

Policy Title:	Student Promotion – Graduate Studies Chiropractic Residency Programs		
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:	April 27, 2017	Effective date:	June 1, 2017
Policy Sponsor:	Vice President, Academic	Date last reviewed:	April 29, 2021
Date of Mandatory Review (expiry date)	April 2026	Date of last revision of Procedures	N/A

1 POLICY

1. 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 Graduate Studies Chiropractic Residency Programs Student Promotion Committee, arrangements are made to allow for completion of a previous year's academic requirements.
2. A student who has two or more failed courses is deemed ineligible for promotion and will be withdrawn from the Graduate Studies Chiropractic Residency Programs.
3. 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and whose post-supplemental yearly GPA is less than 3.0 will be considered to have failed the year and will be withdrawn from the program.
4. Under extenuating circumstances, at the approval of the Vice-President, Academic, a student who does not complete all of the academic requirements in the prior year of study may be promoted in the subsequent year of study. Such promotion will be probationary, and the terms and conditions prescribed by CMCC.

2 PURPOSE

To outline the academic benchmarks by which students may progress through the Graduate Studies Chiropractic Residency Programs.

3 SCOPE

Graduate Studies Chiropractic Residency Program students.

4 INFORMATION AND COMPLIANCE PLANS

N/A

5 RELATED POLICIES (not a comprehensive list)

- Academic Accommodation for Students With Disabilities
- Academic Standing and Status
- Grades

- Graduation
- Part-time Student
- Program Completion -- Graduate Studies Chiropractic Residency Programs
- Withdrawal and Refund

6 DEFINITIONS

N/A

New Policy Approved (date):

April 27, 2017

Policy Revision History (dates):

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

7 PROCEDURES

1. A student who, after supplemental privileges, fails a course(s) will have their circumstances reviewed by the Graduate Studies Chiropractic Residency Programs Student Promotion Committee. (Attachment)
2. The Graduate Studies Chiropractic Residency Programs 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).
3. The Graduate Studies Chiropractic Residency Programs Student Promotion Committee will recommend to the Vice-President, Academic and to 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.

New Procedure Approved (date):

April 27, 2017

Procedure Revision History (dates):

8 ATTACHMENTS

Terms of Reference

Attachment

GRADUATE STUDIES RESIDENCY PROGRAMS STUDENT PROMOTION COMMITTEE (SPC)

TERMS OF REFERENCE

1. MANDATE

The Graduate Studies Residency Program Student Promotion Committee has responsibility for supporting and promoting student success by:

1. Monitoring and reviewing student academic progress as it relates to the requirements of the Graduate Studies Residency Programs;
2. Developing and monitoring integrated advising plans for students at academic risk;
3. Reviewing the implementation of academic accommodations for students with disabilities;
4. 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
5. 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 (6 voting members)

Chair: Director, Graduate Studies (voting)

Voting Members:

1. Graduate Studies Residency Program Coordinators
2. Director, Student Affairs
3. Student Success Counsellor

Non-Voting Members:

4. Registrar
5. Vice President, Academic

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

1. In preparation for each meeting, the Program Coordinators provide student progress data. Such data includes, but is not limited to, course grades to date and outcomes on examinations. It is imperative that faculty submit assessment results within two weeks of the assessment's administration, to ensure that the Director can assess the necessary data for review.
2. 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. Where required, the development, implementation and monitoring of an advising/success plan is mutually agreed upon by the student and the associated advisor.
3. The Director, Graduate Studies oversees and monitors the repository of common data relating to the committee's work including progress data as provided in 2., and notes from individual advising sessions with students, including details of agreed upon advising/success plans. Such a repository is accessible only to committee members on a restricted access common drive, with data encrypted as necessary.

4. The committee reviews the effectiveness of the implementation of academic 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 academic 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 is undertaken by the Student Success Counsellor, and subject to review in accordance with academic policy.
5. 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 and the Vice President, Academic. The decision is communicated to the student in accordance with the Academic Standing and Status Policy.
6. Annually, the committee undertakes a review of student progress data to explore and identify opportunities to inform curriculum and pedagogy.

Chair's Role and Responsibilities

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

Definitions

A student at academic risk is a student who:

1. Has received an unsuccessful grade on two or more academic requirements in a given academic term;
2. Has received an unsuccessful final grade in one course; and
3. Is on academic probation.

Meetings

The Graduate Studies Residency Programs Student Promotion Committee meets a minimum of twice per academic year, and at other times to review exceptional matters at the request of the Vice President, Academic 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 will be referred to the Registrar, and the Vice President, Academic 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, or the Vice President, Academic.

Summary notes are taken by the Director, Graduate Studies, with a written recommendation for promotion or graduation where required.

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