

**Policy Title: Student Promotion – 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:	October 26, 2023	Effective date:	October 26, 2023
Policy Sponsor:	Vice President, Academic	Date last reviewed:	October 26, 2023
Date of Mandatory Review (expiry date):	October 2028	Date of last revision of Procedures:	N/A – no change

**1. POLICY**

## 1. Years I, II and III:

- a. Students are eligible to advance to a higher year of study when all components of the preceding year are successfully completed, or when, at the discretion of the Student Promotion Committee, arrangements are made to allow for completion of a failed course(s).
- b. A student enrolled in Year I, II or III must pass the end-of-year OSCE in order to proceed to the subsequent year. Students have a maximum of two opportunities to sit the OSCE, the first examination and one supplemental.
- c. A student enrolled in Year I, II, or III who, after supplemental privileges, fails a course(s) and whose post-supplemental yearly GPA is less than 1.70 will be considered to have failed the year and will be withdrawn from the program.
- d. A student in Year I, II or III who fails a repeated course is deemed ineligible for promotion and will be withdrawn from the program.

## 2. Year IV:

- a. A student enrolled in Year IV must have passed all courses, all components of the clinic exit examination, and have a minimum cumulative GPA of 2.00 in order to be eligible to graduate.
- b. The satisfactory completion of Year IV includes all quantitative and qualitative requirements of CE 4405.

3. Students who, for any reason, interrupt their full-time study, will be subject to additional requirements to ensure maintenance of clinical skills.

## **2. PURPOSE**

To outline the academic benchmarks by which students may progress through the degree program.

## **3. SCOPE**

Undergraduate students.

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

- Postsecondary Education Quality Assessment Board (PEQAB) Handbook for Private Organizations

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

- Academic Standing and Status
- Accommodation for Students with Disabilities
- Grades
- Graduation
- Leave of Absence
- Part-time Student
- Program Completion – Undergraduate
- Withdrawal and Refund

## **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.

An Objective Structured Clinical Examination (OSCE) is a format of performance-based examination that enables students to be evaluated in a uniform, standardized, reliable and objective way. It is carried out in different clinical stations that simulate real clinical situations and scenarios. Students rotate through a series of timed stations, where they are asked to perform a specific task demonstrating one or more clinical competencies. Stations are scored by an observing assessor or trained patient who evaluates performance live or remotely on those clinical competencies through the student's interaction with a

standardized patient or other simulation in a comprehensive clinically based assessment. Some stations may also be scored from written or computer input following interaction with a standardized patient or other simulation.

<b>New Policy Approved (date):</b>	From Promotion and Graduation Regulations – Promotion Policy – June 25, 2009
<b>Policy Revision History (dates):</b>	February 28, 2013 February 27, 2014 Student Promotion Policy - October 27, 2016 Student Promotion – Undergraduate – June 29, 2017 March 31, 2022 March 30, 2023 October 26, 2023

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

## 7. PROCEDURES

### 1. Years I, II and III

- a. A student enrolled in Year I, II or III who, after supplemental privileges, fails a course(s) will have their circumstances reviewed by the Student Promotion Committee (see Appendix A).
- b. The Student Promotion Committee will consider the student’s past academic performance, any exceptional circumstances and the course content and weighting of the failed course(s).
- c. The Student Promotion Committee will recommend to the Vice President, Academic, the Dean, Clinics and the Registrar whether the student should remain in the program and what steps must be taken before the student may continue in the program. Such steps will be provided to the student in writing.

### 2. Year IV

- a. A student enrolled in Year IV who, after supplemental privileges, fails to pass any component of CE4405 or other Year IV course will have their circumstances reviewed by the Student Promotion Committee to determine eligibility for graduation.
- b. The Student Promotion Committee will consider the student’s past academic performance, any untoward circumstances, and the course content and weighting of the failed course(s). The Student Promotion Committee will recommend to the Vice President, Academic, the Dean, Clinics and the Registrar what steps must be taken for the student to be eligible to graduate. These steps will be communicated to the student in writing.

<b>New Procedure Approved (date):</b>	June 25, 2009
<b>Procedure Revision History (dates):</b>	

## 8. ATTACHMENTS

Undergraduate Student Promotion Committee (SPC) Terms of Reference.

## **Attachment: Undergraduate Student Promotion Committee (SPC) Terms of Reference**

### **1. MANDATE**

The Student Promotion Committee has responsibility for supporting and promoting student success by:

- a. Monitoring and reviewing student academic progress as it relates to the requirements of the Doctor of Chiropractic program;
- b. Developing and monitoring integrated advising plans for students at academic risk;
- c. Reviewing the implementation of accommodations for students with disabilities;
- d. Reviewing final academic status in each year of the program and making recommendations for promotion and graduation in accordance with academic policy, and the program requirements as outlined in the Academic Calendar; and
- e. Annually reviewing and analyzing student progress data to identify performance trends and opportunities to enhance student engagement, and presenting such to various institutional stakeholders.

### **2. MEMBERSHIP (7 voting members)**

Chair: Director, Assessment (votes only if there is a tie)

Voting Members:

- Director of Education, Year I
- Director of Education, Year II
- Director of Education, Year III
- Two Directors of Clinical Education and Patient Care
- Student Success Counsellor
- Student Success Advisor

Non-voting Members:

- Registrar
- Vice President, Academic
- Dean, Clinics

Guests:

Other members of the institution (faculty, staff, students) may be invited to participate in committee meetings to discuss aggregate data and trend analysis. Discussion and review of individual student performance data may only occur with official members of the committee.

### **3. RESPONSIBILITIES**

- a. In preparation for each meeting, the Directors of Education and the Directors of Clinical Education and Patient Care will provide updated academic progress data for students in their associated year of the program. Such data includes, but is not limited to, course grades to date and outcomes on examinations. It is imperative that faculty submit examination results within two weeks of the examination's administration, per the Grades policy, to ensure that the Directors can assess the necessary data for review.
- b. The Committee reviews the status of each student identified as being at academic risk and determines the best approach for advising and intervention, depending on the student's needs and the person who is best positioned to provide advising. Typically, students who have failed two or fewer examinations will be invited to meet with the Director of Education, while students with three or more examination failures will be invited to meet with the Student Success Advisor or the Student Success Counsellor. Where required, the development, implementation and monitoring of an advising/success plan will be mutually agreed upon by the student and the associated advisor.
- c. The Student Success Advisor oversees and monitors the repository of common data relating to the committee's work including progress data, as provided above, and notes from individual advising sessions with students, including details of agreed upon advising/success plans. Such a repository will be accessible only to committee members on a restricted access common drive, with data encrypted as necessary.
- d. The Committee reviews the effectiveness of the implementation of accommodation plans for students with disabilities. The review of these plans is to ensure that the institution is fully and effectively meeting its legislated obligations in a manner that promotes inclusion and minimizes barriers to student success, and that students are fulfilling their obligations as outlined in associated academic policy. The individual academic progress of students with accommodations is not subject to review by the committee unless the student falls within the definition of being at academic risk. Should changes to accommodation plans or the manner in which they are implemented be recommended, such a recommendation will be undertaken by the Student Success Counsellor and subject to review in accordance with academic policy.
- e. In cases where it is recommended that a student not be promoted in or graduate from the academic program, such a recommendation is made to the Registrar, the Vice President, Academic, and the Dean, Clinics. The decision is communicated to the student in accordance with the Academic Standing and Status Policy.
- f. Annually, the committee undertakes a review of student progress data to explore and identify opportunities relating to curriculum and pedagogy.

### **Chair's Role and Responsibilities**

The Chair is responsible for scheduling meetings, and presenting recommendations regarding student promotion to the Registrar, Vice President, Academic and Dean, Clinics.

## **Definitions**

A student at academic risk is a student who:

- a. Has received an unsuccessful grade on two or more examinations in a given academic module;
- b. Has received an unsuccessful final grade in two or more courses in a given academic year, or who may be likely to be unsuccessful in 20% or more of the credits in a given academic year;
- c. Is on academic probation (cumulative GPA less than 2.0 but greater than 1.7); and
- d. Is enrolled part-time.

## **Meetings**

The Undergraduate Student Promotion Committee meets a minimum of four times per academic year:

- a. During the third week following the completion of each of the four academic modules in the DC program, and
- b. At other times to review exceptional matters at the request of the Vice President, Academic, the Dean, Clinics and the Registrar.

## **Procedures**

Where possible, the committee should aim to establish consensus on recommendations that adversely impact a student's promotion or graduation. In the event that the committee does not reach consensus, the matter is referred to the Registrar, the Vice President, Academic and the Dean, Clinics for further consideration.

## **Record**

Given the confidential nature of student grades, and the often sensitive nature surrounding the circumstances under which students fall into academic risk, the Committee's meetings are confidential and, as such, no detailed minutes are taken. Information cannot be shared by committee members with any other member of the institutional community, unless otherwise deemed necessary by the Registrar, the Vice President, Academic, and the Dean, Clinics.

Summary notes are taken by the Student Success Counsellor, with a written recommendation for promotion or graduation where required.

The records are maintained and stored electronically in the Office of Student Services, in a confidential, password protected file on the Student Services drive.