their practicum experience, as well as to the policies of the CYFS program.