

Policy Title: Part-Time Students

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		
Date approved:	August 30, 2018	Effective date:	August 30, 2018
Policy Sponsor:	Vice President, Academic	Date last reviewed:	March 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	April 10, 2010

1. POLICY

1. A part-time student is a student enrolled at CMCC for less than 60% (or 40% for a student with a disability) of a full-time student load in the following circumstances:
 - a. upon the recommendation of the Student Promotion Committee, a student who has failed a course(s) may repeat that course(s) on a part-time basis.
 - b. upon the recommendation of the Vice President, Academic, in cases where a student is unable to continue in the program on a full-time basis due to personal/health reason.
 - c. upon the recommendation of the Vice President, Academic, to meet course requirements needed to transfer into the program from another accredited chiropractic program.
2. A part-time student in the undergraduate program is responsible for maintaining competence in psychomotor skills and related academic fields through a program arranged by the Vice President, Academic.
3. A student accepted as a part-time student is subject to all CMCC policies.
4. A part-time student will be required to pay a pro-rated tuition fee based on the number of credits for which they are enrolled, and all auxiliary fees as set out in the Academic Calendar for that year.

2. PURPOSE

To provide accommodation for students on a part time basis, under special circumstances.

3. SCOPE

All students.

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

N/A

5. RELATED POLICIES (not a comprehensive list)

- Program Completion – Graduate Studies Chiropractic Residency Programs
- Program Completion – Undergraduate
- Undergraduate Student Transfer

6. DEFINITIONS

N/A

New Policy Approved (date):	March 5, 2009
Policy Revision History (dates):	April 10, 2010 June 29, 2017 May 31, 2018 August 30, 2018

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

7. PROCEDURES

Proper authorization must be obtained for registration on a part-time basis.

New Procedure Approved (date):	March 5, 2009
Procedure Revision History (dates):	April 10, 2010t

8. ATTACHMENTS

None.