



## SENATE REGULAR MEETING

Tuesday, December 2, 2025 4:00 – 6:00 pm  
Capilano University – Library Room 322

### AGENDA

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#### **Land Acknowledgement**

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skw̓wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skw̓wú7mesh (Squamish), and xʷməθkʷəṽəm (Musqueam) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members  
Schedule 3
4. **Correspondence Received**
5. **Business Arising**  
None
6. **New Business**  
None
7. **Committee Reports**
  - 7.1 Academic Planning and Review Committee – *Information* Alaa Al-Musalli
  - 7.2 Policy and Governance Committee – *Decision* Corey Muench
    - 7.2.1 S2019-01 Admission Policy and S2019-01-01 Admission Procedure Schedule 7.2.1
    - 7.2.2 S2003-03 Academic Standing Policy Schedule 7.2.2
  - 7.3 Curriculum Committee – *Decision* Julia Black
    - 7.3.1 Resolution Memo [November 21 Agenda Package](#) / [November 21 Draft Minutes](#) Schedule 7.3.1
  - 7.4 Graduate Studies Committee – *Information* Alan Jenks
  - 7.5 Teaching and Learning Committee – *Information* Diana Twiss



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7.6 Budget Advisory Committee – *Information*

Michael Thoma

#### 8. Other Reports

8.1 Chair of Senate – *Information*

Laureen Styles

8.2 Vice Chair of Senate – *Information*

Alan Jenks

8.3 VP Academic and Provost – *Information*

Tracy Penny Light

8.4 Board Report – *Information*

Amina El Mantari

8.5 Elder's Words - *Information*

Elder Doctor Latash

#### 9. Discussion Items

#### 10. Other Business

#### 11. Information Items



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**Present:** Laureen Styles (Chair), Julia Black, John Brouwer, Jai Djwa, Graham Cook, Caroline Depatie, Alicia Fhey, Thomas Flower, Denise Gingrich, Sofia Hughes, Alan Jenks, Harb Johal, Michael Laurence, Tracy Penny Light, Brad Martin, Priya McMurtrie, Corey Muench, Christina Neigel, Jennifer Nesselroad, Katija Pallot, Milo Prentice, Majid Raja, Farnoosh Sam, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

**Regrets:** Harleen Kaur, Amina El Mantari, Vedant Mehra, Robert Omura

**Guests:** Elder Doctor Latash, Elder Delhia, Rahul Reandi, Maria Valioux

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#### **1. Welcome**

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

Jennifer Nesselroad, Acting Dean of Fine and Applied Arts was introduced and welcomed to Senate.

#### **2. Approval of the Agenda**

*Emily Walmsley moved and Christina Neigel seconded:*  
To adopt the agenda.

**CARRIED**

#### **3. Approval of the Minutes**

*Denise Gingrich moved and John Brouwer seconded:*  
To adopt the October 7, 2025 minutes.

**CARRIED**  
1 Abstention

#### **4. Correspondence Received**

#### **5. CSU Presentation**

Representatives from the Capilano Students Union provided a presentation and overview of the work and activities that are underway at the CSU this year.



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#### 6. Business Arising

##### 6.1 Academic Schedule 2026/2027

*Presented by: Harb Johal*

Senate members reviewed the revised Academic Schedule for 2026/2027. The document incorporated the feedback provided at the October 7 meeting around moving the Fall Reading Break to November 12 – 13, 2026 and shifting the Spring final exam period to April 12 – 21, 2027.

##### 6.2 Subcommittee Vacancies

*Presented by: Harb Johal*

Senate members were encouraged to fill the remaining Senate subcommittee vacancies, particularly the remaining faculty position on the Tributes committee as the committee work will begin in January.

#### 7. New Business

##### 7.1 Faculty Merger

*Presented by: Tracy Penny Light*

As background, at the October 1, 2025 Board of Governors meeting, a motion was approved that the Board seek advice from Senate on the merger of the Faculty of Global & Community Studies and the Faculty of Business and Professional Studies per Section 5 of B. 105 – Establishment and Discontinuance of Faculties and per Section 35.2 (6) e) of the University Act.

Under the Provost, a Working Group is being established to develop recommendations and a possible plan to guide implementation. Consultations will include Senate subcommittees, Faculty Councils of both GCS and BPS; students and administrators and staff of units that may be implicated or have perspectives based on a potential merger (e.g., Capilano Student Union, Academic Advising, Registrar's Office, Communications & Marketing); and other relevant academic and administrative units.

Senate members were informed that this will be a two-stage process which includes Senate advice at this meeting and a second opportunity once the working group has finished their work. Following Senate's advice, a detailed report outlining advice



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and recommendations of the working group to the Vice President, Academic and Provost (VPAP) will be finalized addressing academic, governance, and operational implications. While the proposed timeline is January, 2026, this will be informed by the working group. The second consultation with Senate, for advice to the Board of Governors is anticipated to be at the March 3, 2026 meeting and recommendations to the Board anticipated at the April 28, 2026 Board meeting.

On discussion, the following comments were provided by Senate members:

- A concern was raised that the faculty merger Senate agenda item was indicated as an “information item”. As per the *University Act*, advice is a decision and would need a Senate motion, and advice was not the same as consultation. Accordingly, the item would need to be changed to a “decision item” on the agenda. In addition, concern was raised that “advice” has a specific legal meaning and is a formal opinion or recommendation which may lead to confusion that advice is in fact not being sought.
- Administration indicated that this may be a point of order wherein if advice is being collected from Senate, it could be framed as a motion that would be included in a motion moving forward to the Board; no motion was put before Senate for consideration with the briefing memo for this meeting.
- One member noted that Senate may be at an impasse particularly as the previous meeting minutes indicated there would be a “consultation process” at this meeting which would be step 1 in the process, and step 2 would be advice presented in the future. There may not be enough information available presently to give any specific advice and it may be beneficial to first see the feedback from the working group.
- Administration indicated that advice is recommendations and it would be up to Senators to determine if they wanted a motion. This is a situation wherein suggestions are being sought for the working group to explore and considerations they might want to take into account.
- A question was raised whether the advice being sought was a response to the plan as presented, and not advice on whether to merge the two Faculties. Administration indicated that the item on the table was an “information item”



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and was an opportunity for Senate to provide advice at the first stage on the elements included in the memo.

- If Senate made this a “decision item”, would the decision be about the memorandum, as presented, or if it was possible to add further information to the memorandum. Administration indicated that a motion was not on the table for a vote. The Board has approved a motion to explore a Faculty merger; however, recommendations on process could be provided for the working group to consider from Senate, via the VPAP who will be striking the working group
- The areas of Senate advice are in relationship to what is identified in the memorandum presented. The VPAP identified a two-stage process which includes garnering feedback from Senate today, and recommendations for process would be considered. The purview of Senate was considering areas of advice.
- It was suggested that for the working group, it may be beneficial to include members outside of the two Faculties that may be impacted by the merger.
- This may be an opportunity to work collaboratively across the campus given the larger issue of the University deficit and particularly as people are being invited to the table to help solve this issue.
- Information was requested around the working group particularly who would be selecting the participants, how often they would be meeting, ensuring that the participants have a flexible schedule to ensure they attend all meetings, etc. The VPAP provided the outline of the working group including membership.
- Clarification was provided that senior administration was not making the decision about the Faculty merger as this is a Board decision.
- Information was provided that the VPAP has shared the draft terms of reference with a group of people identified by the CFA. Feedback already received was to change the name to “merger working group” and to include a member from each Faculty.



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- The timelines presented did not include an approval vote from Senate particularly as a merger would create a new Faculty and a new Faculty would be subject to Senate approval. Administration indicated that this would be a Board decision and it is unknown if a new Faculty would be created.
- A concern was raised that not enough information was available particularly as at the October Senate meeting, specific metrics that led to this proposal were requested but were not provided. There is a perception that the decision has already been made and the only advice being requested is how to make it happen. If the decision has not been made, it would be helpful to see the metrics to provide evidence that the merger will support program renewal and student retention.
- The Chair and VPAP again confirmed that a decision has not yet been made, this is a Board of Governor's decision.
- In terms of whether the possible Faculty merger is a good idea, this is unknown and the reason why the working group has been tasked to explore various options. The possible Faculty merger is one possibility on how to continue to support students and support the best interest of the University long term. The decision is not being made unilaterally by the Board, or by the Provost office but is a community opportunity to provide feedback to the Board.
- A question was raised about how the goals/benefits and advantages of the proposed merger were determined (that were set out in the Board memo). As well, in terms of taking advice from Senate, it may be difficult to do that particularly as the comments presented would not be considered as advice. In moving forward, it was suggested that because there is no reference to a working group in the Senate Bylaws or *University Act*, and as advice from the working group may not be binding, consideration be given to forming a Senate ad hoc committee to address this issue.
- Within the areas of Senate advice there are some areas of consideration of a Faculty merger that may not be in the purview of Senate particularly the Collective Agreement considerations. In addition, based on Policy B.105 one of the key functions is when making a new Faculty it should be composed of educational programs that share similar or common educational groups and the working group should assess this component. The possible merger of the two



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Faculties will set a precedent on how the University works in Faculties and having a representative from each Faculty present is a good precedent. It was suggested that the working group consider, and address, the University's strategic goal in terms of where Faculties will fit within because any new Faculty will change the dynamic of the University as a whole, and Senate should assess the placement of any new or discontinued Faculty.

As next steps, the faculty merger item will be brought back to Senate as a business arising item at a future Senate meeting.

#### **7.2 Paid Educational Technology**

Presented by: Priya McMurtrie

Senate was requested to consider requesting the development of a Digital Assessment Tools Policy to regulate the use of paid digital assessment platforms. The intent of the proposed policy is to promote financial and academic fairness for students and to align university practices with those established at other institutions, such as UBC Vancouver and UBC Okanagan.

On discussion the following feedback was provided:

- Senate members indicated their support for the development of a policy. However, concern was noted that if there are no viable alternatives readily in place, (i.e. support for faculty or other approaches), there will not be a positive difference for students. The Centre for Teaching Excellence (CTE) is currently exploring open educational resources, and zero textbook costs and the VPAP and director, teaching and learning will continue to encourage that work so that a range of options can be provided for students and faculty.
- In terms of how faculty use resources and the range of available resources, a policy would eliminate worse case scenarios but in certain disciplines, these kinds of tools can be useful to supplement and be integrated into e-learning.
- The development of a policy will bring awareness to an issue that exists but may be invisible, and it is important to have a document that describes what the issue is, or considered to be. There have been instances at the Education Technology Learning Environment committee wherein requests come in and





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the committee must manage expectations; however, there is no guidance on these matters.

*Priya McMurtrie moved and Milo Prentice seconded:*

**25/32** That pursuant to sections 4.2 and 5.2.2 of the B.102 Policy Development Policy, a new policy be developed to govern the use of paid digital assessment tools.

**CARRIED**

#### **7.3 Annual Report – Illuminating 2030**

*Presented by: Tracy Penny Light*

Each year, the Vice-President, Academic & Provost (VPAP) provides an update to Senate on the progress of *Illuminating 2030*. Historically, this update was provided in memo form, which limited the ability for members of the CapU community to “see” the progress in action. Moving forward, this update will be presented each Fall as a digital portfolio (ePortfolio) that makes visible notable activities completed in the previous academic year. This year, the five-year update—reflects on our collective progress and showcases stories that bring the academic plan to life.

The ePortfolio serves as a living record that highlights initiatives, collaborations, and achievements across the three pillars of *Illuminating 2030*: Where We Are: Community, Who We Are: Imagination, and What Learning Looks Like: Distinct University Experience. It is designed using PebblePad, the university ePortfolio system. In addition to showcasing recent accomplishments, the ePortfolio also provides an overview of *Illuminating 2030* itself, the 2024 Senate memo, and related background materials and resources. The portfolio can be found [here](#) and is also linked on the VPAP page on *Frontlines*.

## **8. Committee Reports**

### **8.1 Academic Planning and Review Committee**

*Presented by: Alaa Al-Musalli*

A report was not presented as the committee did not meet. The next meeting is scheduled for November 18.

### **8.2 Policy and Governance Committee**



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*Presented by: Corey Muench*

The committee met on October 27 and reviewed the Admissions Policy and Academic Standing Policy.

The suggested changes for the Admissions Policy were mainly around minor edits and organizational changes as well as some substantive changes. It is anticipated that the policy will be brought to the December Senate meeting.

The committee also continued their review on the Academic Standing Policy. The work was delayed because language around graduate students was added to the policy and the policy was brought to the Graduate Studies committee for their feedback. The feedback was reviewed by the Policy and Governance committee; however, the proponent could not attend the committee meeting to answer further questions from the committee. The Policy will be brought back to the November 10 committee meeting.

#### 8.3 Curriculum Committee

*Presented by: Julia Black*

##### 8.3.1 Resolution Memorandum

The resolutions brought forward from the October 17, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

*Julia Black moved and Diana Twiss seconded:*

**25/33** That Senate approve Resolutions 25/52 to 25/58.

**CARRIED**

On completion of the resolution memorandum an issue was raised that at Curriculum committee meetings, presenters bring courses requesting Cap Core designation under the heading of *Self and Society* which normally generates discussion and debate, and whether there was a mechanism to collect the feedback. The Chair of the committee noted that comments and feedback of the discussions are captured in the meeting minutes, and the intent was at some point to revisit Cap Core.

#### 8.4 Graduate Studies



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*Presented by: Alan Jenks*

The committee met on October 21 and there was a presentation by the Chair of the University of the Fraser Valley Senate Graduate Studies committee. For the next committee meeting, there will be a further presentation from Academic Initiatives and Planning (AIP) to discuss issues around course development for graduate studies.

Moving forward, the committee will also be undertaking a further review of its terms of reference.

#### 8.5 Teaching and Learning Committee

*Presented by: Diana Twiss*

The committee met on October 21 and two reports were provided. Some of the key highlights of the reports were as follows:

- Brad Wuetherick will be serving as Brit Paris' replacement during her parental leave starting October 27<sup>th</sup>.
- Updates to Teaching Excellence Awards
  - Student-nominated awards will continue, but will no longer have a dollar amount for PD as part of the award
  - A new self-nominated award is coming in Spring with a June deadline
- Open Educational Resources/Zero Textbook Costs
  - CTE is ramping up efforts to support OER, adoption and aligns with the request from students for a digital assessment tools policy

Some of the key highlights from Creative Activity, Research, Scholarship and Graduate Studies were as follows:

- CapU faculty member Anita Ewan was awarded a Research Grant from the Vancouver Foundation. This grant includes section release funding for Anita to focus on her research which is centred on racism in early learning spaces.
- Our second CapU and Langara Research Exchange is scheduled for Nov 21<sup>st</sup> 2025. The event enables CapU and Langara faculty to pitch their research and gain feedback and potential research partners. All participants will be



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encouraged to apply for CapU's external NSERC funding, which will support faculty research time and student hiring needs.

#### 8.6 Budget Committee

*Presented by: Michael Thoma*

The Senate Budget Advisory Committee met on October 23 at which time there were two presentations.

The first was an update on Integrated Planning – Operational Highlights for Fiscal 2026/27 which indicated that a Transition Team made up of senior leaders was formed to create a process and templates to update the current fiscal year plans and develop plans for 2026/2027 based on key academic priorities and initiatives, including:

- Program optimization
- Resource allocation
- Operational efficiency
- Cohesive academic leadership
- Distinctive programs

Budget deliberations are scheduled to continue through-out November and Board Approval is February 2026.

The second presentation was the Financial Update for Fiscal 2025/26 and 2026/27. The committee was reminded that the Board had approved a deficit budget of approximately \$6.4 million in February. In Quarter 1, the Strategic Enrolment Management (SEM) model indicated that registrations for returning international students were lower than budgeted which caused the deficit to increase to \$11 million for Fiscal 2025/26 and \$17.5 million for Fiscal 2026/27. However, once deficit mitigation strategies were implemented, the forecasted deficit dropped to \$1.5 for Fiscal 2025/26 and \$12.4 million for Fiscal 2026/27. The SEM model was updated again in early September 2025 using Fall 2025 registrations; this showed international enrolments will again be lower with a change from Quarter 1 to Quarter 2 of approximately 5,000 course registrations. This change results in the Fiscal 2025/26 Quarter 2 forecast to increase to a deficit of \$7.9 million and the Fiscal 2026/27 preliminary budget forecasted at \$24.5-million deficit. The target after additional deficit mitigation plans is for a \$15-million deficit for Fiscal 2026/27



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to ensure there are sufficient University funds available in unrestricted surplus to address deficits now projected across the two fiscal years.

Administration indicated that the university will not be able to financially sustain ourselves unless we reduce our expenditures and thus we are at the stage of restructuring and downsizing every area and accordingly administration has met with the Unions and issued a Section 54 notice. A Section 54 notice is a requirement for an employer to give at least 60 days' advance notice to a union before implementing a significant change that affects the terms, conditions, or security of employment for a significant number of employees covered by a collective agreement.

The next committee meeting is December 11.

## 9. Other Reports

### 9.1 Senate Chair

Laureen Styles, interim President, provided the Chair's report, including the following highlights:

- The Federal budget was recently released and as expected, there was a reduction in the number of international students who are in the "bucket" of temporary visas.
- The federal budget also indicated that universities would have access to funding that includes retrofits for aging infrastructure.
- The 2026/2028 immigration level plan has been set and numbers established for permanent and temporary residents. The University will continue to work through the implications for the university, but also where IRCC is at in terms of their approval rate of student visa requests which continue to drop.
- The Chair recently attended Universities Canada wherein several Ministers gave presentations about the university sector. A key highlight was that some key Ministers understand the role of universities in the future of the country and appreciate and value the contribution of university education.



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- Universities Canada is also launching a promotional campaign about the role of universities in Canada and piloting to see where public sentiment will go.
- There are several pollsters and results show a slight uptake in the public sentiment about the value of universities and post-secondary at large.
- Work continues institutionally with deficit mitigation plans and there will be an update on November 5 that will address the current budget year and projections for the next several fiscal years.
- The Presidential and Provost search have passed the benchmarks of interview phase and are at the next stage of the search.
- Senate members were reminded that nominations for Honorary Degrees and Academic Emeritus will close on December 1.
- Maria Valioun was acknowledged and thanked for volunteering to serve on the Alumni Awards of Excellence selection committee.

#### 9.2 Vice Chair

Alan Jenks reported that he continues to attend all Senate subcommittee meetings and is impressed with the good guidance of the subcommittee chairs and the efficient subcommittee meetings.

#### 9.3 VP Academic and Provost

Tracy Penny Light provided the VP Academic and Provost report including the following highlights:

- Administration continue to work through the budget deficit.
- An acknowledgement was provided to everyone who contributed to the recent Women's History Month and Latin American Month, as well as the Open Text Series. Everyone's contributions represent the commitment and dedication to positioning the student learning experience.

#### 9.4 Board Report



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A report was not presented as the Board did not meet. The next Board meeting is scheduled for November 24.

#### 9.5 Elder's Words

Elder Doctor Latash shared thoughts around the Capilano name and noted that it was not a Squamish word but an Angelized version of the name. Elder Doctor Latash also reflected on the importance of a name in the First Nations culture and the responsibilities that go with a name. In the past, the government decided that the First Nations could not have their own names; however, times have changed and it is an honour to be given a name.

Elder Dehlia also reflected on working together and the importance of working together to achieve a common goal.

#### 10. Discussion Items

No discussion items were presented.

#### 11. Other Business

No other business was presented.

#### 12. Information Items

- Planning is underway for the Squamish Campus Early Childhood conference which will take place on February 20 – 21, 2026 during Reading Break.
- The Alumni Association will be hosting a social event in Squamish on November 6<sup>th</sup>, 7:00 pm.
- The search for a new Chancellor is underway. The search committee has had its first meeting, and two further meetings are scheduled for November.

The meeting was adjourned at 6:00 pm

**Next Meeting: Tuesday, December 2, 2025**

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## Senate Report: Policy and Governance Committee

<b>AGENDA ITEM 7.2.1: Revisions to S2019-01 and S2019-01-01 Admissions Policy and Procedure</b>	
<b>PURPOSE:</b>	<input checked="" type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Discussion</b>
<b>MEETING DATE: 02-Dec-25</b>	
<b>PRESENTERS:</b> Corey Muench, Chair SPGC; Rafaela Almeida Borges, Associate Registrar of Admissions and Student Recruitment (Proponent); Harb Johal, Registrar (Proponent)	

### PURPOSE

To request Senate's approval of the revised Admissions Policy, S2019-01; and Admissions Procedure, S2019-01-01, on its regular review schedule.

### MOTION / RECOMMENDATION

**THAT** the Senate approve the revisions to the Admissions Policy (S2019-01) and to the Admissions Procedure (S2019-01-01)

*The following (with some revisions) was submitted by the proponents and the policy office:*

### BACKGROUND & CONTEXT

The Admissions Policy (S2019-01), issued on September 1, 2019, was last revised on March 3, 2020, with the next review originally scheduled for 2022. Similarly, the Admissions Procedures, also revised on March 3, 2020, were scheduled for review in 2021. Both documents were overdue for review.

This policy outlines the principles and regulations governing admission to credit programs at Capilano University. It applies to all applicants to Senate-approved programs.

### ISSUES IDENTIFIED

During review the policy office identified a number of sections, clauses and sentences in the procedure that more properly belong in the policy and some language in the policy that outlines procedural elements.

The policy and procedure have been restructured as follows:

- All definitions moved to the policy
- Indigenous applicant definitions language moved into the policy body (5.7)
- Process language included in the definitions moved to the appropriate clauses of the procedure
- Definitions that describe responsibilities moved into responsibilities section
- Responsibilities moved to the policy and consolidated
- Process language in responsibilities section kept in procedure



- Process language in the Policy Statement section (previously Application and Admissions Guidelines) moved into the procedure with references provided for wayfinding
- Related policies moved from header table into dedicated policy section.

### ***Policy issues identified***

- The policy lacks clear definitions for “major terms (Spring and Fall)”.
- The applicant category under the Jay Treaty, as recommended by Indigenous Education and Affairs, is not included.
- The option for self-reported grades is in the policy, despite no longer being in practice.
- There is no mention of graduate admissions as a distinct admission category.
- The high school admission category is outdated and currently includes students who would fall under the early admission category.
- The policy does not specify that applying to two programs simultaneously is only permitted if both applications are for the same term.
- It does not clarify that official documents are only required if requested, not in every case.
- The policy states that reopening applications requires the approval of the Vice-President, whereas current practice requires only the Dean’s approval.
- There are no guidelines establishing a minimum age requirement for applicants, such as 16 years old, except in exceptional circumstances, which is standard practice at other post-secondary institutions.

## **CHANGES**

- Added definitions of “major terms” used throughout the policy.
- Added the responsibility for program areas to report cohort program students that miss a major term prior to registration
- Definition of Domestic Applicant simplified to match the approach taken in the Tuition and Other Fees Policy
- Definitions of Exchange Applicant and Visiting Applicant updated
- clarification regarding application fee payment differences for returning students in cohort versus non-cohort programs included
- Included the Native American (Jay Treaty) applicant category, as recommended by Indigenous Education and Affairs.
- Removed references to self-reported grades, as this is no longer an accepted practice.
- Added Graduate Admission as a distinct admission category.
- Updated the High School Admission category to remove references to students who now fall under Early Admission.
- Updated responsibilities with regard to refugees (also changing terminology from “convention refugee applicants” to “refugee claimants”)
- Specified that applicants may only apply to two programs simultaneously (one application fee) if both applications are for the same term.
- Clarified that official documents are required only when requested, not in all cases.
- Consolidation of document guidelines section
- Updated the requirement for reopening applications to reflect that Dean approval is sufficient, aligning policy with current practice.



- Introduced a minimum age requirement of 16 for applicants, except in special circumstances, in line with practices at other post-secondary institutions.
- Updated titles from 'Registrar' to 'AVP, Enrollment Management and University Registrar'; 'Cashiers' to 'Student Financial Accounts', and updating titles of recruitment advisors reflecting current terminology
- Clarification that students may contact academic advisors once they have been admitted
- Included the option of submitting official transcripts via email for transfer credit purposes
- References to other policies updated including the full names and updated numbers as needed.
- References added

## RISKS, BENEFITS & STRATEGY ALIGNMENT

The proposed amendments update the policy in line with current policy office practice creating more consistency across policies and assisting policy readers find the information needed. They also improve clarity and transparency in the admissions process by explicitly defining key terms and formally recognizing current practices. These updates directly support a more consistent and equitable experience for applicants, enhancing Capilano University's commitment to a distinct student experience as outlined in Envisioning 2030. Aligning policy language with current operational practices mitigates the risk of confusion among applicants and staff and ensures that the University is not vulnerable to complaints or adverse outcomes stemming from inconsistent or unclear information. This also supports compliance with principles of administrative fairness and contributes to the University's reputational integrity.

## CONSULTATIONS

Primary consultation was conducted through the Registrar's Office, led by the Associate Registrar, Recruitment and Admissions, in collaboration with other Associate Registrars and the Admissions Supervisor. Additional input was provided by campus partners, including the Centre for International Experience (CIE), through the Manager, International Admissions and Transition, and Indigenous Education and Affairs, through the Manager, Indigenous Education and Affairs.

### Review and approval process timelines

Date	Committee	Purpose
Sept. 22, Oct.27, and Nov. 10, 2025	Senate Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
Dec. 2, 2025	Senate	To review and approve, ask for further amendments if required

### Plan for associated training or awareness raising


No formal training is required, as most of the changes are already reflected in current admissions practices. However, once the policy is approved and updated, the website link will be shared with the entire Admissions team, as well as with the Centre for International Experience (CIE) and Indigenous Education and Affairs.



## DOCUMENTS FOR SENATE REVIEW

- Current Admissions Policy S2019-01
- Current Admissions Procedure S2019-01-01
- Proposed Admissions Policy S2019-01; marked with comments
- Proposed Admissions Policy 2019-01; clean, finalized version
- Proposed Admissions Procedure S2019-01-01; marked with comments
- Proposed Admissions Procedure S2019-01-01; clean, finalized version



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

## 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

- b) 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

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

## 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. SCOPE

- 2.1 This policy applies to University Applicants of Senate-approved curriculum.
- 2.2 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.

## 3. 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 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.

**Commented [JG1]:** 2.1. and 2.2 were previously in the Purpose section (1.1) but are descriptions of scope so have been moved to this section. No changes have been made to the language

**Commented [RB2]:** Moved up as per SPGC's suggestion. See below:

Should the Definitions section come before the Statement of Principles section since some terms from the definitions list are included in the Statement of Principles?

**Commented [RB3]:** Removed from here and added to Procedure 3.3.

**Commented [JG4]:** Process. Moved to Procedure

**Commented [JG5]:** Too detailed for a definition. Simplified to match approach taken in the Tuition Fees policy

**Commented [RB6]:** Moved to the 'Visiting Student' category as suggested by Juliana Lee, Manager of International Admissions, and Stasa, Manager of Study Abroad.

**Commented [JG7]:** RAB: Changed the definition as per Stasa's (Manager, Student Abroad) suggestion.

**"International Applicant"** an Applicant who is not a Domestic Applicant.

**"Non-Cohort Programs"** 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 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:

- a) enrolled at an institution within Canada and looking to transfer courses back to their home institution in Canada; or
- b) 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 (VISIP).
- 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.

#### 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 will be used (Section 4.4 of the Procedure).
- 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.

**Commented [JG8]:** Tuition and Other Fees simply states 'a student who is not a domestic student'. Changed to be similar (note that refugees are included in domestic applicant definition).

**Commented [MM9]:** Also in Policy Statement. Review if needed to be here or duplicated.

**Commented [JG10R9]:** Term not used in either policy or procedure. No need for a definition

**Commented [JG11R9]:** Remove

**Commented [MM12R9]:** Delete

**Commented [JG13]:** Process - moved to Procedure

**Commented [JG14]:** This is a process statement - moved to the procedure.

**Commented [JG15]:** Language agreed with CIE (Stasia)

**Commented [JG16]:** This all (13 definitions) describes process and so has been moved to the procedure

**Commented [RB17]:** Changed as per SPGC's suggestion. See below:

Reword to say "only in exceptional circumstances will admission requirements be changed after an application cycle has begun." Keep in mind that we are usually talking about lowering the requirements." Discretionary admission can be used temporarily in such situations, so the use of "exceptional" is preferred here. Add reference here to option of discretionary.

Also: add to Procedure that applicants who did not originally qualify before the requirements changed will now be notified.

**Commented [JG18]:** Process - moved to Procedure - 3.1 and 3.2

**Commented [RB19]:** Moved from the former Guidelines section to here

**Commented [JG20]:** Moved to procedure (3.4)

- 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 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 Visiting Student Applicants may be admitted to the institution to take single courses without earning a credential, provided they meet University admission requirements.
- 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 Admissions Procedure, Section 4.3 (Competitive Admission).
- 5.12 Applicants may be granted *Conditional Admission*, subject to specified documents or requirements being met, as outlined in Admissions Procedure, Section 4.2 (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 Admissions Procedure, Section 4.4 (Discretionary Admission).

**Commented [RB21]:** Moved from the former Guidelines section to here

**Commented [JG22]:** Clearer language - this is the student's responsibility

**Commented [JG23]:** Moved to procedure (4.24)

**Commented [JG24]:** Consolidated in responsibilities (6.1)

**Commented [JG25]:** Moved to procedure (4.17)

**Commented [JG26]:** Looks like a defined term but is not in the definitions. Used multiple times in policy and procedure

**Commented [JG27R26]:** Rafaela to add

**Commented [RB28R26]:** I've added the definition of an Exchange Student based on policies from other institutions. Since we also had a previous definition, I included that one as a comment and am just waiting on Stasa from Study Abroad to advise on which would be most appropriate in our case.

**Commented [RB29R26]:** Definition added. Stasa approved on Sep 9.

**Commented [JG30]:** Move to procedure (4.6)

**Commented [JG31]:** Moved from definitions into the body of the policy (5.9)

**Commented [MM32]:** Can go into procedure

**Commented [MM33R32]:** Move to procedure

**Commented [MM34R32]:** @Rafaela Almeida Borges should this be a separate category in the procedure? For indigenous applicants. Right now, I am not sure where to fit just this statement about self-identification.

**Commented [RB35R32]:** Hello @Murtaza Manzoor Yes! I believe this would be the best fit for the procedure, but I'm open to going with whichever option you and Jacquetta think is best. :)

**Commented [RB36R32]:** "Applicants must self-identify as Indigenous (First Nations, Metis or Inuit)" - ...

**Commented [JG37]:** Capitalization implies defined term - ...

**Commented [MM38R37]:** @Rafela will check

**Commented [MM39R37]:** @Rafaela Almeida Borges

**Commented [RB40R37]:** @Murtaza Manzoor Added - ...

**Commented [RB41]:** @Murtaza Manzoor and - ...

**Commented [MM42]:** Can go into procedure

**Commented [MM43R42]:** Move to procedure

**Commented [RB44R42]:** Added part as definition - ...

**Commented [JG45]:** Moved to procedure 4.24

- 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 Admissions 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.
- 5.16 Applicants who meet all requirements and provide necessary documentation will be granted Final Admission, as outlined in Admissions Procedure, Section 4.7 (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 Admissions Procedure, section 4.8 (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 Admissions Procedure, section 4.9 (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.
- 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.
- 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.
- 5.22 Graduate Admissions 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 Admissions Procedure, from Section 4.10 to 4.14.
- 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

**Commented [RB46]:** Moved up as per SPGC's suggestion. See below:

Perhaps place section 5.18 directly after section 5.14?

**Commented [JG47]:** Duplicative - described in procedure (4.6)

**Commented [JG48]:** Moved to responsibilities

**Commented [JG49]:** New section

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 CIE is responsible for processing international Applicants. The Registrar's Office or the Centre for International Experience will communicate admission decisions to Applicants.

### Registrar's Office:

#### The Registrar's Office

- a) is accountable for the overall application and admission processes and will work with designates to ensure 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 Centre for International Experience to ensure consistent admission processes and practices for all Applicants.

**Commented [RB50]:** Changed as per SPGC's suggestion. See below:

Perhaps more consistent to write this as: The Registrar's Office:

- a) is accountable...
- b) reviews and approves...
- c) develops mechanisms...
- d) works in partnership with Faculty...
- e) works in partnership with the Centre...

**Commented [JG51]:** Moved from procedure

#### The Centre for International Experience (CIE)

- 6.3 The Centre for International Experience: fulfills the role of the Registrar's Office for International Applicants. 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 reviews applications of refugee claimants, which are assessed for admission as International Applicants.

**Commented [JG52]:** Moved to Responsibilities section (not definitions)

6.4

#### 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 nonacademic appointments;
  - c) contacting the Applicant for clarification on non-academic entrance requirements;
  - d) assessing deferral requests to a subsequent term to an accepted Applicant in a Cohort Program;
  - e) communicating with an accepted 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

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## 9. RELATED POLICIES AND GUIDANCE

S1999-09 Academic Accommodation for Students with Disabilities Policy

S2002-03 Prior Learning Assessment Policy

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S2013-01 Transfer Credit Policy

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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*)

**Commented [MM53]:** Kept as is from the original policy. Can be combined with policy statements. Please advise.

**Commented [JG54R53]:** Need to clarify which of these clauses are requirements in policy vs process steps to go into the procedure

**Commented [MM55R53]:** @Rafaela Almeida Borges will check appropriateness

**Commented [RB56R53]:** Completed. I have moved some items into the policy scope and others into the procedures, as appropriate.

**Commented [RB57]:** Removed from this section and added to Procedure Document 3.1.

**Commented [RB58]:** Removed from this section and added to Procedure Document 3.2

**Commented [RB59]:** Removed from here and added to the Policy Statement

**Commented [RB60]:** Applicants no longer need to submit official or certified documents for Final Acceptance. The adapted language, in line with the new practices, has been added to Procedure 5.1.

**Commented [RB61]:** Info already included in procedure document. 4.3

**Commented [JG62]:** Ambiguous -could be read as a requirement that the Applicant must purchase medical insurance or that the university will provide it

**Commented [MM63R62]:** @Rafaela Almeida Borges will check with International Centre

**Commented [RB64R62]:** @Jacquette Gou Updated the wording and moved this information to the Procedures, as it is something students *must do*. This way, we can remove the entire 'Application and Admission Guidelines' section from the policy.

**Commented [RB65]:** Removed from this section and added to Procedure Document 3.5

**Commented [MM66]:** Moved to 6.2

**Commented [MM67]:** Moved to 6.1


**Commented [MM68]:** Moved to Responsibilities 6.10

**Commented [RB69]:** Already mentioned in procedure 4.10

**Commented [RB70]:** Already in the policy statement.

Truth and Reconciliation Commission Final Report  
UN Declaration of the Rights of Indigenous Peoples



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

## 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 will meet one of the criteria listed below.

    - 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 Applicant.

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.

Current Policy



 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>S2019-01-01</b>		<b>Vice-President, Academic and Provost</b>	
Procedure Name			
<b>Admissions</b>			
Policy This Procedure is Under		Category	Next Review
<b>S2019-01 Admission Policy</b>		<b>Academic</b>	
Date Issued	Date Revised	Date in effect	Related Policies
<b>March 3, 2020</b>			<b>B.202 Tuition and Other Fees</b> <b>S2003-03 Academic Standing Policy</b>

## 1. PURPOSE

The purpose of this procedure document is to support S2019-01 Admission Policy (the “Policy”) and provide a framework for the processes to admit Applicants to credit programs at Capilano University (the “University”).

## 2. DEFINITIONS

The definitions in the Policy apply to these procedures.

## 3. APPLICATION PROCEDURES

- 3.1 An Applicant will apply to each program for which they wish to be considered for admission to the University. 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.
- 3.2 An Applicant can apply to two (2) programs with one (1) application fee for the same term.
- 3.3 An application fee will apply to all new Applicants or returning students who have missed three (3) or more consecutive major terms (major terms: fall or spring) in Non-Cohort Programs or one (1) major term in Cohort Programs (see readmissions). Current students who wish to change programs will not be charged an application fee.
- 3.4 Applicants will submit official or certified documents for final admission, if required.
- 3.5 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.
- 3.6 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 admission 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 admitted 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; and
  - g) maintaining dialogue between the Registrar's Office and the CIE on changes that may affect International Admission and working in partnership with program areas to determine international and domestic capacities.
- 3.7 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.
- 3.8 Applicants with Refugee Claimant documents should discuss their application with a CIE representative prior to applying.
- 3.9 In exceptional circumstances where changes to admission requirements are implemented after an application period has begun, Applicants who did not originally meet the previous requirements will be formally notified of the change.

#### **4. ADMISSIONS PROCEDURES BASED ON ADMISSIONS CATEGORIES**

##### **Advanced Standing Admission**

- 4.1 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.

##### **Competitive Admission**

- 4.2 Competitive admission means that admission to a program is based on a competitive assessment of an Applicant using published requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection ranking rubric to support selection decisions. Competitive admission is based on both academic and non-academic requirements, and the following will apply:
- a) 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, and 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.

- b) 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.
- c) The program area will consider the Applicant based on published entrance requirements.
- d) 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.
- e) The program area will establish transparent criteria for ranking candidates.
- f) A final list of a program area's selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for admission and waitlisting.
- g) The Registrar's Office or the CIE will communicate the application decision to an Applicant.
- h) 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 admission letter being released.
- i) 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. Student Financial Accounts (SFA) will collect any applicable deposits.
- j) 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.

### **Conditional Admission**

- 4.3 An Applicant who is missing program-specific conditions may be provided conditional admission by the Registrar's Office or the CIE. The 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 admission. Conditional Applicants may be required to pay a deposit fee.

### **Discretionary Admission**

- 4.4 Upon reviewing applications, if an Applicant doesn't meet the requirements for competitive or first-qualified, first-accepted admission, the program area can identify them for discretionary admission. A 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 and the following will apply:
- a) 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) Department 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.

- b) 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.

### **Early Admission**

- 4.5 An Applicant who is currently attending high school in their grade twelve (12) year will be reviewed for early admission and the following will apply:
  - a) Offers of early admission will be based on the previous year's final (grade 11) and current year's (grade 12) interim marks.
  - b) An early offer is a conditional offer. Conditional offers for current high school students are offers of admission 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.

### **Final Admission**

- 4.6 All Applicants who have been admitted 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 admission. Once an Applicant has been admitted by the Registrar's Office or the CIE, the program area may send out program specific information.

### **First-Qualified, First-Accepted Admission**

- 4.7 With respect to admission to a program based on academic requirements only, the following will apply:
  - a) Admission requirements consist of specific high school and/or post-secondary courses or credential(s) 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.
  - b) Qualified Applicants will be admitted in order of the date on which they meet the academic requirements.
  - c) Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.
  - d) 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 international student deposit prior to the official admission letter being released.

- e) The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay any applicable program deposits. Student Financial Accounts (SFA) will collect the applicable deposits.
- f) Payment of any applicable program deposit will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable deposit will result in the Applicant's offer being revoked.

### **General Admission**

- 4.8 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; however, the following will apply:
- a) If an applicant applies directly to a general admission status despite meeting admission requirements to a specific program, an application fee will be required.
  - b) The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.
  - c) No deposits are required for a general admission Applicant.
  - d) Not all courses will be available under general admission. A general admission Applicant must meet the course pre-requisites when registering for a course.
  - e) There are no credit or time-based limits for general admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in S2017-04 Graduation Policy.
  - f) A general admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

### **Graduate Admission**

- 4.9 Admission of Applicants to graduate programs (graduate certificates, diplomas, and master's degree). Applicants for graduate admission must meet the following minimum requirements:
- a) Capilano University's English Language requirements;
  - b) Bachelor's degree with a cumulative grade point average equivalent to at least 3.00 in the last two (2) years of their undergraduate degree from a recognized post-secondary institution; and
  - c) Submitted evidence, usually references from qualified referees, of the student's ability to undertake graduate-level study in the area of interest.
- 4.10 Minimum admission requirements may vary for students coming from Canadian, American, and international institutions.
- 4.11 Graduate programs may have admission requirements in addition to the minimum requirements. Applicants meeting the minimum requirements for admission are not assured of admission into any graduate program. All potential Applicants should refer to specific graduate degree programs for detailed information about the program and its admission requirements.

- 4.12 In exceptional circumstances, a student may be admitted with lower formal qualifications when there are significant professional experience, educational background, cultural knowledge, life experience, and personal achievements relevant to the proposed area of scholarship.
- 4.13 Programs may restrict admission to students whose interests are compatible with available resources and faculty expertise.

### **High School Admission**

- 4.14 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.
- 4.15 The Registrar's Office will process all domestic applications including any Applicants attending international high schools. The CIE will process all international applications including Applicants attending high school within Canada.

### **Concurrent Studies Admission**

- 4.16 Students admitted under this category may take a University course while still attending high school and are eligible for dual credit upon successful completion. A completed Concurrent Studies Consent Form is required.

### **Home-Schooled Applicants**

- 4.17 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 required to present a recognized academic secondary school credential. Home-schooled Applicants are encouraged to contact a recruitment advisor prior to applying for admission. Home-schooled 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 once they are admitted.
- 4.18 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.
- 4.19 For Applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

### **Readmission**

- 4.20 Students withdrawn from a program must apply for readmission, pay the application fee and meet the current program admission requirements. For Cohort Programs, students must obtain permission from the program area and a seat must be available.

## Transfer Admission

- 4.21 Applicants who meet all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a postsecondary institution, and who have submitted all evidence necessary to substantiate their application for admission may qualify for transfer admission. Applicants in the transfer admission category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements.
- 4.22 Applicants who have completed fewer than nine (9) post-secondary credits above the preparatory level will be classified as a high school Applicant.

## Visiting Student Admission

- 4.23 All Applicants under the Visiting Student admission category must meet the University and program admission requirements. Domestic Visiting Student applications will be processed by the Registrar's Office. International Visiting Student applications will be processed by the CIE and, in case of the Visiting International Student Program (VISP) and Exchange Students, in coordination between the CIE and CapU Global Engagement and the following will apply:
- a) **Domestic Visiting Applicants** enrolled at another Canadian post-secondary institution must submit an online application along with a letter of permission from their home institution and will be admitted for a single term. The application is reviewed and administered by the Registrar's Office.
  - b) **Visiting International Applicants** enrolled at another Canadian post-secondary institution must submit an online application along with a letter of permission from their home institution and will be admitted for a single term. The application is reviewed and administered by the CIE.
  - c) **Visiting International Student Program (VISP)** Applicants are processed in coordination with the CIE, CapU Global Engagement, and the student's home university or representing agent. VISP students must apply online and submit a Visiting Student Course Approval Form, proof of English language proficiency, transcripts, a Letter of Permission from the home institution, and, if applicable, a Financial Guarantee Letter. Applicants without post-secondary education must instead submit high school transcripts and proof of graduation.
  - d) **Exchange Student Applicants** are processed in coordination with the CIE, CapU Global Engagement, and the student's home university. Once the Applicant's nomination by their home institution has been accepted, exchange students must apply online and submit an Exchange Student Course Approval Form, proof of English language proficiency (or a letter of reference from the home institution that guarantees the Applicant's level of English), transcripts, and a Letter of Permission from the home institution. More information can be found on the Exchange Students webpage.

## Youth in Care Admission

- 4.24 The 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. The University recognizes that youth in care may have faced

challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions.

- 4.25 Applicants who wish to be considered under the youth in care 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.
- 4.26 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 (1) 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 (1) 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.

## **5. DOCUMENT GUIDELINES**

- 5.1 Applicants may submit copies of documents for admission; however, the Registrar's Office or the Centre for International Experience (CIE) reserves the right to request official documentation for admission when deemed necessary.
- 5.2 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.
- 5.3 Applicants must present original immigration documents (such as proof of permanent residency, proof of citizenship, proof of convention refugee status) to the Registrar's Office and/or CIE when required for the purposes of admission.
- 5.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript or their school can directly email the Registrar's Office.
- 5.5 Documents must be in their original language. The University may require translation by a certified translator at the Applicant's cost.

## **6. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE**

- 6.1 The AVP, Enrollment Management and University Registrar is responsible for managing and administering this procedure.

## **7. 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

		PROCEDURE	
Procedure No.		Officer Responsible	
S2019-01-01		Vice-President, Academic and Provost	
Procedure Name			
Admissions			
Policy This Procedure is Under		Category	Next Review
S2019-01 Admission Policy		Academic	
Date Issued	Date Revised	Date in effect	Related Policies
March 3, 2020			B.202 Tuition and Other Fees S2003-03 Academic Standing Policy

## 1. PURPOSE

The purpose of this procedure document is to support S2019-01 Admission Policy (the "Policy") and provide a framework for the processes to admit Applicants to credit programs at Capilano University (the "University").

## 2. DEFINITIONS

The definitions in the Policy apply to these procedures.

## 3. APPLICATION PROCEDURES

- 3.1 An Applicant will apply to each program for which they wish to be considered for admission to the University. 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.
- 3.2 An Applicant can apply to two (2) programs with one (1) application fee for the same term.
- 3.3 An application fee will apply to all new Applicants or returning students who have missed three (3) or more consecutive major terms (major terms: fall or spring) in Non-Cohort Programs or one (1) major term in Cohort Programs (see readmissions). Current students who wish to change programs will not be charged an application fee.
- 3.4 Applicants will submit official or certified documents for Final Acceptance, if required.
- 3.5 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.
- 3.6 Processing an application includes:
  - a) assessing academic requirements and communicating with an Applicant regarding missing requirements;

**Commented [RB1]:** Added this sentence from the original *Application and Admission Guideline* in the policy, as it is the best fit here.

**Commented [RB2]:** Added this sentence from the original *Application and Admission Policy*. Included the phrase "for the same term" to avoid confusion among students who might try to apply to two different terms with a single application fee.

**Commented [RB3]:** Added this sentence from the original *Application and Admission (Policy)*

**Commented [RB4]:** Added this sentence from the original *Application and Admission Guidelines (Policy)*

**Commented [RB5]:** Added this sentence from the original *Application and Admission (Policy)*

- 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; and
  - g) maintaining dialogue between the Registrar's Office and the CIE on changes that may affect International Admission; and working in partnership with program areas to determine international and domestic capacities.
- 3.7 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.
- 3.8 Applicants with a Refugee Claimant document should discuss their application with a CIE representative prior to applying.
4. **3.9 3.9** In exceptional circumstances where changes to admission requirements are implemented after an application period has begun, applicants who did not originally meet the previous requirements will be formally notified of the change. **ADMISSIONS PROCEDURES BASED ON ADMISSIONS CATEGORIES**

#### Advanced Standing Admission

- 4.0 : 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.

#### Competitive Admission

- 4.1 Competitive Admission means that admission to a program is based on a competitive assessment of an Applicant using published requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection ranking rubric to support selection decisions. Competitive Admission is based on both academic and non-academic requirements, and the following will apply:
- a) 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 nonacademic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.

**Commented [RB6]:** Added as per the committee's comment on the policy. See below:  
"Also: add to the Procedure that applicants who did not originally qualify before the requirements changed will now be notified."

**Commented [RB7]:** Edited as per SPGC's suggestion. Please see below:

Rewrite this as: "Competitive Admission means that admission to a program is based on a competitive assessment of an Applicant using published requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection ranking rubric to support selection decisions. Competitive Admission is based on both academic and non-academic requirements, and the following will apply:" (Then eliminate item a) from the list)

- b) 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.
- c) The program area will consider the Applicant based on published entrance requirements.
- d) 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.
- e) The program area will establish transparent criteria for ranking candidates.
- f) 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 waitlisting.
- g) The Registrar's Office or the CIE will communicate the application decision to an Applicant.
- h) 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.
- i) 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. Student Financial Accounts (SFA) will collect any applicable deposits.
- j) 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.

#### Conditional Admission

- 4.2 An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. The 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.

#### Discretionary Admission

- 4.3 Upon reviewing applicants, if they don't meet the requirements for Competitive or First-Qualified, First-Accepted admission, the program area can identify them for discretionary admission. A 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 and the following will apply:
- a) 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) Department 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.

**Commented [RB8]:** Added as per SPGC's suggestion. Please see below:  
Add ", and the following will apply:"

**Commented [RB9]:** Edited as per SPGC's suggestion.

- b) 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.

#### Early Admission

4.4 An Applicant who is currently attending high school in their grade twelve (12) year will be reviewed for Early Admission and the following will apply: .

- a) Offers of early admission will be based on the previous year final (grade 11) and current year (grade 12) interim marks.
- b) An early offer is a conditional offer. Conditional offers for current 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.

4.5

#### Final Admission

4.6 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.

#### First-Qualified, First-Accepted Admission

4.7 :With respect to admission to a program based on academic requirements only, the following will apply:

- a) Admission requirements consist of specific high school and/or post-secondary courses or credential(s) 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.
- b) Qualified Applicants will be accepted in order of the date on which they meet with the academic requirements.
- c) Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.
- d) 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 international student deposit prior to the official acceptance letter being released.

**Commented [RB10]:** Added as per SPGC's suggestion.

**Commented [RB11]:** Removed as per SPGC's suggestion. See comments below.

Corey:

Exchange students are also addressed under "Visiting Students" below. What is the difference? Also, not all of the language here is consistent with the section under Visiting Students.

Rafaela:

For **Visiting Students**, we have three subcategories (as per the Admissions Policy), and **Exchange Students** are one of them. They are as follows:

**1) Domestic or International Students within Canada** – students studying at another Canadian institution who wish to take courses at CapU and transfer the credits back to their home institution in Canada.

**2) Visiting International Student Program (VISP)** – international applicants from outside Canada who wish to study at CapU for up to two semesters. They are either high school graduates or currently enrolled at a post-secondary institution outside of Canada with which CapU does not have a partnership.

**3) Exchange Students** – international applicants from outside Canada who have been nominated for a short-term exchange by one of CapU's partner institutions located in another country.

Thank you for pointing out that the "Exchange Student Admission" category was duplicated — that was an oversight on my part. Since Exchange Students are now considered a subcategory of Visiting Students, I recommend keeping only the *Visiting Student Admission* section, with *Exchange Student Applicants* listed as a subcategory (3.24-d), as this was the section reviewed by Stasa and Juliana Lee. The section at the top was from the previous procedure document and no longer reflects the current process. Sorry about that!

Corey:

Remove Exchange student section here and keep as is below under Visiting Student

**Commented [RB12]:** Edited as per SPGC's suggestion. Please see below:

Change to: "With respect to admission to a program based on academic requirements only, the following will apply:"

- e) The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay any applicable program deposits. Student Financial Accounts (SFA) will collect the applicable deposits.
- f) Payment of any applicable program deposit will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable deposit will result in the Applicant's offer being revoked.

#### General Admission

4.8 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; however, the following will apply:

- a) If an applicant applies directly to a General Admission status despite meeting admission requirements to a specific program, an application fee will be required.
- b) The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.
- c) No deposits are required for a General Admission Applicant.
- d) Not all courses will be available under General Admission. A General Admission Applicant must meet the course pre-requisites when registering for a course.
- e) 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 S2017-04 Graduation Policy.
- f) A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

**Commented [RB13]:** Edited as per SPGC's suggestion. Please see below:

Change to: "This process does not require an application fee; however, the following will apply:"

**Commented [RB14]:** Edited as per SPGC's suggestion. Please see below:

May be better written as: "a) If an Applicant applies directly to a General Admission status despite meeting admission requirements to a specific program, an application fee will be required."

#### Graduate Admission

4.9 Admission of applicants to graduate programs (graduate certificates, diplomas, and master's degree). Applicants for Graduate admission must meet the following minimum requirements:

- a) Capilano University's English Language requirements;
- b) Bachelor's degree with a cumulative grade point average equivalent to at least 3.00 in the last two years of their undergraduate degree from a recognized post-secondary institution; and
- c) Submitted evidence, usually references from qualified referees, of the student's ability to undertake graduate-level study in the area of interest

4.10 Minimum admission requirements may vary for students coming from Canadian, American, and international institutions.

4.11 Graduate programs may have admission requirements in addition to the minimum requirements. Applicants meeting the minimum requirements for admission are not assured admission into any graduate program. All potential applicants should refer to specific graduate degree programs for detailed information about the program and its admission requirements.

**Commented [JG15]:** New section

- 4.12 In exceptional circumstances, a student may be admitted with lower formal qualifications when there are significant professional experience, educational background, cultural knowledge, life experience, and personal achievements relevant to the proposed area of scholarship.
- 4.13 Programs may restrict admission to students whose interests are compatible with available resources and faculty expertise.

#### High School Admission

- 4.14 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.
- 4.15 The Registrar's Office will process all domestic applications including any applicants attending international high schools. The CIE will process all international applications including applicants attending high school within Canada.
- 4.16 **Concurrent Studies Admission:** Students admitted under this category may take a University course while still attending high school and are eligible for dual credit upon successful completion. A completed Concurrent Studies Consent Form is required

#### Home-Schooled Applicants

- 4.17 . 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 required to present a recognized academic secondary school credential. Home-Schooled Applicants are encouraged to contact a recruitment advisor prior to applying for admission. Home-Schooled 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 once they are admitted
- 4.18 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.
- 4.19 For Applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

**Commented [RB16]:** Edited as per SPGC's suggestion.

#### Readmission

- 4.20 : Students withdrawn from a program must apply for readmission, pay the application fee and meet the current program admission requirements. For Cohort Programs, students must obtain permission from the program area and a seat must be available.

**Commented [RB17]:** Edited as per SPGC's suggestion.  
Please see below:  
"a program" instead of "the programs"

#### Transfer Admission

4.21 Applicants who meet all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a postsecondary institution, and who has submitted all evidence necessary to substantiate their application for admission may qualify for transfer 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.

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

#### Visiting Student Admission

4.23 All Applicants under this category must meet the University and program admission requirements. Domestic visiting student applications will be processed by the Registrar's Office. International visiting student applications will be processed by the CIE and, in case of the Visiting International Student Program (VISP) and Exchange Students, in coordination between the CIE and CapU Global Engagement and the following will apply:

**Domestic Visiting Applicants** enrolled at another Canadian post-secondary institution must submit an online application along with a letter of permission from their home institution and will be admitted for a single term. The application is reviewed and administered by the Registrar's Office.

b) Visiting International Applicants enrolled at another Canadian post-secondary institution must submit an online application along with a letter of permission from their home institution and will be admitted for a single term. The application is reviewed and administered by the CIE.

c) Visiting International Student Program (VISP) applicants are processed in coordination with the CIE, CapU Global Engagement, and the student's home university or representing agent. VISP students must apply online and submit a Visiting Student Course Approval Form, proof of English language proficiency, transcripts, a Letter of Permission from the home institution, and, if applicable, a Financial Guarantee Letter. Applicants without post-secondary education must instead submit high school transcripts and proof of graduation.

d) Exchange Student Applicants are processed in coordination with the CIE, CapU Global Engagement, and the student's home university. Once the applicant's nomination by their home institution has been accepted, exchange students must apply online and submit a Exchange Student Course Approval Form, proof of English language proficiency (or a letter of reference from the home institution that guarantees the applicant's level of English), transcripts, and a Letter of Permission from the home institution. More information can be found on the Exchange Students webpage. **Youth in Care Admission**

4.24 The 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. The University recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions.

**Commented [RB18]:** Edited as per SPGC's suggestion. Please see below:

This reads like a definition since this first section is not a sentence. Rewrite starting with, "Applicants who meet..." and end with, "...may qualify for transfer admission."

**Commented [RB19]:** Language revised in conjunction with Juliana Lee, Manager of International Admissions, and Stasa Andric, Manager of Study Abroad.

**Commented [RB20]:** Added as per SPGC's suggestion.

**Commented [RB21]:** Information was revised and reorganized in consultation with the CIE and Study Abroad offices.

**Commented [RB22]:** URL removed as per SPGC's suggestion.



4.25 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.

4.26 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.

## 5. DOCUMENT GUIDELINES

5.1 Applicants may submit copies of documents for admission; however, the Registrar's Office or the Centre for International Experience (CIE) reserves the right to request official documentation for admission when deemed necessary.

5.2 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.

5.3 Applicants must present original immigration documents (such as proof of permanent residency, proof of citizenship, proof of convention refugee status) to the Registrar's Office and/or CIE when required for the purposes of admission.

5.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript or their school can directly email the Registrar's Office

5.5 Documents must be in their original language. The University may require translation by a certified translator at the applicant's cost.

## 6. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

6.1 The AVP, Enrollment Management and University Registrar is responsible for managing and administering this procedure.

## 7. RELATED POLICIES AND GUIDANCE

S1999-09 Academic Accommodation for Students with Disabilities Policy

S2002-03 Prior Learning Assessment Policy

**Commented [RB23]:** Added as per SPGC's suggestion. See comments below.

Was there a consideration to put language in the Procedure regarding translation of documents that are not in English?

"Documents must be in their original language. The University may require translation by a certified translator at the applicant's cost."


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

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

## 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



international student deposit prior to the official acceptance letter being released.

- 6.8.8 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay any applicable program deposits. Cashiers from Finance will collect the applicable deposits.
- 6.8.9 Payment of any applicable program deposit will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable deposit will result in the Applicant's offer being revoked.

## 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 Applicants must present original immigration documents (such as proof of permanent residency, proof of citizenship, proof of convention refugee status) to the Registrar's Office and/or CIE when required for the purposes of admission.
- 7.5 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.
- 7.6 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.

## Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.2: Revisions to S2003-03 Academic Standing Policy	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 02-Dec-25	
PRESENTERS: Corey Muench, Chair SPGC; Harb Johal, Registrar (Proponent)	

### PURPOSE

To request Senate's approval of the revised Academic Standing Policy, S2003-03 on its regular review schedule.

### MOTION / RECOMMENDATION

**THAT** the Senate approve the revisions to the Academic Standing Policy (S2003-03).

*The following (with some revisions) was submitted by the proponents and the policy office:*

### BACKGROUND & CONTEXT

This policy was originally written in 2003, last updated in 2017, and is overdue for its planned 5-year review. Additionally, the policy was reviewed as part of the University's preparations for introducing graduate studies. The policy provides direction regarding the assessment of student academic performance and on timely feedback to students on their institutional academic performance.

### ISSUES IDENTIFIED

No significant issues have been identified associated with the directions provided or operationalization of this established policy.

### CHANGES

The changes proposed to this policy are:

- a new defined term 'Major Term'
- the inclusion of the determination of good academic standing for graduate students
- inclusion of provisions for graduate students in the academic probation and required to withdraw sections
- some changes made to align with current policy office practices.

### RISKS, BENEFITS & STRATEGY ALIGNMENT

This policy forms a part of the controls mitigating risk associated with the assessment of student academic performance by putting in place criteria and a consistent process. The new language

relating to graduate students forms part of the preparation for the University to launch graduate studies.

## CONSULTATIONS

The new language regarding graduate students academic standing was drafted by the AVP CARS after a comparative review of other BC PSIs. The language was shared and feedback and changes incorporated during a consultation roadshow held in May/June 2023 that included all Faculty Councils.

The Registrar's Office and the Policy Office has reviewed and updated the existing policy as a whole and identified some other minor changes to be made. At the request of SPGC and at the suggestion of the Associate Vice President, Creative Activity, Research, and Scholarship, further consultation with the newly formed Senate Graduate Studies Committee occurred in September of 2025.

### Review and approval process timelines

Date	Committee	Purpose
April 8, Sept. 22, Oct. 27, Nov. 10, 2025	Senate Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
Sept. 16, 2025	Senate Graduate Studies Committee	Review, propose improvements for sections related to graduate studies (at request of SPGC)
Dec. 2, 2025	Senate	To review and approve, ask for further amendments if required or make recommendations <i>(35.2(6) policies only)*</i>

### Plan for associated training or awareness raising

There are no plans for training or awareness raising, given the nature of the changes are minor, with no significant impact on the university community.


### Plan for policy monitoring

The Registrar's Office will continue to monitor this policy and should issues arise that lead to the need for changes to undergraduate and graduate students, will put forward a request to revise the policy.

## DOCUMENTS FOR SENATE REVIEW

- Current Academic Standing Policy S2003-03
- Proposed Academic Standing Policy S2003-03; marked with comments
- Proposed Academic Standing Policy 2003-03; clean, finalized version



 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2003-03</b>		<b>Vice-President Academic and Provost</b>	
Policy Name			
<b>Academic Standing</b>			
Approved by	Replaces		Category
<b>Senate</b>			<b>Academic</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>2010, 2013</b>	<b>Dec 2017 (effective Sept 1, 2018)</b>		

## 1. PURPOSE

- 1.1 This policy provides direction regarding the assessment of student academic performance during their studies at Capilano University (the “University”) and ensures that students are provided timely feedback on their institutional academic performance.

## 2. DEFINITIONS

**“Major Academic Term”**- A primary academic term, defined as Fall or Spring

**“Term Grade Point Average”** (TGPA) – the average of the final grades for all credit courses taken within a defined academic term.

**“Cumulative Grade Point Average”** (CGPA) – the average of final grades for all credited courses

**“Required to Withdraw”** (RTW) - this status reflects that a student is being withdrawn from the University for a minimum of one Major Academic Term.

## 3. SCOPE

- 3.1 This policy applies to all students registered in credit courses at the University. Specifically, it applies to the student’s institutional academic performance, distinct from performance in individual classes or programs.
- 3.2 Continuing studies and executive education courses at the University and the students completing these courses are not subject to this policy.

## 4. POLICY STATEMENT

- 4.1 The Registrar’s Office conducts academic standing assessments at the end of each term to provide students with clear feedback on their academic standing.

- 4.2 The Academic standing assessment process is designed to allow students to take timely corrective action, including the opportunity to seek academic assistance, if needed, and achieve or maintain good academic standing.
- 4.3 This policy outlines the University's requirements for academic standing and continuance. Cohort programs may establish additional or alternate continuance requirements. These must be clearly communicated to prospective and current students through program websites and other appropriate channels.

## **5. ASSESSMENT OF ACADEMIC STANDING**

Academic Standing is:

- a) assessed after completion of 9 credits of undergraduate course work after the first admission to the University and every term thereafter;
- b) based only on grades assigned by the University; and
- c) based on courses using standard letter grades A+ through F.

## **6. ACADEMIC STANDING STATUS**

### **Good Academic Standing**

- 6.1 "Good Academic Standing" is recorded on both the student's permanent student record and their transcript for each applicable term. Prior to the completion of nine (9) University credits, students are considered in good academic standing by default.
- 6.2 Undergraduate students at the University are in good academic standing if both the TGPA and the CGPA are 2.00 or higher.
- 6.3 Graduate students are in good academic standing if they maintain a program GPA of 3.00 or higher.

### **Academic Alert**

- 6.4 Undergraduate students with a TGPA and/or CGPA of less than 2.00 are placed on academic alert. This status appears on the student's permanent record but not on the official transcript, which will continue to show "Good Academic Standing".
- 6.5 The academic alert standing is designed to provide students with an early warning regarding the potential change in status from "Good Academic Standing" to "Academic Probation". This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.

### **Academic Probation**



- 6.4 Undergraduate students who have a CGPA of less than 1.67 are placed on academic probation. "Academic Probation" will appear on both the permanent record and student transcript. To be removed from academic probation, an undergraduate student must have a CGPA of 2.00 or higher.
- 6.5 Graduate students with a CGPA below 3.00 will be placed on academic probation and must meet with their program coordinator/supervisor to develop a plan to return to good academic standing within a specified period.

#### **Required to Withdraw (RTW)**

- 6.6 Undergraduate students on academic probation will be Required to Withdraw (RTW) if they have a CGPA of less than 1.59 and a TGPA of less than 1.67. "Required to Withdraw" will appear on both the student's permanent record and student transcript.
- 6.7 Undergraduate students with RTW status are Required to Withdraw from the University for a minimum of one Major Academic Term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.
- 6.8 Graduate students on probation who do not raise their CGPA to 3.00 in the specified period of time (as per Section 6.7) will be RTW.

#### **7. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS**

- 7.1 Following a RTW status, undergraduate students are required to reapply for Admission or Readmission with the required application fee. Undergraduate students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.
- 7.2 Undergraduate students who were RTW and are returning to the University after more than three years' absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.
- 7.3 Graduate students who were RTW and who wish to re-enter must re-apply under the same procedures as other applicants to Graduate Studies.

#### **8. RELATED POLICIES AND GUIDANCE**

S2017-01 Grading Profile Policy


S2017-04 Graduation Policy

S2003-02 Repeated Courses

S2024-03 Graduate Supervision

## **9. DESIGNATED OFFICER**

- 9.1 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 Registrar.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>S2003-03</b>		<b>Vice-President Academic and Provost</b>	
Policy Name			
<b>Academic Standing</b>			
Approved by	Replaces		Category
<b>Senate</b>			<b>Academic</b>
Date Issued	Date Revised	Date in effect	Related Policies
<b>2010,2013</b>	<b>Dec 2017 (effective Sept 1, 2018)</b>		

## 1. PURPOSE

- 1.1 This policy provides direction regarding the assessment of student academic performance during their studies at Capilano University (the "University") and ensures that students are provided timely feedback on their institutional academic performance.

## 2. DEFINITIONS

**"Major Academic Term"** - A primary academic term, defined as Fall or Spring

**"Term Grade Point Average"** (TGPA) – the average of the final grades for all credit courses taken within a defined academic term.

**"Cumulative Grade Point Average"** (CGPA) – the average of the final grades for all credit courses taken since initial admission to the University

**"Required to Withdraw"** (RTW) - this status reflects that a student is being withdrawn from the University.

## 3. SCOPE

- 3.1 This policy applies to all students registered in credit courses at the University. It governs the student's institutional academic performance, distinct from performance in individual classes or programs.
- 3.2 Continuing studies and executive education courses at the University and the students completing these courses are not subject to this policy.

## 4. POLICY STATEMENT

- 4.1 Academic standing assessments are conducted at the end of each term to provide students with

Commented [CM1]: "provides"

Commented [DW2]: SGSC suggests: define the term 'Graduate Program Committee'. E.G., 'When a graduate student has been admitted to the graduate program, the Graduate Program Committee will provide general academic guidance of the program requirements for the student, until a supervisor, as stipulated by the program, is appointed'

Commented [CM3R2]: Where else has "Graduate Studies Committee" been defined? I don't see it in S2024-03 Graduate Studies Supervision, so if we add it here, perhaps it should be added there. Or only added there with a reference to that policy here.

Commented [SG4R2]: Reference to the graduate program committee seems out of place here.

Commented [CM5R2]: Preference is to avoid these types of definitions in this policy; possibly revisit Grad Supervision policy with look from SGSC

Commented [CM6R2]: Cross reference Supervision policy here

Commented [DW7]: Graduate Student Supervisor

Commented [CM8R7]: I feel that these terms should be

Commented [CM9R7]: Add/revise in Grad Supervision

Commented [JG10R7]: Note, S2024-03 Graduate

Commented [CM11]: Should there be any mention in t

Commented [CM12R11]: Add: "...for one major

Commented [CM13]: "Governs" seems like the wrong

Commented [CM14R13]: Accept

Commented [SG15R13]: "applies" seems like a good

clear feedback on their academic standing .

- 4.2 The Academic standing assessment process is designed to allow students to take timely corrective action including the opportunity to seek academic assistance, if needed, and achieve or maintain Good Academic Standing.

- 4.3 To provide students with an adequate opportunity to respond academic standing may only be reduced by one level per term (See Section 5 of this policy).

- 4.4 This policy outlines the University's standard for academic standing and continuance. Cohort programs may establish additional or alternate continuance requirements. these must be clearly communicated to prospective and current students through program websites and other appropriate channels.

- 4.5 ASSESSMENT OF ACADEMIC STANDING ~~Capilano University will assess~~ Academic Standing is assessed as follows:

- after completion of 9 credits of undergraduate course work after the first admission to the University and every term thereafter;
- based only on grades assigned by the University; and
- based on courses using standard letter grades A+ through F.

## 5. ACADEMIC STANDING STATUS

### Good Academic Standing

- 5.1 Undergraduate students at the University are ~~deemed to be~~ in good academic standing if both ~~their~~ TGPA and their CGPA are 2.00 or higher.
- 5.2 Graduate students are in good academic standing if they maintain a program GPA of 3.00 or higher.
- 5.3 "Good Academic standing" is recorded on both the student's permanent student record and their transcript for each applicable term Prior to the completion of ~~nine~~ (9) University credits students are considered in Good Academic Standing by default

### Academic Alerts

- ~~Students~~ with a TGPA and/or CGPA of ~~less than 2.00~~ are placed on academic alert. This status appears on the student's permanent record but not on the official transcript, which will continue to show "Good Academic Standing".

- 5.4 The academic alert standing is designed to provide students with an early warning regarding the potential change in status from "Good Academic Standing" to "Academic Probation". This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.

**Commented [CM16]:** Provide reference to the relevant section below? Also perhaps add "Good Academic Standing" in the definition section, but in the definition, refer to the relevant section in the policy?

**Commented [JG17R16]:** decapitalize

**Commented [CM18]:** Deb Jamison: the "only" is misplaced. Rewrite as "...may be reduced by only one level per term."

**Commented [CM19]:** DJ: "may be reduced by only one academic standing...."

**Commented [CM20R19]:** ACCEPT

**Commented [JG21R19]:** Change made at 8 April SP&G meeting

**Commented [SG22]:** I am not sure what this means?

**Commented [CM23]:** Susan Gardner: I think this was explained at the last meeting, but it didn't stick. If I don't find this easy to understand, I suspect others may have a problem.

**Commented [CM24]:** Remove 4.3--decreases clarity and may not be correct.

**Commented [BM25]:** "standard" seems to broad here. Perhaps use "requirements" given that it is also used in th ...

**Commented [CM26R25]:** ACCEPT

**Commented [CM27]:** This heading seems out of place

**Commented [CM28]:** Deb Jamison: Perhaps this make ...

**Commented [CM29]:** Rename to "Academic Standing ...

**Commented [JG30R29]:** Changed to 'Assessment of ...

**Commented [CM31]:** Should items in section 6 have ...

**Commented [JG32R31]:** Formatting fixed

**Commented [CM33]:** "their" should not be deleted here.

**Commented [BM34R33]:** Agree

**Commented [CM35]:** DJ: 9

**Commented [JG36R35]:** Number added

**Commented [DW37]:** SGSC suggestion: move 5.3 to 5.1

**Commented [CM38R37]:** ACCEPT

**Commented [CM39]:** DJ: "...University, no academic ...

**Commented [JG40R39]:** changed

**Commented [SG41]:** So if a student has completed 2 ...

**Commented [HJ42R41]:** yes. we can look into this ...

**Commented [CM43]:** Deb Jamison: I think this is mean ...

**Commented [CM44]:** Should there be an alert for grad ...

## Academic Probation

5.5 Undergraduate students who achieve a CGPA of less than 1.67 are placed on academic probation. "Academic Probation" will appear on both the student's permanent record and student transcript.

5.6 Graduate students may also be placed on academic probation if their academic progress is deemed unsatisfactory. They will be required to improve within a specific period.

### Required to Withdraw (RTW)

5.7 Undergraduate students on academic probation will be required to withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. "Required to Withdraw" will appear on both the student's permanent record and student transcript.

5.8 Undergraduate students with RTW status are required to withdraw from the University for a minimum of one Major Term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.

5.9 If a graduate student's progress appears to be unsatisfactory, the graduate program committee, in consultation with the student's supervisor, may require the student to withdraw. If a graduate student does not have a supervisor the student must obtain permission of the Chair of the Graduate Program Committee to withdraw.

## 6. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS

6.1 Following a RTW status, undergraduate students are required to reapply for Admission/Readmission with the required application fee. Undergraduate students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.

6.2 Undergraduate students who were RTW and are returning to the University after more than three years' absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.

6.3 A graduate student who has withdrawn from Graduate Studies and who wishes to re-enter must re-apply under the same procedures as other applicants to Graduate Studies.

## 7. RELATED POLICIES AND GUIDANCE

S2017-01 Grading Profile Policy

S2017-04 Graduation Policy

S2003-02 Repeated Courses

S2024-03 Graduate Supervision

**Commented [CM45]:** Should this be higher for grad students?

**Commented [CM46]:** Are RTW students allowed to take upgrading courses if it is determined that they need support in a specific area? I seem to recall this being the case, but not sure where that provision would be found.

**Commented [HJ47R46]:** no provision at this point to allow RTW students to register in upgrading or any courses for that matter..happy to provide more context about this

**Commented [CM48]:** Should these GPAs be adjusted for grad students?

**Commented [CM49]:** It seems odd that the student would be requesting this; students can withdraw anytime they wish using the normal withdrawal process.. Instead, it seems like someone from the RO or the grad program (coordinator?) would be requesting this of the Graduate Program Committee.

**Commented [DW50]:** SGSC suggestion: insert, "Graduate students on probation who do not raise their CGPA to 3.00 in the next term will be RTW. Faculty may also recommend RTW for other academic concerns"

**Commented [CM51R50]:** Remove the second sentence about recommended RTW

**Commented [CM52R50]:** Dawn: Would the SGSC suggestion replace ALL of 5.9? Best to review after grad ...

**Commented [CM53R50]:** Graduate students on probation who do not raise their CGPA to 3.00 in the ...

**Commented [CM54]:** Deb Jamison: the University, instead of Capilano - this is a defined term.

**Commented [JG55R54]:** agreed

**Commented [CM56]:** It seems that this information would better fit in the Repeated Courses Policy S2003-02. ...

**Commented [JG57R56]:** We could insert this language into the Repeated Courses policy instead and simply ...

**Commented [JG58R56]:** Language to move: GRADUATE STUDENTS RETAKING A COURSS ...

**Commented [CM59]:** Deb Jamison: Who would give the student permission to take a course a second time?

**Commented [DW60]:** SGSC suggestion: insert, 'Graduate students may repeat a maximum of two courses during th ...

**Commented [CM61R60]:** Just to clarify: My understanding is that the suggestion by SGSC is *in addition* ...

**Commented [DW62]:** SGSC suggestion: insert, 'A graduate student may repeat a course once without prior ...

**Commented [CM63R62]:** See my questions on the above comment. Note that all instances of "shall" in the suggest ...


## 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 Registrar.

**Commented [DW64]:** SGSC suggests: ensure consistent use of singular/plural forms (e.g., "graduate student" vs. "graduate students").

**Commented [CM65R64]:** Noted

**Commented [CM66]:** Given the revisions on the graduate program language, review the entire policy for: a) places to use "undergraduate students" to replace "students" when a statement does not apply to graduate students. Review other aspects of policy such as when an academic alert is provided to a graduate student vs. and undergraduate student.

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>S2003-03</b>	<b>Vice-President Academic and Provost</b>		
Policy Name			
<b>Academic Standing</b>			
Approved by	Replaces	Category	Next Review
<b>Senate</b>		<b>B</b>	<b>2022</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>2010, 2013</b>	<b>Dec 2017 (effective Sept 1, 2018)</b>		

### 1. PURPOSE

This policy is to provide direction regarding the assessment of student academic performance during their studies at Capilano University and to ensure that students are provided timely feedback on their institutional academic performance.

### 2. SCOPE

This policy relates to all students who register in credit courses at Capilano University. The policy refers to a student's institutional academic performance, not the student's performance in individual classes or programs.

Continuing Studies and Executive Education (CSEE) courses at Capilano University and the students completing these courses are not subject to this policy.

### 3. POLICY STATEMENT

Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to help them understand their ongoing institutional academic standing.

The assessment criteria are designed to ensure that students are provided with notification of standing in a fashion that is time sensitive and allows them the opportunity to seek academic assistance, if needed, and maintain or return to Good Academic Standing. To ensure that students have sufficient time to seek assistance, a student's academic standing may only be reduced by one academic standing status in any given term.

The Academic Standing Policy outlines the University standard for assessment of academic standing and continuance in University registration. When approved by Senate, individual programs may have continuance standards distinct from this policy. When program continuance standards are distinct from this policy, it is expected that these standards are made available to prospective and current students through program websites and in person.

#### 4. DEFINITIONS USED IN POLICY

- TGPA** – Term Grade Point Average – the average of the final grades for all credit courses taken within the defined period
- CGPA** – Cumulative Grade Point Average – the average of the final grades for all credit courses taken since first admission to the University
- RTW** – Required to Withdraw

#### 5. ACADEMIC PERFORMANCE ASSESSMENT CRITERIA

Capilano University will assess Academic Standing as follows:

1. Upon completion of 9 credits of course work after the first admission to the University
2. Using only grades assigned by Capilano University
3. Using only standard letter grades A+ through F.

#### 6. ACADEMIC STANDINGS

##### 6.1. GOOD ACADEMIC STANDING

Students at Capilano University are deemed to be in good academic standing if both their TGPA and their CGPA are 2.00 or higher.

“Good Academic Standing” is recorded on the student’s permanent student record and the student transcript for each term where this standing is granted.

Until such time that a student has completed nine credits at the University there is no academic standing evaluation completed for the student and “Good Academic Standing” will appear on their student record and their student transcript. Subsequently, academic standing will be evaluated at the completion of every term.

##### 6.2. ACADEMIC ALERT

Students who achieve a TGPA and/or CGPA of less than 2.00 are placed on academic alert. “Academic Alert” is listed on the student’s permanent record but not on the student transcript, which will continue to show “Good Academic Standing”.

The academic alert standing is designed to provide students with an early warning regarding the potential change in status from “Good Academic Standing” to “Academic Probation”. This early warning is provided to encourage students to seek out services, at the University and elsewhere, to support their learning.



### 6.3. ACADEMIC PROBATION

Students who achieve a CGPA of less than 1.67 are placed on academic probation. "Academic Probation" will appear on both the student's permanent record and student transcript.

### 6.4. REQUIRED TO WITHDRAW

Students on academic probation will be required to withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. "Required to Withdraw" will appear on both the student's permanent record and student transcript.

Students with RTW status are required to withdraw from the University for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that term and refunded their fees in full.

## 7. RE-ADMISSION AFTER REQUIRED TO WITHDRAW STATUS

Following a RTW status, students are required to submit an Application for Admission/Readmission with the required application fee. Students returning from RTW status are readmitted with Academic Probation standing and are subject to the conditions of Academic Probation.

Students who were RTW and are returning to Capilano after more than three years' absence may request that the Registrar assess their academic standing independent of their previous academic standing for their first term of return.



## SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

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**DATE:** November 24, 2025  
**TO:** Laureen Styles, Chair, Senate  
**FROM:** Julia Black, Chair, Senate Curriculum Committee

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The following motions were carried by the Senate Curriculum Committee at its meeting on November 21, 2025:

- 25/59** The revisions to the general upgrading admission requirements in the ABE program be recommended to Senate for approval.
- 25/60** The revisions to the continuation and graduation requirements for the Bachelor of Legal Studies (paralegal) program be recommended to Senate for approval.
- 25/61** The revisions to the continuation and graduation requirements in the Paralegal Diploma program be recommended to Senate for approval.
- 25/62** The revisions to the continuation and graduation requirements in the Paralegal Certificate program.
- 25/63** The prerequisite revisions to BADM 466, Managing Change be recommended to Senate for approval.
- 25/64** The Cap Core designation under the heading of *Self and Society* for GEOG 206 - British Columbia: Landscapes in Transition be recommended to Senate for approval.

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Julia Black, Chair  
Senate Curriculum Committee

A handwritten signature in black ink, appearing to be "J. Black".

Date: November 24, 2025

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Laureen Styles, Chair  
Senate

Date:

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