



TABLE OF CONTENTS

Page Number	Topic
Page 3	INTRODUCTION
	President's Welcome
	Statement on Equity
	Electronic Communication Policy for Students and Applicants
	Freedom of Information and Protection of Privacy
Page 7	CODES OF CONDUCT / PROFESSIONALISM
	Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation - Code of Graduate Student Behaviour
	Code of Graduate Student Behaviour
	Professionalism
	Professionalism in the Fieldwork Setting
Page 9	COURSE / PROGRAM REQUIREMENTS – GENERAL OVERVIEW
	Course Outlines
	Assignments & Term Papers
	Books
	Copyright
	Course Evaluations
	Lectures / Webinars / Grand Rounds / On-line Learning / Self-directed Learning
	Practicums
	Mentorship
	Chiropractic Specialties Colleges' Annual Conference
	Graduate Student Membership - Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation
Page 12	REGISTRATION/FEEES, EXAMINATIONS & GRADES/WITHDRAWALS
	Registration
	Fees
	Estimated Instructional/Non-Instructional Fees
	Other Miscellaneous Expenses
	Deadlines for Fee Payment
	Penalties for Late Payment of Fees
	Obtaining and Paying Your Fee Assessment
	Refunds and Withdrawals
Page 16	EXAMINATIONS REGULATIONS AND INFORMATION
	Conduct of Examinations
	Term Examinations
	Final Examinations
	Notification of Results

	Re-Examinations
	Absence from Examinations
	Failure in or Failure to Complete an Academic Course or Practicum
	Repeating of Courses
	Absence from Deferred Examination without Justifiable Cause
	Deadline for Application (Deferred Examination)
	Small Groups Work Policy
	For Graduate Students – What to do when you are sick
	Advice to Instructors when a student is absent from Examinations or Term Work
Page 28	GRADES
	Grading System
	Passing Grade
	Academic Warning, Academic Probation, Required to Withdraw
	Practicum Intervention Policy
	Leave of Absence Policy
Page 31	GRADUATE STUDENT RECORDS
	Definitions
	Collection of Personal Information
	Academic History (Transcript) Records
	Registration and Withdrawal Deadlines Implication for Records
	Access to Graduate Student Information
	Records of Disciplinary Action
	Correction of Records
	Letters of Reference and Assessments of Graduate Students
	Objections to Release of Information
Page 36	CURRICULUM
	Curriculum and Courses

INTRODUCTION

President's Welcome



On behalf of the Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation (CCPOR) welcome to the Graduate Studies program in physical and occupational rehabilitation.

Established in 1996, the Physical and Occupational Rehabilitation program is one of five Specialty College programs recognized by the Federation of Canadian Chiropractic.

The Physical and Occupational program requires three years of competency-based post-graduate studies leading to eligibility to sit for the CCPOR's Fellowship Examination. Considerable effort has gone into the design of a new curriculum which allows participation by licensed Canadian and international chiropractors through a blended program of in-class lectures, live webinars, on-line lectures, on-line grand rounds, self-directed learning and practicums.

Fellowship designation entitles members to seek further subspecialty designations in Cardiac Rehabilitation, Geriatric Rehabilitation, Neurological Rehabilitation, Occupational Health, Pain Management, and Pediatric Rehabilitation.

The CCPOR also provides general interest courses in physical and occupational rehabilitation to chiropractors and regulated health professionals.

Individuals interested in the Graduate Studies program in physical and occupational rehabilitation or general interest courses are welcome to contact either CCPOR directly or the Continuing Education Department of the Canadian Memorial Chiropractic College for further details. Information is also available on their websites – www.ccpor.ca and www.cmcc.ca.

Sincerely,

Dr. Carlan Stants

B.Sc., D.C., FCCPOR(C)

*President, Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation
Director of Chiropractic Rehabilitation Specialist Graduate Studies*

Statement on Equity

The Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation (CCPOR) is committed to provide a fair, open and supportive environment for our graduate students.

Acknowledging the diversity of the Canadian population, and the CCPOR's obligation to remain open to all sectors of society, the Graduate Studies Committee encourages applications for admission from all qualified persons including Aboriginal peoples, persons with disabilities, visible minorities, and women. In this manner the CCPOR demonstrates its commitment to improving the representativeness of its communities.

The Canadian Human Rights Act requires that no individual be discriminated against on the basis of race, religious beliefs, color, gender, physical disability, mental disability, marital status, age, ancestry, or place of origin, family status, or source of income except where the discrimination can be shown to be reasonable and justifiable. The CCPOR recognizes and accepts its responsibility to comply with the requirements of this Act in its consideration of graduate students for admission, promotion, and graduation. Of its own volition the CCPOR does not discriminate on the basis of sexual orientation or political belief.

Subject to the limits set out in the Canadian Human Rights Act, the CCPOR affirms its right to determine the criteria by which applicants are accepted into the Graduate Studies program in physical and occupational rehabilitation or any of its subspecialties. Individuals seeking admission to or continuance in graduate studies programs must meet the qualifications and performance standards set out by the CCPOR and the Graduate Studies Committee.

Electronic Communication Policy for Students and Applicants

The CCPOR Graduate Studies program uses and will use electronic communication with its graduate students and applicants in lieu of many paper-based processes. "Electronic communication" includes anything that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any equivalent means. Currently, this most often includes information communicated by e-mail and via a website.

All references in this Calendar and in other CCPOR Graduate Studies policies to any method of communication by the CCPOR and the Graduate Studies Committee by any media, shall be deemed to include the right of the parties and/or their delegates to make such communication by electronic means.

It is important to note that communication by electronic means between the CCPOR Graduate Studies Committee and its graduate students and applicants remains at the option of the CCPOR. The CCPOR and the Graduate Studies Committee may maintain policies to communicate by non-electronic means, in certain cases, or generally. The following determine what form of communication graduate students and applicants should use in response to communications from the University:

- (1) if a specific method of response (such as by e-mail, a web-based form, or a paper form) is stated as being required in the communication from the CCPOR Graduate Studies Committee, use that method;*
- (2) if an option to use different methods of communication is provided, any of the options may be used;*
- (3) if no specified method or option for response is stated, respond using the same method in which the communication was made. That is, if an e-mail is received, respond by e-mail; if a letter or other communication in paper form is received, reply in paper form.*

Where the CCPOR Graduate Studies Committee chooses to communicate by e-mail, the communication will normally be directed to the e-mail address that was originally provided by the applicant or graduate student.

Important note: *Academic Information and Communication Technologies allows students and applicants to change their e-mail address. It is the responsibility of all graduate students and applicants to ensure that it is possible for them to receive, access, read and act upon all e-mail from the Graduate Studies program in a timely fashion. The Graduate Studies Committee or its delegates are not responsible for failure to receive communications as a result of graduate students or applicants having changed their e-mail address to a preferred e-mail address.*

Electronic communications sent by the Graduate Studies Committee or its delegates will be deemed to have been received the next business day after the day the e-mail was sent, regardless of any error, failure notice, internet service provider problem, virus, e-mail filters, or auto-reply related to graduate students' or applicants' e-mail, unless the error or problem originated with the Graduate Studies Committee or its delegates. Graduate students and applicants are expected to check their e-mail account frequently in order to stay current with communications.

While the Graduate Studies Program in physical and occupational rehabilitation may require graduate students and applicants to use electronic communication, it will nonetheless continue to exercise prudence and common sense in their electronic communications with the program, recognizing that:

- (1) great care must be taken to ensure that the e-mail is addressed only to the intended recipients;*
- (2) caution should be exercised when copying or forwarding information to others;*
- (3) the use of file attachments with e-mail communications is discouraged unless the sender has verified that the attachments will be accessible to and readable by all intended recipients and that they are virus-free;*
- (4) graduate students and applicants should check their mailboxes regularly to ensure there is enough available space for new messages;*
- (5) graduate students and applicants must inform the Graduate Studies Program if their e-mail is not working;*
- (6) if graduate students and applicants do not have the ability to access e-mail communications or the web, they must inform the Graduate Studies Committee in order to make alternate arrangements.*

Electronic communication will be subject to the same policies on information disclosure as other methods of communication.

Freedom of Information and Protection of Privacy

The CCPOR adheres to the Canadian Freedom of Information and Protection of Privacy Act. The purpose of this Act is to allow any person a right of access to their personal records, to control the manner in which the Graduate Studies Committee may collect information from individuals, to control the use that the Graduate Studies Committee may make of that information, to control its disclosure of that information, to allow individuals a right to request corrections to their personal information and to provide for an independent review of decisions of the Graduate Studies Committee made under this Act, and the resolution of complaints under this Act.

The CCPOR Graduate Studies Program in physical and occupational rehabilitation creates and collects information for the purposes of admission, registration and other activities directly related to its education programs. All applicants for admission are advised that the information they provide, and any other information placed into the student record, will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

CODES OF CONDUCT / PROFESSIONALISM

Fellows of the Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation Code of Ethics

The CCPOR members are expected to abide by this Code of Ethics. The goal of the Code of Ethics is to achieve and maintain high standards of professional integrity toward clients, colleagues, partners, stakeholders, the public and the CCPOR. The Code describes expected conduct of all CCPOR members in physical and occupational rehabilitation practice, including the conduct involved in direct service to clients, management, administration, education, research and/or business.

Expectations of members regarding physical and occupational rehabilitation:

The CCPOR expects its members to:

- possess the qualities of integrity, loyalty and reliability;
- use professional communication with clients, colleagues, partners and stakeholders;
- value and respect clients' rights to be self-directed in their decision-making in accordance with their own needs, values and available resources;
- value and respect clients' rights to be treated with respect and dignity within a safe and non-judgmental environment;
- ensure confidentiality and privacy of personal information;
- recognize and manage issues related to conflict of interest;
- maintain a standard of professional competency to provide high quality service;
- abide by legislative requirements and codes of ethics established by provincial regulatory organizations (as applicable) and other organizations to which the member has obligations (e.g. employer, facility);
- contribute to interdisciplinary collaboration and development of partnerships to advance the physical and occupational performance of the population served;
- understand and manage ethical implications involved in all practice domains, including research;
- participate in continuing professional development throughout their career and apply new knowledge and skills to their professional work which is based on best available evidence;
- promote the profession to the public, other professional organizations and government at regional, provincial and federal levels; and
- contribute to the development and/or dissemination of professional knowledge.

Code of Graduate Student Behaviour

The Code of Graduate Student Behaviour: Conduct & Discipline as it pertains to academic offences, non-academic offences, discipline and procedures, is clearly defined and should be read carefully.

Professionalism

There will be times when opinions of the profession itself will be formed by the impression you make. How you look, what you say, how you say it, and even the way in which you touch someone or direct them in treatment will reveal your regard for them and for yourself in relation to them. Respect for others is more than politeness: it is an attitude, a consistent regard for persons and their dignity. It is hoped that you will conduct yourself in a manner which will enhance another's view of CCPOR's graduate students, whether they are instructors, clients, or fellow graduate students.

Professionalism in Clinical Settings

There is a role change that must not go unrecognized when you transition from an academic setting to a clinical setting, a graduate student role to a professional student role as a chiropractor.

You will be evaluated on professionalism and professional image along with instrumental skills in both academic and practicum clinical settings. There will be expectations in both for dress code and etiquette. You must clarify these expectations early in your practicums. These standards of courtesy, consideration, dress and general behaviour will reflect upon you and the profession you represent.

During your practicums there will be an expectation that you are a self-directed learner from a professional faculty. You will receive guidance but will be expected to learn on a continuum towards independence in the delivery of primary physical and occupational rehabilitation service. You will have opportunities to integrate theoretical knowledge gained through the academic curriculum with practical application skills in a clinical or community setting. Your clinical mentor is a volunteer, not an academic instructor; there to guide you but not to necessarily provide you with information. You bring this knowledge base with you from the academic setting.

Communication skills are of vital importance to your development in clinical settings. You may be evaluated on your communication with your supervisor(s), the team and the client. This will include both written and verbal communication. Your communication will reflect your abilities to assess, problem solve and develop treatment programs for clients.

You will be responsible during clinical settings to follow the procedures and protocol of the placement as you would if you were an employee of the agency/facility. You must provide yourself with malpractice coverage during clinical settings. You will also be expected to adhere to the policies and procedures of the clinical setting.

If any difficulties arise in fieldwork, the Director of Graduate Studies is available to discuss the issues with you and to develop resolutions to any problems. If you feel you require additional support to develop skills in this area, the Director of Graduate Studies will direct you to appropriate resources.

COURSE / PROGRAM REQUIREMENTS – GENERAL OVERVIEW

Course Outlines

At the start class of every CCPOR Graduate Studies course, you will be given a copy of the course outline. This will answer most of the questions you may have about the course. The following information should be included in each outline:

- course number and title
- instructors' names and contact information
- description of course with learning objectives
- textbooks, both required and recommended, and extra costs
- marks distribution (weight of examinations/term work toward final grade)
- lecture schedule

You may also find goal statements, reading lists, bibliographies, details on assignments, deadlines, special events, etc. Please retain these outlines and keep them handy with other course materials. Any changes made after printing will be announced.

Course outlines for the most recent academic year are also posted on the CCPOR and CMCC Continuing Education web:

Assignments & Term Papers

All papers submitted for CCPOR Graduate Studies courses must follow the format set by the American Psychological Association.

Assignments and term papers grades will be returned to graduate students immediately after marking.

Assignment and Term papers that constitute a final Examination will be returned on the following basis: If only one copy is submitted for marking, it will not be released until the deadline for reappraisal has passed. The marked copy may be returned to you as soon as examination results are finalized. Any reappraisal would be done on the retained copy.

Assignments and Term Paper Submissions: All Assignments and Term Papers are to be submitted electronically in a .pdf format. Details where these are to be submitted will be announced by individual lecturers.

Books

It should be noted that recommended texts will be used throughout the program. It is strongly recommended that these texts be retained as permanent references. Experience has proven that texts continue to be valuable references for many years after graduation. The strongest argument for retaining books is in preparation for the CCPOR Fellowship examination.

Copyright

The CCPOR is not responsible for copyright infringement by individuals reproducing copyright works.

Course Evaluations

Near the end of each term, graduate students will be asked to evaluate CCPOR Graduate Studies courses and instructors. There will be time provided to complete the evaluation and will be done electronically. After the final marks are submitted to the Graduate Studies Committee, the instructor receives a numeric summary together with a copy of the evaluation forms, including the comments.

The purpose of the evaluation is many-fold: first, the CCPOR gains valuable feedback about the course content. Second, the evaluations provide feedback to instructors about their courses and their impact as teachers.

Comments directed personally at the instructor are disregarded in the Graduate Studies Committee's evaluation of teaching performance and are considered unprofessional. Comments of a global, nonspecific nature are not useful to instructors in making revisions in their courses. Knowing this, it is hoped that students will exercise responsibility in making their evaluations.

Lectures / Webinars / Grand Rounds / On-line Learning / Self-directed Learning

Face-to-face lectures, Webinars and Grand Rounds are a component of the CCPOR's Graduate Studies program. These are delivered through live participation. Graduate students are expected to participate in these. The CCPOR has a limited ability to redo these in a calendar year. Face-to-face lectures will be kept to a minimum to reduce travel expenses for graduate students. These will usually encompass three days of lectures to maximize the dissemination of information. Webinars, on-line and self-directed learning formats will form the largest component of the curriculum. Only under exceptional circumstances will graduate students be excused from face-to-face lectures webinars and Grand Rounds. Attendance will be documented at these events.

Practicums

Practicums are an academic requirement, and graduate students must not make commitments to vacations, weddings, family reunions, summer jobs, etc. that will negatively impact on their ability to complete this requirement.

Mentorships

As part of the CCPOR's Graduate Studies program in physical and occupational rehabilitation, graduate students will be paired with a current Fellow of the CCPOR. This mentor will serve as an advisor for the graduate student through regular informal meetings.

Chiropractic Specialties Colleges' Annual Conference

Each year the Chiropractic Specialties Colleges host an Annual Conference at various locations throughout Canada. Graduate students in physical and occupational rehabilitation are invited to attend this Conference and to attend CCPOR's Annual General meeting.

Graduate Student Membership - Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation

Graduate students enrolled in the physical and occupational rehabilitation receive as part of their fees admission as a student member of the Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation. This membership entitles graduate student members to attend General and Special meetings of the CCPOR. However, the graduate student member does not have voting privileges which are restricted to Fellows in good standing.

REGISTRATION/FEES, EXAMINATIONS & GRADES, WITHDRAWALS

Registration

The first item in the CCPOR Graduate Studies program is:

"Graduate Students are responsible for familiarizing themselves with the requirements and limitations of the program in physical and occupational rehabilitation and for the completeness and accuracy of their registration. They are also responsible for adjustments in registration made necessary by changes to their academic status."

Registration Deadlines

All graduate students must adhere to the deadlines published by the CCPOR and the Continuing Education Department of CMCC. Registration and changes of registration will not be allowed outside of the published deadlines.

Fees

The Canadian Chiropractic Specialty College of Physical and Occupational Rehabilitation is a not-for-profit Canadian Corporation which receives no direct government funding. The CCPOR supports the Graduate Studies program through members who pay an annual fee and volunteer their services which helps to subsidize the cost of the Graduate Students' education. Additional sources of funding are actively sought, including the generous support of donors.

Please note that all fees are subject to change and subject to an annual increase. The numbers and dates below are intended as a guide only. Graduate student's fees are assessed on a yearly basis. These will be published in May prior to the start of the Fall semester. Fees can be paid in two parts – September and January of each calendar year.

The CCPOR Graduate Studies Committee can have graduate student grades, transcripts and Fellowship parchments held until outstanding fees are paid.

Estimated Instructional / Non-Instructional Fees – exact fees will be shown on individual student fee assessments.

Sample Assessment for Fall/Winter only CCPOR Graduate Studies Program	Approximate Costs		
	Fall	Winter	Total
Instructional Fees	1800.00	1800.00	3600.00
Non-instructional Fees			
Registration & Transcript	125.00	125.00	250.00
CCPOR Graduate Students' Association (GSA)	50.00	50.00	100.00
Canadian Student Total	1975.00	1975.00	3950.00
International Student Total	3975.00	3975.00	7950.00
Note: All international students are assessed an international student differential fee			

Other Miscellaneous Expenses

- Books per year (Estimate only) - \$750
- Accommodation & Travel Expenses related to Course and Practicum requirements must be budgeted for
- Fees as outlined for examination deferments, re-examinations, reappraisals, etc. as outlined in this Calendar

Deadlines for Fee Payment

To avoid instalment charges, all Fall/Winter fees must be paid by the last weekday in September (the Fall Term Fee Payment Deadline).

If graduate students choose to pay by term:

- Fall Term fees must be paid by the last weekday in September; and
- Winter Term fees, plus a \$40 instalment charge, must be paid by the last weekday in January (the Winter Term Fee Payment Deadline).

After the published fee payment deadline, in cases where late course registration is permitted, payment must be made within 15 days of that late registration.

Penalties for Late Payment of Fees

If fees are not paid by the term fee payment deadline, a late payment penalty of 12% per annum will be applied to the outstanding balance at the end of each month.

In any case where a graduate student has neglected or refused to pay amounts owed to the CCPOR Graduate Studies Program, the Graduate Studies Committee or its delegate has been empowered to deny or terminate registration and withhold their official transcript, until the graduate student has settled the account with the Graduate Studies Program or has made satisfactory arrangements to do so.

Obtaining and Paying Your Fee Assessment

- (1) **Obtaining a Fee Assessment:**
Students enrolled in Fall/Winter or Spring/Summer are e-mailed a notification. E-mail notifications are sent in August/September for students registered in Fall/Winter. Notifications are sent in December/January for students registered in Winter only.
- (2) **Obtaining a Current Account Balance:**
It is a graduate student's responsibility to find out the correct amount of fees owing and to pay this amount on or before the fee payment deadline. Deadlines for Fee Payment are: Fall Term fees must be paid by the last weekday in September; and Winter Term fees, plus a \$40 instalment charge, must be paid by the last weekday in January. Payments after the fee payment deadline will incur financial penalties.

- (3) Tuition Payment Options
Tuition Fees may be made electronically or by cheque through the CCPOR's delegate – The Canadian Memorial Chiropractic College.
- (4) Dishonored Cheques:
Payment by dishonored cheque is treated as nonpayment of fees. A \$25 charge is assessed for the dishonored cheque itself.

Graduate students will be required to pay by certified cheque or guaranteed funds for any cheque returned due to lack of sufficient funds (NSF) in the account against which the cheque was written.

- (5) Receipts:
Graduate students will be provided receipts for all fees paid and these serve as the students' official receipt for income tax purposes.

Graduate students requiring proof of payment prior to February are encouraged to use their cancelled cheque if possible.

Please allow up to three weeks for delivery.

Refunds and Withdrawals

- (1) Withdrawal Deadline:
Fall Term: Last Friday of third week of October
Winter Term: Last Friday of third week of February
- (2) Graduate students registering in the Fall/Winter Terms are required to confirm their intention to attend by paying one non-refundable Confirmation Deposit for each academic year. Graduate students with outstanding accounts must pay the balance of those accounts and an additional \$175.

The Confirmation Deposit is applied to the graduate student's tuition assessment and is due by the first Friday in August.

If an admitted graduate student pays a Confirmation Deposit and is subsequently denied admission, the deposit will be refunded. Otherwise, the deposit is non-refundable.

Graduate students whose registrations are cancelled for nonpayment of the Confirmation Deposit may reregister.

- (3) If a graduate student withdraws from the program after the Registration Deadline and up to the Withdrawal Deadline there will be a subject to a \$500 administrative charge. After the Withdrawal deadline the graduate student will be refunded only 25% of the Instructional fee.

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- (4) For withdrawals after the Registration Deadline or Withdrawal Deadline the effective date of the withdrawal is the day the CCPOR Graduate Studies Program receives the withdrawal form. Graduate students who register and then cease to attend, or never attend, without formally withdrawing will not be eligible for any refund of fees nor will they be exempt from paying assessed fees that are unpaid.
 - (5) Fees deadlines are firm and are strictly enforced. Graduate students must ensure that they process and confirm any intended withdrawals by the required deadline since ignorance of the deadline or its consequences will not be accepted as an excuse. No special financial consideration is given to graduate students who must withdraw after the deadlines. Graduate students should be aware that when they withdraw from the CCPOR Graduate Studies program at any time after the Registration Deadline, they have effectively occupied a place in the class for the entire term. Since space in classes is limited, an underlying principle of this policy is to ensure that as many opportunities as possible are left open for graduate students seeking to register. The CCPOR Graduate Studies Committee treats all graduate students in an equitable fashion by adhering strictly to the deadlines published.
 - (6) Partially Paid Accounts:
If the full fee assessment for the term has not been paid upon withdrawal, money may still be owed to the CCPOR Graduate Studies program.
 - (7) Refund Cheques:
Refund cheques are issued by mail and may take up to six weeks to issue.

EXAMINATIONS REGULATIONS AND INFORMATION

Examinations (Exams)

Conduct of Examinations

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Graduate Student Behaviour, In this section, “term examination” is used to refer to any written or oral examination, final examination and test or quiz (other than a final examination) which is scheduled as part of the term work of a course.

- (1) **Graduate Student Identification:**
Graduate students writing examinations are required to confirm their identities by providing their student ID numbers and signatures and by presenting their graduate student ID cards or other acceptable photo identification. Graduate students who are unable to present satisfactory identification at the time of the examination will be permitted to write the examination, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the examination and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the examination. Attendance will be confirmed at all examinations.
- (2) **Permitted References and Aids:**
Only those items specifically authorized by the instructor may be brought into the examination. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.
- (3) **Registration:**
Graduate students may not be present in an examination or write an examination in a course section in which they are not registered.
- (4) **Arriving and Leaving:**
Graduate students may not enter the examination after the first half-hour has elapsed, and they may not leave the examination until one half-hour has elapsed.
- (5) **Communications:**
During the examination, all communications should be addressed to a supervisor. Graduate students should not, under any circumstances, speak to or communicate with other candidates in any manner or leave their answer papers exposed to view.
- (6) **Brief Absence from an Examination:**
Graduate students who need to visit the washroom during a formal examination must leave their papers in the custody of a supervisor and retrieve them upon return.
- (7) **Cancellation of Paper During Examination:**
If a graduate student becomes incapacitated because of illness or receives word of domestic affliction during the course of an examination, he or she should report at once to the Proctor of Examination, hand in the unfinished paper, and request that it be cancelled.

For on-line examination, the graduate student must similarly notify the Proctor. Thereafter, if illness is the cause, the graduate student may go directly a regulated health care practitioner so that any subsequent application for a deferred examination may be supported by a medical note. In cases other than illness, adequate documentation must be provided.

- a. *For final examinations, the graduate student must provide documentation and apply to the Graduate Studies Committee for a deferred examination within two working days following the cancelled final examination or as soon as the graduate student is able, having regard to the circumstances underlying the cancellation*
- b. *For other examinations, instructors may use their discretion to request supporting documentation. The graduate student must contact the instructor within two working days of the examination or as soon as the graduate student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.*

Should a graduate student write an examination, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another examination, such request will not be entertained. Any graduate student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Graduate Student Behaviour.

(8) End of Examination:

When the signal is given to end the examination, graduate students shall promptly hand in their examination papers and answer sheets to the examination supervisor. Graduate students participating in on-line examinations will have a set period of time for completion of the examination at which time the examination will no longer be available for completion.

Term Examinations

(1) Term Examinations Optional:

The holding of term examinations is optional.

Instructors may schedule term examinations during any regularly scheduled class period. In certain cases an instructor may schedule a term examination outside or beyond the regularly scheduled class period. Instructors should be aware that by doing so, conflicts may result for some graduate students.

Final Examinations

(1) Final Examinations:

A final examination is held in each course except where departure from this arrangement has been authorized by the Graduate Studies Committee. Final examinations for all courses shall be held as required and graduate students will be provided appropriate notice so as to allow them to adequately prepare.

(2) **Examination Schedule:**

Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.

The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate graduate students who have failed a course and are repeating without attendance.

Normally there shall be no departure from the official Final Examination Schedule.

Instructors and graduate students may, however, petition the Graduate Studies Committee for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every graduate student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated. These notices of consent shall be conveyed to the Graduate Studies Committee at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved. All such notices of consent shall be received by the Graduate Studies Committee, in confidence, and it will not be the Graduate Studies Committee's responsibility to insure that all members of the class have been informed of the need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.

*The requirement that notices of consent for departures from the official Final Examination Schedule shall be conveyed to the Graduate Studies Committee at least **one month** prior to the new date being requested, shall be rigidly enforced.*

The rescheduling of examinations or tests in the final week of classes is not permitted.

- (3) *Where a final examination has been scheduled, graduate students registered in the course may not be debarred from writing that final examination.*

(4) **Marking of Papers:**

Instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of Grade Report Forms to the Graduate Studies Committee.

No instructor shall be permitted to go away taking the original examinations papers with him or her for marking without permission of the Graduate Studies Committee.

All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Graduate Studies Committee to mark them.

- (5) *The following discretionary policy on student access to final examination papers has been*

affirmed by the Graduate Studies Committee.

*The Graduate Studies Committee subscribing to the belief that there is educational value in permitting graduate students to see their final examination papers after they have been marked. Instructors are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is **not** a substitute for existing reappraisal procedures for the reconciliation of grades; that where the instructor is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the graduate student.*

(6) Grades of Incomplete:

The grade of “incomplete” (IN) is normally awarded when a graduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the graduate student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the graduate student, the Graduate Studies Committee may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate.

Notification of Results

(1) Release of Grades:

*Only the Graduate Studies Committee or its designate is authorized to issue **official** statements of results or transcripts.*

Departments shall forward grades to the Graduate Studies Committee or its designate within five working days of the final examination, or (for courses with no final examination) within five working days of the due date for the final assignment.

Allowing for processing time, grades should be available to graduate students within ten working days

(2) Reappraisals:

Since great care is taken in marking final examination papers, a graduate student should apply for reappraisal of a paper only if he or she has good reason to believe that a mistake has been made.

A request for reappraisal must be made in writing to the Graduate Studies Committee within ten working days of the publication of results. The cost of a request for reappraisal is \$100.00. Payment of the required fee will normally be made at the time of the request but must be made no later than two weeks after submission of the request; the fee will be refunded if the appeal is successful.

The privilege of having papers reappraised applies only to final examinations. A graduate

student may apply for reappraisal of no more than two final examination papers in each academic year. It should be understood that if the grade is changed, the new grade, whether higher or lower than the original, replaces it as the graduate student's official grade in the course.

Re-examinations

- (1) Graduate students who have written and submitted a final examination may be considered for a re-examination provided the following conditions are met.
 - a. The course was failed.
 - b. The final examination is 50 percent or greater, as originally scheduled for the class as a whole.
- (2) **Re-examinations are Not Permitted:**
 - a. For graduate students who were granted a deferred final but did not write.
- (3) **Re-examination Mark:**

The mark received for the re-examination replaces the original final examination mark and is used in computing the final grade in the course.
- (4) **Weight of Re-examination:**

The percentage of the final grade allotted to the re-examination shall be the same as the percentage of the final grade allotted to the graduate student's final examination in the course.
- (5) **Number of Re-examinations that May be Granted:**

Re-examination may be granted in one course only, regardless of the units of course weight.
- (6) **Re-examination Deadlines:**
 - a. Apply: Within 10 days of the posting of the results.
 - b. Examination to be held within four weeks of the posting of the results
- (7) **Procedures to Apply for a Re-examination:**

Graduate students who wish to apply for a re-examination should:

 - a. ensure that they meet the eligibility criteria for application noted above.
 - b. complete an application form
 - c. have the application for re-examination approved Graduate Studies Committee

The fee for a re-examination is \$200. Payment of the required fee will normally be made at the time of approval of the application but must be made no later than two weeks after approval. Once approval has been granted re-examinations are to be written at a time and place agreed upon by the instructor and the students concerned.

Absence from Examinations

Excused absence for a missed examination is not automatic and is granted at the discretion of the instructor (in the case of term examinations) or the Graduate Studies Committee (in the case of final examinations).

Instructors and the Graduate Studies Committee are not required to grant excused absences for unacceptable reasons that include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a graduate student is absent from a term or final examination without acceptable excuse, a final grade will be computed using a raw score of zero for the examination missed. Any graduate student who applies for or obtains an excused absence by making false statements will be liable under the Code of Graduate Student Behaviour.

Any graduate student who is incapacitated because of illness, is suffering from severe domestic affliction or has other compelling reasons (including religious conviction) is advised not to sit for an examination. In such cases, a graduate student may apply for an excused absence for the missed examination. Graduate students should consult the Graduate Studies Committee for detailed information on requirements.

(1) Missed Term Examinations:

To apply for an excused absence, a graduate student must present supporting documentation pertaining to the absence to the instructor within two working days following the missed term examination or as soon as the student is able, having regard to the circumstances underlying the absence.

a. Where the cause is incapacitating illness:

- 1) a medical note may be required.*
- 2) Instructors may request other adequate documentation at their discretion such as a statutory declaration.*

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.

The instructor has the discretion either to waive the term examination, or require the graduate student to write a make-up examination. If a waiver is granted, the percentage weight allotted to the term examination missed is added to the percentage weight allotted to the final examination.

For a make-up examination, the graduate student is required to write an equivalent examination at a time set by the instructor. If the graduate student does not write the assigned make-up examination at the prescribed time, a raw score of zero will be assigned for the missed term examination.

(2) Missed Final Examinations:

A graduate student who has missed a final examination because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred examination.

Graduate students needing to apply for a deferred examination must notify the Graduate Studies Committee. The application and supporting documentation pertaining to the absence must be presented within two working days following the scheduled date of the examination missed or as soon as the graduate student is able, having regard to the circumstances underlying the absence.

- a. Where the cause is incapacitating illness:
 - 1) a regulated health professional note may be required.*
 - 2) the Graduate Studies Committee may request other adequate documentation such as a statutory declaration.**
- b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.*
- c. A deferred examination will not be approved if a graduate student
 - 1) has not been in regular attendance where attendance and/or participation are required, and/or,*
 - 2) excluding the final examination, has completed less than half of the assigned work.**
- d. The graduate student must seek the approval of the Graduate Studies Committee on the application for a deferred final examination;*
- e. In the case of an approved application for deferred final examination, the Graduate Studies Committee will inform the instructor*
- f. The cost of a request for a deferred final examination is \$150.00. Payment of the required fee will normally be made at the time of approval of the application for deferral but must be made no later than two weeks after approval.*

Failure in or Failure to Complete an Academic Course or Practicum

Satisfactory performance in the coursework component of the graduate program entails completion of all courses taken as part of the graduate student's program requirements. Normally, the minimum acceptable passing grade in individual courses is C. Graduate students who do not obtain an acceptable grade, or fail to complete a course that is required as part of their graduate program, must have the approval of the Graduate Studies Committee to retake the course and must obtain a passing grade.

The graduate student whose coursework and/or research work is unsatisfactory may at any time be required to withdraw.

In calculating a graduate student's GPA, the grade received when the course is retaken will be used. The failing grade and the grade achieved for the repeated or substitute course will appear on the graduate student's transcript. A Grade of IN is counted as a numeric grade of 0.0 in the computation of the GPA.

Repeating of Courses

- Graduate students may not repeat any successfully completed university course or course for which transfer credit has been awarded, except with the written approval of the Graduate Studies Committee.
- Only one re-registration for credit will be permitted in any CCPOR Graduate Studies course.

Absence from Deferred Examination Without Justifiable Cause

When a graduate student is absent from a deferred final examination without acceptable reason, a final grade will be computed using a raw score of zero for the final examination.

Deadline for Application

The application and the documentation pertaining to the absence must be presented to the Graduate Studies Committee within two working days following the scheduled date of the deferred examination missed or as soon as the graduate student is able, having regard to the circumstances underlying the absence.

If the graduate student receiving the privilege of writing a deferred examination does not write the examination by the scheduled deferred examination date, the privilege will be withdrawn and a final grade in the course will be recorded by the Graduate Studies Committee according to the grade/remark combination achieved by the graduate student before the deferred final examination was granted.

Small Group Work Policy

Collaboration with clients and other professionals will be an important part of the graduate student's professional career. Group work, defined as participating with three or more classmates to accomplish a specific goal, is an essential part of the curriculum. Graduate students are expected to fully participate in each group activity except under exceptional circumstances and with prior consent of the course instructor. How the graduate student participates in groups is one indicator of their professional conduct. Therefore, courses with assignments requiring group work incorporate peer evaluation and academic consequences for not participating fully.

Group work is challenging. Working through group difficulties in a healthy manner helps the graduate student develop skills to deal with conflict. Feedback helps classmates become aware of positive and negative aspects of their behaviour and group participation. If your group is having difficulties or group members appear unaware of certain aspects of their behaviour, address them openly and honestly within your group.

DO NOT wait until an assignment is due or the time for the group activity completed to take action as this will limit your options and leave you with insufficient time to effectively address your group's difficulties.

DO contact your course instructor about concerns as soon as possible.

The CCPOR Graduate Studies Committee's policy for groups follows:

1. Each group member shall actively participate as evidenced by attending and contributing to completion of the assigned task to the best of their ability and, for longer projects, according to a group-defined schedule.
2. No group member will allow a grade for group work to be credited to their individual record unless they have contributed substantially to the group. Obtaining a grade based on the work of others is unethical.
3. Group members who leave or are not present during an in-class graded activity will receive a zero for the assignment (noted in the student's file). It is the responsibility of the group to report such behaviour to the course instructor. Failure to do so is unethical and will result in a grade of zero on the assignment for all group members.
4. Each group member shall apply the principles of communication, group membership, and team work. In the event of conflicts or failure to actively participate, the difficulties will be addressed as a group.
5. For groups with longer term projects such as presentations and papers:
 - i. If a member is not fulfilling his or her responsibilities, the group will warn the member.
 - ii. If the member still fails to fulfill responsibilities and a group meeting to resolve the issue is unsuccessful, all members of the group will meet with the course instructor to discuss the situation and choose to either:
 - a) write up an agreement with the member clearly defining the behaviours needed in order for the member to continue in the group OR
 - b) require the member to withdraw from their group. Groups MUST inform the class instructor immediately of the action taken and the action will be noted in the student's file.
 - iii) After a contract has been set up, if the member fails to fulfill the contract to the detriment of the group's end product, the member will receive a grade of "Zero" for the assignment (noted in the students' file). The instructor will grade the group's product considering the effects of the member's failure to contribute.
 - iii) Members required to withdraw from a group will complete the equivalent of the group project (as determined by the class instructor) on their own.
6. If a group has complex and multiple problems, the class instructor will ask the Graduate Studies Committee to appoint a mediator to meet with the group to address their issues and bring resolution.
7. Each group member will submit a confidential rating of themselves and each member of their group. Students receiving an evaluation of 2 or less on the following scale will be required to meet with the course instructor. For longer functioning groups, members will provide a confidential written evaluation of their group indicating the strengths of their group, the areas that were most difficult for the group, and the things learned about working in a group from this experience.

Rate yourself and each group member on a scale of 0 to 4. For a rating less than a 2, provide a written explanation for the rating.

0	1	2	3	4
No/very little contribution				Completed all tasks
Cannot explain group project				Can explain all aspects

For graduate students - What to do when you are sick

First and foremost, take care of yourself. Get appropriate health care assistance if you need it. Stay home in bed if that is what is needed. Unless you need to visit your health practitioner, you should stay home until you are well enough to resume normal activities.

If you have missed term work or a midterm examination

- Contact your instructor by phone or e-mail as soon as you are able to in order to advise them of your absence. You do NOT need to do this in person.
- Keep your instructor advised of when you will be well enough to return to class.
- Request an excused absence from the term work or midterm examination as soon as you are well enough. Delay in doing this may harm your chances of getting the excused absence approved.
- Your instructor may ask you for some documentation of your illness. A health care note may be required
- If you have no health care documentation, you may be required to provide alternative documentation to your instructor such as a Statutory Declaration
- Your instructor may at his or her discretion, provide an alternative method for you to complete the missing term work or examination, or may shift the weight of the missing term work or examination on to the final examination or other term work or examinations.
- Excused absences are not automatically granted even where you provide documentation.

If you have missed a final examination

- Contact your Instructor by phone or e-mail as soon as you are able to in order to advise them of your absence. You do NOT need to do this in person.
- Request a deferred examination as soon as you are well enough through the Graduate Studies Committee. Delay in doing this may harm your chances of getting the deferral approved.
- The Graduate Studies Committee may ask you for some documentation of your illness. A health care note may be required.
- If you have no health care documentation, you may be required to provide alternative documentation to your instructor such as a Statutory Declaration
- Deferred examinations are not automatically granted even where you provide documentation.
- A health care note can be provided by any recognized health care provider such as a: chiropractor, dentist, physician, psychologist, Hospital, or health clinic.

If you get sick while writing an examination

- Speak immediately to an examination Proctor, hand in your paper and request that it be cancelled.
- Follow the process above that applies depending on whether the examination was a midterm or final examination.

Advice to Instructors when a student is absent from Examinations or Term Work

Midterm Examinations and Term Work

When a graduate student is absent from an examination, or fails to hand in assignments or other term work on time, that graduate student may apply for an excused absence. Graduate students should contact the instructor as soon as they are able having regard to the circumstances. If a graduate student fails to notify an instructor within a reasonable time of their request for an excused absence, the instructor may deny the request unless the graduate student provides a legitimate reason for the delay. The following are examples of conditions that would justify consideration for an excused absence:

- Illness
- Domestic Affliction
- Religious Conviction

These are just examples, and there are many circumstances where a graduate student has been legitimately prevented from attending an examination or completing term work. Instructors should use discretion and compassion in deciding whether circumstances justify granting an excused absence.

Excused absences are not automatic and, in the case of term work or midterm examinations, are at the discretion of the instructor. Instructors may request supporting documentation from graduate students to support the request. There are many forms that this documentation can take depending on the reason for absence (e.g. police report, death notice, court documents). However, if the reason for absence is medical, instructors may require graduate students to provide a health care note. In the absence of a health care note, or where the absence is due to a reason other than illness, instructors can ask graduate students to provide a Statutory Declaration to outline the reasons for the absence. Instructors should use common sense in deciding whether to require graduate students to provide this level of documentation. Instructors should contact the Graduate Studies Committee if they have any concerns.

Instructors who do have concerns about a request for an excused absence should request supporting documentation, and deny the request if they believe the reason is not legitimate, or the reason for the absence is not acceptable. The following are examples of unacceptable reasons:

- Vacations
- Weddings
- Travel Arrangements

In the absence of a specific policy, when the instructor has decided that an approved absence should be granted, he or she has the discretion to decide how the missing examination or term work should be made up. The instructor has a number of choices:

- An equivalent examination or assignment could be required.
- The weight of the missing work could be transferred on to the final examination.
- A modified final examination could be required that would include material covered on the missing examination.

Instructors should include a clear statement on their course outline as to which of these methods will be used. Instructors also need to ensure that they are following the CCPOR Graduate Studies policy on the procedures to be used in the event of an excused absence. Where missing term work or examinations include any clinical, practicum, physical activity or other practical component, the Graduate Studies Committee must be consulted for policies and guidelines on how to make up the missing work.

If instructors have questions or concerns about the process or whether or not a graduate student has a legitimate reason for absence, they are urged to discuss the matter with the Graduate Studies Committee.

Final Examinations

When a graduate student is absent from a final examination for a legitimate reason, that student may apply to the Graduate Studies Committee for a deferred examination. Instructors cannot give or withhold permission for a deferred final examination. However, instructors may be asked for information concerning the graduate student's request. Instructors often have valuable information about the student and their performance to date which can assist the Graduate Studies Committee in making informed decisions about the granting of a deferred final examination.

If a graduate student has missed a final examination and has applied for a deferred examination, Instructors should calculate a final grade for the graduate student using zero as the value for the final examination. This will be the grade that the graduate student will get if they are not granted the deferred examination or if they do not write the deferred examination.

If the graduate student is granted the deferred examination, the Graduate Studies Committee will advise the instructor. The Instructor has the right to set the time for the deferred examination. A deferred examination may be scheduled in one of many ways. The graduate student is obligated to keep themselves informed of the progress of their request for a deferred examination and the time set for the writing of the examination.

GRADES

Grading system

The CCPOR Graduate Studies program uses a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages (GPAs).

Unless otherwise stated on the course outline, the following scales are used for courses administered by the CCPOR Graduate Studies Program:

Letter Grade	Numerical Grade	Grade Points	Letter Grade Description
A+	90 - 100	4.33	Excellent. First Class Standing. Superior Performance showing comprehensive, in-depth understanding of subject matter. Demonstrates initiative and fluency of expression.
A	85 - 89	4.00	
A-	80 - 84	3.67	
B+	77 - 79	3.33	Very Good. Second Class Standing. Clearly above average performance with knowledge of principles and facts generally complete and with no serious deficiencies.
B	73 - 76	3.00	
B-	70 - 72	2.67	
C+	65 - 69	2.33	Satisfactory. Basic understanding with knowledge of principles and facts at least adequate to communicate intelligently in the discipline.
C	60 - 64	2.00	
C-	55 - 59	1.67	Pass. Some understanding of principles and facts but with definite deficiencies.
D	50 - 54	1.00	Minimal Pass. A passing grade indicating marginal performance. Student not likely to succeed in subsequent courses in the subject.
F	0 - 49	0.00	Unsatisfactory. Fail. Knowledge of principles and facts is fragmentary; or student has failed to complete substantive course requirements.
DNC	--	0.00	Did not complete the course - no official withdrawal or less than 50% of course work completed.

Passing Grade - CCPOR Graduate Studies

Regardless of the graduate student's category, the pass mark in any course taken while registered in the CCPOR's Graduate Studies program is a grade of C.

All graduate students must maintain a minimum cumulative program grade point average of 2.67 throughout the course of the program.

(In cases where the cumulative program grade point average falls between 2.3 and 2.67, the Graduate Studies Committee may recommend termination of program, or continuation in the program for a specified probationary period.

Other Grade Symbols

The following are non-numeric grades and remarks used when posting grades:

CR completed requirements, no grade point value assigned

EX exempt

IN incomplete

IP course in progress

IP withdrew from or failed courses in progress

NC failure, no grade point value assigned

W withdrew with permission

Remarks

- 1 grade includes a mark of '0' for final examination missed, or for term work missed, or both
- 2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 3 credit withheld
- 4 Re-examination granted
- 5 failure (assigned to failing Graduate Student grades only)
- 6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both
- 7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 8 disciplinary sanction for serious instances of inappropriate academic behavior

Academic Warning, Academic Probation, Required to Withdraw

- 1) Academic Warning: A Graduate Studies Committee decision that a graduate student with marginal standing must meet specified course and performance standards within a set time or credit frame to maintain eligibility in the program.
- 2) Academic Probation: The Graduate Studies Committee may allow a graduate student whose previous academic record is either deficient in some respect or below the standard ordinarily required to continue on academic probation. The Graduate Studies Committee may require the graduate student to meet specified course, program and performance standards to maintain eligibility in the program.
- 3) Required to Withdraw: A Graduate Studies Committee's decision that a graduate student with Unsatisfactory or Marginal Standing may not continue in a program.

Practicum Intervention Policy

The CCPOR Graduate Studies program has an obligation to protect the public interest, public safety, and public health by ensuring that graduate students in practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers. The Graduate Students Code of Behaviour provides the Graduate Studies Committee with the authority to intervene in the practicum of a graduate student and/or an associated professional program because of such concerns. The Graduate Studies Committee authority is balanced by the granting of appeal rights to a graduate student who is the subject of a Practicum Intervention.

Leave of Absence Policy

A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons to interrupt his or her studies may apply for a leave of absence.

Main points:

- Requests must be approved by the CCPOR Graduate Studies Committee.
- A leave of absence will normally begin on the first day of September or January, and will be granted for a period of four, eight, or twelve months.
- The total duration of all leaves of absence granted in a graduate program is normally limited to 24 months for a graduate student.

If approved for a leave of absence:

- Graduate students must pay an on-leave fee \$500.
- Graduate students must inform their programs of their intent to return from a leave of absence prior to recommencing their studies.
- Time spent on leave of absence is not counted as part of the allowed time to complete a degree.

Procedure:

- Discuss leave of absence with Mentor and Graduate Studies Committee.
- Submit formal "Request for Leave of Absence."
- Attach any required documentation.
- Obtain the signature from the Graduate Studies Committee.

GRADUATE STUDENT RECORDS

Definitions

- (1) "collect" refers to the collection of a student's personal information by or for the CCPOR Graduate Studies program, whether the information is collected directly from the individual or from another source (e.g. a person or organization internal or external to the CCPOR Graduate Studies Program);
- (2) "confidential" refers to materials which have been solicited in confidence with the student's consent;
- (3) "consent" is written permission from a graduate student for the collection, use or disclosure of personal information, including confidential materials. Such permission is generally based on the graduate student's awareness of the type of material maintained in a record bearing the graduate student's name;
- (4) "personal information" is recorded information about an identifiable individual who is a graduate student, including: name, home or business addresses or telephone numbers; age, sex; identifying number, symbol or other particular assigned to the graduate student; information about the graduate student's health and health care history including information about a mental or physical disability; information about the graduate student's educational, financial, employment or criminal history; someone else's opinions about the graduate student; the graduate student's personal views or opinions, except if they are about someone else;
- (5) "graduate student" means anyone who has interaction with the CCPOR Graduate Studies program related to a personal potential or actual course of studies, credit or non-credit, and includes
 - prospective graduate students who inquire about studies in the CCPOR Graduate Studies program or who are approached through recruitment efforts;
 - applicants who apply for admission to the program or course of studies, whether admitted or not;
 - registrants who register in a program or course,
 - those who have previously interacted with the University as prospective graduate students, applicants, or registrants and who still have records with the Graduate Studies program related to these interactions.
- (6) "graduate student record" means a record of information relating to an individual's activity in or interaction with the Graduate Studies program as a graduate student. Such records may contain personal information related to the graduate student's interactions with the program. The information may be maintained in any format, including printed, audio, visual, electronic, magnetic and may be stored on any medium including paper, fiche, tape, disk or other electronic or magnetic medium. Graduate student records are normally of three types: files, transactions, and listings, as follows:
 - files include academic files; financial records; disciplinary records; files used to document processes initiated pursuant to University policy (appeals, grievances, reappraisal, etc.);

- transactions involve documents, messages and the like, transient or permanent, which pertain to a graduate student including e-mail messages, voice mail messages, memos, letters, notes, minutes or transaction records of meetings, hearings, selection proceedings, Internet sites;
- listings are lists or compendiums involving graduate students' information including mailing or membership lists of committees, councils boards or groups, examination postings, scholarship, bursary or award lists, lists of convocants, Fellowship recipients and the like including photographic displays, alumni lists, statistics compiled for disciplinary and appeal procedures.

Collection of Personal Information

Information that forms part of the student record is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. It is used to determine eligibility for admission and to advise students about academic programs and to provide services.

The graduate student record is disclosed to academic and administrative units. Specific information is disclosed to the federal and provincial regulatory bodies to meet reporting requirements

Academic History (Transcript) Records

- (1) Graduate students should be aware that their academic record (transcript) is a continuing one and that all matters relating to courses, grades, academic standing, and probation will permanently appear on the academic record.
- (2) Graduate students are responsible for ensuring the accuracy and completeness of their official Academic History Record. Graduate students should be aware that only the official academic history (transcript) is retained permanently and that source information from the graduate student file is destroyed seven years after the last registration. Queries regarding errors or omissions in the official academic history (transcript) must be made as soon as possible, and will not be considered after the source information has been destroyed.
- (3) Official academic history records, called "transcripts" are issued by the CCPOR Graduate Studies Program and only upon the request of the graduate student. They are issued to the graduate student personally or to whomever the graduate student designates. An official transcript bears the signature of the issuing body and is printed on security paper.

Graduate students and alumni may request transcripts via mail by signed letter.

- (4) The transcript includes the following information for each graduate student record:
 - a. graduate student name
 - b. graduate student previous name(s)
 - c. graduate student ID number
 - d. graduate student's birth month and day
 - e. date of issue of transcript
 - f. degrees and awards granted
 - g. admission status and basis of admission
 - h. program of registration
 - i. course information, including for each course: term, course name, number, title, grade, grade points, class average and class enrolment
 - j. total units of course weight and grade points used to calculate GPA
 - k. grade point average calculation
 - l. comments pertaining to academic standing in the program
 - m. withdrawal date, if appropriate
 - n. disciplinary record of suspension or expulsion or rescission/suspension of a degree, if appropriate.

- (5) An unofficial copy of a graduate student's academic history (unofficial transcript) does not bear the Registrar's signature, nor is it printed on security paper. Unofficial copies of a graduate student's academic history are issued in the form of:
 - a. Statements of results issued to graduate students at the end of the Fall/Winter
 - b. Copies of graduate students' academic history issued at the students' request to other offices or individuals in the CCPOR Graduate Studies program;

Registration and Withdrawal Deadlines Implication for Records

- (1) Registration withdrawal up the date of the Withdrawal deadline will have no effect on the graduate student's record. Course withdrawals following this period will result in a grade of W (withdrew) being recorded on the graduate student's record. Grades of W are not included in the calculation of the Grade Point Average.
- (2) Graduate students who do not officially withdraw from the program after the Withdrawal Deadline will be assigned a final grade by the instructor based on course work completed.
- (3) When a graduate student withdraws from the program after the first week of classes, fees will be reassessed according to the regulations noted of this Calendar. Graduate students who register and then cease to attend, or never attend, without submitting an approved Withdrawal Form will not be eligible for any refund of fees nor will they be exempt from paying assessed fees that are unpaid.

Access to Graduate Student Information

- (1) Access by the graduate student:
Unless otherwise prohibited by the *Freedom of Information and Protection of Privacy Act*, upon request, a graduate student shall have access to any material from a record maintained by the CCPOR Graduate Studies program which bears the graduate student's name or other personal identifier. Confidential materials shall be restricted to materials which have been solicited in confidence with the graduate student's consent (for example, confidential letters of reference).
- (2) Access by CCPOR Graduate Studies Committee or its delegates:
May access only that personal information in graduate students' records which is required to fulfill their duties.
- (3) Access by Others:
 - a. Except as noted below, personal information will not be disclosed to others as provided by the *FOIPP Act* and without the written consent of the graduate student.

Records of Disciplinary Action

Pursuant to the Code of Graduate Student Behaviour, a copy of all Disciplinary Action will be kept in the Graduate Student's Record.

Correction of Records

Graduate students should request correction to their own records if they believe that there are errors or omissions. The head of the Unit maintaining the record will respond by either making the correction or annotating in the record that the correction was requested but not made.

When an error or omission is detected in a graduate student record and that error or omission is subsequently corrected, a copy of the corrected record shall be provided to the graduate student and to each individual or agency to which the CCPOR or its delegate had directly issued an incorrect record.

Letters of Reference and Assessments of Graduate Students

- (1) Letters of Reference
The contents of letters of reference collected implicitly or explicitly in confidence with the consent of the graduate student, for the purposes of determining admission to a program or for the granting of an award, may be revealed to the graduate student in accordance with the *Freedom of Information and Protection of Privacy Act*.

Letters of reference will be used only for the express purpose(s) for which they have been supplied. Letters of reference will be retained for at least one year.

(2) Assessments of Graduate Students

Assessment information contained in a graduate student's record may only be divulged by an administrative officer to third parties (such as institutions, agencies or prospective employers) with the graduate student's consent.

When asked by such institutions, agencies or prospective employers to express an opinion concerning a graduate student's academic ability, character and personality, a CCPOR member or delegate may do so only with the consent of the graduate student, in which case, a record of the opinion so expressed will be retained for a minimum of one year by the CCPOR member or delegate.

(3) Health Record

Where graduate students have gone on their own initiative or have been referred by an authorized officer of the CCPOR Graduate Studies Committee, the contents of the students' files are private, and will be protected under the *FOIPP Act* and in accordance with professional ethics or codes of behaviour.

Objections to Release of Information

Graduate students who object to the release of information regarding their records should notify the Graduate Studies Committee in writing, giving the specific objection.

The *Freedom of Information and Protection of Privacy Act* provides for disclosure of personal information for the purposes of complying with an enactment of Canada. It also allows for an appeal to the Information and Privacy Commissioner of any decision relating to the release of personal information.

Curriculum

The Curriculum for the Graduate Studies program in Physical and Occupational Rehabilitation is a competency based program which will take the form of tutorials, workshops, practical skills classes, seminars, small group work, grand rounds, lectures, and practicums as required. It builds upon the foundations of an undergraduate chiropractic curriculum and the Core Competencies document for Chiropractic Rehabilitation Specialists. While the physical and occupational rehabilitation curriculum is defined in discrete units, much of the information in each course will be presented utilizing the above teaching methods during each academic year. Graduate students will be required to undertake private study, reading, research, and prepare presentations and assignments, and should expect to spend, on average, 8 to 10 hours per week study time.

Formal attendance at the CMCC is kept to a minimum, and where it is required, will normally take place on weekends. Graduate students will be required to attend any formal teaching events.

RS 500: Searching, Critically Appraising the Health Care Literature

RS 500 teaches graduate students the skills to retrieve the most complete set of relevant literature feasible on any health care topic. This includes a good knowledge of the electronic indices available, their relative advantages/disadvantages (cost, accessibility, relevance to various topics, relative overlap/redundancy), and the formulation of an effective research strategy. Graduate students learn to efficiently manage references using available software and to search and appraisal skills in assessing literature such as case reports, systematic literature reviews, proposals and original research papers. Graduate students are expected to effectively and critically appraise the health care literature by formally presenting critiques and discussing articles from various health care research journals. They are expected to be effective in presenting academic material to an audience, thereby enhancing their pedagogical skills. Further graduate students develop a working familiarity with a variety of standard forms of scientific writing and gain practical experience in appraising their peers' ongoing work.

RS 501 Research Methodology, Biostatistics

RS 501 is a fundamental introduction to research design, sampling, sources of data and data analysis applied to health care research. Basic statistical tests and variables are discussed. Emphasis is placed on the understanding of the tests to be applied, given specific clinical hypotheses. Graduate students are introduced to simple continuous and discrete variable statistics as well as computer software available for data analysis. Graduate students learn the systematic steps necessary to develop a research project and proposal, apply for a research grant and publish a manuscript. An understanding of when to use professional statistical expertise is developed.

RS 502 Applying the Health Care Literature to Clinical Practice

RS 502 focuses upon application of the scientific research concepts introduced in RS 500 to the clinical practice of physical and occupational rehabilitation. The course will help graduate students assess research to evaluate clinical practice and programs, develop skills for applying research principles and techniques to systematically monitor and evaluate clinical practice guidelines and treatment protocols, and develop skills for their development.

RS 503 Learning Theories and Teaching Methodology

RS503 introduces graduate students to the fundamental theories and practice of effective learning and teaching. Graduate students begin to explore their teacher identity and philosophy; determine the characteristics, diversities and learning styles of those whom they teach; discuss adult learning theories; explore approaches to teaching and learning; develop strategies for designing and facilitating learning experiences and assessing curriculum, student learning and teaching practice. Graduate students examine these areas of adult education utilizing self-directed learning, critical reflection and experiential learning strategies.

RS 504 Injury Biomechanics – Mechanisms of Injury and Pathophysiology of Repair

RS 504 brings together the fundamental and advanced knowledge of the biomechanics of injury and the pathophysiology of repair as it relates to neuromusculoskeletal tissues. Critical to strategies of prevention and clinical treatment planning, this course will use problem based learning and small group discussions to prepare the graduate student for roles in injury and disability assessment, ergonomic analysis and care administration.

RS 505 Fundamental Concepts in Assessment and Diagnosis

RS 505 is one of the foundational courses in the Graduate Studies program in physical and occupational rehabilitation. RS 505 reviews the principles of the physical examination of neuromusculoskeletal impairments and introduces new concepts and principles on which the chiropractic rehabilitation specialist's role is based. These include physical examination techniques, clinical decision making, communication and documentation. RS 505 builds on fundamental the physical assessment tools and techniques completed in an undergraduate chiropractic program. Graduate students are strongly encouraged to review these principles prior to starting this course.

RS 506 Fundamental Concepts in Physical and Occupational Rehabilitation

RS 506 is one of the foundational courses in the Graduate Studies program in physical and occupational rehabilitation. RS 506 reviews the principles of the treatment and care of neuromusculoskeletal impairments and introduces new concepts and principles on which the chiropractic rehabilitation specialist's role is based. These include physical and occupational rehabilitation techniques, clinical decision making, communication and documentation. RS 505 builds on fundamental physical rehabilitation tools and techniques completed in an undergraduate chiropractic program. Graduate students are strongly encouraged to review these principles prior to starting this course.

RS 507 Healthcare Ethics in Physical and Occupational Rehabilitation

RS 507 will examine some of the ethical issues faced by chiropractic rehabilitation specialists, various ethical decisions we make as a society that affect physical and occupational rehabilitation practice, and the fundamental moral principles and ethical values that underlie our view of the place of physical and occupational rehabilitation practices in our lives. Graduate students will become familiar with legal and institutional positions, consider and debate opposing arguments on the various topics, and examine relevant case studies.

RS 508 Graduate Student Rounds

The goals of RS 508 are to develop knowledge and understanding of specific clinical conditions and issues, presentation skills and experience in “on-the-spot” questioning. Graduate Student Rounds emphasize conceptual understanding and problem solving as opposed to factual recall, and encourage learning by creating an atmosphere for discussion. Different teaching and lecturing strategies are utilized during rounds, as each graduate student is responsible for the presentation of selected material.

RS 601 Advanced Concepts in Occupational Health

RS -601 is aimed at building on the graduate students clinical skills to improve their competencies work-related injuries and to develop and deliver effective occupational health treatment and programs within workers’ compensation, business and company environments. RS 601 examines a selection of biological, physical and psychosocial hazards and the broader risk factors that impact on the health of workers.

RS 602 Advanced Diagnostic Imaging and Analysis

RS 602 explores advanced radiographic and imaging interpretation of musculoskeletal pathology in a problem based format. Imaging characteristics of Neuromusculoskeletal disorders are reviewed. The utilization of specific radiographic views and anatomical imaging methods are also discussed. Emphasis will be on integration of imaging findings, anatomical structures, pathological processes and clinical presentation.

RS 605 Advanced Concepts in Assessment and Diagnosis

RS 605 is one of the foundational courses in the Graduate Studies program in physical and occupational rehabilitation. RS 605 reviews advanced principles of physical examination and introduces new concepts and principles on which the chiropractic rehabilitation specialist’s role is based. These include physical examination techniques, specialized testing procedures, clinical decision making principles, communication and documentation. RS 605 builds on the fundamental physical assessment tools and techniques completed in RS 505. Graduate Students are strongly encouraged to review these principles prior to starting this course.

RS 606 Advanced Concepts in Physical and Occupational Rehabilitation

RS 606 is one of the foundational courses in the Graduate Studies program in physical and occupational rehabilitation. RS 606 reviews advanced principles in the treatment and care of neuromusculoskeletal impairments and introduces new concepts and principles on which the chiropractic rehabilitation specialist’s role is based. These include physical and occupational rehabilitation techniques, specialized treatment protocols, clinical decision making, communication and documentation. RS 606 builds on fundamental physical and occupational rehabilitation tools and techniques completed in RS 506. Graduate students are strongly encouraged to review these principles prior to starting this course.

RS 608 Advanced Graduate Student Rounds

The goals of RS 608 are to develop advanced knowledge and understanding of specific clinical conditions and issues along with improving presentation skills. Graduate Student Rounds emphasize conceptual understanding and problem solving as opposed to factual recall, and encourage learning by creating an atmosphere for discussion. Different teaching and lecturing strategies are utilized during rounds, as each student is responsible for the presentation of selected material.

RS 700 Advanced Legal Issues in Physical and Occupational Rehabilitation

RS 700 discusses the responsibilities of the chiropractic specialist as a consultant to various groups. Methods of examination, report writing, interprofessional skills and the role of the expert witness are reviewed. Specific emphasis is placed on the discussion of the impact of personal injury and malpractice claims. Other issues surrounding consent, factors in malpractice, addressing causality, the AMA Guides, legal and regulatory processes, legal decisions and accident reconstruction are discussed.

RS 701 Special Topics in Physical and Occupational Rehabilitation

RS 701 focuses on special topics in physical and occupational rehabilitation and includes such topics as: Acquired Brain Injury, Cardiac Rehabilitation, Geriatric Rehabilitation, Multidisciplinary Settings, Neurological Rehabilitation, Obesity and Lifestyle, Occupational Health, Pain Management, Palliative Care, and Pediatric Rehabilitation

RS 702 Practicum

The graduate student's diagnostic and treatment skills are further developed through practicums. Practicum opportunities include working in a graduate student's own clinical practice, the practice of an active Fellow, or a multidisciplinary environment. The graduate student in consultation with the Graduate Studies Committee will decide at the beginning of the program which options they wish to take, and a schedule will be established. Assignment and selection of practica occurs consistent with the goals of the physical and occupational rehabilitation Graduate Studies program.

RS 703 Research Project

The research project provides an opportunity for the graduate student to conduct original research on a subject of personal interest in physical and occupational rehabilitation. The project represents a more detailed investigation into a topic that grows out of the graduate student's involvement in the Graduate studies program. In emphasizing original research, the research project presumes a focus that will reflect the value of the Chiropractic Rehabilitation Specialist in the health care system. The research project is not a typical term paper built upon hours and hours of library research. Rather it is a fresh, innovative endeavor using primary sources, government documentation, and interviews with decision-makers and practitioners. The completed paper should run from a minimum of 25 to a maximum of 45 double-spaced, typed pages. The project is to focus on original first-hand research. The researcher is expected to move beyond mere examination of secondary sources in that it should not be a historical essay or a theoretical discourse. The project must focus on a specific issue that is germane to contemporary physical and occupational rehabilitation.