

## **Centre for Christian Studies Student Status Policy**

### **Scope of Policy**

This policy outlines the categories of student status for students in the CCS Diploma or Certificate Programs.

### **Student**

Diploma and Year Long Certificate and Leadership Development Module applicants are considered to be students upon the successful completion of the admission interview and an unconditional acceptance into the program. This status is confirmed in writing by a letter of acknowledgement. Status as a student is in effect until such time as a student communicates in writing that they have withdrawn from the program or the student is informed (and confirmed in writing) that they are unable to continue/complete the program or that they have been removed from the program.

### **Student in Good Standing**

A student is assumed to be a student in good standing until otherwise designated. Good standing is normally determined by successful progression from one part of the program into the next and up to date payment of fees and fines.

### **Student on Conditional Status**

Progression through the program is always conditional on a student successfully completing the requirements, based on an assessment of each element of the program and an end of year assessment based on the Guidelines for Readiness to Continue (or Complete) in the Program.

The category of **Conditional Status** is applied to a student when concerns about the student's ability or appropriateness to continue warrant particular attention, or when a student is allowed to proceed to the next year of the program but has not successfully completed the requirements for the current year. Students may also be placed on Conditional Status when fees or fines are outstanding.

Conditional Status is determined by at least two Program Staff, or one Program Staff and the Principal, and is conveyed to the student in writing. The letter would typically include, but is not limited to, the following:

- identification of a specific pattern of behaviour, skill set or knowledge base that requires remedial action (referenced to Guidelines for Continuing in / Completing the Program)
- outlining of particular parts of the program (assignments, field placement, learning circle, etc.) which are to be completed
- suggested or required action to address the concerns
- stated consequences of failure to attend to the conditions
- outstanding fees or fines, if applicable

- a specified time frame for change to be achieved
- time frame for assessment and evaluation of Conditional Status
- identification of others who will be informed of the Conditional Status (such as field volunteers, Bishop, Education and Students)

Conditional Status will not be indicated on the student's transcript. This decision is appealable through the "Policy and Procedures for Appeal from decisions relating to readiness for continuing or completing the program". Students who are on Conditional Status are responsible to pay any outstanding fees before continuing in any aspect of the program. (See "Policy on Re-admission/Change of Status of Students.")

### **Student Who is Incomplete**

A determination may be made that a student's work is incomplete if they have not successfully completed the requirements of the certificate/year or are unable/unsuitable to continue in / complete the program. This decision, always made by at least 2 Program staff members, or one member of the Program Staff and the Principal, may result in a student being deemed either incomplete or removed (see below). When a student's work is incomplete the decision shall be communicated to the student in writing. The letter would typically include, but is not limited to, the following:

- identification of specific reasons for incomplete status and an indication of the history of notification of concerns to student, as appropriate (referenced to Guidelines for Continuing in / Completing the Program)
- specific conditions which must be met for re-entry into the incomplete component of the program
- specific conditions which must be met for continuation into another aspect of the program
- outstanding fees or fines, if applicable
- identification of others who will be informed of the Incomplete Status (such as field volunteers, Bishop, Education and Students)

In such cases a student's transcript would indicate Incomplete for the certificate/year. This decision is appealable through the "Policy and Procedures for Appeal from decisions relating to readiness for continuing or completing the program". Students who are Incomplete are responsible to pay any outstanding fees before continuing in any aspect of the program . (See "Policy on Re-admission/Change of Status of Students.")

### **Student Who Is Removed**

A student may be removed from the program as a result of failure to meet specified conditions outlined in their Conditional Status or as a result of staff assessment that they are unsuitable/unable to continue in the program. This decision, always made by at least 2 Program staff members, or one member of the Program Staff and the Principal is communicated to the student in writing. The letter would typically include, but is not limited to, the following:

- identification of specific reasons for removal and an indication of the history of

notification of concerns to student, as appropriate (referenced to Guidelines for Continuing in / Completing the Program)

- specific conditions which must be met for re-entry into the program, if applicable
- identification of others who will be informed of the Removed Status (such as field volunteers, Bishop, Education and Students)

Removal may also be as a result of outcomes of procedures of the Harassment, Screening or other Policies. Decisions regarding removal are appealable through the Appeal from Decisions Relating to Readiness for Continuing or Completing the Program” except in the cases of Harassment or Screening which have their own mechanisms for appeal. In cases where a student is removed their transcript will indicate Incomplete for the appropriate component of the program and indicate they were removed from the program. Students who are removed are responsible to pay any outstanding fees. Failure to pay any outstanding fees will result in withholding of the transcript.

### **Student Who Withdraws**

A student is considered withdrawn when they convey in writing their withdrawal from the program or a component of the program. Withdrawn status will be acknowledged in writing. The letter would typically include, but is not limited to, the following:

- specific conditions which must be met for re-entry into the incomplete component of the program
- specific conditions which must be met for continuation into another aspect of the program
- CCS policy on readmission and specific conditions for readmission to the program, if applicable
- outstanding fees and fines, if applicable
- identification of others who will be informed of the status (such as field volunteers, Bishop, Education and Students)

In such cases a student’s transcript would indicate Withdrawn for the certificate/year they have withdrawn from and indicate withdrawn from the program if their withdrawal is complete. Students who have withdrawn are responsible to pay any outstanding fees or fines. (See Policy on Re-admission/Change of Status of Students.)

### **Student Who is Inactive**

A student is considered to have Inactive Status when they have been admitted into the program but are not participating in the Leadership Development Module, Theme Year, Integrating Year or a Reflection Year. Normally, an inactive student would not be accumulating any credit through external courses for a CCS Certificate or Diploma. A student may choose to be inactive or it may be recommended by staff. Normally, inactive status would not exceed 2 years in a row.

For further information see Policy on Re-admission/Change of Status of Students