

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

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) in a university 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 2.50 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 university level study will be assessed for admission on the basis of having completed 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 health sciences (i.e., 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 registration.

8. Applicants with disabilities 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 academic 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)

- Federation of Canadian Chiropractic Standards for Accreditation of Doctors of Chiropractic Programmes, Section III Criteria for Accreditation: Policies and Procedures, Standard C, 1.e. (Disclosure)
- Federation of Canadian Chiropractic Standards for Accreditation of Doctors of Chiropractic Programmes, Section III Criteria for Accreditation: Inputs/Resources, Standard E, 2. (Students)
- Immigration and Refugee Protection Act (2008)
- Immigration and Refugee Protection Regulations (2014)
- Ontario Human Rights Code
- Postsecondary Education Choice and Excellence Act (2000)
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations 2017, Degree Program Quality Review Standards: Standard 7.2., 2. (Admission, Promotion and Graduation)

5 RELATED POLICIES (not a comprehensive list)

- Academic Accommodation for Students with Disabilities

- Academic Standing and Status
- 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.

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.

New Policy Approved (date):

Updated from Academic Calendar – January 22, 2015

Policy Revision History (dates):

June 29, 2017

August 30, 2018

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

7 PROCEDURES

1. Applications and supporting documentation must be submitted before the assigned deadline each year.
2. Failure by the applicant to comply with the application instructions 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 of study (15 full courses or 90 credits) as taken in reverse chronological order as reflected upon the applicant’s 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 75th 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 failed grade will be included in 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 should it be necessary to count them in the assessment of the minimum standard as stated in Policy Section 1, 2. a.
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. Upon receiving all relevant information the final determination will be made by the Vice President, Academic.

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 88 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 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 in the sole discretion of CMCC.

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

Terms of Reference



Undergraduate Admissions Advisory Committee

TERMS OF REFERENCE

Mandate

The Undergraduate Admissions Advisory Committee is a committee charged with:

- recommending to the Registrar the candidates for admission to the Doctor of Chiropractic program in an academic year;
- overseeing and ensuring the quality control of assessment teams during the admissions interview process;
- reviewing any files for which assessment teams were unable to determine an outcome, and making recommendations regarding admission;
- 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;
- providing advice to the Registrar and CMCC 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.

Membership

Voting Members:	3 members of faculty 1 Academic Director (from any of Years I-IV) 1 Administrative staff member President of Students' Council (ex-officio) Vice-President of Students' Council (ex-officio) Associate Registrar (ex-officio Committee Assessor)
Non-voting members:	Recruitment & Admissions Officer (ex-officio) Registrar (ex-officio)
Recording Secretary:	Registration & Records Assistant

Appointments

Faculty members will be recommended for appointment by the CMCC Faculty Council. The Academic Director will be recommended for appointment by the Vice President, Academic. Faculty and Administration members will be appointed for a 3-year term and ex-officio members appointed on a continuing basis. Membership may be renewed for up to two consecutive terms of service. The Chair will be appointed from among the faculty or the Academic Director members on the committee for a one-year term.

Quorum

Quorum for the Undergraduate Admissions Advisory Committee will be 4 voting members, of whom at least one is Students' Council member, and two are faculty.

Reporting

The Registrar will provide an annual report for information to the Institutional Affairs Committee each year following the conclusion of the admissions process. Additional items for approval by the Institutional Affairs Committee may come forward on an as-needed basis.