

2.1.10 Progression and Re-Admission - Child, Youth and Family Studies

POLICY

This College of the Rockies (College) policy outlines the progression and re-admission requirements of the Child, Youth, and Family Studies (CYFS) programs. The requirements in this policy are over and above the requirements defined in policy 2.4.8 *Academic Performance*.

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.

SCOPE

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

Program Course Reference

- Aboriginal Education Support Worker Diploma
- Early Childhood Education Certificate and Diploma
- Education Assistant Certificate
- Human Service Worker Certificate and Diploma
- Child, Youth, and Family Studies Diploma

DEFINITIONS

Confidentiality: Personal, program, and practicum information that is meant to be kept private, safe from access, use or disclosure by people who are not authorized to handle it. Students are obliged to protect the information they receive in compliance with Confidentiality Agreements they sign with the College of the Rockies CYFS program.

Learning Support Plan: A formal agreement developed by the student and faculty in consultation with the CYFS Coordinator, and approved by the Department Head.

GUIDELINES

A. PROGRAM REQUIREMENTS

- A. 1 Refer to CYFS program outline and course outlines for program specialties (Aboriginal Education Support Worker Diploma, Child, Youth and Family Studies Diploma, Early Childhood Education Certificate, Early Childhood Education Diploma, Education Assistant Certificate, Human Service Worker Certificate, Human Service Worker Diploma).

- A. 2 A student in the CYFS Program is subject to all College policies, including this policy (www.cotr.bc.ca/policies).

B. PROGRESSION

- B. 1 Faculty shall provide access to a copy of the *Progression and Re-Admission Policy* to all students upon entry to the program specialty.
- B. 2 Students must complete the certificate within three years (36 months) from the start date.
 - B. 2. 1 This status information does not apply to a student who transfers a substantial number of credits in from other institutions or programs; these students will be evaluated on an individual basis by the Registrar.
- B. 3 For course numbering, descriptions and sequencing please refer to the individual **program outlines**.
- B. 4 It is the responsibility of the student to ensure they have the appropriate prerequisites, as stated in the course outlines, for a given course.
- B. 5 Students enrolled in a course without the appropriate requisites or prior written instructor approval will be removed from the course.

C. PROGRESSION TO DIPLOMA LEVEL COURSES

- C. 1 Admission requirement for the ECE Infant/Toddler Diploma and Special Needs Diploma is a recognized post-secondary institution certificate in Early Childhood Education or BC Registry Early Childhood Education Certificate.
- C. 2 Entrance requirement for the Human Service Worker Diploma is 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).
 - C. 2. 1 Students who are enrolled but have not yet completed a certificate in a related field of study may register for Human Service Worker Diploma level courses.
- C. 3 Entrance requirement for the CYFS Diploma is an acceptable certificate in a related field of student with a minimum of one 180-hour practicum (suitability of certificates are determined by the Registrar's Office).
- C. 4 Students with an existing certificate must complete all diploma requirements within three (3) years of enrolling into the diploma program.

D. ACADEMIC PERFORMANCE FOR STUDENTS AT RISK

- D. 1 Refer to Policy *2.4.8 Academic Performance*.
- D. 2 For issues related to unacceptable academic conduct, refer to Policy *2.4.4. Student Conduct*.

- D. 3 Students are responsible for accessing the required support for improved performance in the program.
- D. 4 Students may be put on a Learning Support Plan at the discretion of the instructor, in consultation with the CYFS Coordinator and Department Head, if the instructor has concerns regarding student performance.
 - D. 4. 1 The Learning Support Plan addresses the education concerns and conditions for continuing in the course.
 - D. 4. 2 The Learning Support Plan is signed by the student, instructor and Department Head (or designate).
 - D. 4. 3 The learning may include, but is not limited to some or all of the following:
 - Academic assessment
 - Conduct assessment
 - Clearly identified goals
 - Timeline for achieving goals
 - Identification of possible barriers to success
 - List of strategies, resources and services to support and overcome potential barriers

E. CYFS STUDENT CONDUCT IN PRACTICUM COURSES

- E. 1 Students shall prepare for and demonstrate required competencies in their practicum performance. At the discretion of the Dean, upon recommendation from the faculty and CYFS Program Coordinator, a student may be removed from a practicum course when there is evidence in their performance of consistent lack of preparation or competence, or if they compromise the safety or learning of others.
- E. 2 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. Where practicum site and College policies overlap, the more stringent of these policies will be followed.
- E. 3 Practicum placements within the CYFS program have students working with vulnerable populations, so student conduct must be appropriate and professional. Students who fail to uphold agency standards and regulations will be withdrawn from the practicum course.
- E. 4 Refer to 2.4.4. *Student Conduct Policy*.

F. REQUIRED WITHDRAWAL

- F. 1 At the discretion of the Dean or Registrar, a student may be withdrawn from a class, course or program as specified in College policies 2.4.4. *Student Conduct* and 2.4.8 *Academic Performance*.
- F. 2 The program will not seek an alternative practicum placement if a student is denied a practicum placement because of a criminal record that is deemed unacceptable by the practicum site.

F. 3 There will be immediate dismissal from the program of any student who breaches confidentiality by sharing information regarding persons with whom they are in contact in their role as a CYFS practicum student.

F. 4 Refer to policy 2.6.2 *Vocational Student Withdrawals as a Result of Absence*.

G. RE-ADMISSION

G. 1 Re-admission to a CYFS program is subject to seat availability.

G. 2 Students in good standing who must interrupt their program of study will be readmitted providing that completion can be attained within three years (36 months) from the original start date.

G. 3 After more than three years' (36 months) absence, a student may be required to update or repeat courses previously completed. Each completed course will be evaluated for currency.

G. 4 Students must complete the Certificate Program within three years (36 months) of initial entry into the program. Re-admission applicants who cannot meet this deadline will have their previously completed courses re-evaluated for credit, providing they were completed within the previous 10 years.

G. 5 Students must complete an ECE, HSWR, or CYFS Diploma Program within three years (36 months) of initial entry into the Diploma Program. Re-admission applicants who cannot meet this deadline will have their previously completed courses re-evaluated for credit, providing they were completed within the previous seven years.

G. 6 Students must complete the Aboriginal Education Support Worker Diploma within five years of initial entry into the program. Re-admission applicants who cannot meet this deadline will have their previously completed courses re-evaluated for credit, providing they were completed within the previous 10 years.

G. 7 Re-admission deferral for compassionate reasons will be determined by the Registrar in consultation with the Dean on a case-by-case basis. Examples for deferral include, but are not limited to, personal illness, family tragedy or unexpected life events.

G. 8 The decision to deny a student re-admission to the CYFS Program is final and cannot be appealed.

H. ATTENDANCE

H. 1 Attendance at all scheduled classes, practicum experiences, examinations and other learning experiences is mandatory.

H. 2 Students who miss more than 10% of their practicum experiences will be withdrawn from their practicum course.

H. 3 Refer to policy 2.6.2 *Vocational Student Withdrawals as a Result of Absence*.

I. ACCOUNTABILITY

The Dean and Registrar are responsible for updating and implementing this policy.

J. RELATED POLICIES

2.1.5 Student Registration

2.4.4. Student Conduct

2.4.8 Academic Performance

2.5.6 Transfer Credit (as a receiving institution)

2.6.2 Vocational Student Withdrawals as a Result of Absence