

<b>Policy Title:</b>	Part-time Student		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 30, 2018	<b>Effective date:</b>	August 30, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	August 30, 2018
<b>Date of Mandatory Review (expiry date)</b>	August 2023	<b>Date of last revision of Procedures</b>	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

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 (date):**

March 5, 2009

**Procedure Revision History (dates):**

April 10, 2010

**8 ATTACHMENTS**

None