



# Applying for BCIT Level 5 Civil Engineering

2015 May



DEPARTMENT OF  
CIVIL ENGINEERING

# FAQs for Students Seeking to Enter Level 5 (third year) Civil Engineering

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Students should note that applications for level 5 Civil Engineering are competitive. If the number of applications exceeds available seats, BCIT will accept those deemed to have the best opportunity for success. Consequently, confirmation may not be available until approximately mid-June, once applications from rollover second year students have been processed.

## Who is eligible for admission into level 5 Civil Engineering?

Admission to level 5 Civil Engineering is available exclusively to returning BCIT Civil Engineering students. Non-BCIT applicants are only eligible for placement into level 1.

## What are the eligibility criteria for returning BCIT Civil Engineering students?

1. Students must have received a Diploma in Civil Engineering Technology from BCIT. Advanced placement is not available to those who have obtained a Diploma at another educational institution.
2. Students must have successfully completed [CHEM 6020](#) and [MATH 6010](#) or their approved equivalents as explained in a subsequent question.
3. Students must have achieved a minimum cumulative 70% GPA across all level 2, 3 and 4 courses under a full-time program load in order to be eligible for continuation into the third academic year of the degree. Upon review by the Department of Civil Engineering, students completing levels 2, 3 and 4 in a mode other than full-time may also be considered for admission into level 5 Civil Engineering if a minimum cumulative 70% GPA is obtained in their first attempt of all required level 2, 3 and 4 courses.  
*(Note that students who entered level 1 prior to September 2014 will be assessed on their combined levels 3 and 4 GPA)*
4. Applicants must satisfy the [Practical Work Experience Requirement](#) as described on the [Program Details](#) web page. Note that this includes 300 hours of acceptable work experience prior to entry into level 5, and 700 hours of acceptable work experience prior to entry into level 7.

## **I have transfer credits (TCR) on my transcript from courses I took elsewhere. How will my GPA for levels 2, 3 and 4 Civil Engineering be calculated?**

If you take equivalent courses elsewhere and obtain transfer credits for them from BCIT, we will use the percent grade(s) indicated on your transcript from the Institution where you took the equivalent course(s). If you received a letter grade, we will use the lowest percentage value corresponding to that letter grade as assigned by the Institution delivering the course(s). For example, at Douglas College, a C+ is assigned for percentages ranging from 65% - 69%—your GPA would therefore be calculated using a value of 65% if you received a C+.

## **I would like to proceed directly from level 4 Civil Engineering into level 5 Civil Engineering. What do I need to do?**

In May of your second year, you need to provide an email of intent along with contact information to the Work Experience Coordinator ( [thomas.abbuhl@bcit.ca](mailto:thomas.abbuhl@bcit.ca) ). The Work Experience Coordinator will verify your eligibility based on criteria nos. 1 through 3 above, make sure that BCIT Student Records knows of your intent, and you will automatically be registered as a returning student (in the same manner you went from level 2 to level 3 Civil Engineering). During the summer, you will receive a notice of fees required, and in mid-to-late August the Department of

Civil Engineering will send an email regarding the first day of classes. Note that you will also have to provide the requisite documentation of a minimum of 300 hours of acceptable work experience by the end of the second week of classes in order to remain in level 5. This should be submitted directly to the Work Experience Coordinator on the [Practical Work Experience Record \[PDF\]](#) form.

## **I have accumulated more than 300 hrs of acceptable work experience between levels 4 and 5 Civil Engineering. Can I apply them to the 700 hrs I need to enter level 7 Civil Engineering?**

Yes, you can. The hours of acceptable work experience you accumulate between levels 4 and 5 and levels 6 and 7 will be combined and count toward the requisite 700 hrs required to enter level 7 Civil Engineering.

## **What is the deadline for submitting my application?**

Under BCIT's admissions policy, you must submit your application and documentation no later than April 15<sup>th</sup> of the year you intend to return. Applications received subsequent to this date cannot be processed.

## I would like to work for an extended period, and then return to level 5 Civil Engineering. What do I need to do?

There are two items you will need to take care of:

1. Submit an [application](#) to "Civil Engineering, BEng, Levels 5-8" with the accompanying fee, before the April 15<sup>th</sup> deadline.
2. Download and complete the form [Practical Work Experience Record](#) [PDF] identifying that you have at least 300 hours of relevant work experience, confirmed by your employer. This form also requires you to provide a written description of your work responsibilities in a short letter report signed by you and by your employer. If you had more than one job or employer, complete a form and report for each. Forward the completed form(s) and report(s) to the appropriate address indicated at the bottom of the form. You'll be contacted within several weeks by the Admissions Officer in charge of advanced placement.

*(Note that, prior to entry into level 7, you will need to document 700 hours of acceptable work experience.)*

## Is there a time limit on how many years I have to finish the Civil Engineering Degree?

BCIT has set a limit of seven years for credential completion, beginning with your entrance into level 1 Civil Engineering.

In order to enhance your chances of successful completion, however, we recommend very strongly that you do not take more than 2 years between levels 4 and 5 Civil Engineering. Faculty members generally agree that a one year work term is optimal. In the event of too many applicants for available seats, acceptance into level 5 Civil Engineering may be denied if we feel that your ability to successfully complete the program may be compromised by the length of time you've been away from BCIT.

## I do not have the required hours of acceptable work experience, or I cannot get the documentation from my employer. Are exceptions to this requirement made in certain circumstances?

If this situation should arise, you should discuss your circumstances with the Work Experience Coordinator.

## If there are more applications than seats available for level 5 Civil Engineering, how will the Department decide who gets accepted?

Available seats will be allocated on a competitive basis, with a Departmental Committee considering a number of factors: GPA, work history of the applicants, and faculty assessment of the applicant's ability to successfully complete levels 5 through 8. Interviews may be a part of this process.

Can I take some of my LIBS elective courses while I'm away working and have them credited when I return?

Yes. The exact courses taught to Civil Engineering levels 5 through 8 may not be available, however, so you must get written approval from the Program Head of Civil Engineering before registering for any of these courses.

I didn't take MATH 6010 and/or CHEM 6020 in my second year of the program. What do I need to do if I wish to apply for acceptance into level 5 Civil Engineering?

You need to successfully complete these courses or their equivalents. If you wish to take them at BCIT, you will need to register as a course-by-course student for the term(s) in which they are offered. Note that we may not be able to register you if class sizes are an issue. Please contact Paul Thurston ([paul\\_thurston@bcit.ca](mailto:paul_thurston@bcit.ca)) if you wish to proceed with this option.

If you desire to complete them elsewhere, you must have both the BCIT Mathematics and Chemistry Departments confirm in writing that they will accept the equivalent courses for *transfer credit* before you register for any course(s). It is also important that you inquire what the minimum acceptable grade for credit will be.

I didn't take MATH 6010 and/or CHEM 6020 in my second year of the program. If I successfully complete these or their equivalents, how will my qualifying GPA be calculated for purposes of being accepted into level 5 Civil Engineering?

If you take MATH 6010 and CHEM 6020 at BCIT, we will use your course grades in determining your GPA. If you take equivalent courses elsewhere and receive a letter grade, we will use the lowest percentage value corresponding to that letter grade as assigned by the Institution delivering the course(s). For example, at Douglas College, a C+ is assigned for percentages ranging from 65% - 69%—your GPA would be calculated using a value of 65% if you received a C+.

Once we have your grades, we will calculate your overall second year GPA excluding CIVL 4024 (Land Development Modeling) and CIVL 4053 (Traffic Engineering Fundamentals), and including MATH 6010 and CHEM 6020 (or their equivalents.)