

Policy Title:	Admissions - Graduate Studies Chiropractic Residency Programs		
Category:	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
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Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	August 30, 2018	Effective date:	August 30, 2018
Policy Sponsor:	Vice President, Academic	Date last reviewed:	August 30, 2018
Date of Mandatory Review (expiry date)	August 2023	Date of last revision of Procedures	August 30, 2018

1 POLICY

1. The CMCC Graduate Studies Chiropractic Residency Programs are limited entry programs into which the institution will admit only the most qualified applicants, annually.
2. The minimum standards for admission to the Graduate Studies Chiropractic Residency Programs are:
 - a. graduation from a chiropractic program accredited by the Council on Chiropractic Education Canada of the Federation of Canadian Chiropractic (FCC), the Council on Chiropractic Education (US), or an accrediting agency that is a member in good standing of the Councils on Chiropractic Education International (CCEI).
 - b. registration with the College of Chiropractors of Ontario.
 - c. active membership with each of the Canadian Chiropractic Protective Association, Canadian Chiropractic Association, and the Ontario Chiropractic Association.
 - d. a successful application and admissions interview with a minimum admissions score as defined by CMCC from time to time.
 - e. successful evaluation of a personal statement, letters of reference and curriculum vitae.
3. Offers of admission will be determined based upon an admissions score, calculated in a manner that weighs the admissions standards as referenced in section 2. above.
4. Applicants who apply prior to the completion of their chiropractic studies will be conditionally assessed for admission on the basis of their academic record at the time of application. If deemed eligible and successful in the application for admission, an offer of admission will be conditional upon the successful completion of the minimum academic requirements before the deadline as stated in the offer of admission.
5. All offers of admission are conditional upon the applicant's final CGPA on the minimum academic requirements being at or above the CGPA that was calculated to assess admission eligibility upon submission of the application.
6. Applicants holding a graduate degree in a related discipline may be considered for Advanced Standing.

7. Applicants must demonstrate sufficient proficiency in verbal and written English at the time of application. Applicants who fail to demonstrate sufficient English language proficiency as prescribed in the admissions requirements will be ineligible for an admissions interview.
8. Applicants with disabilities will not be summarily denied admission, nor will higher academic requirements be demanded. An applicant with a disability will not be required to disclose their disability during the application process. Prior to accepting an offer of admission, the applicant with a disability is required to disclose any functional limitations associated with carrying out classroom, laboratory and clinical assignments, including microscopic work, imaging, interpretations, chiropractic techniques, or the equivalent.
9. CMCC will consider requests for academic accommodations in accordance with related policies and guidelines.
10. An applicant supplying documentation or information that is found to be falsified, incomplete or misleading at the time of presentation or thereafter may be withdrawn from consideration for admission and the application fee forfeited. Furthermore, any student who is admitted and/or subsequently enrolled in the academic program who is found to have submitted incorrect or incomplete information for the purpose of gaining admission will be required to withdraw with failure.

2 PURPOSE

To set out the standards for admission to the Graduate Studies Chiropractic Residency Programs at CMCC.

3 SCOPE

Applicants to the Graduate Studies Chiropractic Residency Programs at CMCC.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Immigration and Refugee Protection Act (2008)
- Immigration and Refugee Protection Regulations (2014)
- Ontario Human Rights Code
- Postsecondary Education Choice and Excellence Act (2000)

5 RELATED POLICIES (not a comprehensive list)

- Academic Accommodation for Students With Disabilities
- Academic Standing and Status
- Transfer Credit
- Undergraduate Student Transfer
- Withdrawal and Refund

6 DEFINITIONS

Accredited describes an institution that has received the consent of its jurisdiction's educational authority to offer university level courses.

An admissions interview is an evaluative process through which an applicant's suitability for the program of study is assessed according to a set of competencies identified by CMCC as being appropriate for the program of study and/or professional practice.

An applicant is an individual who is seeking admission to a Graduate Studies Chiropractic Residency Program at CMCC, who has submitted the application form and remitted the application fee before the assigned deadline.

The Graduate Studies Chiropractic Residency Programs Admissions Advisory Committee is charged with recommending to the Registrar the applicants to be admitted to the Graduate Studies Chiropractic Residency Programs in an academic year. Membership of the admissions committee is determined by the Terms of Reference (see *Attachment - Appendix A*), under the authority of the CMCC Institutional Affairs Committee.

Unassigned credits are those credits for which there is no numerical grade assigned by the postsecondary institution. They include pass/fail courses, audited courses, and those courses taken through transfer credit programs for which the receiving institution has not assigned a numerical or letter grade in accordance with its own grading policy.

New Policy Approved (date):

Expanded from Academic Calendar – April 27, 2017

Policy Revision History (dates):

August 30, 2018

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

7 PROCEDURES

1. Applications and supporting documentation must be submitted before the assigned deadline each year.
2. Failure by the applicant to comply with the application instructions or meet the deadline for all documentation may result in cancellation of the application and forfeiture of the application fee.
3. The CGPA for the purpose of assessing admission eligibility will be calculated using all grades reflected for chiropractic studies on applicant's transcript(s). Such a calculation will not include pre-chiropractic or qualifying courses, where applicable.
4. In situations where one or more courses in the applicant's transcript of chiropractic studies are failed courses, both failed and repeated attempts will be calculated into the CGPA.
5. Unassigned transfer credits shown on the applicant's transcript will not be included in the calculation of the application CGPA.
6. Applicants whose academic record does not fully reflect their capabilities due to extenuating circumstances may submit additional documentation at the time of application. Submissions will be reviewed by the Graduate Studies Chiropractic Residency Programs Admissions Advisory Committee, if required, and decisions to amend the associated component of the admissions score will be determined by the Registrar.
7. The admissions score will be calculated according to the following weighting:

- a. CGPA at the time of application 20%
- b. Admissions interview 50%
- c. Personal statement 15%
- d. Curriculum Vitae 15%
- e. Additional points related to strategic enrollment priorities may be assigned to the admissions score in addition to the aforementioned weightings. The extent to which additional points are allocated for this purpose will be determined in accordance with the institution's strategic plan and with the approval of the appropriate institutional governance bodies.

8. The Graduate Studies Chiropractic Residency Programs Admissions Advisory Committee recommends to the Registrar the roster of applicants to be considered for admission in a given application cycle. Offers of admission will be extended to the applicants with the highest admissions scores. The number of applicants receiving an offer of admission will be based upon enrollment yield projections by the Registrar and the Director of Graduate Studies. Upon receiving all relevant information the final determination will be made by the Vice President, Academic.
9. Evidence of English language proficiency for applicants whose first language is not English includes one or a combination of the following:
 - a. sufficient university level course work in English, as determined by the Registrar
 - b. a minimum score of 88 on the internet based Test of English as a Foreign Language (TOEFL)
 - c. a minimum score of 7.0 on the International English Language Test System (IELTS).
10. Transcripts from all postsecondary institutions outside of Canada must be evaluated on a course-by-course basis by World Education Services, Inc. (WES).
11. Notarized English translations of documents and certified true copies of the originals of all documents that are in a language other than English must be provided at the time of application. The cost of such translation is the responsibility of the applicant.
12. Requests for deferred admission must be submitted to the Registrar within two weeks of the receipt of the offer of admission. Deferrals will be granted by the Registrar under extenuating circumstances.
13. All decisions shall be made in the sole discretion of CMCC.

New Procedure Approved (date):
April 27, 2017

Procedure Revision History (dates)
August 30, 2018

8. ATTACHMENTS

Terms of Reference

Attachment

GRADUATE STUDIES RESIDENCY PROGRAMS ADMISSIONS ADVISORY COMMITTEE

TERMS OF REFERENCE

1. MANDATE

The Graduate Studies Residency Programs Admissions Advisory Committee is charged with:

1. Recommending to the Registrar the candidates for admission to the Graduate Studies Residency Program in an academic year
2. Participating in the admissions interview process; and
3. Providing advice to the Registrar and Vice President, Academic with regard to the ongoing innovation of admissions practices, and initiatives to ensure the institution's compliance with accreditation and regulatory standards for student admissions.

2. MEMBERSHIP (6 voting members)

Chair: Director of Graduate Studies, Chair (votes only if there is a tie)

Voting Members:

1. Three Program Coordinators, one from each of the Graduate Studies Residency Programs
2. One Administrative representative from Student Services
3. One Administrative staff member
4. One Graduate Student

Non-voting members:

5. Registrar

Recording Secretary:

6. Administrative Assistant, Graduate Studies

3. RESPONSIBILITIES

1. The Graduate Studies Residency Programs Admissions Advisory Committee reviews documentation and decides who will be interviewed, interviews the applicants, and makes recommendations on those to be accepted.
2. Annually, the committee undertakes a review of student progress data to explore and identify opportunities to inform recruitment and admissions practices.

Chair's Role and Responsibilities

The Chair is responsible for scheduling meetings, providing documentation, leading the interview process and presenting recommendations regarding the candidates for admission to the Graduate Studies Residency Programs to the Registrar and Vice President, Academic.

The Chair appoints the Administrative Staff members for a renewable three-year term and the Graduate Student for a one-year term.

Meetings

The Graduate Studies Residency Programs Admissions Advisory Committee meets at one time per academic year.

Procedures

Quorum for the Graduate Studies Residency Programs Admissions Advisory Committee is four voting members at least two of whom are a Program Coordinator from one of the Graduate Studies Residency Programs. In the

event of a tie, the Chair will cast the deciding vote.

The Chair and Registrar provides an annual report for information to the Institutional Affairs Committee following the conclusion of the admissions process. Additional items for consideration by the Institutional Affairs Committee may come forward on an as needed basis.

Record

Given the confidential nature of candidate applications the Committee's meetings are confidential, and as such, meeting notes and information cannot be shared by committee members with any other member of the institutional community, unless otherwise deemed necessary by the Registrar or the Vice President, Academic.

The records are maintained in the Office of Graduate Studies, on a confidential Graduate Studies Division drive.