



- b. Partially Qualified  
A minimum grade of “C” is required in each of the courses listed in 2.a) above.
  - N.B. i) Applicants who are upgrading in preparation for entry are strongly advised to complete ABE Intermediate Science, including the following five modules: Human Biology, The Cell, Nutrition, Disabilities, and Disease.
  - ii) A “C+” grade (fully qualified) or a “C” grade (partially qualified) in a higher level course in the same subject may be used in lieu of each course above.

## 2. General

- a. For both “fully qualified” and “partially qualified” categories, evidence of recent study is required. Such study consists of academic courses which have been completed within the five years preceding entry to the Program. Such courses could include:
  - i) At least one of the prerequisites listed in A.2.a) above.
  - ii) At least one other academic course at the Grade 10 level or higher.
  - iii) At least one course towards a post-secondary certificate or diploma in another field of study.
- b. Standard First Aid with CPR Level C is required.
  - i) Applicants for whom English is a second language are advised that English language skills (spoken and written) are necessary for success in the program. Such applicants will be required to take the TOEFL test and, if their score is less than 500 (paper version) or equivalent score on the computer-based version, to take an upgrading course in English.
  - ii) All applicants are required to complete pre-admission placement tests in reading, writing and mathematics.
- c. Basic computer skills are required: for example how to manipulate electronic documents and to access online information.

## 3. Personal

- a. All applicants must provide self-reported health information on a Selkirk College provided form.
- b. Three personal references and an applicant information questionnaire serve to provide evidence of the personal characteristics required by the program. Such references should be supplied by counsellors, employers, instructors or supervisors. (References from friends and relatives are not acceptable for this purpose.)

## 4. Immunization Form

Individuals entering the HCA Program are advised that they must meet the requirements for immunization established for health care workers by the B.C. Ministry of Health prior to entering clinical practice settings.

## 5. Criminal Records

Applicants must submit an official police criminal record search as part of the application process. The results of the Criminal record search will be sent back to the students once Selkirk has viewed

the results. The School will not seek alternative practice placements for any student who is denied a placement because of a criminal record that is deemed unacceptable to an agency or facility. Students who are denied a practice placement under this policy will be required to withdraw from the HCA Program.

6. Mature Students

- a. A "mature student" is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- b. A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted notwithstanding some deficiency in prior formal education.
- c. A mature student shall normally meet the specific program or course prerequisites.

B. SELECTION

1. Admission to the HCA Program is limited to a specific number of students and not all qualified applicants can be accommodated when the Program is full.
2. Applications for the HCA Program will be separated into two levels, identified in College Policy 8610 Admissions and Standards) as "Fully Qualified" and "Partially Qualified".

a. Fully Qualified

The applicant meets all of the requirements stated in Part I. A. 2 and 3 above.

b. Partially Qualified

The applicant is deficient in meeting some or all of the requirement stated in Part I. A. 2 and 3 above.

c. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

- i) Within the "fully qualified" group, preference will be given to those with earlier completed applications.
  - ii) Within the "partially qualified" group, preference shall be given to those who are considered best qualified.
3. Applicants who have not yet met the specified criteria for acceptance but are in the process of doing so may be accepted into the HCA Program on a conditional basis. Conditions for acceptance will be specified.
  4. Once the class intake has been filled, applicants who meet admission requirements but have not been accepted for admission will be placed on a wait list. Individuals from the wait list will be admitted if vacancies occur. Wait lists are not carried over from year to year. Applicants must reapply for each entry.
  5. Exceptional cases will be considered on an individual basis at the discretion of the School of Health and Human Services.

C. APPLICATION PROCEDURES

1. Applications must be submitted at least four months in advance of the program start date.
2. Deadline for completion of the application file is three months prior to the class start date.
3. Late applications will be considered if space is available.
4. Before an applicant's file is considered to be complete, the following must be received:
  - a. Completed application form.
  - b. Official transcripts of grades from secondary and post-secondary education. (An interim statement is acceptable if the applicant is still in school.) Photocopies of transcripts are not acceptable.
  - c. Completed Health questionnaire and Physical Examination form.
  - d. Three completed reference forms.
  - e. Completed applicant information questionnaire.
  - f. Current certificate Standard First Aid with CPR Level C.

#### D. ADVANCE CREDIT

1. To transfer credit from another institution, application must be made to and approval obtained from the Registrar.
2. Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy 8610. A student who applies for advanced credit from another Home Support / Resident Care Attendant or related Program will be considered on an individual basis.
3. Application for advanced credit is to be made prior to entry into the Program.
4. Prior learning assessment (see Selkirk Policy 8100)
5. Not more than 75% of credits required in a program will be awarded through PLA.
6. The college PLA policy (8100) will be followed.

## PART II: PROMOTION POLICIES

### A. EVALUATION

1. Grading
  - a. Grading will be based on Selkirk College Policy Evaluation of Student Learning 8320.

Letter Grade	Grade Point Average	Percentages for University TRANSFER Courses
A+	= 4.00	95 - 100
A	= 4.00	90 - 94
A-	= 3.67	85 - 89
B+	= 3.33	80 - 84
B	= 3.00	75 - 79
B-	= 2.67	70 - 74
C+	= 2.33	65 - 69
C	= 2.00	60 - 64
C-	= 1.67	55 - 59
P	= 1.00	50 - 54
F	= 0.00	0 - 49

2. The following courses will be graded CRG/NCG as described in Policy 8610:
  - a. HCA108,109
3. Frequency of Evaluation
  - a. Evaluative events will occur as specified in course outlines and will normally be no fewer than two events per course, except for courses listed in 1.b above where evaluation is continuous.
  - b. In courses involving clinical practice (HCA 108,109), evaluation occurs on a continual basis. All activities in which students participate may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor or preceptor. Formal, written performance appraisals are summaries of all evaluative events to date. Depending on the length of the course, there may be one or more performance appraisals.
4. Examination Policy
  - a. Supplemental Final Examinations: A comprehensive supplemental examination may be granted upon request at the discretion of the Instructor and School Chair. The student must have maintained an average grade (excluding the final exam) of "C" or better in that specific course. Supplemental examinations may only be available for the following courses: HCA 101, 102, 103, 104, 105, 106, and 107. The result of the supplemental examination will replace that of the final examination in calculation of the final grade. The final grade for the course can be improved to a "C" grade only.
  - b. Supplemental examinations must be **written within seven working days** of the end of the final examination schedule for that course.
  - c. Only **one** supplemental examination will be permitted in the program except for extenuating circumstances such as illness or family crisis.
  - d. The HCA will have a mixed method of delivery, both online and face-to-face. You will be expected to participate in all discussions in your online course work. You will be considered absent from class if you do not participate. After two absences you will receive a letter from your instructor informing you of your missed classes and together you will develop a plan to support your participation. After three missed classes you may be asked to leave the program. If for some reason you cannot participate (due to illness or unavoidable absence) you must contact your instructor in writing.
5. Plagiarism and Cheating (*Selkirk College Policy 8610*)

- 15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*
- 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*
- 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
- 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
- 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*
- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
  - b) *For a second offence, the student will be required to withdraw from the course.*
  - c) *For any further offence, the student will be required to withdraw from the college.*
  - d) *A record of the foregoing will be kept in the student's official record.*
  - e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

## B. PROMOTION

1. Admission to a given level requires satisfactory completion of all courses in the previous level (passing grades in all subjects i.e., "C" and a minimum G.P.A. of 2.00) and all admission criteria must continue to be met.
2. In courses that include clinical practice, students must demonstrate satisfactory achievement of performance objectives as well as pass any written examinations before a passing grade will be granted.
3. The minimum acceptable passing grade, for students who wish to continue in the HCA Program is a "C". A student who obtains less than a "C" grade will not be permitted to enter a subsequent course for credit in the HCA Program or to apply that grade for credit towards the requirements of the HCA Program.

## C. PROBATION

### 1. Purpose

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

### 2. Criteria for placement on academic probation:

- a. Students may be placed on academic probation at any time during the first two-thirds of a program term.
- b. Reasons for academic probation would normally include:
  - i) Failure to meet course objectives at a satisfactory level in formative (interim) evaluations in practice courses.
  - ii) A level of absenteeism from learning experiences which results in the student being unprepared for learning or compromising the safety or learning of others.

3. Criteria for placement on behavioural probation:

- a. A student may be placed on behavioural probation at any time during a term or semester.
- b. Reasons for placement on behavioural probation would normally include:
  - i) Performance which compromises the safety of oneself or others.
  - ii) Other behaviour as referred to in the Student Code of Conduct Policy 3400.

4. Criteria for removal from probation:

- a. Conditions for removal from probation will be specified in the official notification of probation.
- b. It must be emphasized that it is the student's responsibility to seek the required counselling and/or learning assistance to improve their performance.

5. Number of probationary periods

- a. Students will normally be limited to one probationary period while enrolled in the HCA Program.
- b. Students who fail to meet the specified conditions or stipulated standards, as outlined in their probation letter, will be dismissed from the program.

D. EXCLUSION OR DISMISSAL

1. A student may be required to withdraw (i.e. excluded) from a class, a course or a program as specified in Policy 8610
2. An instructor may exclude a student from participating in a class, etc. if the student would not receive sufficient education benefit due to lateness, absences, etc. or if the student compromises the safety of others, is destructive to property or disrupts the learning opportunities of others. The instructor shall report in writing to the School Chair the circumstances giving rise to the exclusion.
3. An instructor may recommend to the School Chair that a student be completely excluded from a course if that student has missed instructional times or failed to complete assigned work to such a degree that it is not possible to compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, has been destructive to property or has disrupted the learning opportunities of others.
4. Any student who breaks confidentiality of client information will be dismissed from the program.
5. A student denied a practice placement by a health care agency or facility because of a criminal record deemed unacceptable will be required to withdraw from the HCA Program. The School will not seek an alternative practice placement.

6. A student for whom a second probationary period is recommended by the School Chair will be required to withdraw from the HCA Program (see C.5, above).
7. A student recommended for exclusion from a course will receive notification from the Registrar on the written recommendation of the School Chair.

#### E. APPEAL

1. A student dissatisfied with a final grade or program decision (e.g., probation, exclusion or dismissal) may appeal the College's action by following this sequence:
  - (1) Contact the course instructor in writing.
  - (2) Contact the School Chair in writing.
  - (3) Contact the Dean in writing.

Note: A student ombudsperson may be available for assistance in this process.

2. If the student has not resolved the issue after following the above three steps, the student may then choose to appeal, in writing, to the Student Appeals Committee by contacting the College Registrar (College Policy 8400).
3. Students have five working days from the time they are notified of their final grades to appeal a grade.
4. Students have five working days from the time of official College notification to appeal probationary status, exclusion or dismissal.
5. Pending resolution of the Appeal, the student will normally be permitted to attend classes except in cases where, in the judgement of the School Chair, the safety or learning of others is jeopardized.
6. Students who wish to remain enrolled in the HCA Program must meet the appeal deadlines specified above.

#### F. ATTENDANCE

1. Attendance at all scheduled lectures, laboratories, seminars, tutorials, practice experiences, examinations and other learning experiences is compulsory.
2. Students absent from any HCA course or class, for any reason, are responsible for the work they have missed. They must make up assignments as required.
3. Absence from learning experiences, for any reason, may prevent the student from being able to meet the required objectives for that course.
4. Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned directly (in person, by phone or in writing).
5. Students may be required to provide doctors' certificates or other documentation to substantiate claims of illness.
6. A student who must be absent from a practice or simulated learning experience is responsible for notifying the practice agency and instructor at least one hour prior to the scheduled time of the experience.
7. The School of Health and Human Services cannot undertake to provide substitute or "make up"

learning experiences in HCA courses when students have been absent, for any reason.

#### G. ASSIGNMENTS

1. Assignments must be handed in on the due date or the assignment mark will be penalized ten percent per day to a maximum of one hundred percent. Exceptions must be negotiated with the instructor involved prior to the due date.
2. Assignments must be legible, neat and meet program requirements for grammar, punctuation and format.
3. Plagiarism: see item Part II A 4 above.

#### H. EXAMINATIONS

1. Examinations and other evaluative events will be scheduled in all courses as described in course outlines for individual courses. Most courses will include a final examination as part of the grading system.
2. Individual or group requests for rescheduling of examinations to accommodate personal plans will not be accepted.
3. Students who must be absent from an examination due to special circumstances such as illness, accident or family emergency may apply for permission to write a deferred examination. Students who do not apply for such permission and who fail to write a scheduled examination will receive a mark of zero on the examination in question. Applications must be made directly to the instructor concerned.
4. Students guilty of the following, or similar dishonest practices, shall be immediately dismissed from an examination and shall be liable to disciplinary action:
  - a. Making use of any unauthorized media.
  - b. Speaking or communicating with other candidates.
  - c. Exposing written papers to the view of other candidates.
  - d. Removing any examination materials from the examination room.
  - e. Disciplinary action will, at a minimum, result in a grade of zero on the examination being written. Further action may be recommended by the School Chair if deemed appropriate.
5. Use of tobacco products or eating will not be permitted in the examination room.
6. Students are expected to conduct themselves as quietly as possible, in consideration of others.
7. Students are expected to be punctual and will normally not be admitted to the examination room if they arrive after the scheduled starting time.
8. Students are expected to check papers carefully and to report any missing pages or other discrepancies to the invigilators immediately.
9. Students should read carefully and follow all written instructions on the examination paper or answer booklet. Questions should be directed immediately to the invigilator.
10. Students may ask the invigilator questions regarding perceived errors in the examination.

11. The foregoing will normally also apply to in-course examinations and tests.

#### I. REENTRY

1. Students in good standing who must interrupt their program may apply to reenter within one year of departure.
2. Students who fail to complete a level or semester successfully may apply to reenter and repeat the incomplete semester when it is next offered. (Normally there is a waiting period of 12 months between offerings of the same course.)
3. Normally, reentry in one year or less will permit the student to maintain full credit for all courses previously completed successfully. After more than one year's absence, students may be required to update or repeat courses previously completed. A grade of at least "C" or "Credit Granted", in each repeated course, is required to qualify for reentry.
4. Student readmission is dependent upon sufficient places being available in the semester for which reentry is being sought. Priority for reentry will be given as follows:
  - a. Students in good standing who interrupted their program for illness or other personal reasons.
  - b. Students who failed to meet program requirements for promotion.
  - c. Students transferring from another program within B.C.
5. If a student should qualify for readmission but, because of limited space, be unable to gain admission the time limits specified in 1 and 3 (above) will not be held to apply. Updating or repeating courses may still be necessary.
6. Students should apply for readmission at least six months in advance as it may be necessary to upgrade skills and/or knowledge which have been lost in the intervening period.
7. Reentering students may be required to complete successfully a "Directed Studies" course prior to commencing the incomplete semester. The objectives, content and evaluation criteria for "Directed Studies" will be determined by the School Chair and/or faculty members according to each individual student's needs.
8. Students must complete the entire Program within 24 calendar months of initial entry. Reentry applicants who cannot meet this deadline will not be readmitted.
9. Students who have been required to withdraw from the HCA Program, under Section D (above), will not be readmitted.
10. Exceptional cases will be considered individually, at the discretion of the School of Health and Human Services.

#### J. GENERAL

1. Students are expected to prepare for and demonstrate knowledge in their performance in the clinical practice area. Instructors may refuse to permit students to continue in the practice area if there is evidence of lack of preparation or lack of knowledge in their performance.
2. Students in the Skills Learning Centre will be required to actively participate in the simulated learning experiences. In all practice situations, students will require supervision until such time as the instructor has stated that they are competent in the skill. Students who practice skills unsupervised when they have not received such clearance are doing so at their own risk. Such risks may be those

of physical injury to self and others and the attendant liability arising from the action.

3. Under no circumstances is a student allowed to be in the practicum area as a HCA student except when accompanied by an instructor or when special arrangements have been made with the agency.
4. Students will adhere to the HCA program dress code policy.
5. Students are subject to the policies of the agency in which they are obtaining their practice experience, as well as to the policies of the School of Health and Human Services.
6. The standards and reputation of the HCA Program are the shared responsibility of its faculty and students. In view of the public expectations of honesty and accountability on the part of all levels of Health Care Workers, the HCA Program is required to maintain high standards of honesty in its undertakings. Failure to do so ultimately reflects upon the reputation of the graduates of the program.

K. GRADUATION

1. The following courses are required to complete the HCA Program:

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
HCA 106	Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
HCA 107	Healing 3: Personal Care and Assistance
HCA 108	Practice Experience in Home Support and Assisted Living
HCA 109	Practice Experience in Multi Level/Complex Care

- A. A student must achieve a grade of “C” or higher in HCA 101, 102, 103, 104, 105, 106 and 107.
- B. A student must receive “CRG” in HCA108 and 109.