

Centre for Christian Studies

Policy on Student Status, Change of Status of Students and Re-admission

Scope of Policy

This policy outlines the categories of student status for students in the CCS Diploma or Certificate Programs. It provides guidelines for the admission or readmission to the diploma or certificate program of students who have withdrawn, been removed or initially only registered for a short program.

Student Status

Student

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 Status as a student is in effect until such time as a student communicates in writing that they have withdrawn from the program or the student is informed (and confirmed in writing) that they are unable to continue/complete the program or that they have been removed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

1. 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.

2. 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 using the Guidelines for Readiness to Continue in (or Complete) 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 Committees).

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 or fines before continuing in any aspect of the program.

3. 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 two 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 deemed 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.

4. 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 two 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.

5. Withdrawn

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.

A student is given a withdrawn status on the transcript when the student indicates to CCS Program staff or Registrar, in writing, that they are changing their student status and becoming an inactive student, or, withdrawing from the program.

6. 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 two years in a row.

(* see separate Reflection Year Policy to distinguish between Inactive and Reflection Year Student Status.)

7. Special Student

A student is considered to have Special Student Status when they have been admitted into the CCS program by two Program Staff or one Program Staff and the Registrar as a Special Student. Admission as a Special Student normally means:

- that the student has a clear learning plan in place with indication of learning goals, assignments to be done and any field placement expectations,
- that the full program fees for the portion of the program being taken are paid,
- that a plan for how the formal relationship with the Program Staff person to whom they are accountable is laid out.
- a specified time frame for the work to be achieved is named,
- processes for assessment and evaluation of the special program are clear and in writing,
- others who will be informed of the Special Student Status (such as field volunteers, Bishop, Education and Students Committees) are identified.

The transcript issued on completion of the agreed upon work will indicate that the student has completed Special Studies in Diaconal Ministry.

(* A separate policy exists for ordained persons seeking admission to Diaconal Ministry in the United Church of Canada.)

Change of Status of Students.

1. A student who has been accepted into the Leadership Module (as a continuing education student or as a diploma/certificate student), normally may defer attendance

at the LDM for a period of one year. Non-attendance beyond that would require reapplication through the regular process.

2. A student currently in the Leadership Module *only* or a student who has been awarded the Leadership Development Certificate may be admitted into the Diploma or Year Long Certificate program through the regular admissions process.

3. A student currently in a Year Long Certificate Program or who has been awarded a Year Long Certificate, may be admitted into the Diploma program on the decision of at least two members of the Program Staff, or at least one member of the Program Staff and Registrar under the following conditions:

- the student enters the Theme Year or Reflection Year within one year of completing the Certificate Year,
- normally, this decision would be made no later than May 1 of that year

If the student does not meet these conditions then they could apply for admission through the regular process.

Re-Admission of Students

1. A student who has withdrawn voluntarily from a CCS program, and seeks readmission more than one year after completing a Leadership Development or Year Long Certificate, may be readmitted by the Principal under the following conditions:

- review of the student's file by Program Staff and/or Registrar and a written report on student's standing and reason(s) for withdrawing,
- an interview for readiness to enter the program,
- completion of any work required for readmission,
- the student provides all required additional documentation, meets all conditions of admission and pays applicable fees

2. A student who has been removed from a CCS program, and seeks readmission may be readmitted by the Principal under the following conditions:

- review of the student's file by Program Staff and/or Principal and a written report on student's standing and reason(s) for removal,
- an interview for readiness to re-enter the program,
- completion of any work required for readmission,
- the student provides all required additional documentation, meets all conditions of admission and pays applicable fees.

Appeal

The Appeal process for decisions related to change of status or re-admission is found in "Appeal from decisions relating to readiness for continuing or completing the program" policy.