



SENATE MEETING

Tuesday, March 3rd, 2020 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the February 4th, 2020 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
 - 5.1 Envisioning 2030 – *Information* Paul Dangerfield
6. **New Business**
 - 6.1 By-election Timeline – *Information* Kyle Vuorinen
Schedule 6.1
 - 6.2 Vice-Chair Nominating Committee – *Information* Paul Dangerfield
Vacant Positions – Staff and Student
 - 6.3 Self-Evaluation Committee – *Information* Paul Dangerfield
Vacant Positions – Faculty; Staff and Student
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – *Decision* Michael Thoma
 - 7.1.1 1-year Program Review Progress Report for the Bachelor of Music Therapy Schedule 7.1.1
 - 7.1.2 1-year Program Review Progress Report for the Bachelor of Arts in Interdisciplinary Studies (formerly Bachelor of Arts with a Major in Liberal Studies) Schedule 7.1.2
 - 7.1.3 Concept Paper for Lil'wat Language & Culture Diploma Schedule 7.1.3



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AGENDA

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|------------|--|------------------|
| 7.2 | Bylaw, Policy and Procedure Committee – <i>Decision</i> | Marnie Findlater |
| 7.2.1 | S2019-01 Admission Policy | Schedule 7.2.1 |
| 7.2.2 | S2019-01-01 Admission Procedure | Schedule 7.2.2 |
| 7.2.3 | S2011-02 Posthumous Credential Policy | Schedule 7.2.3 |
| 7.3 | Curriculum Committee – <i>Decision</i> | Deb Jamison |
| 7.3.1 | Resolution Memo | Schedule 7.3.1 |
| | February 14 Agenda Package / February 14 Draft Minutes | |
| 7.4 | Instructional Technologies Advisory Committee - <i>Information</i> | Debbie Schachter |
| 7.5 | Budget Advisory Committee – <i>Information</i> | Oscar Blue |
| 8. | Other Reports | |
| 8.1 | Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 | Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 | VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 | Board Report – <i>Information</i> | Ash Amlani |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |
| 12. | In Camera Session – Chancellor Search | Paul Dangerfield |
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MINUTES

Present: Paul Dangerfield (Chair), Sean Ashley, Oscar Blue, Brent Calvert, Pardis Daneshyar, Lara Duke, Marnie Findlater, Ted Gervan, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Nazmi Kamal, Deb Jamison, Pouyan Mahboubi, Anthea Mallinson, Brad Martin, Lauren Moffatt, Corey Muench, Alea Rzeplinski, Debbie Schachter, Nandini Sharda, Judy Snaydon, Laureen Styles, Michael Thoma, Robert Thomson, Mark Vaughan, Kyle Vuorinen, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Ash Amlani, Christopher Ballard, Joel Cardinal, David Fung, John Molendyk, Diana Twiss, Stephanie Wells

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

The Chair called the meeting to order at 4:00 pm.

1. Welcome

The following new members to Senate were introduced and welcomed:

- Robert Thomson, the alternate (non-voting) faculty member from the Faculty of Business and Professional Studies.
- Pardis Daneshyar, the new Alumni representative.

In the absence of Diana Twiss, Stephen Williams assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Stephanie Wells, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

In the absence of John Molendyk, Robert Thomson assumed voting rights for the Faculty of Business and Professional Studies.

2. Approval of the Agenda

Under New Business, Item #6.2 was amended to read "By-Election and Regular Election".



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Paul Dangerfield moved and Kyle Guay seconded:
To adopt the amended agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Marnie Findlater seconded:
To adopt the January 14th, 2020 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.

5. Business Arising

No business arising items were presented.

6. New Business

6.1 2021 Senate Meeting Schedule

Presented by: Paul Dangerfield

Senate was presented with the 2021 meeting schedule. Senate was informed that as a result of a previous request from the Registrar's Office, the January date be revised to January 12th and the corresponding deadline for submission of agenda items to January 5th.

Paul Dangerfield moved and Stephen Williams seconded:

20/04 Senate approve the 2021 meeting schedule with the January date revised to January 12th and the corresponding deadline for submission of agenda items to January 5th.

CARRIED

6.2 By-Election and Regular Election

Presented by: Kyle Vuorinen

By-Election for Senate Support Staff

The call for nominations for the Senate support staff representative (voting) will be made on Thursday, March 5th and the election results announced on Friday, April 24th.



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Student Regular Election

The call for nominations for the Senate student representatives (voting) will go out on Thursday, March 5th, and the election results announced on April 24th. This is for the four voting student seats for a one-year term, August 1, 2020 to July 31, 2021.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee did not meet in January as there were no Concept Papers or Program Reviews to review. The Committee took the opportunity to create a Microsoft Teams site which will hold the Committee agendas and minutes, as well as Concept Papers, Stage 1 Proposals and Program Reviews, and material to inform the possible revisions to the Terms of Reference. The goal is to offer a venue for discussion between meetings, as well as provide a record for trends and connections revealed through committee work and offer insights for the University as a whole.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

7.2.1 S2019-01 Admission Policy

7.2.2 S2019-01-1 Admission Procedure

The Admission Policy was previously approved, but recently revised in order to align with the Procedure document.

Senate was informed that correspondence was received from several faculty members with respect to the Policy, and concerns were addressed which mainly focussed on the operational side of the document, as well as a further issue on the lack of greater community consultation. Although the Policy was posted on Frontlines for two weeks, an email communication was not sent out alerting the campus community that the document was up for review and seeking consultation.



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On review and discussion of the document, the following comments were provided:

- There could be ramifications of implementing the Policy without having further consultation, as the document may not have had a fulsome review as people were not aware that it was posted on Frontlines. As such, it may be beneficial to take the Policy back to the Faculties for further feedback.
- Frontlines indicated that feedback could be submitted until February 4th and as such, additional feedback could still be received and should be considered.
- In section #3.4.5 a suggestion was made that for consistency, the heading “Exchange Student” be changed to “Exchange Admission” to align with the other admission categories.
- Information was provided that substantial definitions were added to the document that could directly impact process.
- A question was raised that when the Committee reviewed the Policy whether there had been any discussions with respect to indigenous students. It was noted that indigenous students were not separated out into a specific category, but were included in the categories outlined in the document and that feedback around this issue could also be beneficial.
- In order to address concerns raised from the Faculty of Business, it was suggested to clarify the wording so that it is clear that admissions rests with the Registrar’s Office who will work with CIE with respect to admissions going through their office.

Marnie Findlater moved and Kyle Guay seconded:
To approve the revised S2019-01 Admission Policy

DEFEATED
4 yes
14 no
1 abstention

Lauren Styles moved and Lara Duke seconded:

20/05 After further consultation, the Admission Policy and Admission Procedure come back to the March Senate meeting.

CARRIED



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With respect to the admissions project, the subcommittee continues to meet, and will provide information. As well, a new manager has been hired to oversee the area and will be going out to the various departments to speak on the admissions project and progress to date.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memo

The resolutions brought forward from the January 24th, 2020 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Marnie Findlater seconded:

20/06 SCC resolutions, 20/01 to 20/03 be adopted by Senate.

CARRIED

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

A report was not provided as the creation of a replacement committee has not been finalized.

7.5 Budget Advisory Committee

Presented by: Oscar Blue

The Committee met on February 4th and was provided with an overview of financial terminology, as well as the summary of the financial results for fiscal 2019/2020, Period 9 ending December 31, 2019.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided the following report:



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- The operating budget was brought to the Board, and approved, on January 28th. The budget was based on three years with a focus on the upcoming year as well as on the integrated plan.
- The University continues to see steady growth of approximately 10% each year. Investments continue to go into student supports, new program development and overall priorities, including more students on campus, and the additional focus on the Okanagan Charter, wellbeing of students and employees, commitment to truth and reconciliation and innovation for supporting students and staff.
- Also approved by the Board was a 2% increase in tuition applied to domestic and international students, as well as a new dedicated student success fee to support activities in a broad spectrum, including wellbeing, work with indigenous students, international learning and career students. It was noted that, unlike other fees, students will know where the new dedicated fee is going towards, and the CSU was acknowledged for their work during the implementation of the fee.

8.2 Vice-Chair Senate

Stephen Williams, Vice-Chair resurrect , provided the following report:

- As part of the Vice-Chair's role, the Senate Highlights will be prepared and distributed to the campus community.
- The teaching and learning working group is coming together and is looking for Senators who wish to participate. There will be approximately three meetings to get a sense of direction and develop recommendations which will be brought to Senate.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following report:

- The campus community was acknowledged for their work and involvement during the recent Universities Canada site visit. The process was insightful and, in terms of where the University is positioned with the application, there



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were some pull factors to be moving forward aligned with Universities Canada. The one area that will continue to have conversations will be in relation to creative activity, research and scholarship and new opportunities to create more space for faculty who are choosing to undertake that activity. It is expected that the Universities Canada report will be written by the site visitors and recommendations provided to their Board, and a decision made possibly by October.

- Verbal approval was recently received from the Ministry with respect to the name change of the Bachelor of Arts with a Major in Liberal Studies to Bachelor of Arts with a Major in Interdisciplinary Studies. Once formal notification is received, the University will move forward in processing the name change.
- A call will be going out to the University community for volunteers for the Equity, Diversity and Inclusion Action Group. This is a new initiative as part of the University priorities to commitment to the Okanagan Charter, diverse student population, exceptional experience and honouring truth and reconciliation.
- Work is underway in looking at a process for reviewing curriculum content with an indigenous lens, and further information will be provided at the March Senate meeting.

8.4 Board Report

A report was not provided as the Board representative was absent.

9. Discussion Items

No discussion items were presented.

10. Other Business

Senate was informed of the recent passing of Dr. Stanley Greenspoon, Faculty Emeritus, and discussions are underway with respect to possibly creating a scholarship in his name.

The Envisioning 2030 document will be brought to the March Senate meeting for discussion. The document was adjusted to support and align with feedback from



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Universities Canada. The draft document will be distributed to Senators for review at the end of the Senate meeting.

As Dr. Fung will finish his term as Chancellor in May, a recommendation for the new Chancellor will be brought to the March Senate meeting.

Recent statistics released on gender gap in higher education indicated that Capilano University ranked as one of the highest across Canada in gender pay equality.

11. Information Items

No information items were presented.

There being no further business, the meeting was adjourned at 5:30 pm.

Next Meeting: Tuesday, March 3rd, 2020

DRAFT

Mary Jukich

To: Yasuko Otsuka
Subject: RE: Senate - March 3 Draft Agenda

Hi Mary,

I hope this email finds you well.

By-election timeline

Spring 2020 Senate Election timeline		
Date	Action	Duration
Thursday, March 5	Call for nominations	Two weeks
Thursday, March 19, 4 p.m.	Call for nominations CLOSED	One week
Friday, March 20	Orientation by request	
Thursday, April 16, 12:01 a.m.	Voting OPEN	One week
Wednesday, April 22, 11:59 p.m.	Voting CLOSED	
Friday, April 24	Election Results Announced	(Posted in two working days)

This timeline is for both Faculty representative (Arts and Sciences Studies) and Support Staff Representative.

Regards,



Yasuko Otsuka (she/her)
Assistant to the Registrar, Registrar's Office
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SENATE REPORT

AGENDA ITEM: Program Review Progress Report to SAPPRC for Bachelor of Music Therapy

Approval

PURPOSE: Information

Discussion

MEETING DATE: February 20, 2020

PRESENTER: Michael Thoma

PURPOSE

To report to SAPPRC on the progress toward the successful implementation of the recommendations arising from the 2017/18 Program Review for the Bachelor of Music Therapy program.

BACKGROUND

Program Reviews are one of Capilano University's mechanisms for ensuring the quality and currency of academic programs, as outlines in Program and Course Review and Approval Policy B.106 and Program Review Procedure B.106-01. SPPRC receives progress reports to ensure institutional awareness and accountability for the results of program reviews, as a part of its broader mandate "to review and make recommendations on matters of academic planning." The Program Review for the Bachelor of Music Therapy was approved as completed in February, 2019. This included an Action Plan, outlining the steps to be taken for implementation of the final recommendations. The Program Review was the first to be presented to SPPRC, and the Progress Report is also the first to be presented to SPPRC. Notably, the presenter indicated that many of the action plans were ambitious and that there were limits to faculty time to address and meet all of the goals. Consequently, there have been conversations with the Dean around what resources could be available in order to complete the action plan. It was also noted that supplemental needs should be addressed through integrated planning and proposed budgets.

RECOMMENDATION:

- **MOTION:** That Senate accept for information that the 1-year Program Review Progress Report for the Bachelor of Music Therapy has been completed.

SENATE REPORT

AGENDA ITEM: Program Review Progress Report to SAPPRC for Bachelor of Arts in Interdisciplinary Studies (formerly Liberal Studies)

Approval

PURPOSE: Information

Discussion

MEETING DATE: February 20, 2020

PRESENTER: Michael Thoma

PURPOSE

To report to SAPPRC on the progress toward the successful implementation of the recommendations arising from the 2017/18 Program Review for the Bachelor of Arts in Liberal Studies program.

BACKGROUND

Program Reviews are one of Capilano University's mechanisms for ensuring the quality and currency of academic programs, as outlines in Program and Course Review and Approval Policy B.106 and Program Review Procedure B.106-01. SPPRC receives progress reports to ensure institutional awareness and accountability for the results of program reviews, as a part of its broader mandate "to review and make recommendations on matters of academic planning." The Program Review for the Bachelor of Arts in Liberal Studies was approved as completed in January, 2019. This included an Action Plan, outlining the steps to be taken for implementation of the final recommendations. One of those steps was a change to the program name from Bachelor of Arts with a Major in Liberal Studies to Bachelor of Arts in Interdisciplinary Studies, which has been successfully implemented. On discussion, no significant issues or concerns were raised.

RECOMMENDATION:

- **MOTION:** That Senate accept for information that the 1-year Program Review Progress Report for the Bachelor of Arts in Interdisciplinary Studies (formerly Bachelor of Arts with a Major in Liberal Studies) has been completed.

SENATE REPORT

AGENDA ITEM: Concept paper for Lil'wat Nation Language and Culture Diploma

Approval

PURPOSE: Information

Discussion

MEETING DATE: February 20, 2020

PRESENTER: Michael Thoma

PURPOSE

The Lil'wat Nation Language and Culture Diploma is designed to support the University's Indigenous partners of the Statyemc territories in revitalizing their traditional language and culture.

BACKGROUND

The T́szil Learning Centre serves the more northern communities of the Sea-to-Sky corridor by providing academic upgrading, trades and skills training and university-level programming. The Lílwat Nation Language and Culture program, taught from the Lílwat perspective, offers courses in Ucwalmícwts, the traditional Lílwat language, as well as other aspects of culture, history and tradition. The Lil'wat Nation Language and Culture Diploma is designed to support the University's Indigenous partners of the Statyemc territories in revitalizing their traditional language and culture. This program builds on the successful Lil'wat Nation Language and Culture certificate by further increasing learners' knowledge and use of Ucwalmicwts, the language of the Lil'wat and other Statyemc Nation members, as well as access to the history, culture, and society of the Nations. Input from Elders, knowledge keepers, the Lil'wat Nation's Language Authority, the Nation's Education Council as well as past student in the certificate program ensures that the diploma is developed with the community's needs at the core.

RECOMMENDATION:

- **MOTION:** That Senate approve that the Concept Paper for Lil'wat Language & Culture Diploma be forwarded to the Vice President, Academic & Provost.

SENATE REPORT

AGENDA ITEM:	Senate Bylaw, Policy and Procedure Committee Report
PURPOSE:	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Discussion
MEETING DATE:	March 3, 2020
PRESENTER:	Marnie Findlater, Chair, SBPPC

PURPOSE

To bring forward to Senate the revisions to the Admissions Policy (S2019-01), the revisions to the Admissions Procedures, and the revisions to the Posthumous Credential Policy (S2011-02).

BACKGROUND

At the February 4 Senate meeting, a request was actioned to allow the greater University community more time for a fulsome review of the proposed Admissions Procedures and revised Admissions Policy (S2019-01). The deadline for said feedback was February 24 by 4:00 p.m.

The Bylaw, Policy and Procure Committee met on February 25 to review all feedback received and to revise both documents accordingly.

A summary of the changes is included below.

Changes to Admissions Policy Include:

1. Introduction of wording relating to Indigenous Admission, Early Admission, and Youth in Care Admission.
2. Introduction of statements of principle.
3. Additional wording and clarity for various Admission Categories (including Domestic, International, Early, Youth in Care Admission).
4. Simplified language throughout the document for clarity and efficiency. Efforts were made to align the language in this policy with other University policies for consistency.
5. Revised wording for consistency throughout the document including more active sentences.
6. Revised numbering and formatting where sections have been removed or added and modifications to indenting/grammar/punctuation where appropriate.
7. Introduction of additional working definitions so that the policy is in alignment with the procedural document, and the subsequent renumbering and alphabetizing of categories.

Changes to Admissions Procedures Include:

1. Introduction of wording relating to Indigenous Admission, Early Admission, and Youth in Care Admission.
8. Removal of imitative wording – definitions that were repeated from the Policy document have been removed and procedural items have been clarified.
9. Simplified language throughout the document for clarity and efficiency. Efforts were made to align the language in this procedural document with other University procedural documents for consistency.
10. Revised wording for consistency throughout the document including more active sentences.
11. Revised numbering and formatting where sections have been removed or added and modifications to indenting/grammar/punctuation where appropriate.
12. Introduction of additional working definitions so that the procedural document falls in alignment with the revised policy document, and the subsequent renumbering and alphabetizing of categories.

Changes to Posthumous Credential Policy 2011-02 Include:

1. Updated template.
2. Revised residency requirements as per the S2017-04 Graduation policy.
3. Softened language under purpose.
4. Added section on exceptions.
5. Revised numbering and formatting where sections have been removed or added and modifications to indenting/grammar/punctuation where appropriate.

DISCUSSION

Recommendations:

The Bylaw Committee believes that these are important working and living documents that support the admissions functions in all program areas. These documents may need to be reviewed as admission categories and applicant types change, or as operational needs dictate. The Bylaw Committee also recommends that admissions *process* documentation for both the CIE and the Registrar's Office be developed in consultation with the program areas to ensure efficiency and clarity.

As the Bylaw Committee is mandated to advise Senate on needed revisions to policy, bylaws and procedures, we are looking for opportunities to improve communication and to solicit feedback, to address opportunities for policy review and development, and to enhance the process and flow of policy to Senate.

Rationale:


1. Concerns were raised that the admissions process for international applicants (CIE) does not align with the admissions process for domestic applicants (Registrar's Office).
2. Concerns were raised that international admissions have been outsourced to agents who do not necessarily represent the best interests of the University.
3. Concerns were raised that the reporting structure for international admissions differs from the reporting structure in the Registrar's Office resulting in a lack of transparency and inefficiencies in communication of admissions processes and application timelines.
4. In researching best practices at other Canadian post-secondary institutions, the Bylaw Committee became aware that most institutions have an Indigenous Admissions Committee consisting of a faculty member from the program to which the student is applying, an admissions officer from the Registrar's Office, and a member of the Indigenous student services area. Said committee would review all applications from Indigenous applicants who do not meet the published minimum criteria required for admission to a program, but who provide documentation to support other learning achievements, extra-curricular activities, Indigenous cultural knowledge and academic goals. This may or may not require the submission of an additional admission form. Similar processes and criteria could be used to assess Youth in Care applicants who do not meet the published minimum criteria required for admission to a program.
5. The recent request for feedback from the University community on the Admissions Policy and Procedures documents has highlighted the need for a process document on soliciting feedback where appropriate. This may include identifying policies that require/are open to University feedback, timelines for gathering feedback, and centralizing communication through the Office of Policy, Privacy and Governance (Constant Contact email templates) when feedback is sought.
6. The Bylaw Committee has identified a need for a "calendar of policy review" whereby we can review policies and procedures by review date and/or operational need.
7. The Bylaw Committee has identified a need for an instructional document that outlines the process for University community members to suggest policies/procedures.
8. The Bylaw Committee has identified a need for training on drafting and revising policy and procedure documents through an inclusive lens that is sympathetic to Indigenous and diverse learners.
9. The Bylaw Committee has identified a need for a revised policy/procedure template (for improved and more efficient formatting).
10. The Bylaw Committee has identified a need for a policy style guide to inform future policy and procedural documents.
11. The Bylaw Committee has identified a need for a glossary of academic terminology that is available to the University community.
12. The Bylaw Committee has identified a need for a best practices in policy development document to guide future Committee work. As most members of the Committee do not

have a background in policy development, such a document would serve as a valuable frame of reference for consistency in formatting, language, efficiencies and prioritization.

RECOMMENDATION

I would like to submit the following 4 (four) motions:

- 1. That Senate approve the revisions to the Admissions Policy S2019-01.*
- 2. That Senate approve the revisions to the Admissions Procedures.*
- 3. That Senate adopt the Admissions Procedures.*
- 4. That Senate approve the revisions to the Posthumous Credential Policy S2011-02.*

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2019-01	Vice-President Academic and Provost		
Policy Name			
Admission			
Approved by	Replaces	Category	Next Review
Senate		C	2022
Date Issued	Date Revised	Related Policies, Reference	
September 1, 2019	March 3, 2020	S1999-09 Access and Accommodation S2002-03 Prior Learning Assessment S2013-01 Transfer Credit B.108 Credit and Non-Credit Courses B.202 Board Policy on Tuition and Other Fees B.109.1 Student Appeals OP.212 Tuition and Other Fees OP.605 Email for Students, Employees, Alumni and Emeriti	

1 PURPOSE

The purpose of this policy is to establish principles and regulations for admission of Applicants to credit programs at Capilano University (the University). This policy applies to University Applicants of Senate-approved curriculum. This policy does not apply to students wishing to enroll in courses or programs outside the jurisdiction of Senate, including Continuing Studies and Executive Education, non-credit and industry service programs.

2 STATEMENT OF PRINCIPLES

- 2.1 The University seeks applications from a diverse range of learners who would benefit from the educational offerings of a special purpose teaching university.
- 2.2 English is the primary language of study at Capilano University; Applicants must therefore be able to demonstrate the appropriate level of English language proficiency.
- 2.3 The University has the right to require that Applicants provide evidence to substantiate an application for admission.
- 2.4 The University will consider each Applicant in an equitable and consistent manner.
- 2.5 Applicants will have the right to know the admission criteria under which applications will be evaluated prior to application. Consequently, changes to admission requirements will not normally be made after an application cycle has begun.

- 2.6 Published criteria will be used to assess Applicants.
- 2.7 Admission requirements should be reliable predictors of success.
- 2.8 Admission will be to the University and to a specific program of study.

3 DEFINITIONS

- 3.1 **Registrar's Office:** Is responsible for the overall application and admission processes for all Applicants (Domestic and International). The Registrar's Office will work with designates to ensure the implementation of all application and admissions processes are in alignment.
- 3.2 **The Centre for International Experience:** Is the Registrar's Office designate responsible for the overall application and admission process for International Applicants.
- 3.3 **Applicant Types:**
 - 3.3.1 **Applicant:** An individual who applies for admission to a credit program(s) at the University. This includes current students who wish to change programs. An application fee will apply to all new Applicants, or returning students who have missed three (3) or more consecutive major terms (see readmission). Current students who wish to change programs will not be charged an application fee.
 - 3.3.2 **Concurrent Studies Applicant:** A high school Applicant who applies for admission to a credit program(s) at the University and takes a University course(s), upon approval/recommendation by a secondary school representative, a parent, and the Faculty Dean. Admission to a credit program(s) for Concurrent Studies requires submitting of a completed Concurrent Studies Consent Form. Upon admission, the student may take a University course(s) while still attending high school. These students are eligible for dual credit based on the successful completion of the course.
 - 3.3.3 **Domestic Applicant:**

A Domestic Applicant is:

 - 3.3.3.1 A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate.
 - 3.3.3.2 A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.
 - 3.3.3.3 A convention refugee will be assessed for admission in the same manner as a Canadian citizen/permanent resident upon presentation of

documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada.

3.3.3.4 A Diplomat (or those who are a dependent of a person of diplomatic status) will be assessed in the same manner as a Canadian Applicant for those countries with diplomatic representation in Canada.

3.3.4 **Exchange Applicant:** A Domestic or International Applicant enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements. Exchange student applications will be facilitated and monitored by the Study Abroad Office within the Centre for International Experience.

3.3.5 **Indigenous Applicant:** An Indigenous Applicant may be considered on an individual basis through an assessment of educational background, cultural knowledge, life experience, academic goals and personal achievements. Indigenous peoples refers to status and non-status First Nations, Métis, and Inuit peoples of Canada. Applicants seeking admission consideration under this category must self- identify as an Indigenous.

3.3.6 **International Applicant:** An Applicant who is not a Domestic Applicant. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations. Refugee claimants will be assessed for admission as International Applicants. Applicants with a Refugee Claimant document should discuss their application with a CIE representative prior to applying.

3.3.7 **Visiting Student Applicant:** A Domestic or International Applicant who wishes to take one or more courses at Capilano University without earning a credential and who has met all the necessary University admission requirements. Domestic visiting student applications will be processed by the Registrar’s Office. International visiting student applications will be processed by the CIE.

A Visiting Student Applicant is:

3.3.8.1 enrolled at an institution within Canada,

3.3.8.2 an Applicant enrolled at an institution outside of Canada which does not have a partnership agreement with the University, or

3.3.8.3 a recent international high school graduate interested in studying at the University.

The student must apply and meet all the necessary University admissions requirements.

3.4 Admission Categories:

3.4.1 **Advanced Standing Admission:** Admission of an Applicant who meets all University and program requirements, and who has submitted all evidence

necessary to substantiate their application for admission. Applicants in this category will have completed a credential or course work through Advanced Placement (AP) or International Baccalaureate (IB) programming and will be awarded advanced standing/transfer credit for said course work according to established guidelines published through the online BC Transfer Guide.

- 3.4.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and may have a selection-ranking rubric to support selection decisions.
- 3.4.3 **Conditional Admission:** Admission of an Applicant subject to a condition, or set of conditions, pertaining to documents that an Applicant must provide, or requirements that the Applicant must meet.
- 3.4.4 **Discretionary Admission:** Admission of an Applicant who does not meet one (1) or more of the academic or non- academic admission requirements.
- 3.4.5 **Early Admission:** An Applicant who is currently attending high school in their grade twelve (12) year may choose to apply for Early Admission based on self-reported grades. Applicants may self-report between January 1 and March 31.
 - 3.3.5.1. Offers of early admission will be based on the previous year final (grade eleven (11)) and current year (grade twelve (12)) interim marks.
 - 3.3.5.2 An early offer is a conditional offer. Conditional offers for current BC high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications will be reviewed to ensure that the minimum admission threshold requirements are still met. Applicants who no longer meet the published admissions requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.
- 3.4.6 **Exchange Student Admission:** A student who is enrolled at a partner institution outside of Canada may apply to study at the University as an Exchange Student. The application process is coordinated between the Centre for International Experience (CIE) and the student's home university. The student must submit:
 - a) a Capilano University Exchange Student Application,
 - b) a completed Visiting and Exchange Course Approval Form,
 - c) an official transcript from their home university,
 - d) proof of English language proficiency, and

- e) a letter of permission.

Additional information can be found on the Visiting and Exchange Students webpage.

- 3.4.7 **Final Admission:** Admission of an Applicant who meets all University and program requirements and who has submitted all evidence necessary to substantiate their application for admission.
- 3.4.8 **First-Qualified, First-Accepted Admission:** Admission to a program based on academic requirements only. Academic requirements consist of specific high school and/or post-secondary courses or credential(s) required for admission, as determined by the program area.
- 3.4.9 **General Admission:** An Applicant who does not meet admission requirements to a specific program may be admitted under a General Admission status or can apply directly for General Admission. The Applicant must meet the University's English Language Proficiency requirements.
- 3.4.10 **High School Admission:** An Applicant may meet the High School Admission category in one of the following ways:
 - a) graduating from high school,
 - b) being currently enrolled in grade twelve (12),
 - c) having equivalent education, or
 - d) being currently enrolled in grade eleven (11) with proof of registration in grade twelve (12).
- 3.4.11 **Readmission:** An Applicant is required to apply for Readmission if they miss one (1) major term in a cohort program or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for Readmission. The application for readmission fee will apply. Applicants in this category must meet all University and program admission requirements.
- 3.4.12 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential.
- 3.4.13 **Youth in Care Admission:** Capilano recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions. Applicants who wish to

be considered under this admission category must indicate their eligibility upon applying to the University. Applicants who do not meet the competitive admission threshold will be considered on an individual basis by the applicable academic area in concert with the Registrar's Office and/or CIE.

- 3.5 Cohort Programs:** Cohort programs are defined as programs with restricted and prescribed course sequencing taken by specified students. Cohort Programs traditionally have a limited number of seats available for admission for each intake.

It is the responsibility of the program area to inform the Registrar's Office when a student misses one (1) major term (major terms: fall or spring), in which case the student may be withdrawn from the program. Should the student be withdrawn from the program, they must apply for Readmission, pay the application for readmission fee, obtain permission from the program area, and a seat must be available.

- 3.6 Non-Cohort Programs:** Non-Cohort Programs are defined as programs with more flexible programming and fewer seat constraints. Non-Cohort Programs typically do not have specific student groups taking a sequence of courses together, and usually have a greater number of available seats open for admission.

After missing three (3) consecutive major terms (major terms: fall or spring), a student may be withdrawn from the program. In order to be readmitted, the student must apply for readmission to the same program, pay the application for readmission fee, and meet the current program admission requirements.

4 APPLICATION AND ADMISSION GUIDELINES


- 4.1 An Applicant will apply to each program for which they wish to be considered for admission to the University.
- 4.2 An Applicant can apply to two (2) programs with one (1) application fee.
- 4.3 An Applicant will meet the program's published admission requirements.
- 4.4 An Applicant will demonstrate/provide proof of the appropriate level of English Language Proficiency. The level of English Language Proficiency required may differ depending on the program. The Registrar, in consultation with the Faculty Dean and English for Academic Purposes (EAP) Department, has the right to waive this requirement, under special circumstances.
- 4.5 An Applicant will submit official or certified documents for Final Acceptance.
- 4.6 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.
- 4.7 An Applicant may receive a Conditional Admission pending satisfaction/proof of admission requirements. Unless otherwise stated, the Applicant will meet the applicable

conditions thirty (30) calendar days prior to the start of their program in order to receive Final Admission.

- 4.8 An International Applicant who has received Final Admission will have adequate medical coverage.
- 4.9 A Visiting Student will submit a Visiting Course Approval Form or a Letter of Permission. Special approval will be provided to allow the Visiting Student to be eligible to register in classes with pre-requisites.
- 4.10 The Registrar's Office or the CIE will communicate admission decisions to Applicants.
- 4.11 The Senate is responsible for approving program admission requirements that are determined by the program area for Competitive; First-Qualified, First-Accepted Programs; and General Admission.
- 4.12 For programs with Competitive Admission requirements, the applicable program area will establish and maintain:
 - 4.2.1 transparent criteria for assessment of academic and non-academic requirements, and
 - 4.2.2 selection ranking rubrics, which will be available to the Registrar upon request.
- 4.13 For programs with First-Qualified, First-Accepted Admission requirements, an Applicant will be accepted in order of the date on which their application was deemed to be complete by the receiving body. A complete application is defined as one that fulfills all requirements for admission.
- 4.14 An Applicant who does not meet the requirements for Competitive or First-Qualified, First-Accepted Admission may be considered for Discretionary Admission. A Discretionary Admission application will be jointly approved by the Faculty Dean and the Registrar or the Registrar's designate.
- 4.15 The University reserves the right to deny admission to an Applicant or require a student to withdraw from the University on the basis of fraudulent application or admissions practices. Such practices include, but are not limited to, submitting false or altered supporting documents that are required in the application and admissions process.
- 4.16 Joint approval from the Faculty Dean and the Vice-President, Academic and Provost is required for a program to re-open applications once the application deadline has passed.
- 4.17 Upon approval of the Dean, and based upon the recommendation by the parent/guardian and by a secondary school representative, a high school student may be considered a Concurrent Studies Applicant.

5 APPLICATION FEES

Application fees will be determined, administered and communicated in accordance with University policy OP.212 Tuition and Other Fees.

 POLICY			
Policy No.	Officer Responsible		
S2019-01	Vice-President Academic and Provost		
Policy Name			
Admission			
Approved by	Replaces	Category	Next Review
Senate		C	2022
Date Issued	Date Revised	Related Policies, Reference	
September 1, 2019	March 3, 2020	S1999-09 Access and Accommodation S2002-03 Prior Learning Assessment S2013-01 Transfer Credit B.108 Credit and Non-Credit Courses B.202 Board Policy on Tuition and Other Fees B.109.1 Student Appeals OP.212 Tuition and Other Fees OP.605 Email for Students, Employees, Alumni and Emeriti	

1 PURPOSE

The purpose of this policy is to establish principles and regulations for admission of Applicants to credit programs at Capilano University (the University). This policy applies to University Applicants of Senate-approved curriculum. This policy does not apply to students wishing to enroll in courses or programs outside the jurisdiction of Senate, including Continuing Studies and Executive Education, non-credit and industry service programs.

Commented [GU1]: italicized in keeping with other policies

2 STATEMENT OF PRINCIPLES

- 2.1 The University seeks applications from a diverse range of learners who would benefit from the educational offerings of a special purpose teaching university.
- 2.2 English is the primary language of study at Capilano University; Applicants must therefore be able to demonstrate the appropriate level of English language proficiency.
- 2.3 The University has the right to require that Applicants provide evidence to substantiate an application for admission.
- 2.4 The University will consider each Applicant in an equitable and consistent manner.
- 2.5 Applicants will have the right to know the admission criteria under which applications will be evaluated prior to application. Consequently, changes to admission requirements will not normally be made after an application cycle has begun.

- 2.6 Published criteria will be used to assess Applicants.
- 2.7 Admission requirements should be reliable predictors of success.
- 2.8 Admission will be to the University and to a specific program of study.

3 DEFINITIONS

3.1 **Registrar’s Office:** Is responsible for the overall application and admission processes for all Applicants (Domestic and International). The Registrar’s Office will work with designates to ensure the implementation of all application and admissions processes are in alignment.

3.2 **The Centre for International Experience:** Is the Registrar’s Office designate responsible for the overall application and admission process for International Applicants.

3.3 **Applicant Types:**

3.3.1 **Applicant:** An individual who applies for admission to a credit program(s) at the University. This includes current students who wish to change programs. An application fee will apply to all new Applicants, or returning students who have missed three (3) or more consecutive major terms (see readmission). Current students who wish to change programs will not be charged an application fee.

3.3.2 **Concurrent Studies Applicant:** A high school Applicant who applies for admission to a credit program(s) at the University and takes a University course(s), upon approval/recommendation by a secondary school representative, a parent, and the Faculty Dean. Admission to a credit program(s) for Concurrent Studies requires submitting of a completed Concurrent Studies Consent Form. Upon admission, the student may take a University course(s) while still attending high school. These students are eligible for dual credit based on the successful completion of the course.

3.3.3 **Domestic Applicant:**

A Domestic Applicant is:

3.3.3.1 A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate.

3.3.3.2 A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.

3.3.3.3 A convention refugee will be assessed for admission in the same manner as a Canadian citizen/permanent resident upon presentation of

Commented [J12]: Added to Policy

Commented [J13]: Changed dashes to colons

Commented [MJ4]: remove link for bc ed planner

Commented [CM5]: Does English Language Requirement apply?

Commented [CM6]: add "the" to "completion of course"

documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada.

3.3.3.4 A Diplomat (or those who are a dependent of a person of diplomatic status) will be assessed in the same manner as a Canadian Applicant for those countries with diplomatic representation in Canada.

3.3.4 **Exchange Applicant:** A Domestic or International Applicant enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements. Exchange student applications will be facilitated and monitored by the Study Abroad Office within the Centre for International Experience.

3.3.5 **Indigenous Applicant:** An Indigenous Applicant may be considered on an individual basis through an assessment of educational background, cultural knowledge, life experience, academic goals and personal achievements. Indigenous peoples refers to status and non-status First Nations, Métis, and Inuit peoples of Canada. Applicants seeking admission consideration under this category must self- identify as an Indigenous.

3.3.6 **International Applicant:** An Applicant who is not a Domestic Applicant. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations. Refugee claimants will be assessed for admission as International Applicants. Applicants with a Refugee Claimant document should discuss their application with a CIE representative prior to applying.

Commented [GU7]: no capitals needed
Commented [MJ8]: remove capitals

3.3.7 **Visiting Student Applicant:** A Domestic or International Applicant who wishes to take one or more courses at Capilano University without earning a credential and who has met all the necessary University admission requirements. Domestic visiting student applications will be processed by the Registrar’s Office. International visiting student applications will be processed by the CIE.

Commented [CM9]: Just curious about how we ensure that the ELR has been met for Visiting and Exchange students.

Commented [MJ10]: check with Shannon re: elr

A Visiting Student Applicant is:

3.3.8.1 enrolled at an institution within Canada,

3.3.8.2 an Applicant enrolled at an institution outside of Canada which does not have a partnership agreement with the University, or

3.3.8.3 a recent international high school graduate interested in studying at the University.

The student must apply and meet all the necessary University admissions requirements.

3.4 Admission Categories:

3.4.1 **Advanced Standing Admission:** Admission of an Applicant who meets all University and program requirements, and who has submitted all evidence

necessary to substantiate their application for admission. Applicants in this category will have completed a credential or course work through Advanced Placement (AP) or International Baccalaureate (IB) programming and will be awarded advanced standing/transfer credit for said course work according to established guidelines published through the online BC Transfer Guide.

3.4.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and may have a selection-ranking rubric to support selection decisions.

Commented [CM11]: "Programs that use Competitive Admission will..."

Commented [GU12]: may

Commented [CM13]: Is the mention of rubrics too specific for the Policy? This level of specificity might better be placed in the Procedures. In the Policy, we could simply say what section 6.1.5 of the Procedures says: "The program area will establish transparent criteria for ranking candidates."

3.4.3 **Conditional Admission:** Admission of an Applicant subject to a condition, or set of conditions, pertaining to documents that an Applicant must provide, or requirements that the Applicant must meet.

Commented [CM14]: "...to documents that an applicant must provide or..."

3.4.4 **Discretionary Admission:** Admission of an Applicant who does not meet one (1) or more of the academic or non-academic admission requirements.

Commented [CM15]: "Admission of an applicant..."

3.4.5 **Early Admission:** An Applicant who is currently attending high school in their grade twelve (12) year may choose to apply for Early Admission based on self-reported grades. Applicants may self-report between January 1 and March 31.

3.3.5.1. Offers of early admission will be based on the previous year final (grade eleven (11)) and current year (grade twelve (12)) interim marks.

3.3.5.2 An early offer is a conditional offer. Conditional offers for current BC high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications will be reviewed to ensure that the minimum admission threshold requirements are still met. Applicants who no longer meet the published admissions requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.

3.4.6 **Exchange Student Admission:** A student who is enrolled at a partner institution outside of Canada may apply to study at the University as an Exchange Student. The application process is coordinated between the Centre for International Experience (CIE) and the student's home university. The student must submit:

Commented [JI16]: Need to add exchange student definition to policy. "Exchange Student: A student enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements."

- a) a Capilano University Exchange Student Application,
- b) a completed Visiting and Exchange Course Approval Form,
- c) an official transcript from their home university,
- d) proof of English language proficiency, and

- e) a letter of permission.

Additional information can be found on the Visiting and Exchange Students webpage.

3.4.7 **Final Admission:** Admission of an Applicant who meets all University and program requirements and who has submitted all evidence necessary to substantiate their application for admission.

Commented [CM17]: Admission?

3.4.8 **First-Qualified, First-Accepted Admission:** Admission to a program based on academic requirements only. Academic requirements consist of specific high school and/or post-secondary courses or credential(s) required for admission, as determined by the program area.

Commented [MV18]: Credentials (plural)?

3.4.9 **General Admission:** An Applicant who does not meet admission requirements to a specific program may be admitted under a General Admission status or can apply directly for General Admission. The Applicant must meet the University's English Language Proficiency requirements.

Commented [J119]: Deleted sentence that read "General Admission is not a program that leads to its own credential."

3.4.10 **High School Admission:** An Applicant may meet the High School Admission category in one of the following ways:

Commented [CM20]: Does this category include adult applicants who have finished, say, a BA at another institution and who are returning to do a degree in another field? Would we call these "high school" applicants? It seems a bit odd.

- a) graduating from high school,
- b) being currently enrolled in grade twelve (12),
- c) having equivalent education, or
- d) being currently enrolled in grade eleven (11) with proof of registration in grade twelve (12).

3.4.11 **Readmission:** An Applicant is required to apply for Readmission if they miss one (1) major term in a cohort program or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for Readmission. The application for readmission fee will apply. Applicants in this category must meet all University and program admission requirements.

Commented [CM21]: In other instances of "three consecutive major terms," the "(3)" has been inserted.

3.4.12 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential.

Commented [CM22]: Admission?

3.4.13 **Youth in Care Admission:** Capilano recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions. Applicants who wish to

Commented [MJ23]: change all to numerical bracketed/a single major

be considered under this admission category must indicate their eligibility upon applying to the University. Applicants who do not meet the competitive admission threshold will be considered on an individual basis by the applicable academic area in concert with the Registrar's Office and/or CIE.

3.5 Cohort Programs: Cohort programs are defined as programs with restricted and prescribed course sequencing taken by specified students. Cohort Programs traditionally have a limited number of seats available for admission for each intake.

It is the responsibility of the program area to inform the Registrar's Office when a student misses one (1) major term (major terms: fall or spring), in which case the student may be withdrawn from the program. Should the student be withdrawn from the program, they must apply for Readmission, pay the application for readmission fee, obtain permission from the program area, and a seat must be available.

Commented [MV24]: Should this be one (1)?

Commented [MV25]: Capitalize Fall and Spring?

Commented [CM26]: It seems that the definition of "cohort" program needs work. Don't all of our programs ultimately have a limited number of seats? I think of a cohort program as a group of students that take all of their courses together in a specific sequence. Missing a term would make it difficult to meet the cohort course sequencing, thus the rule here.

3.6 Non-Cohort Programs: Non-Cohort Programs are defined as programs with more flexible programming and fewer seat constraints. Non-Cohort Programs typically do not have specific student groups taking a sequence of courses together, and usually have a greater number of available seats open for admission.

After missing three (3) consecutive major terms (major terms: fall or spring), a student may be withdrawn from the program. In order to be readmitted, the student must apply for readmission to the same program, pay the application for readmission fee, and meet the current program admission requirements.

4 APPLICATION AND ADMISSION GUIDELINES

4.1 An Applicant will apply to each program for which they wish to be considered for admission to the University.

4.2 An Applicant can apply to two (2) programs with one (1) application fee.

4.3 An Applicant will meet the program's published admission requirements.

4.4 An Applicant will demonstrate/provide proof of the appropriate level of English Language Proficiency. The level of English Language Proficiency required may differ depending on the program. The Registrar, in consultation with the Faculty Dean and English for Academic Purposes (EAP) Department, has the right to waive this requirement, under special circumstances.

Commented [CM27]: "...in consultation with the Faculty Dean and the English for Academic Purposes Department, has the right"

4.5 An Applicant will submit official or certified documents for Final Acceptance.

Commented [MJ28]: the English for Acad. . . .

4.6 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

4.7 An Applicant may receive a Conditional Admission pending satisfaction/proof of admission requirements. Unless otherwise stated, the Applicant will meet the applicable

conditions thirty (30) calendar days prior to the start of their program in order to receive Final Admission.

- 4.8 An International Applicant who has received Final Admission will have adequate medical coverage.
- 4.9 A Visiting Student will submit a Visiting Course Approval Form or a Letter of Permission. Special approval will be provided to allow the Visiting Student to be eligible to register in classes with pre-requisites.
- 4.10 The Registrar's Office or the CIE will communicate admission decisions to Applicants.
- 4.11 The Senate is responsible for approving program admission requirements that are determined by the program area for Competitive; First-Qualified, First-Accepted Programs; and General Admission.
- 4.12 For programs with Competitive Admission requirements, the applicable program area will establish and maintain:
 - 4.2.1 transparent criteria for assessment of academic and non-academic requirements, and
 - 4.2.2 selection ranking rubrics, which will be available to the Registrar upon request.
- 4.13 For programs with First-Qualified, First-Accepted Admission requirements, an Applicant will be accepted in order of the date on which their application was deemed to be complete by the receiving body. A complete application is defined as one that fulfills all requirements for admission.
- 4.14 An Applicant who does not meet the requirements for Competitive or First-Qualified, First-Accepted Admission may be considered for Discretionary Admission. A Discretionary Admission application will be jointly approved by the Faculty Dean and the Registrar or the Registrar's designate.
- 4.15 The University reserves the right to deny admission to an Applicant or require a student to withdraw from the University on the basis of fraudulent application or admissions practices. Such practices include, but are not limited to, submitting false or altered supporting documents that are required in the application and admissions process.
- 4.16 Joint approval from the Faculty Dean and the Vice-President, Academic and Provost is required for a program to re-open applications once the application deadline has passed.
- 4.17 Upon approval of the Dean, and based upon the recommendation by the parent/guardian and by a secondary school representative, a high school student may be considered a Concurrent Studies Applicant.

Commented [J129]: Added or the CIE

Commented [MV30]: Clarification needed? Who recommends, who approves?

Commented [MJ31]: parent/guardian-recom. by second, approval of faculty dean

Commented [MJ32]: check policy around age of majority

5 **APPLICATION FEES**

Application fees will be determined, administered and communicated in accordance with University policy OP.212 Tuition and Other Fees.

Commented [CM33]: Correct spelling mistake, please!

Procedure No.		Officer Responsible	
S2019-01-01		Vice-President, Academic and Provost	
Procedure Name			
Admissions Procedures			
Policy This Procedure is Under			Date of Next Policy Review
S2019-01 Admission Policy			2021
Date Issued	Date Revised	Related Policies, Reference	
	March 3, 2020	S1999-09 Access and Accommodation S2002-03 Prior Learning Assessment S2013-01 Transfer Credit B.108 Credit and Non-Credit Courses B.202 Board Policy on Tuition and Other Fees B.109.1 Student Appeals OP.212 Tuition and Other Fees OP.605 Email for Students, Employees, Alumni and Emeriti	

1 PURPOSE

The purpose of this procedure document is to support S2019-01 Admission Policy (the “Policy”) and provide a framework for business processes.

2 DEFINITIONS

The definitions in Policy S2019-01 apply to these procedures.

3 RESPONSIBILITIES OF THE REGISTRAR’S OFFICE AND THE CENTRE FOR INTERNATIONAL EXPERIENCE

3.1 The Registrar’s Office:

- a) is accountable for the overall application and admission processes;
- b) reviews and approves Discretionary Admission requests at the recommendation of the Faculty Dean;
- c) develops mechanisms to determine admission equivalencies, admission GPAs and associated grading conversions based on Senate-approved admission requirements in consultation with, and the approval of, the appropriate academic areas;

- d) works in partnership with Faculty areas for program specific elements of the admission process; and
- e) works in partnership with the Centre for International Experience (CIE) to ensure consistent admission processes and practices for all Applicants.

3.2 The Centre for International Experience (CIE):

Fulfills the roles of the Registrar’s Office in relation to Applicants requiring a permit to study in Canada, which includes international students applying for study in credit programs, Exchange Students, and Visiting Students. The CIE also fulfills the roles of the Registrar’s Office for convention refugee Applicants.

3.3 The Registrar’s Office processes domestic Applicants and the CIE processes international Applicants. The definition of domestic and international Applicants can be found in the Policy S2019-01. Processing an application includes:

- a) assessing academic requirements and communicating with an Applicant regarding missing requirements;
- b) ensuring that an application is complete, including academic and non-academic requirements. Non-academic requirements, such as a letter of intent/interest, résumé, and reference letters will be submitted as part of the application as required by individual program areas;
- c) communicating the final acceptance decision to an Applicant;
- d) placing applicable deposit charges for admitted Applicants and withdrawing admission offers due to non-payment;
- e) granting deferral requests to a subsequent term to an accepted Applicant in non-cohort programs based on correspondence with and confirmation from the Applicant and/or the applicable academic area;
- f) maintaining communications, partnership and support amongst the Registrar’s Office, the CIE and the program areas to ensure admission process and practice alignment;
- g) maintaining dialogue between the Registrar’s Office and the CIE on changes that may affect International Admission; and
- h) working in partnership with program areas to determine international and domestic capacities.

4 RESPONSIBILITIES OF THE PROGRAM AREAS

4.1 In conjunction with the Registrar’s Office or the CIE, program areas may contact Applicants who are missing certain requirements. Program areas are responsible for:

- a) establishing transparent criteria for assessment of interviews, auditions, letter of intent/interest and portfolio reviews. The Registrar may request the criteria periodically to ensure quality and integrity;

- b) establishing and maintaining entrance requirements, both academic and non-academic;
- c) arranging interviews, auditions, information sessions, or other non-academic appointments;
- d) contacting the Applicant for clarification on non-academic entrance requirements;
- e) assessing deferral requests to a subsequent term to an accepted Applicant in a cohort program; and
- f) communicating with an accepted Applicant regarding program-specific information and any other additional information required.

5 APPLICATION PROCEDURES

An Applicant must submit their application and required documentation through Education Planner BC, in person, by email or by mail. If an Applicant is unable to apply online, submission in person or via email of a PDF Application for Admission or Readmission is acceptable.

The Senate is responsible for approving University and program specific admission requirements. All Applicants are required to meet the English Language Requirements of the University, and the Senate approved University and program admission requirements.

An application is deemed complete and ready for review once the Applicant has submitted all academic and non-academic requirements. The Registrar's Office, the CIE and the program areas review applications and admit Applicants based on the approved admission requirements.

6 ADMISSIONS PROCEDURES BASED ON ADMISSIONS CATEGORIES

6.1 **Advanced Standing Admission:** Admission of an Applicant to a program using published admission requirements. Applicants in this category will have completed a credential through Advanced Placement (AP) or International Baccalaureate (IB). Applicants must provide official documentation from the College Board (AP) or the International Baccalaureate (IB) with final exam results in order to be awarded transfer credit. For Applicants in this category who have not completed a credential through AP or IB, the Registrar's Office will issue transfer credit based on individually completed courses according to established guidelines published through the online BC Transfer Guide.

6.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection-ranking rubric to support selection decisions.

6.2.1 Competitive Admission is based on both academic and non-academic requirements.

- 6.2.2 The Registrar's Office or the CIE will ensure all entrance requirements are complete and that an Applicant is qualified. This includes the submission of academic and non-academic requirements. Paper-based non-academic requirements, such as a letter of intent/interest, résumé, reference letters will be submitted as part of the application. Program areas are responsible for non-academic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.
- 6.2.3 The Registrar's Office or CIE will assess an Applicant's academic requirements and inform the program area when an application is complete. Reports will be available for program areas to review the status of each application.
- 6.2.4 The program area will consider the Applicant based on published entrance requirements.
- 6.2.5 The program area will be responsible for contacting an academically-qualified Applicant for the submission of non-academic requirements that were not included as part of the application, such as portfolios and videos and to schedule appointments for auditions, information sessions and interviews.
- 6.2.6 The program area will establish transparent criteria for ranking candidates.
- 6.2.7 A final list of program area selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for acceptance and wait-listing.
- 6.2.8 The Registrar's Office or the CIE will communicate the application decision to an Applicant.
- 6.2.9 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit by a specific deadline. The CIE will request that an international student pay the international student deposit prior to the official acceptance letter being released.
- 6.2.10 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay the program deposit. Cashiers from Finance will collect any applicable deposits.
- 6.2.11 Payment of any applicable program deposits will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable program deposits may result in the Applicant's offer being revoked.

- 6.3 **Conditional Admission:** An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. In a situation where a student cannot provide proof of requirements thirty (30) calendar days prior to program start, the student may contact the Registrar's Office to request an exception. However, all proof of requirements must be received prior to the start of class for Final Acceptance. Conditional Applicants may be required to pay a deposit fee.
- 6.4 **Discretionary Admission:** Upon reviewing Applicants, the program area has the ability to identify an Applicant for Discretionary Admission. Rationale is required for considering an Applicant under this category. Approval for this status must be a joint approval between the Registrar and the program area. Upon approval, program area course-prerequisite overrides may be granted.
- 6.4.1 If the Faculty Dean or Coordinator requests Discretionary Admission, they must send an email to the Registrar's Office or the CIE outlining the specific reasons to be considered. The academic area should also consult with the English for Academic Purposes (EAP) area when requesting a waiver of the University English Language Requirements, and should include evidence of this consultation as part of the submission to the Registrar's Office or CIE.
- 6.4.2 The number of Discretionary Admission requests will be reviewed by the Registrar's Office and the CIE each year to determine if admission requirements require revision. For example, if the number of Discretionary Admissions for a program exceeds the number of Non-Discretionary Admissions in an academic term or year, the Registrar's Office or the CIE will recommend the program areas review their admission requirements.
- 6.5 **Early Admission:** An Applicant who is currently attending high school in their grade twelve (12) year may choose to apply for Early Admission based on self-reported grades. Applicants may self-report between January 1 and March 31.
- 6.5.1 Offers of early admission will be based on the previous year final (grade 11) and current year (grade 12) interim marks.
- 6.5.2 An early offer is a conditional offer. Conditional offers for current BC high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications will be reviewed to ensure that the minimum admission threshold requirements are still met. Applicants who no longer meet the published admissions requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.

- 6.6 **Exchange Student Admission:** A student enrolled at a partner institution outside of Canada, may apply to study at the University as an exchange student. The application process is coordinated between the CIE and the student's home university. The student must submit a Capilano University Exchange Student Application, a completed Visiting and Exchange Course Approval Form, an official transcript from their home university, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.
- 6.7 **Final Admission:** All Applicants who have been accepted by meeting all University and program requirements, and who have submitted all evidence necessary to substantiate their application for admission, will be notified by the Registrar's Office or the CIE. Applicants may be required to pay a deposit to confirm their acceptance. Once an Applicant has been accepted by the Registrar's Office or the CIE, the program area may send out program specific information.
- 6.8 **First-Qualified, First-Accepted Admission:**
- 6.8.1 First-Qualified, First-Accepted Admission is admission to a program based on academic requirements only.
 - 6.8.2 Admission requirements consist of specific high school and/or post-secondary courses or credential required as determined by the academic area. In certain cases, program areas may request attendance at information sessions, submission of employment history and/or criminal record checks.
 - 6.8.3 Qualified Applicants will be accepted in date order of when the Applicant meets the academic requirements.
 - 6.8.4 Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.
 - 6.8.5 Conditional Admission for this category may be provided by the Registrar's Office or the CIE to an Applicant who is missing program-specific conditions. For example, current grade twelve (12) high school students may receive conditional acceptance based on final grade eleven (11) or interim grade twelve (12) grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. Conditional Applicants may be required to pay a deposit fee. Applicants who are conditionally admitted to this category will be monitored by the appropriate academic area, and may be waitlisted based on seat availability.
 - 6.8.6 The Registrar's Office or the CIE will communicate the application decision to an Applicant.
 - 6.8.7 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit. The CIE will request that a successful international Applicant student pay the

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6.9 **General Admission**

- 6.9.1 General Admission may be granted to Domestic Applicants who do not meet admission requirements to a specific program. They are admitted under a General Admission status to permit the student to take certain courses (e.g. upgrading courses) before applying to a specific program of choice. This process does not require an application fee.
- 6.9.2 An Applicant can apply directly to a General Admission status, despite meeting admission requirements to a specific program. This process requires an application fee.
- 6.9.3 The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.
- 6.9.4 No deposits are required for a General Admission Applicant.
- 6.9.5 Not all courses will be available under General Admission. A General Admission Applicant must meet the course pre-requisites when registering for a course.
- 6.9.6 There are no credit or time-based limits for a General Admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in policies S2015-05 and S2016-04.
- 6.9.7 A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

6.10 **High School Admission:**

- 6.10.1 An Applicant who is a graduate of a BC Secondary school in any program, or the equivalent from another school system in Canada or another country may be admitted under this category.
- 6.10.2 All Applicants under this category must meet the University and program admission requirements.

- 6.10.3 The Registrar's Office will process domestic High School Applicants. The CIE will process international High School Applicants.
- 6.10.4 Capilano welcomes applications from a diversity of learners. Applicants completing their secondary school education through home study may be eligible for admission. Applicants will be considered on an individual basis and may be expected to present a recognized academic secondary school credential. Home-Schooled Applicants are encouraged to contact a program advisor prior to applying for admission. Home-School Applicants may be considered on an individual basis through an assessment of educational background, life experience, academic goals and personal achievements. It is recommended that students under this category work with an Academic Advisor on course selection.

In general, Home-Schooled Applicants may:

- a) present proof of completion of a program that has met graduation requirements from a recognized educational curriculum;
- b) write any provincial examinations (or equivalents) required by their educational curriculum; and
- c) meet the high school admission requirements for their intended faculty or program of study

6.10.5 For Applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

6.10.6 Applicants who have completed fewer than nine (9) post-secondary credits above the preparatory level will be classified as a High School Applicant.

6.11 **Readmission:** An Applicant is required to apply for readmission if they miss one major term in a cohort program, or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. All Applicants under this category must meet the University and program admission requirements

6.12 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements.

6.12 **Visiting Student Admission:** A domestic or international Applicant enrolled at an institution within Canada, or a student enrolled outside of Canada which does not have a partnership agreement with the University, or a recent international high school graduate interested in studying at the University. All Applicants under this category must meet the University and program admission requirements.

6.12.1 Domestic Visiting Applicants enrolled at another Canadian post-secondary institution must submit a letter of permission from their home institution and can be admitted for a single term. The application is reviewed and administered by the Registrar's Office. The letter of permission form can be found on the Registrar's Office's Transcripts and Forms webpage.

6.12.2 International Visiting Applicants are processed in coordination between the CIE and the student's home university or representing agent. International visiting students must submit an online application for Visiting International Student Programs (VISP) Students, a completed Visiting and Exchange Course Approval Form, an official transcript, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

6.13 **Youth in Care Admission:** Capilano University is dedicated to increasing access to, and participation in, post-secondary education for prospective students who are living or have lived experience in care in British Columbia between the ages of 12 and 19. Capilano recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions.

Applicants who wish to be considered under this admission category must indicate their eligibility upon applying to the University. Applicants who do not meet the competitive admission threshold will be considered on an individual basis by the applicable academic area in concert with the Registrar's Office and/or CIE.

Factors supporting entry may include:

- a) the Applicant is or was in the continuing custody of a director or designated representative in British Columbia for at least one year between the date the Applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- b) the Applicant was in the guardianship of a director in British Columbia for at least one year between the date the applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- c) the Applicant was subject to a youth agreement in British Columbia on the day prior to the date that the Applicant turned nineteen (19) years of age;
or
- d) the Applicant was subject to a temporary custody order in British Columbia for a period of three (3) years or longer between the date the Applicant turned twelve (12) years of age and the date the applicant turned nineteen (19) years of age.

7 DOCUMENT GUIDELINES

- 7.1 Applicants can submit copies of documents for admission. Final Acceptance is granted upon receipt of official documents submitted to the Registrar's Office or the Centre for International Experience. The Registrar (or appointed designate) has the right to request that an Applicant submit official documentation.
- 7.2 International Applicants can submit copies or certified documents for admission. Final acceptance is granted upon receipt of official documents submitted to the CIE. The CIE has the right to request that an Applicant submit official documentation.
- 7.3 Any additional required documentation, such as proof of hours of employment and/or volunteer work or references, may be submitted by mail or in person in a sealed envelope, or emailed directly from the employer or reference to the Registrar's Office or the CIE.
- 7.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.
- 7.5 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

Procedure No.	Officer Responsible	
S2019-01-01	Vice-President, Academic and Provost	
Procedure Name		
Admissions Procedures		
Policy This Procedure is Under	Date of Next Policy Review	
S2019-01 Admission Policy	2021	
Date Issued	Date Revised	Related Policies, Reference
	March 3, 2020	S1999-09 Access and Accommodation S2002-03 Prior Learning Assessment S2013-01 Transfer Credit B.108 Credit and Non-Credit Courses B.202 Board Policy on Tuition and Other Fees B.109.1 Student Appeals OP.212 Tuition and Other Fees OP.605 Email for Students, Employees, Alumni and Emeriti

1 PURPOSE

The purpose of this procedure document is to support S2019-01 Admission Policy (the “Policy”) and provide a framework for business processes.

2 DEFINITIONS

The definitions in Policy S2019-01 apply to these procedures.

3 RESPONSIBILITIES OF THE REGISTRAR’S OFFICE AND THE CENTRE FOR INTERNATIONAL EXPERIENCE

3.1 The Registrar’s Office:

- a) is accountable for the overall application and admission processes;
- b) reviews and approves Discretionary Admission requests at the recommendation of the Faculty Dean;
- c) develops mechanisms to determine admission equivalencies, admission GPAs and associated grading conversions based on Senate-approved admission requirements in consultation with, and the approval of, the appropriate academic areas;

Commented [DT1]: There is no use of RO acronym in any part of the document, so why is it described here? Suggest removing it.

Commented [J12]: Note for By-Law Committee: Although the program areas propose admission requirements/changes, the RO also provides feedback on said changes prior to going to SCC and Senate on how it may impact Applicants and current students. In addition, the RO holds the subject matter expertise for other equivalencies, such as other province equivalencies (e.g. Alberta curriculum equivalencies to BC curriculum).

Commented [MJ3]: senate-approved

- d) works in partnership with Faculty areas for program specific elements of the admission process; and
- e) works in partnership with the Centre for International Experience (CIE) to ensure consistent admission processes and practices for all Applicants.

3.2 **The Centre for International Experience (CIE):**

Fulfills the roles of the Registrar’s Office in relation to Applicants requiring a permit to study in Canada, which includes international students applying for study in credit programs, Exchange Students, and Visiting Students. The CIE also fulfills the roles of the Registrar’s Office for convention refugee Applicants.

3.3 **The Registrar’s Office processes domestic Applicants and the CIE processes international Applicants. The definition of domestic and international Applicants can be found in the Policy S2019-01. Processing an application includes:**

- a) assessing academic requirements and communicating with an Applicant regarding missing requirements;
- b) ensuring that an application is complete, including academic and non-academic requirements. Non-academic requirements, such as a letter of intent/interest, résumé, and reference letters will be submitted as part of the application as required by individual program areas;
- c) communicating the final acceptance decision to an Applicant;
- d) placing applicable deposit charges for admitted Applicants and withdrawing admission offers due to non-payment;
- e) granting deferral requests to a subsequent term to an accepted Applicant in non-cohort programs based on correspondence with and confirmation from the Applicant and/or the applicable academic area;
- f) maintaining communications, partnership and support amongst the Registrar’s Office, the CIE and the program areas to ensure admission process and practice alignment;
- g) maintaining dialogue between the Registrar’s Office and the CIE on changes that may affect International Admission; and
- h) working in partnership with program areas to determine international and domestic capacities.

Commented [CM4]: The definition of domestic....

4 RESPONSIBILITIES OF THE PROGRAM AREAS

4.1 In conjunction with the Registrar’s Office or the CIE, program areas may contact Applicants who are missing certain requirements. Program areas are responsible for:

- a) establishing transparent criteria for assessment of interviews, auditions, letter of intent/interest and portfolio reviews. The Registrar may request the criteria periodically to ensure quality and integrity;

Commented [CM5]: Spelling mistake "Responsibilities"

- b) establishing and maintaining entrance requirements, both academic and non-academic;
- c) arranging interviews, auditions, information sessions, or other non-academic appointments;
- d) contacting the Applicant for clarification on non-academic entrance requirements;
- e) assessing deferral requests to a subsequent term to an accepted Applicant in a cohort program; and
- f) communicating with an accepted Applicant regarding program-specific information and any other additional information required.

5 APPLICATION PROCEDURES

An Applicant must submit their application and required documentation through Education Planner BC, in person, by email or by mail. If an Applicant is unable to apply online, submission in person or via email of a PDF Application for Admission or Readmission is acceptable.

The Senate is responsible for approving University and program specific admission requirements. All Applicants are required to meet the English Language Requirements of the University, and the Senate approved University and program admission requirements.

An application is deemed complete and ready for review once the Applicant has submitted all academic and non-academic requirements. The Registrar's Office, the CIE and the program areas review applications and admit Applicants based on the approved admission requirements.

6 ADMISSIONS PROCEDURES BASED ON ADMISSIONS CATEGORIES

6.1 Advanced Standing Admission: Admission of an Applicant to a program using published admission requirements. Applicants in this category will have completed a credential through Advanced Placement (AP) or International Baccalaureate (IB). Applicants must provide official documentation from the College Board (AP) or the International Baccalaureate (IB) with final exam results in order to be awarded transfer credit. For Applicants in this category who have not completed a credential through AP or IB, the Registrar's Office will issue transfer credit based on individually completed courses according to established guidelines published through the online BC Transfer Guide.

6.2 Competitive Admission: Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection-ranking rubric to support selection decisions.

6.2.1 Competitive Admission is based on both academic and non-academic requirements.

Commented [MJ6]: ibo spelled out

Commented [CM7]: The acronyms "AP" and "IB" are preceding their identification. Spell out what AP and IB mean first, then start using acronyms

Commented [CM8]: "Programs that use Competitive Admission will..."

Commented [GU9]: may

Commented [CM10]: Is the mention of rubrics too specific for the Policy? This level of specificity might better be placed in the Procedures. In the Policy, we could simply say what section 6.1.5 of the Procedures says: "The program area will establish transparent criteria for ranking candidates."

Commented [MJ11]: formatting - space program areas will

- 6.2.2 The Registrar's Office or the CIE will ensure all entrance requirements are complete and that an Applicant is qualified. This includes the submission of academic and non-academic requirements. Paper-based non-academic requirements, such as a letter of intent/interest, résumé, reference letters will be submitted as part of the application. Program areas are responsible for non-academic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.
- 6.2.3 The Registrar's Office or CIE will assess an Applicant's academic requirements and inform the program area when an application is complete. Reports will be available for program areas to review the status of each application.
- 6.2.4 The program area will consider the Applicant based on published entrance requirements.
- 6.2.5 The program area will be responsible for contacting an academically-qualified Applicant for the submission of non-academic requirements that were not included as part of the application, such as portfolios and videos and to schedule appointments for auditions, information sessions and interviews.
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- 6.2.7 A final list of program area selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for acceptance and wait-listing.
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- 6.2.9 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit by a specific deadline. The CIE will request that an international student pay the international student deposit prior to the official acceptance letter being released.
- 6.2.10 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay the program deposit. Cashiers from Finance will collect any applicable deposits.
- 6.2.11 Payment of any applicable program deposits will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable program deposits may result in the Applicant's offer being revoked.

Commented [CM12]: ...resume, and reference letters...

Commented [MJ13R12]: accents on resume

Commented [CM14]: line spacing issue--move second line in

Commented [CM15]: line-spacing--move second line in

Commented [J116]: Francisco – please confirm this is accurate

Commented [CM17]: For international students, is it the program deposit or the general deposit all international students must pay?

Commented [MJ18]: any applicable deposit charges

Commented [m19]: What is this deposit? Is it a term enrolment fee or a mandatory standard deposit required for all programs?

Commented [MJ20]: payment of any applicable program deposits

6.3 **Conditional Admission:** An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. In a situation where a student cannot provide proof of requirements thirty (30) calendar days prior to program start, the student may contact the Registrar's Office to request an exception. However, all proof of requirements must be received prior to the start of class for Final Acceptance. Conditional Applicants may be required to pay a deposit fee.

6.4 **Discretionary Admission:** Upon reviewing Applicants, the program area has the ability to identify an Applicant for Discretionary Admission. Rationale is required for considering an Applicant under this category. Approval for this status must be a joint approval between the Registrar and the program area. Upon approval, program area course-prerequisite overrides may be granted.

6.4.1 If the Faculty Dean or Coordinator requests Discretionary Admission, they must send an email to the Registrar's Office or the CIE outlining the specific reasons to be considered. The academic area should also consult with the English for Academic Purposes (EAP) area when requesting a waiver of the University English Language Requirements, and should include evidence of this consultation as part of the submission to the Registrar's Office or CIE.

6.4.2 The number of Discretionary Admission requests will be reviewed by the Registrar's Office and the CIE each year to determine if admission requirements require revision. For example, if the number of Discretionary Admissions for a program exceeds the number of Non-Discretionary Admissions in an academic term or year, the Registrar's Office or the CIE will recommend the program areas review their admission requirements.

6.5 **Early Admission:** An Applicant who is currently attending high school in their grade twelve (12) year may choose to apply for Early Admission based on self-reported grades. Applicants may self-report between January 1 and March 31.

6.5.1 Offers of early admission will be based on the previous year final (grade 11) and current year (grade 12) interim marks.

6.5.2 An early offer is a conditional offer. Conditional offers for current BC high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications will be reviewed to ensure that the minimum admission threshold requirements are still met. Applicants who no longer meet the published admissions requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.

Commented [m21]: This 30 day window may be problematic for students taking summer courses.

Commented [J122R21]: Note for By-Law Committee This shouldn't be a problem for most Applicants. Most of our program intakes are in the Fall and the Ministry transcript download occurs 30 calendar days prior to the start of Fall term.

Note from Jas – If they contact Admissions and indicate that they will be able to meet the requirements before the first day of school – Admissions will still admit them.

Commented [CM23]: "request for an exception" should be "request an exception"

Commented [CM24]: We need to think about how the deposits are described throughout the document. Domestic students don't often pay a deposit, but in this section as well as all throughout section 9, the language used makes it sound like a deposit will be required in all cases for all applications for all programs both international and domestic. 9.3.7 and 9.3.8 make it seem that a deposit is the only way we know whether or not an Applicant has accepted the offer, but what if no deposit is required?

Commented [CM25]: Could these involve the waiver of the ELR? I'd like to see language about consultation with EAP on ELR waivers or program proposals that lower the ELR

Commented [CM26]: Perhaps spell out EAP and use "Department" instead of "area"?

Commented [CM27]: change "may" to "must"?

Commented [MJ28]: should or will

Commented [m29]: Will common sense apply or will someone who has a Math at a University level still be required to meet a MA11 requirement?

Commented [J130R29]: Jas' response – if the student meets the appropriate Math level that the department is looking for and is Equal to the Math requirement – Admissions will accept

Commented [CM31]: add "s" to "Admissions" in ...,if the number of Discretionary Admissions..."

6.6 **Exchange Student Admission:** A student enrolled at a partner institution outside of Canada, may apply to study at the University as an exchange student. The application process is coordinated between the CIE and the student's home university. The student must submit a Capilano University Exchange Student Application, a completed Visiting and Exchange Course Approval Form, an official transcript from their home university, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

Commented [J132]: Need to add exchange student definition to policy. "Exchange Student: A student enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements."

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Commented [CM33]: program specific information such as...?

6.8 **First-Qualified, First-Accepted Admission:**

Commented [MJ34]: add comma after admission on line 3

6.8.1 First-Qualified, First-Accepted Admission is admission to a program based on academic requirements only.

Commented [CM35]: I feel that this is the most common admission type. Would it be better placed as 9.1?

6.8.2 Admission requirements consist of specific high school and/or post-secondary courses or credential required as determined by the academic area. In certain cases, program areas may request attendance at information sessions, submission of employment history and/or criminal record checks.

Commented [MJ36]: dash

6.8.3 Qualified Applicants will be accepted in date order of when the Applicant meets the academic requirements.

6.8.4 Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.

6.8.5 Conditional Admission for this category may be provided by the Registrar's Office or the CIE to an Applicant who is missing program-specific conditions. For example, current grade twelve (12) high school students may receive conditional acceptance based on final grade eleven (11) or interim grade twelve (12) grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. Conditional Applicants may be required to pay a deposit fee. Applicants who are conditionally admitted to this category will be monitored by the appropriate academic area, and may be waitlisted based on seat availability.

Commented [m37]: This refers to conditional admission, but this category is for competitive admission

6.8.6 The Registrar's Office or the CIE will communicate the application decision to an Applicant.

6.8.7 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit. The CIE will request that a successful international Applicant student pay the

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6.9.3 The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.

6.9.4 No deposits are required for a General Admission Applicant.

6.9.5 Not all courses will be available under General Admission. A General Admission Applicant must meet the course pre-requisites when registering for a course.

6.9.6 There are no credit or time-based limits for a General Admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in policies S2015-05 and S2016-04.

6.9.7 A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

6.10 High School Admission:

6.10.1 An Applicant who is a graduate of a BC Secondary school in any program, or the equivalent from another school system in Canada or another country may be admitted under this category.

6.10.2 All Applicants under this category must meet the University and program admission requirements.

Commented [J138]: Francisco- please confirm this is accurate

Commented [MJ39]: the Reg Office

Commented [MJ40]: any applicable deposit charges

Commented [m41]: What is this deposit? Is it a term enrolment fee or a mandatory standard deposit required for all programs?

Commented [J142R41]: Same response as above regarding deposits

Commented [CM43R41]: Are deposits for domestic students approved by the BC government? What about for tuition-free programs like EAP or ABE? Doesn't this place a financial burden on domestic students? Will programs be able to opt out of this deposit if they find that it is too onerous for students to pay?

Commented [MJ44]: any applicable

Commented [MJ45R44]: or any other program confirmation

Commented [CM46]: Is there any age requirement around General Admission?

Commented [J147]: Note from Shannon CIE - Domestic only? This category will be almost impossible to administer for international Applicants.

Commented [CM48]: Will students who do not meet the ELR be referred to EAP?

Commented [CM49]: Who makes the decision on the General Admission category? Any consultation with departments? Does a department have the discretion to decide whether or not to accept a student under this category? If a student finishes upgrading but then wants to go into a program like Business, would they re-apply to Business or do they just start taking courses as a General Admission student?

Commented [CM50]: Don't we mean "A General Admission" Applicant?

Commented [CM51]: If a General Admissions student takes courses over a 10 year period and the graduation requirements change during that time period, will that student still be able to achieve the credential under the old requirements?

Commented [CM52]: Does this category include adult Applicants who have finished, say, a BA at another institution and who are returning to do a degree in another field? Would we call these "high school" Applicants? It seems a bit odd.

- 6.10.3 The Registrar's Office will process domestic High School Applicants. The CIE will process international High School Applicants.
- 6.10.4 Capilano welcomes applications from a diversity of learners. Applicants completing their secondary school education through home study may be eligible for admission. Applicants will be considered on an individual basis and may be expected to present a recognized academic secondary school credential. Home-Schooled Applicants are encouraged to contact a program advisor prior to applying for admission. Home-School Applicants may be considered on an individual basis through an assessment of educational background, life experience, academic goals and personal achievements. It is recommended that students under this category work with an Academic Advisor on course selection.

In general, Home-Schooled Applicants may:

- a) present proof of completion of a program that has met graduation requirements from a recognized educational curriculum;
- b) write any provincial examinations (or equivalents) required by their educational curriculum; and
- c) meet the high school admission requirements for their intended faculty or program of study

6.10.5 For Applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

6.10.6 Applicants who have completed fewer than nine (9) post-secondary credits above the preparatory level will be classified as a High School Applicant.

6.11 **Readmission:** An Applicant is required to apply for readmission if they miss one major term in a cohort program, or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. All Applicants under this category must meet the University and program admission requirements

6.12 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements.

6.12 **Visiting Student Admission:** A domestic or international Applicant enrolled at an institution within Canada, or a student enrolled outside of Canada which does not have a partnership agreement with the University, or a recent international high school graduate interested in studying at the University. All Applicants under this category must meet the University and program admission requirements.

Commented [CM53]: Admission?

Commented [J154]: Need to add visiting international student definition to policy. "Visiting International Student: An international student enrolled at an institution within Canada, or a student enrolled in an institution outside of Canada which does not have a partnership agreement with the University or a recent international high school graduate interested in studying at the University. The student must apply and meet all the necessary requirements."

6.12.1 Domestic Visiting Applicants enrolled at another Canadian post-secondary institution must submit a letter of permission from their home institution and can be admitted for a single term. The application is reviewed and administered by the Registrar's Office. The letter of permission form can be found on the Registrar's Office's Transcripts and Forms webpage.

6.12.2 International Visiting Applicants are processed in coordination between the CIE and the student's home university or representing agent. International visiting students must submit an online application for Visiting International Student Programs (VISP) Students, a completed Visiting and Exchange Course Approval Form, an official transcript, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

6.13 **Youth in Care Admission:** Capilano University is dedicated to increasing access to, and participation in, post-secondary education for prospective students who are living or have lived experience in care in British Columbia between the ages of 12 and 19. Capilano recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions.

Applicants who wish to be considered under this admission category must indicate their eligibility upon applying to the University. Applicants who do not meet the competitive admission threshold will be considered on an individual basis by the applicable academic area in concert with the Registrar's Office and/or CIE.

Factors supporting entry may include:

- a) the Applicant is or was in the continuing custody of a director or designated representative in British Columbia for at least one year between the date the Applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- b) the Applicant was in the guardianship of a director in British Columbia for at least one year between the date the applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- c) the Applicant was subject to a youth agreement in British Columbia on the day prior to the date that the Applicant turned nineteen (19) years of age; or
- d) the Applicant was subject to a temporary custody order in British Columbia for a period of three (3) years or longer between the date the Applicant turned twelve (12) years of age and the date the applicant turned nineteen (19) years of age.

Commented [J155]: Will need to add definition to policy. "Visiting International Student: A student enrolled at another Canadian post-secondary institution who wishes to take a course(s) at the University to transfer to their original institution without earning a credential."


7 DOCUMENT GUIDELINES

- 7.1 Applicants can submit copies of documents for admission. Final Acceptance is granted upon receipt of official documents submitted to the Registrar’s Office or the Centre for International Experience. The Registrar (or appointed designate) has the right to request that an Applicant submit official documentation.
- 7.2 International Applicants can submit copies or certified documents for admission. Final acceptance is granted upon receipt of official documents submitted to the CIE. The CIE has the right to request than an Applicant submit official documentation.
- 7.3 Any additional required documentation, such as proof of hours of employment and/or volunteer work or references, may be submitted by mail or in person in a sealed envelope, or emailed directly from the employer or reference to the Registrar’s Office or the CIE.
- 7.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.
- 7.5 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

Commented [m56]: This is not standard practice/varies between departments

Commented [MJ57]: change title for section admission and documentation protocols

Commented [MJ58]: move other comments to other sections

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S.2011-02	Vice-President Academic and Provost		
Policy Name			
Posthumous Credential			
Approved by	Replaces	Category	Next Review
Senate		B	
Date Issued	Date Revised	Related Policies, Reference	
November 1, 2011	March 2020	S.2017-04 Graduation S.2015-05 Credential and Course Criteria	

1 PURPOSE

Capilano University (the University) is committed to recognizing and acknowledging the academic achievement of its students. The death of a student always carries a burden of sadness, and in times of mourning, clear guidelines of how to approach practical matters eases the stress on both the student’s next-of-kin and those tasked with handling the student’s internal academic file. This policy has been developed to outline the specifications of awarding a degree posthumously.

2 DEFINITIONS

“**Student**” means an individual enrolled in any Senate approved course at the University.

3 SCOPE

The policy applies to all students registered in a Senate approved program at Capilano University.

4 POLICY STATEMENT

The University may grant credentials posthumously to students who have either completed all of the requirements needed for their academic program at the time of their death, or alternatively, in cases where their academic unit can demonstrate that the student was likely to complete the course work satisfactorily.

5 POSTHUMOUS CREDENTIAL REQUIREMENTS

A posthumous credential may be awarded by the University to a student under the following circumstances:


- a) died while registered as a student, or up to 12 months after the submission date of the final grade of their last-completed course;
- b) met the residency requirements for their program at the University; or

- c) completed a minimum of 75% of the credential with the expectation that eventual graduation was anticipated.

6 EXCEPTION

In the event that the deceased student had completed more than 75% of the credential requirements and had completed enough assessed course work from the most recent term that grades could be assigned in all courses, then the degree will be awarded as earned.

DRAFT

	Policy No.	Replaces	Policy
	S2011-02		Senate
	Policy Name		
Posthumous Credential			
Approved by	Responsibility		Category
Senate	Senate		B
Date Issued	Date Revised	Next Review	Related Policies, Reference
November 1, 2011	April 2016	April 2021	

PURPOSE

This policy is to provide direction regarding the awarding of posthumous credentials at Capilano University.

SCOPE

This policy relates to all credentials awarded at Capilano University. Students who have completed all the requirements of their credential prior to their death are to have their credentials awarded under the standard graduation process.

POLICY STATEMENT

Posthumous credentials will be awarded to students who, at the time of their death, were actively enrolled at Capilano University and had completed a minimum of 75% of the credential in which they were registered and who had satisfied the continuation requirements and graduation requirements up to that stage in their credential.

If less than 75% of their credential was completed, a lesser credential may be awarded if the student meets a minimum of 75% of the requirements for that credential.

A minimum residency requirement of 15 credits is required for the awarding of a Posthumous Bachelor Degree.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: February 19, 2020
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on February 14th, 2020.

- 20/05** The prerequisite and contact hour revisions for BFIN 286 – Personal Financial; the prerequisite revisions for Planning, BFIN 386 – Risk Management and Insurance, BFIN 441 – Investment Strategies and BFIN 486 – Retirement and Estate Planning; and the course level change, Cap Core designation under the heading *Numeracy*, and Quantitative/Analytical designation to BFIN 441 – Investment Strategies be recommended to Senate for approval.
- 20/06** In the absence of any references to the number of credits in Concentrations in the Post Baccalaureate Diplomas and Graduate Diplomas in the current policy S2015-05, the Finance Concentration with a 200-level course be recommended to Senate for approval, as well as the revisions to the North American Business Management Post Baccalaureate Diploma, North American Business Management Applied Post Baccalaureate Diploma, and North American and International Management Graduate Diploma Program Profiles.
- 20/07** It be recommended to Senate for approval that MT 350 – The Influence of Music be designated as a Cap Core course under the heading *Culture and Creative Expression*, MT 460 – Music Therapy III as a Cap Core course under the heading *Self and Society*, MT 462 – Principles of Research as a Cap Core course under the heading *Numeracy* (and that it be removed from the heading *Capstone*), and MT 511 – Pre-Professional Practicum as a Cap Core course under the heading *Capstone*.
- 20/08** The revisions to the Bachelor of Music Therapy Program Profile be recommended to Senate for approval.
- 20/09** The prerequisite revisions to MUS 100 – Theory 1 be recommended to Senate for approval.
- 20/10** The revisions to the contact hours for f BPA 407 – Interdisciplinary Performance and Production be recommended to Senate for approval.

**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

20/11 To approve the 2021 meeting schedule.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Feb. 19, 2020

Date: