

## Policy Title: Undergraduate Student Transfer

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:	March 30, 2023

### 1. POLICY

CMCC may accept transfer of credits from institutions accredited by the Council on Chiropractic Education Canada (CCEC) of the Federation of Canadian Chiropractic (FCC), the Council on Chiropractic Education-USA or institutions accredited by agencies that are members of the Council of Chiropractic Education International (CCEI), subject to the following conditions.

1. The applicant must satisfy the minimum CMCC admission requirements in place at the time of application.
2. The applicant must be eligible to return to the last institution attended.
3. The credit hours being transferred must be for course work that is equivalent in credit hours, content, and quality as determined by CMCC.
4. Only credits with a final grade of 'B' or better will be considered for transfer.
5. Transfer credits must be earned within five years preceding the date of admission to CMCC.
6. No more than two years of credit may be granted for course work from another chiropractic program.
7. The final two years of study must be completed at CMCC to qualify for graduation from CMCC.

8. In order to demonstrate necessary skills and knowledge, transfer students may be required to complete examinations, simulations and/or assessments.
9. If the transfer credit assessment process identifies gaps in the student's prior education, additional upgrading may be required at the student's expense.
10. Transfer Credit will be recorded on the student transcript as "TR" and will not be calculated in the student's GPA.
11. Transfer Credit will not be unreasonably withheld.
12. The awarding of Transfer Credit does not result in the reduction of associated annual tuition fees unless the student meets the criteria for part-time student status.

As there are a limited number of places available for transfer students, possession of the minimum requirements does not guarantee admission or transfer to CMCC.

## **2. PURPOSE**

To safeguard the integrity of CMCC's degree by ensuring that students who wish to transfer from other accredited chiropractic programs demonstrate strong academic performance.

## **3. SCOPE**

Students applying to transfer into CMCC's Undergraduate Education program.

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

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

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

- Academic Standing and Status
- Program Completion – Undergraduate

## **6. DEFINITIONS**

N/A

<b>New Policy Approved (date):</b>	March 5, 2009
<b>Policy Revision History (dates):</b>	June 29, 2017 March 30, 2023

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

## 7. PROCEDURES

1. Transfer applicants are required to:
  - a. submit a transfer student application by the posted deadline.
  - b. pay a non-refundable transfer application and assessment fee. An application for transfer will not be considered until the fee is received.
  - c. provide transcripts from all post-secondary institutions and chiropractic programs at which the applicant has been enrolled, including a comprehensive course-by-course evaluation by World Education Service (WES) for any courses completed outside of Canada or the United States.
  - d. meet the current academic entrance requirements and be compliant with all entrance regulations.
  - e. demonstrate a minimum cumulative GPA of 2.70 on CMCC's 4.00 scale from previously attended chiropractic programs.
  - f. supply an official letter of recommendation from the institution from which the transfer is requested.
- 2 A student whose application for Transfer Credit is unsuccessful may appeal the decision, in writing to the Registrar within five business days of having received notice of the assessment. Appeals of Transfer Credit assessments will be considered by the Dean, Undergraduate and Graduate Education. Insufficient or late submission of supporting documentation at the time of application may not be used for grounds of appeal.

<b>New Procedure Approved (date):</b>	March 5, 2009
<b>Procedure Revision History (dates):</b>	August 2018 March 30, 2023

## 8. ATTACHMENTS - None