

**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:	Dean, Undergraduate and Graduate Education	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 Dean, Undergraduate and Graduate Education, 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 Dean, Undergraduate and Graduate Education, 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 Dean, Undergraduate and Graduate Education.
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

<b>New Policy Approved (date):</b>	March 5, 2009
<b>Policy Revision History (dates):</b>	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.

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

## 8. ATTACHMENTS

None.