

Admissions and Student Status Policy

Centre for Christian Studies

Purpose:

To ensure a fair and transparent process for discerning suitability for entry into CCS courses of study, and to provide clear definitions of student status as they relate to student progress through a CCS program.

Admissions Process:

Decisions about acceptance into a CCS program (eg. Diploma in Diaconal Ministries, Continuing Studies, Certificate in Spiritual Care, etc.) are made by the Registrar and/or the Principal in consultation with Program Staff, based on the following criteria:

- Receipt of **application form** and payment of non-refundable **application fee**
- Assessment of the applicant's analytical skills, ability to reflect personally, and ability to express themselves clearly in writing, based on applicant's response to **personal reflection questions** included in the application form
- Assessment of ability to operate constructively within CCS's cooperative learning environment, based on **references** (*1 form for Continuing Studies applicants, 2 forms for Diploma or Certificate program applicants*)
- Assessment of relevant life, work, and education experience, based on **resume**
- Assessment of ability to study and write papers at an appropriate post-secondary level, based on **academic transcripts** (or equivalency test if applicant does not have an undergraduate degree) (*Diploma and Certificate program applicants only*)
- Assessment of suitability and potential in relation to the CCS Learning Guidelines, based on **interview** (phone, video, or in-person) with Principal and/or designate (*Diploma and Certificate program applicants only*)
- Assessment of suitability, based on **information from denominational bodies**, such as assessment boards, personnel officers, or bishops.
- Successful **completion of one CCS learning circle** (eg. Learning on Purpose) including connected assignments, and **recommendation of Program Staff** or learning circle facilitator

Registration:

Applicants who have not yet been accepted may register for circles and courses, but will not be enrolled until accepted into a program pending successful completion of

one learning circle and recommendation of Program Staff. Students who have completed a circle and been accepted into a CCS program can register for any upcoming learning circles and courses, subject to prerequisites.

Registration deadlines are set by the Registrar. (Normally July 1 for circles and courses that start in the fall term, February 1 for circles and courses offered in the spring term, and May 1 or June 1 for circles offered in the summer.) A cap on the number of students may be set by Program Staff in consultation with the Principal and Registrar.

Tuition:

Fees for courses and circles are set on a yearly basis by the Finance Committee and approved by the CCS Central Council with the adoption of the budget. Invoices are issued prior to the beginning of the term, and students are expected to pay all fees when due. Students in arrears may be put on "conditional" status and have enrolment in circles or courses revoked. Students who withdraw from a circle or course prior to the fee payment due date will be reimbursed any tuition already paid for that circle or course.

Change of Program:

A student who has been accepted as a Continuing Studies program may become a Diploma or Certificate student by applying and providing any addition supporting materials (eg. academic transcript, interview). A student who has been accepted as a Diploma or Certificate student can become a Continuing Studies student by withdrawing from their prior program and requesting acceptance as a Continuing Studies student.

Readmission:

A student who has withdrawn or been removed from a CCS program can apply for readmission. Decisions about re-admission are made by the Principal based on a review of the student's file and a written report on the student's standing and reasons for withdrawing, an interview with the applicant, and assessment of application materials and documentation. Conditions for re-admission may be set by the Principal.

Student Status:

Applicant: Any individual who has paid an application fee and submitted an application form for admission to a CCS Diploma or Certificate program or for acceptance as a Continuing Studies student and is in the process of providing supporting materials (references, transcripts, interview, etc.) is considered an "applicant." An applicant is not yet a CCS student.

Pending: Any applicant whose supporting materials have been evaluated and deemed satisfactory by the registrar and/or principal may be accepted as a student *pending* successful completion of one CCS learning circle (eg. Learning on Purpose) and recommendation of Program Staff or learning circle facilitator, at which point the Registrar and/or Principal will determine whether the student continues or not. A “pending” student may register for further circles or courses with the understanding that their registration will be revoked if they are not accepted into a program. A pending student who does not successfully complete one CCS learning circle may reapply for admission at a future date, but will be asked to address the issues surrounding their non-completion in their application.

Active: Any student who has been accepted into a CCS program and is registered for a circle or course (eg. Praxis, Field, external academic course, etc) is considered an “active” student in good standing.

Inactive: A student who has been accepted into a CCS program but is *not* registered for a circle or course (including external academic courses) during a school year is considered “inactive.” A student may become active again by registering for a circle or course and paying tuition fees. After three consecutive years of inactive status, a student may be considered withdrawn from the CCS program.

Conditional: Students are assessed by Program Staff on a regular basis. Any student who exhibits a pattern of behaviour detrimental to their own learning or the learning of others may be placed on “conditional status.” Examples of concerning behaviour include consistent failure to submit assignments in a timely fashion, inability to provide constructive feedback to peers, failure to pay fees, etc. Likewise, diploma or certificate program students who fail to show growth in relation to the CCS Learning Guidelines may be placed on conditional status. Program Staff will review the behaviour or situation with the student and outline a plan for its correction, including a timeline and consequences. Consequences can include not being allowed to register for circles or courses until conditions are met, requirement to do extra assignments or learning circles, or removal from the CCS program. Conditional status can be appealed in accordance with CCS's appeals policy.

Withdrawn: A diploma or certificate student who decides to voluntarily discontinue their studies at CCS may convey their withdrawal from the program in writing, at which point they will be considered “withdrawn,” and no longer an active CCS student. Withdrawn students will be notified of their status in writing, along with any conditions for future re-admission to the program, outstanding fees and fines (if applicable), and identification of others who will be informed of their status (such as Field volunteers or denominational bodies). NOTE: Students may withdraw from individual courses or learning circles without a change in their student status. “Withdrawn” student status indicates an intention on the student’s part to permanently discontinue all studies in a program.

Removed: A student may be “removed” from a program as a result of failure to meet specified conditions, as outlined in “conditional” status, or as a result of outcomes of procedures of the Harassment, Screening, or other policies. Decisions regarding removal are made by at least two Program Staff members, or one member of Program Staff and the Principal. Students who have been removed from a program will be notified of their status in writing, along with any conditions for future re-admission to the program, outstanding fees and fines (if applicable), and identification of others who will be informed of their status (such as Field volunteers or denominational bodies). Decisions regarding removal can be appeal in accordance with CCS's appeals policy, except in the cases of Harassment or Screening which have their own mechanisms for appeal.