

**Policy Title: Part-Time Students**

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|---------------------|--|---|---------------|
| Category:           | <input type="checkbox"/> Institutional - Board<br><input checked="" type="checkbox"/> Academic - Administrative<br><input type="checkbox"/> Institutional - Administrative<br><input type="checkbox"/> Employment - Administrative |   |               |
| Approved by:        | <input type="checkbox"/> Board<br><input checked="" type="checkbox"/> President  |   |               |
| Policy Sponsor:     | Dean, Undergraduate and Graduate Education   |   |               |
| Date Approved:      | April 2, 2026  | Effective Date:                         | April 2, 2026 |
| Date Last Reviewed: | April 2, 2026  | Date of Mandatory Review (expiry date): | April 2031    |

**1. POLICY**

1. In the Undergraduate Program 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 Undergraduate Student Promotion Committee, a student who has failed a course(s) may repeat that course(s) on a part-time basis.
    - i. Students in Years I-III who fail one course in an academic year, after supplemental privileges, will be required to repeat the course during a condensed summer term. If successful, they will be promoted into a higher year of study as a full-time student for the following academic year. If the repeated course is failed, the student will be withdrawn from the program.
    - ii. Students who fail more than one course in an academic year, after supplemental privileges, will not be eligible for summer school, but may be approved to repeat the failed courses in the following academic year. If the repeated course is failed, the student will be withdrawn from the program.
    - iii. Summer school options are available only for Year I-III courses. Students in year IV who fail a course will be required to repeat the course in the following year, or as outlined in the course syllabus.
  - 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.
  - d. 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.
2. In the Graduate Studies Program, 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.
  3. A student registered 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 conditions and provisions for students studying on a part-time basis.

## **3. SCOPE**

All CMCC students.

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

N/A

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

- Academic Standing and Status
- Leave of Absence
- Registration
- Program Completion – Graduate Studies Program
- Program Completion – Undergraduate
- Student promotion – Graduate Studies Program
- Student promotion - Undergraduate
- Undergraduate Student Transfer

## **6. DEFINITIONS**

N/A

## 7. PROCEDURES

Proper authorization must be obtained for registration on a part-time basis.

## 8. HISTORY

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| <b>New Policy Approved (date):</b>      | March 5, 2009  |
| <b>Policy Revision History (dates):</b> | April 10, 2010<br>June 29, 2017<br>May 31, 2018<br>August 30, 2018<br>October 30, 2025 |

## 9. ATTACHMENTS

None.