

Title of Policy	Progression and Re-admission – Health Care Assistant Program
Policy Number	2.1.11
Category	Student Affairs
Approval Body	Education Council
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Dean, Health and Human Services
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CONTEXT AND PURPOSE

This College of the Rockies (the College) policy outlines the progression and re-admission requirements of the Health Care Assistant (HCA) Program. The requirements in this policy are over and above the requirements defined in policy 2.4.8 Academic Performance.

This Policy defines performance standards and outlines processes for students and College staff to monitor student progress and offer support students when standards are not met.

SCOPE

This policy applies to all students who are enrolled in, or are reapplying to, the HCA Program at the College.

DEFINITIONS

Confidentiality Agreement: A formal agreement between the student, the College of the Rockies, and the practicum site pertaining to any personal, program, and practicum information that is meant to be kept private and safe from access, use or disclosure by people who are not authorized to handle it.

Learning Contract: A formal agreement collaboratively developed by the student and instructor to address and support an identified student learning need(s) affecting the student's progression in the HCA program. The learning contract may be developed in consultation with the HCA Progression Committee and must be approved by the Department Head.

POLICY STATEMENTS

A. PROGRAM REQUIREMENTS

- A. 1 All students in the HCA program must meet the program requirements outlined in the HCA program and course outlines.
- A. 2 Students in the program are subject to all College policies. College policies may be viewed online at the College website [College Policies - College of the Rockies \(cotr.bc.ca\)](http://cotr.bc.ca).
- A. 3 Students are obliged to protect the information they receive in compliance with Confidentiality Agreements they sign with the College of the Rockies HCA Program.

B. PROGRESSION

- B. 1 A copy of the Progression and Re-admission Policy shall be given to all students upon entry into the HCA Program.
- B. 2 The following requirements must be met for a student to progress in the program:
 - Receive a minimum grade of 70% in HCA 101 Health & Healing: Concepts for Practice, HCA 102 Health Care Assistant: Introduction to Practice, HCA 103 Health 1: Interpersonal Communications, HCA 104 Health 2: Lifestyle and Choices, HCA 105 Healing 1: Caring for Individuals Experiencing Common Health Challenges, and HCA 106 Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges.
 - Receive a COM grade in HCA 107 Healing 3: Personal Care and Assistance, students must achieve a 70% average on all written assignments including exams and demonstrate satisfactory competency in all the skill components to pass the course.
 - Receive a COM grade in HCA 108 Practice Experience in Home Support and Assisted Living and HCA 109 Practice Experience in Multi-Level/Complex Care courses by demonstrating satisfactory competency of practice criteria and pass any written assignments.

C. ACADEMIC PERFORMANCE FOR STUDENTS AT RISK

- C. 1 Policy 2.4.8 Academic Performance applies to all students in the HCA program.
- C. 2 Unacceptable student conduct will be addressed under policy 2.4.4 Student Conduct.
- C. 3 Students are responsible for accessing the recommended support for improved performance in the HCA program.
- C. 4 A student may be placed on a learning contract at the discretion of the instructor, in consultation with the HCA Progression Committee, Program Coordinator and Department Head, if the instructor has concerns regarding student performance.
 - C. 4. 1 The contract addresses the educational concerns and conditions for continuing in the course.
 - C. 4. 2 The contract is signed by the student, instructor, and Department Head (or designate).

C. 4. 3 The contract may include, but is not limited to, some or all of the following:

1. Clearly identified learning needs
2. Reference to the course learning outcomes
3. Timeline for achieving learning needs
4. Instructor generated learning strategies
5. Student generated learning strategies
6. Resources and services to support student success
7. Impact on the student's progression if learning needs are not met

C. 4. 4 A student not meeting course learning outcomes could be withdrawn from the HCA Program without a learning contract in place.

D. HCA STUDENT CONDUCT IN PRACTICUM COURSES

D. 1 A Student shall prepare for and demonstrate competencies in their practice performance. At the discretion of the Dean, upon recommendation from the instructor and the HCA Coordinator, a student can be denied continuation in practicum courses if there is evidence in their performance of a consistent lack of preparation or competency or if they compromise the safety or learning of others.

D. 2 A student is subject to all policies of the agency in which they are obtaining their practicum experience, as well as College and HCA Program policies. When the policies of the practicum site and College overlap, the more stringent of these policies will be followed.

D. 3 A student is expected to demonstrate professional conduct in all practicum experiences within the HCA Program. Students who fail to uphold agency standards and regulations will be withdrawn from the practicum course.

E. WITHDRAWAL

E. 1 A student choosing to withdraw from the HCA Program must notify the Program Coordinator and/or Department Head of Health and Human Services.

E. 2 Required Withdrawal

E. 2. 1 At the discretion of the Dean or Registrar, a student may be withdrawn from class, a course or a program as specified in *College Policy 2.4.4 Student Conduct*.

E. 2. 2 A student denied a practice placement by a health care facility or agency because their criminal record is deemed unacceptable will be withdrawn from the HCA Program and the Program will not seek an alternative clinical placement.

E. 2. 3 There will be immediate withdrawal 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 health care assistant student.

E. 2. 4 Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence.

F. RE-ADMISSION

- F. 1 Readmission to the HCA Program is subject to seat availability.
- F. 2 Students in good standing who must interrupt their program may apply for readmission within one year (12 months) of departure.
- F. 3 All non-academic admission requirements must be current. Refer to HCA Program Outline for all non-academic admission requirements.
- F. 4 Students who fail to successfully complete a course or level may apply to re-enter and repeat the incomplete course or level when it is next offered. The standard waiting period between offerings of the same course or level is 12 months.
- F. 5 Students must apply for readmission at least six months in advance of the level start date, as it may be necessary to repeat part of the work from the previous level to upgrade skills and/or knowledge which have been lost in the intervening period. Students in the HCA must repeat HCA 107 Healing 3: Personal Care and Assistance as part of their re-entry into the program.
- F. 6 Priority for re-admission will be given in the following order:
 - F. 6. 1 Students in good standing who interrupted their program because of a compassionate or medical withdrawal.
 - F. 6. 2 Students who did not progress in the program for academic reasons.
 - F. 6. 3 Students transferring from another program within British Columbia.
- F. 7 A student returning in one year or less will maintain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses. See Policy 2.1.4 Student Audit regarding process and fees.
- F. 8 Students must complete the entire program within 36 calendar months (3 years) of initial entry. Applicants seeking re-entry who cannot meet this deadline will not be re-admitted.
- F. 9 The Dean of Health and Human Services reserves the right to deny re-admission to any student who is:
 - F. 9. 1 Guilty of serious misconduct;
 - F. 9. 2 A safety risk to themselves or others;
 - F. 9. 3 Demonstrating a consistent lack of achievement of the course outcomes throughout the level/program, including two previous clinical failures.

G. ATTENDANCE

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

G. 2 Students who miss more than 10% of their learning experiences in either theory or practicum courses will be evaluated for their eligibility to remain in the program.

G. 3 Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence.

H. ACCOUNTABILITY

The Dean of Health and Human Services is responsible for updating and implementing this policy.

I. APPEAL

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

RELATED POLICIES AND SUPPORTING DOCUMENTS

[2.1.4 Course Audit - Policy](#)

[2.1.5 Student Registration - Policy](#)

[2.4.4 Student Conduct - Policy](#)

- [2.4.4 Student Conduct - Procedures - Academic Conduct Report Procedure](#)
- [2.4.4 Student Conduct - Procedures - Appendix B Student Misconduct Report FILLABLE](#)

[2.4.8 Academic Performance - Policy](#)

[2.6.2 Vocational Student Withdrawals as a Result of Absence - Policy](#)

HCA Program Outline