



# ENROLMENT POLICY GUIDE

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## Overview

The purpose of this guide is to provide a comprehensive list of enrolment policies at Fraser International College (FIC). All students must adhere to these policies. For Academic Policies and Student Code of Conduct, please see <http://www.fraseric.ca/policies-and-procedures>.

## General Enrolment Policies (for all students)

### ADD/DROP POLICY

**Note:** Students must take a **minimum of 4 courses at the UTP Stage I level, and 3 courses at the UTP Stage II level** to maintain full-time status. Students in the Mixed Program must take **ALL AES MODULES plus 1 course** at the appropriate stage to maintain full-time status.

During the first week of classes, students can add or drop courses through the Student Portal as long as there is space available.

Starting in week 2, students can only drop courses on the Student Portal. Students must be taking the minimum course load before they can drop a class.

It is the responsibility of the student to check their timetable on the portal to see if the course has been dropped or not. Students must attend the classes listed in their timetable. Students who drop (withdraw) from individual courses during a semester may be penalized. See <http://www.fraseric.ca/policies-and-procedures> for refund policy information.

### CANCELLATION OF ENROLMENT

The College may cancel the enrolment of any student who has gained admission to the College by misrepresentation, by falsification of documents or by other fraudulent means, or who has failed to fulfil the normal requirements for admission or enrolment, or for any act of grave misconduct associated with either the academic program or staff/student(s) of the College.

### CO/PRE-REQUISITE POLICY

The following courses may only be taken concurrently (at the same time):

ENSC105, ENSC106

PHYS140, MATH151 (unless this course has already been completed)

PHYS 141, MATH152 (unless this course has already been completed)

The following subjects have pre-requisites:

Course	Pre-requisite	Grade
BUS251	9 credits of UTPII courses	9 credits with no grade less than a D
BUS272	9 credits of UTPII courses	9 credits with no grade less than a D
CMPT128	CMPT120	C-
ECON260	ECON1034	C-

<b>Course</b>	<b>Pre-requisite</b>	<b>Grade</b>
ENGL101/105	9 credits of UTPII courses	C-
ENSC106	9 credits of UTPII courses	D
HIST204	HIST102	C-
MATH100	MAP test score or MATH099 or MATH101/103	9-19  B+  C
MATH151	MAP test score or MATH100 or MATH101and 103	20-30  B  B
MATH152	MATH151	C-
MATH157	MATH100 or MATH101 and 103	C  C
POL231/241	POL100	C-
PHYS141	PHYS140	C-
PSYC109	9 credits of UTPII courses	C-

### **COURSE OVERLOAD POLICY**

Students wishing to study 5 courses must complete a '*Course Overload*' form available from the Student Portal, and seek approval from the Academic Director. With special permission from the Academic Director, students may be allowed to take a **maximum of 5 courses**. You must have passed at least 3 of your courses in the previous semester and achieved a minimum of 70% or higher in all of your courses.

### **COURSE REPEAT POLICY**

Students may repeat a specific course up to **two times** during their FIC course of study. **Three (3) times is the maximum** number a student can study the same course. Courses which have been awarded a 'WD' or 'DE' grade will not be considered.

### **MATH ASSESMENT PLACEMENT (MAP) TEST POLICY**

Prior to beginning studies in any UTP2 Math class, student must either successfully complete Math101/103 or take the Math Assessment Placement (MAP) test. Students will then be advised into the appropriate level Math course. If a student wishes to be enrolled in a higher-level math course, the student must see an advisor and complete an "Enrolling Against Academic Advice" letter, which will be placed on the student's academic file.

## **MATH TUTORIAL POLICY**

Enrolment into **MMT100** is by invitation only and is determined by MATH100 preparedness and results. Students should not select unless MMT100 is a condition of enrolment. Students requiring extra assistance with Math classes are welcome to attend the MMT tutorials at any time but should not enrol in MMT100.

**NOTE:** Any student who receives an N or an F in MATH100 who fall below an 80% attendance for MMT100 may NOT be permitted to repeat MATH100 a third time.

### **Requirements for a Grade of Pass (P)**

In order to achieve a passing grade (P) in the course, you **MUST** achieve a minimum 80% attendance, i.e., more than 2 (unexplained) absences will result in an automatic fail (F)

## **REDUCED COURSE LOAD POLICY**

A full course load is 4 credit-bearing courses per semester. A minimum course load is 3 courses. Only student who have completed the requirements for their program may be eligible to drop below the minimum course load to 2 courses. You must complete the Course Drop Forms Weeks 3-13 and see a Student Adviser to drop below the minimum course load. Please note that application for a reduced course does not automatically guarantee it will be granted.

## **TERMINATION POLICY**

Students may be terminated for academic or non-academic misconduct, according to FIC's Code of Conduct. In the event a student receives a grade of "N" in all subjects in one semester they will be terminated from their original program of study and enrolled in a less restrictive program. A student will be terminated from the college if she/he attains a 0 GPA for two semesters in a row, fails Reboot, is unable to get off Academic Probation for three semesters in a row or breaches the FIC code of conduct.

Neglect of work, non-attendance, non-payment of tuition fees or misconduct may lead to a student being terminated from his/her program of study. **WRITING AND MATH COURSE POLICY**

- No student shall be enrolled in more than one English or Writing (W) course in any one semester, except with approval of the Principal.
- No student shall be enrolled in English until they have completed 9 credits of UTPII level studies.
- Students aren't allowed to take more than one MATH class per term, and may be removed from courses if they enrol in more than one math class per semester.

# Academic English Skills (AES) Policies (for students in the Mixed Program)

## AES POLICY

Students who begin studies in the Mixed program must complete all Academic English Skills (AES) modules before being allowed to continue studies in the full UTPII program.

Students may not defer in their first semester of study.

Students wishing to defer or withdraw are advised that they are *not* eligible for direct entry to UTPII if they complete a new IELTS or other standardized test once they have begun their studies in the Mixed program.

Students enrolled in AES must maintain a minimum 80% attendance level as well as satisfactorily completing all assignments pertaining to each module in order to pass AES. Students with inadequate attendance will not be allowed to write final exams.

Students enrolled in the Mixed program may not enrol in more than two academic/credit bearing courses until they complete all three modules of AES. Please note AES students are restricted from taking certain courses before completing AES and in some cases, 9 units of UTPII courses. A detailed list follows.

UTPI students enrolled in the Mixed program may not take any of the following courses until completing three modules of AES:

- BUS108
- PHIL120
- WIS101
- UNI101
- UNI102
- ESR
- ESW

UTPII students enrolled in the Mixed program may not take any of the following courses until completing three modules of AES:

- BIOL100
- BUS237
- CRIM101/135
- HIST102/204
- KIN140
- PHYS140
- POL100/231/241
- PSYC100/102
- WL102/201

UTPII students enrolled in the Mixed program may not take any of the following courses until completing three modules of AES **and** minimum 9 credits of study:

- BUS251/272
- ENGL101/105
- PHIL001
- PSYC109
- ENSC105

Please note that students completing the Mixed program are also subject to any pre-and co-requisite requirements associated with all FIC classes. (Please see the Policy Regarding Courses with Pre and Co-Requisites)

### **COURSES NOT PERMITTED WITH CONCURRENT STUDY OF AES MODULE:**

#### **UTP I**

Listening, Speaking & Pronunciation (AES100L)	Reading & Vocabulary (AES100R)	Writing & Grammar (AES100W)
<ul style="list-style-type: none"> <li>• <i>No restrictions</i></li> </ul>	<ul style="list-style-type: none"> <li>• ESR100</li> </ul>	<ul style="list-style-type: none"> <li>• IUW100</li> <li>• BUS108</li> <li>• PHL120</li> </ul>

#### **UTP II**

Listening, Speaking & Pronunciation (AES100L)	Reading & Vocabulary (AES100R)	Writing & Grammar (AES100W)
<ul style="list-style-type: none"> <li>• BUS251</li> <li>• BUS272</li> <li>• ENGL101 / 105</li> <li>• PSYC109</li> </ul>	<ul style="list-style-type: none"> <li>• BUS251</li> <li>• BUS272</li> <li>• ENGL101 / 105</li> <li>• HIST102 / 204</li> <li>• PHIL001</li> <li>• POL100 / 231/241</li> <li>• PSYC109</li> <li>• PSYC100 / 102</li> <li>• WL102 / 201</li> </ul>	<ul style="list-style-type: none"> <li>• BUS251</li> <li>• BUS272</li> <li>• CRIM101 / 220</li> <li>• ENGL101 / 105</li> <li>• HIST102 / 204</li> <li>• PHIL001</li> <li>• POL100 / 241</li> <li>• PSYC109</li> <li>• PSYC100 / 102</li> <li>• WL102 / 201</li> </ul>

### **MIXED PROGRAM ATTENDANCE and ENGLISH POLICY**

Students enrolled in FIC's Mixed Program are required to maintain a **minimum 80% attendance rate** in AES100, or risk exclusion from the course. Students enrolled in the Mixed Program are required to follow the policies outlined below:

**1. Unexcused Absences:** It is essential that you attend classes regularly. If you have two unexcused absences, you will be sent to the FIC Student Advisor for consultation. If you are absent again, you will be asked to talk to the FIC Student Advisor a second time. If the

problem with unexcused absences continues, FIC reserves the right to withdraw you from the course.

**2. Excused Absences:** Absences can be excused if a doctor's note (in English) is presented to the instructor together with the Explained Absence Form, which can be printed out from the Student Portal.

**3. Tardiness:** If a student is late 3 times, this will be considered one unexcused absence and he/she will be sent to the FIC Student Advisor for consultation. If this same student is late again he/she will also be sent to the Academic Director for a second consultation. If tardiness continues, the student may be withdrawn from the course.

**3. Use of English:** On the first day of classes, each student will sign an "English-only" commitment form. If this commitment is broken, the student will receive a verbal reminder. If broken again, the student will receive a formal, written warning from the Academic Director of FIC. If broken a third time, the student will not be allowed to attend the next day of classes. This absence will be counted as one unexcused absence.

### **CORNERSTONE PROGRAM POLICY**

The Cornerstone Program is mandatory for all students in AES. Students enrolled in Cornerstone must maintain a minimum 80% attendance level as well as satisfactorily complete all assignments in order to pass Cornerstone. Students who do not pass Cornerstone will only be allowed to repeat it once and will be subject to a \$500.00 fee for the course. Students who do not pass Cornerstone are not eligible to transfer to SFU.

## **University Transfer Program I (UTPI) Policies (for students in UTPI)**

### **70% JUMP RULE**

Students who have completed 12 years of study in their home country may be eligible to "Jump" to UTPII if they successfully complete four UTPI classes with a minimum 70% average. The determination is made at the time of admission if the student is eligible for this potential exemption.

### **UTPI POLICY**

Students enrolled in UTPI must complete 8 courses based on their projected UTPII stream. Progression to UTPII will normally be granted following completion of UNI1, ESW and ESR, at least one math class, and four additional courses, based on the projected UTPII stream.

UTP I Class combinations are outlined below.

**BOLDED RED** COURSES ARE REQUIRED

**BOLDED** COURSES = RECOMMENDED PATHWAY



<b>Stage I Arts and Social Sciences</b>	<b>Stage I Business Administration</b>	<b>Stage I Computing Science</b>
Required		
<b>ESR100</b>	<b>ESR100</b>	<b>ESR100</b>
<b>IUW100</b>	<b>IUW100</b>	<b>IUW100</b>
<b>UNI101</b>	<b>UNI101</b>	<b>UNI101</b>
<b>MATH099</b>	<b>MATH101</b>	<b>MATH101</b>
	<b>MATH103</b>	<b>MATH103</b>
		<b>COM001</b>
Highly Recommended		
<b>WIS100</b>	<b>BUS108</b>	<b>COM002</b>
	<b>COM002</b>	
	<b>ECN100</b>	
	<b>PHIL120</b>	
Electives		
BUS108	COM001	PHIL120
COM001	MATH099	BUS108
COM002	WIS100	ECN100
MATH101		WIS100
MATH103		MTH099
MATH099		
PHIL120		

## **University Transfer Program II (UTPII) Policies (for students in UTPII)**

### **Academic Literacy Course Policy**

All students entering into UTPII must enrol in the non-credit course Academic Literacy (ALC). Students who do not pass ALC will only be allowed to repeat it once. Students who do not pass ILS are not eligible to transfer to SFU. Students who exceed direct-entry English language requirements will be exempted from this requirement. See <http://www.fraseric.ca/apply-today/admissions-requirements> for further details regarding admissions requirements

### **Integrated Learning Skills Policy**

All students entering into UTPII must enroll in the free, non-credit course Integrated Learning Skills (ILS). Students enrolled in ILS must maintain a minimum 80% attendance level as well as satisfactorily complete all assignments in order to pass ILS. Students who do not pass ILS will only be allowed to repeat it once and will be subject to a \$500.00 fee for the course. Students who do not pass ILS are not eligible to transfer to SFU.