

**Policy Title: Admissions – Undergraduate**

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
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Policy Sponsor:	Vice President, Academic	Date last reviewed:	May 25, 2023
Date of Mandatory Review (expiry date):	May 2028	Date of last revision of Procedures:	March 30, 2023

**1. POLICY**

1. The Doctor of Chiropractic degree program is a limited enrolment program into which the institution will admit only the most qualified applicants annually.
2. The minimum standards for admission to the Doctor of Chiropractic degree program are:
  - a. Three full years of study (minimum of 15 full courses/90 credit hours) in a university bachelor’s degree program or at an institution or institutions recognized at the university level by a provincial or territorial ministry of education, in which the applicant demonstrates a minimum cumulative grade point average (CGPA) of 3.00 on CMCC’s 4.00 scale in postsecondary pre-professional education.
  - b. A successful admissions interview with a minimum interview score as defined by CMCC.
  - c. Successful evaluation of a personal statement.
3. Offers of admission will be determined based upon an admissions score, calculated in a manner that weighs the admissions standards as referenced in Section 2. above.
4. Applicants who apply prior to the completion of the equivalent of three years (15 full courses or 90 credits) of bachelor’s degree level study will be conditionally assessed for admission on the basis of having completed at least two full years (10 full courses or 60 credits). If deemed eligible and successful in the application for

admission, an offer of admission will be conditional upon the successful completion of the minimum academic requirements before May 31 of the year of registration.

5. All offers of admission are conditional upon the applicant's final CGPA on the minimum academic requirements being at or above the CGPA that was calculated to assess admission eligibility upon submission of the application.
6. Applicants holding a first professional degree in a regulated health sciences discipline (e.g., MD, DO, DDS, DPM) or a graduate level degree in a related discipline may be considered for Advanced Standing.
7. Applicants must demonstrate sufficient proficiency in verbal and written English at the time of application. Applicants who fail to demonstrate sufficient English language proficiency as prescribed in the admissions requirements will be ineligible for an admissions interview.
8. Applicants with disabilities are encouraged to apply and will not be summarily denied admission, nor will higher academic requirements be demanded. An applicant with a disability will not be required to disclose their disability during the application process. Prior to accepting an offer of admission, the applicant with a disability is required to disclose any functional limitations associated with carrying out classroom, laboratory and clinical assignments, including microscopic work, imaging, interpretations, chiropractic techniques, or the equivalent.
9. CMCC will consider requests for accommodations in accordance with related policies and guidelines.
10. An applicant supplying documentation or information that is found to be falsified, incomplete, or misleading at the time of presentation or thereafter may be withdrawn from consideration for admission, and the application fee forfeited. Furthermore, any student who is admitted and/or subsequently enrolled in the Doctor of Chiropractic degree program who is found to have submitted incorrect or incomplete information for the purpose of gaining admission will be required to withdraw with failure.

## **2. PURPOSE**

To set out the standards for admission to the Doctor of Chiropractic degree program at CMCC.

## **3. SCOPE**

Applicants to the CMCC Doctor of Chiropractic degree program.

## **4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Immigration and Refugee Protection Act
- Immigration and Refugee Protection Regulations
- Ontario Human Rights Code
- Postsecondary Education Choice and Excellence Act
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

## 5. RELATED POLICIES (not a comprehensive list)

- Academic Standing and Status
- Accommodation for Students with Disabilities
- Transfer Credit
- Undergraduate Student Transfer
- Withdrawal and Refund

## 6. DEFINITIONS

Accredited describes an institution that has received the consent of its jurisdiction's educational authority to offer university-level courses.

The Admissions Committee is a subcommittee of the Curriculum Committee charged with recommending to the Registrar the applicants to be admitted to the Doctor of Chiropractic degree program in an academic year. Membership of the Admissions Committee is determined by the Terms of Reference (see *Attachment – Appendix A*), under the authority of the Curriculum Committee.

An admissions interview is an evaluative process through which an applicant's suitability for the program of study is assessed according to a set of competencies identified by CMCC as being appropriate for the program of study and/or professional practice.

An applicant is an individual who is seeking admission to CMCC, who has submitted the application form and remitted the application fee before the assigned deadline.

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within

the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

Unassigned credits are those credits for which there is no numerical grade assigned by the postsecondary institution. They include pass/fail courses, audited courses, and those courses taken through transfer credit programs for which the receiving institution has not assigned a numerical or letter grade in accordance with its own grading policy.

<b>New Policy Approved (date):</b>	Updated from Academic Calendar – January 22, 2015
<b>Policy Revision History (dates):</b>	June 29, 2017 August 30, 2018 May 26, 2022 May 25, 2023

-----**END OF POLICY**-----

## 7. PROCEDURES

1. Applications and all supporting documentation must be submitted before the assigned deadline each year.
2. Failure by the applicant to comply with the application instructions and/or meet the deadline for all documentation may result in cancellation of the application and forfeiture of the application fee.
3. The CGPA for the purpose of assessing admission eligibility will be calculated based upon the equivalent of the last three full years (15 full courses or 90 credits) of bachelor's degree study as taken in reverse chronological order as reflected upon the applicant's official transcript(s).
4. Applicants enrolled in a college to university transfer program must demonstrate the completion of a minimum of one full year of undergraduate study (minimum of five courses or 30 credit hours) at an accredited university prior to entering CMCC.
5. Applicants who have successfully completed the Diplôme d'Études Collégiales (DEC) at a CÉGEP must also complete a minimum of two full years (10 courses or 60 credit hours) of undergraduate accredited university study prior to entering CMCC.
6. Only pre-professional university undergraduate level courses will be included in the admission CGPA computation. Grades for courses taken at the graduate and/or professional school level will not be assessed. However, applicants holding a completed Masters or Doctoral degree at the time of application will be initially assessed based upon their undergraduate program of study. If eligible,

they will then be ranked at the 75<sup>th</sup> percentile of the applicant pool or their undergraduate CGPA, whichever is higher.

7. In situations where one or more courses in the years of study prior to the equivalent of the last three years (15 full courses or 90 credits) were repeated, the lower grade will be excluded from the CGPA computation.
8. Unassigned transfer credits shown on the applicant's transcript will not be included in the calculation of the application CGPA. These credits will, however, count toward the minimum number of credits required for admission.
9. Credits earned by courses taken in Advanced Placement (AP) or International Baccalaureate (IB) programs will not be included in the CGPA calculation and will not be counted toward the minimum admissions standard as stated in Policy section 1, 2.a.
10. Applicants whose academic record does not fully reflect their capabilities due to extenuating circumstances may submit additional documentation at the time of application. Submissions will be reviewed and decisions to amend the associated component of the admissions score will be determined by the Registrar.
11. The admissions score will be calculated according to the following weighting:
  - a. CGPA at the time of application - 60%
  - b. Admissions interview - 30%
  - c. Personal statement - 10%
  - d. Additional points related to strategic enrollment priorities may be assigned to the admissions score in addition to the aforementioned weightings. The extent to which additional points are allocated for this purpose will be determined in accordance with the institution's strategic plan and with the approval of the appropriate institutional governance bodies.
12. The Undergraduate Admissions Advisory Committee recommends to the Registrar the roster of applicants to be considered for admission in a given application cycle. Offers of admission will be extended to the applicants with the highest admissions scores. The number of applicants receiving an offer of admission will be based upon enrollment yield projections by the Registrar.
13. Evidence of English language proficiency for applicants whose first language is not English includes one or a combination of the following:
  - a. sufficient university level course work in English, as determined by the Registrar

- b. a minimum score of 92 on the internet-based Test of English as a Foreign Language (TOEFL).
  - c. a minimum score of 7.0 on the International English Language Test System (IELTS).
14. Transcripts from postsecondary institutions outside of Canada or the United States must be evaluated on a course-by-course basis by World Education Services, Inc. (WES).
  15. Notarized English translations of documents and certified true copies of the originals of all documents that are in a language other than English must be provided at the time of application.
  16. Requests for deferred admission must be submitted to the Registrar within two weeks of the receipt of the offer of admission. Deferrals will be granted by the Registrar under extenuating circumstances.
  17. All decisions will be made at the sole discretion of CMCC.

<b>New Procedure Approved (date):</b>	Updated from Academic Calendar – January 22, 2015
<b>Procedure Revision History (dates):</b>	June 29, 2017 August 30, 2018 March 30, 2023

## 8. ATTACHMENTS

Undergraduate Admissions Advisory Committee Terms of Reference.

## **Attachment: Undergraduate Admissions Advisory Committee Terms of Reference**

### **1. MANDATE**

The Undergraduate Admissions Advisory Committee is charged with:

1. Recommending to the Registrar the candidates for admission to the Doctor of Chiropractic program in an academic year;
2. Overseeing and ensuring the quality control of assessment teams during the admissions interview process;
3. Reviewing any files for which assessment teams were unable to determine an outcome, and making recommendations regarding admission;
4. Conducting any additional assessments (e.g. reference checks or re-interviews) arising from applications for which assessment teams were unable to reach an agreement on admissibility; and
5. Providing advice to the Registrar and Vice President, Administration and Finance with regard to the ongoing innovation of admissions practices and initiatives to ensure the institution's compliance with accreditation and regulatory standards for student admissions.

### **2. MEMBERSHIP (9 voting members)**

Chair: Director, Assessment (voting)

Voting Members:

1. Three members of faculty
2. One Academic Director (from any of Directors of Education, Years I-III or Directors of Clinical Education and Patient Care)
3. One Administrative staff member
4. President, Students' Council
5. Vice-Presidents, Students' Council

Non-voting members:

6. Manager, Enrolment Services
7. Registrar

Recording Secretary:

8. Student Services and Records Administrator or Academic Services Administrator

### **3. RESPONSIBILITIES**

1. The Registrar appoints committee members upon recommendations and for terms as follows:
  - a. Faculty members are recommended by Faculty Council;

- b. The Academic Director and administrative staff member are recommended by the Vice President, Administration and Finance;
  - c. Faculty and Administration members are appointed for a 3-year term, which may be renewed once;
  - d. Ex-officio positions are on a continuing basis; and
  - e. The Chair is a permanent appointment by the Vice President, Academic.
2. In preparation for each meeting, the Manager, Enrolment Services and Registrar provide admissions data for the applicant pool of the incoming class. Such data includes, but is not limited to, applicant GPA, degree type and status, undergraduate institution, interview and personal statement scores.
  3. The Committee reviews the overall trends of the current applicant pool, historical trends, issues related to interview assessments, and current best practices in postsecondary recruitment and admissions.
  4. Where required, the Committee may recommend changes to an applicant's final admit score based on issues identified in the admissions process such as interview, personal statement or GPA score.
  5. The Student Services and Records Administrator is responsible for taking minutes during all Committee meetings.
  6. The Manager, Enrolment Services, oversees and monitors the repository of data relating to the committee's work including applicant data and trends as provided in 1. and 2. above.
  7. The committee reviews the effectiveness of the admissions selection interview process to ensure that the institution is fully and effectively meeting its legislated obligations in a manner that promotes integrity, inclusion, and student success.
  8. Annually, the committee undertakes a review of student progress data to explore and identify opportunities to inform recruitment and admissions practices.

### **Chair's Role and Responsibilities**

The Chair is responsible for scheduling meetings and presenting recommendations regarding the candidates for admission to the Doctor of Chiropractic program to the Registrar and Vice President, Academic.

### **Meetings**

The Undergraduate Admissions Advisory Committee meets minimum one time per year. Additional meetings may be called as needed.

### **Procedures**

Quorum for the Undergraduate Admissions Advisory Committee is five voting



members, of whom at least one is a Students' Council member, and two are faculty. The Registrar provides an annual report for information to the Institutional Affairs Committee following the conclusion of the admissions process. Additional items for consideration by the Institutional Affairs Committee may come forward on an as needed basis.

### **Record**

Given the confidential nature of candidate applications the Committee's meetings are confidential, and as such, meeting minutes and information cannot be shared by committee members with any other member of the institutional community, unless otherwise deemed necessary by the Registrar or the Vice President, Academic.

The records are maintained in the Office of the Registrar, on a confidential Student Services Division drive.