

SENATE REGULAR MEETING

Tuesday, January 13, 2026 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the *Skwxwú7mesh* (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the *səlilwətaʔ* (Tsleil-Waututh), *shíshálh* (Sechelt), *Skwxwú7mesh* (Squamish), and *xʷməθkʷəy̓əm* (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**
6.1 Graduates – *Decision* Harb Johal
- 7. Committee Reports**
 - 7.1 Academic Planning and Review Committee – *Information* Alaa Al-Musalli
 - 7.2 Policy and Governance Committee – *Decision*
 - 7.2.1 S2003-02 Repeated Courses Policy Corey Muench
Schedule 7.2.1
 - 7.2.2 Senate Ad Hoc Committee on Faculty Restructuring Schedule 7.2.2
 - 7.3 Curriculum Committee – *Information* Julia Black
No Resolution Memo as the December 12, 2025 meeting was cancelled.
 - 7.4 Graduate Studies Committee – *Information* Alan Jenks
 - 7.5 Teaching and Learning Committee – *Information* Diana Twiss
 - 7.6 Budget Advisory Committee – *Information* Michael Thoma

SENATE REGULAR MEETING

Tuesday, January 13, 2026 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

8. Other Reports

8.1 Chair of Senate – <i>Information</i>	Laureen Styles
8.2 Vice Chair of Senate – <i>Information</i>	Alan Jenks
8.3 VP Academic and Provost – <i>Information</i>	Tracy Penny Light
8.4 Board Report – <i>Information</i>	Amina El Mantari
8.5 Elder's Words - <i>Information</i>	Elder Doctor Latash

9. Discussion Items

10. Other Business

11. Information Items

12. In Camera Session – Chancellor Search



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

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

Regrets: Harleen Kaur, Amina El Mantari, Vedant Mehra, Katija Pallot

Guests: Rahul Reandi, Maria Valiouk, Dawn Whitworth

Land Acknowledgement

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1. Welcome

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

2. Approval of the Agenda

Item #6.1 Senate Ad Hoc Committee was added under New Business.

Milo Prentice moved and Priya McMurtrie seconded:

To adopt the amended agenda.

CARRIED

1 Abstention

3. Approval of the Minutes

Alan Jenks moved Alaa Al-Musali seconded:

To adopt the November 4, 2025 minutes.

CARRIED

4. Correspondence Received

5. Business Arising

None.

6. New Business

6.1 Senate Ad Hoc Committee



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

Senate was requested to consider a proposal to form a senate ad hoc committee to provide advice to the Board regarding the proposed faculty merger. The formation of the ad hoc committee would also provide an opportunity to have student voices heard during the consultation particularly as there was no student representation on the working group. On discussion of the proposal, the following comments were provided:

- Clarification was provided that the request was for a senate specific ad hoc committee composed of senators.
- The formation of a senate ad hoc committee would align with other instances when the Board requests advice from senate.
- Clarification was requested whether the proposal for an ad hoc committee was because the composition of the working group was missing certain representation. The timelines for setting up an ad hoc committee would require that the policy and governance committee develop the terms of reference and then be brought to Senate. This may be a lengthy process wherein a possible alternative could be to bring forward a suggestion that the working group includes student voices. Information was provided that as per the senate bylaws, an ad hoc committee can be formed without established terms of reference.
- A concern was raised that because the working group does not include students, this would be an opportunity for students who would be most affected by the decision to have a voice. Administration responded that the specific request to the working group would be to consult with students.
- Students were concerned that they would not be part of the consultation process particularly as they were not given an opportunity to join the working group. As there have been several concerns from senate around the process for the proposed faculty merger, it is important that the necessary time and steps are taken to ensure that all senators are involved on how senate advice is being sought instead of rushing the process with a working group that does not fully consult all senators including student senators. Administration responded that with this proposed motion, there would be two processes; one process under



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

the Provost that would involve students and secondly, this ad hoc committee, specific to senate's work.

- A release time component was not included in the application to join the working group and this may prevent people from volunteering and as such, if there are no volunteers who would form the working group. Administration indicated that there would be no release time given that the university is in the process of deficit mitigation. In addition, the working group would have to consult widely across their constituent groups as outlined in the terms of reference as well as determine additional consultation.
- A concern was raised that the composition of the working group shows that there is one representative chosen from each Faculty; however, some Faculties have three schools and how would a representative be informed to make decisions for all three schools.
- In terms of the composition of the working group and the intention to consult with students, given that the student senators were elected by students to serve as their representatives, it is unclear why students of the whole will be consulted when there are elected students on senate willing to contribute the voice of students. Administration indicated that the purpose of the working group is to not limit consultation and participation across university constituent groups, and senate does not represent everyone from each school.
- Clarification was requested around the rationale for not including student senators on the working group. Administration indicated that it is difficult to get students to commit to serving on committees particularly as the working group will be meeting through December and January which typically is a busy time for students.
- The formation of an ad hoc committee would be in line with the governance power of senate as well as within the mandate and responsibility of the senate to form its own ad hoc committee through senators to inform the process by which to achieve advice.
- A suggestion was presented on whether it would be possible to have both a senate ad hoc committee and a working group. The mandate of the working



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

group could be revised to indicate that the senate ad hoc committee would be part of the working group.

Milo Prentice moved and Tracy Penny Light seconded:

25/34 Be it resolved that the senate create an ad-hoc committee, as per Article 8.1 of the bylaws, to provide advice to the university on the proposed faculty restructure.

CARRIED

17 Yes

3 Abstentions

And that the Senate Policy and Governance Committee create terms of reference for this committee for approval at the next meeting of senate.

7. Committee Reports

7.1 Academic Planning and Review Committee

Presented by: Alaa Al-Musalli

The committee met on November 18th, and the following items were discussed:

- An update was provided on the Out of Cycle Academic Unit Review for the Bachelor of Tourism Management in the School of Tourism Management.
- The committee was presented with an information item proposing the introduction of “One coordinated Undergraduate-level English Language Proficiency Standard (ugrad-ELPS) applicable to fully admitted students enrolled in undergraduate POSTs; and an - A tiered Undergraduate-level English Language Conditional Admission and Support (ugrad-ELCAS) framework for conditionally admitted students requiring further English-language skill development” with that the framework be adopted for Fall 2027.

The proposal indicated that the minimum English language proficiency standard for undergraduate academic programs of study (POSTs) at CapU is unclear and inconsistent. The requirement options are scattered across multiple webpages, are misaligned with standards present at peer universities, and that students are fully admitted but remain ineligible to enrol in ENGL 100 or other 100-level English courses.



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

Some of the concerns raised were around how the tiers align with current pathways into diplomas and degree programs offered by the EAP department. Representatives from the EAP department attended the meeting as guests to share some of their concerns and recommendations, all of which were noted and discussed. While the EAP faculty generally support the proposed framework, concerns need to be addressed before the proposal is brought to Senate for a vote.

Other points of discussion were around the complexity of proposal's language and the concern that it might not fully be accessible to the university community or members of Senate. Before casting a vote in Senate to approve this proposal, it was recommended that more clarity and details be added and consultations made with the schools that will be impacted by this framework. It would also be important to focus on how the proposed plan will impact EAL students' success and enrolment in the EAP Department. It was unclear why this proposal appeared as an information item at SAPRC if there is a set plan to proceed with it as a vote in Senate. It was suggested this important proposal be opened to the university community for consultation as it will not only impact the EAP and English Departments' deliverables.

- The committee welcomed new members, and an orientation was provided with respect to the committee's mandate and terms of reference.

7.2 Policy and Governance Committee

Presented by: Corey Muench

The committee met on November 10th, November 24th, and December 1st and work focused on four policies, the Admissions Policy and Procedure, Academic Standing Policy, Repeated Courses and Academic Qualifications.

The committee reviewed the Repeated Courses Policy because of its previous review of the Academic Standing Policy; new language for repeating courses within graduate programs had been included in the Academic Standing Policy, but the committee recommended that this language be included in the existing Repeated Courses Policy. It is anticipated that the repeated course policy will be brought to the January meeting.



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

In terms of the Academic Qualifications Policy, the committee continues to review the policy as there are still some discussion items outstanding.

The committee also reviewed the newly proposed Work Integrated Learning Policy and the Procedure will be reviewed at the January committee meeting.

7.2.1 S2019-01 Admission Policy and S2019-01-01 Admission Procedure

The Admissions Policy and Admission Procedure were overdue for a review. The policy outlines the principles and regulations governing admission to credit programs at Capilano University. It applies to all applicants to Senate-approved programs.

On review and discussion of the policy and procedure, no issues or concerns were raised.

Corey Muench moved and Alaa Al-Musali seconded:

25/35 The Senate approve the revisions to the S2019-01 Admissions Policy and to the S2019-01-01 Admissions Procedure.

CARRIED

7.2.2 S2003-03 Academic Standing Policy

The Academic Standing Policy was overdue for its planned 5-year review and 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.

On review and discussion of the policy, no issues or concerns were raised.

Corey Muench moved and Alan Jenks seconded:

25/36 The Senate approves the revisions to the S2003-03 Academic Standing Policy.

CARRIED

7.3 Curriculum Committee

Presented by: Julia Black

SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 21, 2025 Senate Curriculum Committee meeting were presented to Senate for approval.

Information was also provided that the English Language revisions to standards for admission item was removed from the SCC agenda because feedback provided by members of the Academic Planning and Program Review committee was being reviewed.

Julia Black moved and Denise Gringrich seconded:

25/37 That Senate approve Resolutions 25/59 to 25/64.

CARRIED

7.4 Graduate Studies

Presented by: Alan Jenks

The committee met on November 18th and the Interim Director of the Academic Initiatives and Planning office (AIP) attended the meeting to discuss graduate studies.

At the meeting, the committee also addressed some issues around the terms of reference which included the election of a vice chair as well as the addition of a staff representative on the committee.

For the January meeting, the committee will be discussing issues around DQAB and its relationship with graduate studies as well as continue review of the committee's terms of reference.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on November 18th and provided feedback on the work integrated learning policy and procedure. In addition, several reports were provided and some of the key highlights were as follows:



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

- Christina Neigel, Interim Director, Academic Planning and Quality Assurance provided an update regarding planning and determining priorities for programs as well as an update on the program review process. The School of Humanities and Interdisciplinary Studies are working on action plans and new reviews have been initiated for the School of Business, Tourism and Social Sciences.
- Creative Activity, Research, Scholarship and Graduate Studies (CARS) will be hosting the 2nd annual Research Exchange with Langara College on November 21st. As well, CARS recently accepted faculty-wide applications for three annual research competitions.
- The Educational Technology and Environment Committee met on November 17th and work is underway in updating the process in which academic software can be brought forward to expedite the approval process to ensure that faculty have what they need for their work.

7.6 Budget Committee

Presented by: Michael Thoma

The next committee meeting is scheduled for December 11, 2025.

8. Other Reports

8.1 Senate Chair

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

- The Minister of Post Secondary Education and Future Skills has recently launched the Provincial Review of the Post-secondary Sector. This will be a "holistic" review of the public post-secondary system in BC focussed on three main areas; recommendations on governance and operational structures; recommendations for program delivery improvements and an opportunity to adjust and improve revenue to move forward financial sustainability. The terms of reference are public and [posted here](#). The review will require engagement with university presidents, faculty and staff unions and student leadership/unions and further information in this regard will be provided as it becomes available.



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

8.2 Vice Chair

Alan Jenks appreciated the efforts put forward from all senators for attending the senate subcommittee meetings and the work of the subcommittee chairs. The vice chair also reported the chancellor search committee has finalized their meetings and the search process is on track for the February Board meeting.

8.3 VP Academic and Provost

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

- Appreciation was provided to everyone involved in organizing recent events, including Explore CapU in Squamish, the United Way campaign and the We Believe Breakfast. In addition, as the university prepares for spring 2026, appreciation was provided to all faculty and staff who support students to achieve their goals.
- The Provost attended the English Department's "In Progress Open Text" event which showcased various authors including faculty and staff.
- Students from the Bachelor of Science were congratulated for showcasing their research projects, and appreciation was provided to everyone involved.
- Dawn Whitworth, AVP of Creative Activity, Research and Scholarship & Graduate Studies was invited by the Provost to give a brief update on a recent CapU and Langara event. The event was focused on an annual research exchange with Langara College, hosted at CapU, and well attended with 60+ faculty attendees and presenters. The research exchange, funded by the federal research funding agency NSERC, builds on the university's MOU and joint funding for research initiatives with Langara. In addition, the AVP reported on the recent successes of faculty-led federally-funded research awards. This week, 17 faculty members were awarded institutional NSERC, SSHRC and Unified funded research grants. The grants include funding for student research assistants, teaching release, and other research costs. Senate extends its warmest congratulations to the faculty awardees.



SENATE MEETING

Tuesday, December 2, 2025 4:00 pm

Capilano University, Library Building, Room LB 322

MINUTES

- December 6th is the National Day of Remembrance on Action and Violence Against Women in Canada.
- The call for participants to serve on the proposed faculty merger working group was recently distributed.
- Brad Wuetherick, the interim Director of Teaching and Learning was introduced.
- The new Director for Academic Planning and Initiatives (AIP) has been identified and will be announced shortly.

8.4 Board Report

A report was not presented because the Board representative was absent from the meeting. The next Board meeting is scheduled for February 2026.

8.5 Elder's Words

A reflection was not provided because Elder Doctor Latash did not attend the meeting.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

Several acknowledgements, and recognitions, were presented for faculty, staff and students for their work and contributions to the university.

The meeting was adjourned at 5:15 pm

Next Meeting: Tuesday, January 13, 2026

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.1: Revisions to S2003-02 Repeated Courses Policy

PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 13-Jan-26	
PRESENTERS: Corey Muench, Chair SPGC; Harb Johal, Registrar (Proponent); Dawn Whitworth, Associate VP Creative Activity, Research, and Scholarship (Proponent)	

PURPOSE

To request Senate's approval of the revised Repeated Courses Policy, S2003-02.

MOTION / RECOMMENDATION

THAT the Senate approve the revisions to the Repeated Courses Policy (S2003-02).

The following (with some revisions) was submitted by the proponents and the Policy Office:

BACKGROUND & CONTEXT

S2003-02 Repeated Courses sets out restrictions on the number of times a student may register in a particular course. It also provides information about how grades are calculated when the same course is taken more than once.

S2003-02 Repeated Courses was last updated in 2018 and is overdue to review. Additionally, when S2003-03 Academic Standing was reviewed as part of the university's preparations for introducing graduate studies, clauses were proposed relating to restricting graduate students from repeating courses for which it was determined should be moved into S2003-02 Repeated Courses.

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:

- adding a Definitions section
- changing the definition of CGPA to account for graduate students who have also taken undergraduate level courses at the University.

- not requiring permission for a repeat when a student received an Extenuating Circumstances Withdrawal (WE) grade
- adding information about how grades from repeated courses relate to the term GPA (TGPA)
- requiring the participation of the program Coordinator in the approval process for a third repeat of a course
- clarifying that students may use the highest grade of *all* course repeat attempts rather than being limited to using the highest grade of the last two course repeat attempts.
- including language for graduate students who are repeating courses
- adding the designated officer and related policies and guidance sections in line with current policy office practice
- some changes made to align with current policy office practices.

RISKS, BENEFITS & STRATEGY ALIGNMENT

This policy is a part of the suite of Registrar's Office policies and provides clarity on academic processes.

CONSULTATIONS

This policy was reviewed and updated by the Registrars Office and the Policy Office. The new graduate studies sections were drafted by the AVP CARS and shared during a consultation roadshow for graduate studies related policies held in May/June 2023 that included all Faculty Councils when it was still incorporated into the Academic Standing Policy S2003-03. That policy was also shared with the new Graduate Studies Committee which provided extensive feedback. The Senate Policy and Governance Committee determined that the section on repeated courses pertaining to graduate students should be moved from its proposed place in the Academic Standing Policy and into the existing S2003-02 Repeated Courses Policy.

Review and approval process timelines

Date	Committee	Purpose
Nov. 24, and Dec. 1, 2025	Policy and Governance Committee	Review, propose improvements and determine if ready for Senate consideration.
Sept.16, 2025	Graduate Studies Committee	Review AVP CARS's language around graduate studies and propose improvements (as part of the then proposed changes to the Academic Standing Policy, S2003-03)
January 13, 2026	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 as this policy revision does not significantly change current practices. Information for graduate students will be developed as part of preparing for Graduate Studies.

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 Repeated Courses Policy S2003-02
- Proposed Repeated Courses Policy S2003-02; marked with comments
- Proposed Repeated Courses Policy S2003-02; clean, finalized version





Policy No.	Officer Responsible					
S2003-02	Vice-President Academic and Provost					
Policy Name						
Repeated Courses						
Approved by	Replaces	Category	Next Review			
Senate		Academic				
Date Issued	Date Revised	Date in effect	Related Policies			
May, 2003	June, 2018		S2003-03 Academic Standing Policy			

1. PURPOSE

1.1 This policy establishes a limit on the number of times a student may register in a particular course at Capilano University (the “University”).

2. DEFINITIONS

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

“Program GPA” – a calculation of all courses that a student has passed and used to fulfil their program requirement. Program GPA calculates only the successful marks of courses used towards the program requirements. It does not include F's, transfer credit marks, or university preparatory courses.

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

3. SCOPE

3.1 This policy applies to students who wish to re-register for a credit course at the University. Students must have received a letter grade (A-F, NC/CR, W or WE) for their first registration in a course to be eligible to register in that course again.

3.2 This policy does not apply to non-credit courses offered at the University.

4. POLICY STATEMENT

4.1 Students may choose to repeat course(s) in an attempt to enhance skills and learning, or to improve their grade.

4.2 To maximize student success and enhance access to courses for all students, the University sets a limit on the number of times students may attempt a particular course.

Undergraduate students

- 4.3 An undergraduate student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record. Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the CGPA.
- 4.4 An undergraduate student may register for a particular course three or more times only with the permission of the instructor and the program coordinator (or program chair in the absence of a coordinator). A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student record. All grades will be used to calculate the respective TGPA, and the highest grade of all attempts will be used in the calculation of the CGPA.

Graduate students

- 4.5 A graduate student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record. Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the Program GPA.
- 4.6 A graduate student may register for a particular course three or more times only with the permission of the instructor and the chair of the Graduate Program Committee. A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student records. All grades will be used to calculate the respective TGPA, and the highest grade of all attempts will be used in the calculation of the Program GPA.
- 4.7 A graduate student may repeat a maximum of two courses during their program. Permission to repeat a third course may be granted by the Chair of the Graduate Program Committee.

5. DESIGNATED OFFICER

- 5.1 The Vice-President, Provost and Academic 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 Associate Vice-President, Enrollment Management & University Registrar.

6. RELATED POLICIES AND GUIDANCE

S2003-03 Academic Standing Policy



POLICY

Policy No.	Officer Responsible					
S2003-02	Vice-President Academic and Provost					
Policy Name						
Repeated Courses						
Approved by	Replaces	Category	Next Review			
Senate		Academic				
Date Issued	Date Revised	Date in effect	Related Policies			
May, 2003	June, 2018		S2003-03 Academic Standing Policy			

1. PURPOSE

1.1 This policy establishes a limit on the number of times a student may register in a particular course at Capilano University (the “University”).

2. DEFINITIONS

“**Cumulative Grade Point Average**” (CGPA) – the average of final grades for all **credited** courses. taken since initial admission to the University.

Commented [CM1]: Removed to account for graduate students who have taken undergraduate level courses at the University.

“**Program GPA**” – a calculation of all courses that a student has passed and used to fulfil their program requirement. Program GPA calculates only the successful marks of courses used towards the program requirements. It does not include F's, transfer credit marks, or university preparatory courses.

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

3. SCOPE

3.1 This policy applies to students who wish to re-register for a credit course at the University. Students must have received a letter grade (A-F, NC/CR, or W or WE) for their first registration in a course to be eligible to register in that course again.

3.2 This policy does not apply to non-credit courses offered at the University.

4. POLICY STATEMENT

4.1 Students may choose to repeat course(s) in an attempt to enhance skills and learning, or to improve their grade.

4.2 To maximize student success and enhance access to courses for all students, the University sets a limit on the number of times students may attempt a particular course.

Undergraduate students

4.3 An undergraduate student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record. ~~Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the CGPA.~~

4.4 An undergraduate student may register for a particular course three or more times ~~only~~ with the permission of the instructor ~~or of~~ and the program coordinator (or program chair ~~in the absence of a coordinator~~). A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student record. All grades will be used to calculate the respective TGPA, and ~~the higher grade of the last two grades~~ ~~the highest grade of all attempts~~ will be used in the calculation of the CGPA.

Commented [CM2]: To clarify that the grade for a course will count toward the GPA within the term it was taken.

Graduate students

4.5 A graduate student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record. Both grades will be calculated in the respective TGPA, and the higher of the two grades will be used in the calculation of the Program GPA.

4.6 A graduate student may register for a particular course three or more times only with the permission of the instructor and the chair of the Graduate Program Committee. A grade of WE will not require this permission. The grades for all attempts will be recorded on the official student records. All grades will be used to calculate the respective TGPA, and the highest grade of all attempts will be used in the calculation of the Program GPA.

4.7 A graduate student may repeat a maximum of two courses during their program. Permission to repeat a third course may be granted by the Chair of the Graduate Program Committee.

Commented [CM3]: The program coordinator has the larger picture of course sections/enrollments in view and can (should) provide this context to the instructor. They can (should) also provide context to the student about the advantages/disadvantages of taking a course for the third time.

Commented [CM4]: The current policy limits the student to using only the highest grade of the two most recent attempts toward the CGPA. This change allows the student to use the highest grade of all attempts toward the CGPA.

5. DESIGNATED OFFICER

5.1 The Vice-President, Provost and Academic 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 Associate Vice-President, Enrollment Management & University Registrar.

6. RELATED POLICIES AND GUIDANCE

S2003-03 Academic Standing Policy

Policy No.	Officer Responsible					
S2003-02	Vice-President Academic and Provost					
Policy Name						
Repeated Courses						
Approved by	Replaces	Category	Next Review			
Senate		B	June, 2023			
Date Issued	Date Revised	Related Policies, Reference				
May, 2003	June, 2018					

1. PURPOSE

This policy establishes a limit on the number of times a student may register in a particular course at Capilano University.

2. SCOPE

- 2.1. This policy applies to students who wish to re-register for a credit course at Capilano University. Students must have received a letter grade (A-F, NC/C, W or WE) for their first registration in a course to be eligible to register in that course again.
- 2.2. This policy does not apply to non-credit courses offered at Capilano University.

3. POLICY

- 3.1. Students may choose to repeat course(s) in an attempt to enhance skills and learning, or to improve their grade.
- 3.2. To maximize student success and enhance access to courses for all students, the university sets a limit on the number of times students may attempt a particular course.
- 3.3. A student may register for a particular course twice without permission of an instructor. The grade for each of these two attempts will be recorded on the official student record, and the higher of the two grades will be used in the calculation of the CGPA.
- 3.4. A student may register for a particular course three or more times with the permission of the instructor or of the program coordinator and/or program chair. The grades for all attempts will be recorded, and the higher grade of the last two grades will be used in the calculation of the CGPA.

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.2 Senate Ad Hoc Committee on Faculty Restructuring

PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: 13-Jan-26	
PRESENTERS: Corey Muench, Chair, SPGC; Alan Jenks Vice-Chair of Senate	

PURPOSE

To request the Senate's approval of the Terms of Reference for the Senate Ad Hoc Committee on Faculty Restructuring.

MOTION / RECOMMENDATION

THAT the Senate approve the proposed Terms of Reference for the Senate Ad Hoc Committee on Faculty Restructuring and that the ad hoc committee form and begin its work shortly thereafter.

BACKGROUND & CONTEXT

At the December 2, 2025 Senate meeting, Senate passed a motion to form an ad hoc committee whose purpose would be to review a proposal to restructure the CapU Faculties and make a final recommendation to the Senate, which in turn, would make a recommendation to the Board of Governors.

A working group of Senators completed a first draft of the Terms of Reference in early December, and the draft was then submitted to the Senate Policy and Governance Committee for online feedback and discussion. The ToR draft was submitted on January 6 for the January 13 Senate agenda. The ToR was further discussed at the January 13 SPGC meeting, just before the Senate meeting on the same day.

DOCUMENT FOR SENATE REVIEW

- Draft Terms of Reference



Senate Ad Hoc Committee on Faculty Restructuring (SACFR) Terms of Reference

1. Reporting

The Senate Ad Hoc Committee on Faculty Restructuring (SACFR) is an ad hoc committee of Senate that reports directly to Senate. It is established to provide advice and recommendations to Senate regarding the proposed restructuring (establishment, discontinuance, or merger) of Faculties as described in Board policy B.105.

2. Mandate

The mandate of SACFR in relation to a consideration of the implementation of Policy B.105 is to:

- receive information from constituent groups from across the University for an understanding of the need and timing of the implementation of Policy B.105;
- approve the Terms of Reference/mandate for any working group that may be formed to analyze the feasibility of implementing Policy B.105;
- gather, review and analyze information related to Faculty restructuring, including academic, administrative, and governance impacts, from working group reports and other sources of information;
- consult broadly, as needed, with potentially affected constituents (faculty, staff, students, Indigenous representatives, and other relevant groups);
- ensure alignment with the University's academic mission, strategic priorities, and compliance with the *University Act* and Senate Bylaws;
- identify risks, opportunities, and resource implications;
- recommend guiding principles and an implementation framework for restructuring to Senate if needed;
- advise Senate on any policy changes which may be required; and
- report findings and recommendations to Senate within the timeline established by Senate.

3. Membership

The composition of the membership of the committee includes:

Members

Twenty (20) members including the Chair and Vice-Chair of Senate.

The **voting members** consist of:

- The Chair of Senate
- The Vice-Chair of Senate
- Chair (a Senator elected by Senate)
- Five (5) faculty members (at least one from each Faculty; at least one must be a Senator)
- Two (2) student representatives (at least one must be a Senator; at least one should be from an affected Faculty)
- Two (2) staff representatives (at least one must be a Senator; at least one should be from an affected Faculty).
- Two (2) Deans (or interim/associate dean in the absence of the dean) preferably from affected Faculties

The **non-voting resource** members consist of:

- Provost & Vice-President Academic (or designate)
- Registrar (or designate)
- Representative of the CFA
- Representative of MoveUP
- Director of Indigenous Education and Affairs (or designate)
- Director of Academic Planning and Quality Assurance

Terms of Office and Selection

Members serve until the committee is dissolved by Senate.

Members are selected in accordance with the Senate Bylaws, Section 8.2. When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair of SACFR will normally be non-voting but may vote when their vote may change the result.

The Vice-Chair

A Vice-Chair will fulfill the duties of the Chair in their absence and will be elected from among the voting members of the committee upon the formation of the committee.

4. Conduct of Meetings

Schedule

Meetings will be held at least monthly or at the call of the Chair.

Quorum

A simple majority of voting members including the Chair.

Decision Making

By a two-thirds vote of members present, as required by the *University Act*.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year will be deemed to have resigned from the committee by the Chair (Senate Bylaws, section 8.8).

Visitors

Meetings are generally open to members of the Capilano University community, subject to the Chair's discretion.

5. Reporting

The Committee will report to Senate regularly and submit a final report with recommendations by a specific date determined by Senate.

6. Resources

[Board of Governor's Policy B.105 Establishment and Discontinuance of Faculties](#)

[Senate Bylaws](#)

University Act

7. Review of Terms of Reference

These Terms of Reference will be reviewed at the committee's last meeting before it is dissolved, and suggested changes will be sent to the Senate Policy and Governance Committee for review.