

 CAPILANO UNIVERSITY	POLICY					
Policy No.	Officer Responsible					
S2019-01	Vice-President Academic and Provost					
Policy Name						
Admissions						
Approved by	Replaces	Category	Next Review			
Senate		Academic	December 2030			
Date Issued	Date Revised	Date in effect	Related Policies			
September 1, 2019	December 2, 2025	December 2, 2025	B.202 Tuition and Other Fees S2003-03 Academic Standing			

1. PURPOSE

1.1 The purpose of this policy is to establish principles and regulations for the admission of Applicants to credit programs at Capilano University (the “University”).

2. DEFINITIONS

“Applicant” an individual who applies for admission to a credit program(s) at the University. This includes current students who wish to change programs.

“Cohort Programs” are 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.

“Domestic Applicant” an Applicant who is a Canadian citizen, a permanent resident of Canada, has refugee status confirmed by the Government of Canada, is a diplomat, or is a dependent of a person with diplomatic status.

“International Applicant” an Applicant who is not a Domestic Applicant.

“Non-Cohort Programs” are 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.

“Visiting Student Applicant” is a Domestic or International Applicant who wishes to take one (1) or more courses at Capilano University without earning a credential and who has met all the necessary University admission requirements. A Visiting Student Applicant is:

- enrolled at an institution within Canada and looking to transfer courses back to their home institution in Canada; or
- an International Applicant from outside Canada who wishes to join the University for a short-term study of up to two semesters, and is part of the Visiting International Student Program (VISP); or

- c) an International Applicant from outside Canada who is nominated for a short-term exchange (one or two semesters) by one of Capilano University's exchange partner institutions located outside of Canada to join the University as an Exchange Student.

3. SCOPE

- 3.1 This policy applies to University Applicants of Senate-approved curriculum.
- 3.2 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.

4. STATEMENT OF PRINCIPLES

- 4.1 The University seeks applications from a diverse range of learners who would benefit from the educational offerings of a special purpose teaching university.
- 4.2 English is the primary language of study at the University; Applicants must therefore be able to demonstrate the appropriate level of English language proficiency.
- 4.3 The University has the right to require that Applicants provide evidence to substantiate an application for admission.
- 4.4 The University will consider each Applicant in an equitable and consistent manner.
- 4.5 Applicants will have the right to know the admission criteria under which applications will be evaluated prior to application. Consequently, only in exceptional circumstances will admission requirements be changed after an application cycle has begun. In such cases, the discretionary admission process will be used as outlined in the Procedure (Section 4.4 Discretionary Admission).
- 4.6 Published criteria will be used to assess Applicants.
- 4.7 Admission requirements should be reliable predictors of success.
- 4.8 Admission will be to the University and to a specific program of study.

5. POLICY STATEMENT

- 5.1 Applicants must meet the program's published admission requirements.
- 5.2 Applicants 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 the English for Academic Purposes (EAP) Department, has the right to waive this requirement under special circumstances.
- 5.3 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.

- 5.4 An International Applicant who has received Final Admission must obtain adequate medical coverage.
- 5.5 High school students may be admitted as concurrent studies Applicants if recommended by a secondary school representative and parent and approved by the Faculty Dean.
- 5.6 The University may admit Exchange Applicants from partner institutions outside of Canada.
- 5.7 Indigenous Applicants 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 Indigenous Applicants.
- 5.8 Native American Applicants from the United States are eligible for domestic tuition rates as set out in B.202 Tuition and Other Fees Procedure, in recognition of the Jay Treaty of 1795, the Truth and Reconciliation Commission recommendations, and the UN Declaration of the Rights of Indigenous Peoples.
- 5.9 The Visiting Student admission process may be used for Visiting Student Applicants who wish to take single courses without earning a credential, provided they meet University admission requirements, as outlined in Admissions Procedure, Section 4.23 (Visiting Student Admission).
- 5.10 Applicants who have completed Advanced Placement (AP) or International Baccalaureate (IB) credential or coursework may be admitted with advanced standing and awarded advanced standing/transfer credit in accordance with the BC Transfer Guide, as outlined in Admissions Procedure, Section 4.1 (Advanced Standing Admission).
- 5.11 Certain programs will use competitive admission, with Applicants assessed using published academic and/or non-academic requirements and ranked according to transparent criteria established by the program area, as outlined in the Procedure, Section 4.2 (Competitive Admission).
- 5.12 Applicants may be granted conditional admission, subject to specified documents or requirements being met, as outlined in the Procedure, Section 4.3 (Conditional Admission).
- 5.13 Applicants who do not meet one (1) or more of the standard admission requirements (academic or non-academic) may be admitted under discretionary admission, with approval from the Faculty Dean and the Registrar (or designate), as outlined in the Procedure, Section 4.4 (Discretionary Admission).
- 5.14 High school Applicants in Grade 12 may be considered for early admission based on Grade 11 final marks and Grade 12 interim marks. Such offers are conditional and may be rescinded if final admission requirements are not met or if the BC Dogwood Diploma (or equivalent) is not obtained, as outlined in the Procedure, Section 4.5 (Early Admission).
- 5.15 Applicants may be admitted under high school admission if they have graduated from high school, are upgrading after graduation, or have equivalent education, as outlined in the Procedure, Sections 4.14-4.15 (High School Admission)

- 5.16 Applicants who meet all requirements and provide necessary documentation will be granted final admission, as outlined in the Procedure, Section 4.6 (Final Admission).
- 5.17 Certain programs use first-qualified, first-accepted admission based solely on academic requirements, and will admit Applicants in the order which they meet the published academic requirements, as outlined in the Procedure, section 4.7 (First-Qualified, First-Accepted Admission).
- 5.18 Applicants who do not qualify for program-specific admission may be admitted under general admission or can apply directly for general admission, provided they meet University English language proficiency requirements, as outlined in the Procedure, section 4.8 (General Admission).
- 5.19 Applicants are required to apply for readmission if they miss one (1) major term (Fall or Spring) in a Cohort program or three (3) consecutive major terms in a Non-Cohort program. Students required to withdraw under S2003-03 Academic Standing must also apply for readmission. Applicants must pay an application fee and meet all University and program admission requirements as outlined in the Procedure, Section 4.20 (Readmission).
- 5.20 Applicants with nine or more academic credits/units from another post-secondary institution may be considered for transfer admission, subject to meeting all University and program requirements. Applicants in this category may have completed an undergraduate and/or graduate credential as outlined in the Procedure, Sections 4.21-4.22 (Transfer Admission).
- 5.21 Youth in Care Applicants may be considered for admission on an individual basis with flexibility provided in recognition of challenges faced in care as outlined in the Procedure, Sections 4.24-4.26, (Youth in Care Admission).
- 5.22 Graduate admission refers to the admission of Applicants to graduate programs (graduate certificates, diplomas, and master's degrees). Minimum admission requirements are established by the University, with additional criteria that may be set by each program. Admission may also be restricted based on available resources and faculty expertise, as outlined in the Procedure, Sections 4.9 to 4.13 (Graduate Admission).
- 5.23 Approval from the Faculty Dean is required for a program to re-open applications once the application deadline has passed.
- 5.24 Except in special circumstances, no student under the age of 16 will be admitted to the University.
- 5.25 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.

6. RESPONSIBILITIES

- 6.1 The Senate is responsible for approving University and program admission requirements including for Competitive; First-Qualified, First-Accepted Programs; and General Admission.

6.2 The Registrar's Office is responsible for processing Domestic Applicants, and the Centre for International Experience (CIE) is responsible for processing International Applicants. The Registrar's Office or the CIE will communicate admission decisions to Applicants.

The Registrar's Office

6.3 The Registrar's Office:

- a) is accountable for the overall application and admission processes and will work with designates to ensure that the implementation of all application and admissions processes are in alignment.
- 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 CIE to ensure consistent admission processes and practices for all Applicants.

The Centre for International Experience (CIE)

6.4 The Centre for International Experience (CIE) fulfills the role of the Registrar's Office for International Applicants who require a permit to study in Canada, which includes international students applying for study in credit programs, Exchange Students, and Visiting Students. The CIE also reviews applications of refugee claimants, which are assessed for admission as International Applicants.

Program Areas

6.5 In conjunction with the Registrar's Office or the CIE, program areas may contact Applicants who are missing certain requirements.

6.6 Program areas are responsible for:

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

- f) communicating with the Registrar's Office regarding any Cohort Program student that misses one (1) major term (fall or spring) prior to the upcoming term registration period, in which case the student may be withdrawn from the program. Otherwise, they will remain in the program.

6.7 For programs with competitive admission requirements, the applicable program area will establish and maintain:

- a) transparent criteria for assessment of academic and non-academic requirements, such as interviews, auditions, letter of intent/interest and portfolio reviews, which may be requested by the Registrar periodically to ensure quality and integrity, and
- b) selection ranking rubrics, which will be available to the Registrar upon request.

7. APPLICATION FEES

7.1 Application fees will be determined, administered and communicated in accordance with B.202 Tuition and Other Fees.

8. DESIGNATED OFFICER

8.1 The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the AVP, Enrollment Management and University Registrar.

9. RELATED POLICIES AND GUIDANCE

S1999-09 Academic Accommodation for Students with Disabilities Policy

S2002-03 Prior Learning Assessment Policy

S2003-03 Academic Standing Policy

S2013-01 Transfer Credit Policy

S2017-04 Graduation Policy

B.108 Credit and Non-Credit Courses Policy

B.202 Tuition and Other Fees Policy

10. REFERENCES

Treaty of Amity Commerce and Navigation, November 19, 1794 (*also known as the Jay Treaty*)

Truth and Reconciliation Commission Final Report

UN Declaration of the Rights of Indigenous Peoples