

**Policy Title: Program Completion – 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:	March 30, 2023	Effective date:	June 1, 2023
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	March 30, 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	N/A

**1. POLICY**

1. The amount of time to complete the academic requirements of the undergraduate program may not exceed six years.
2. Under extenuating circumstances, extensions to the time to completion may be approved by the Dean, Undergraduate and Graduate Education, upon the recommendation of the Registrar

**2. PURPOSE**

To establish the maximum period of time a student may be enrolled in the undergraduate program.

**3. SCOPE**

Undergraduate students.

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

- Council on Chiropractic Education (CCE) Accreditation Standards, Policy 56
- Ministry of Colleges and Universities, Ontario Student Assistance Program, Performance Requirements: Graduation Rate
- U.S. Federal Student Aid Regulation, Code of Federal Relations 668.45

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

- Graduation
- Leave of Absence
- Part-time Student

## 6. DEFINITIONS

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.

<b>New Policy Approved (date):</b>	From Academic Calendar, Residency Policy – Undergraduate, April 25, 2008
<b>Policy Revision History (dates):</b>	Program Completion – Undergraduate, June 29, 2017 August 31, 2017 August 30, 2018 March 31, 2022 March 30, 2023

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

## 7. PROCEDURES

N/A

<b>New Procedure Approved (date):</b>	
<b>Procedure Revision History (dates):</b>	

## 8. ATTACHMENTS

None.