

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:	August 29, 2019	Effective date:	August 29, 2019
Policy Sponsor:	Vice President, Academic	Date last reviewed:	August 2019
Date of Mandatory Review (expiry date)	May 2024	Date of last revision of Procedures	August 2019

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 of 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)

- Federation of Canadian Chiropractic Standards for Accreditation of Doctors of Chiropractic Programmes, Section III Criteria for Accreditation: Inputs/Resources, Standard E, 2.b. (Transfer Students)
- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations 2017, Degree Program Quality Review Standards 7.2., 2. (Admission, Promotion and Graduation)

5 RELATED POLICIES (not a comprehensive list)

- Academic Standing and Status
- Program Completion – Undergraduate

6 DEFINITIONS

N/A

New Policy Approved (date):

March 5, 2009

Policy Revision History (dates):

June 29, 2017

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

7 PROCEDURES

1. Transfer applicants are required to:
 - a. submit a transfer student application by March 1.
 - b. pay a non-refundable transfer application fee of \$500 (in Canadian funds). 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.

- 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 Vice-President, Academic.

New Procedure Approved (date):

March 5, 2009

Procedure Revision History (dates):

August 2018

8 ATTACHMENTS

None