



SENATE REGULAR MEETING

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

AGENDA

Land Acknowledgement

Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwataʔ (Tsleil-Waututh), Skwxwú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

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|--|-----------------|
| 1. Welcome | Jason Dewling |
| 2. Approval of the Agenda - Decision | Senate Members |
| 3. Approval of Minutes – Decision | Senate Members |
| 3.1 September 8, 2026 | Schedule 3.1 |
| 4. Correspondence | |
| 5. Business Arising | |
| 5.1 CSU Presentation | Josh Thomas |
| 6. New Business | |
| 6.1 Academic Schedule and Important Dates | Harb Johal |
| Fall 2027 to Summer 2028 – <i>Information</i> | Schedule 6.1 |
| 6.2 Fall Enrolment Report – <i>Information</i> | Harb Johal |
| | Schedule 6.2 |
| 6.3 Senate By-Election Timeline – <i>Information</i> | Harb Johal |
| | Schedule 6.3 |
| 7. Committee Reports | |
| 7.1 Academic Planning and Review Committee – <i>Information</i> | Alaa Al-Musalli |
| 7.2 Policy and Governance Committee – <i>Decision</i> | Corey Muench |
| 7.2.1 Final Grade Appeal Policy (S2018-01) and | Schedule 7.2.1 |
| Final Grade Appeal Procedure (S2018-01-01) | |
| 7.3 Curriculum Committee – <i>Decision</i> | |
| 7.3.1 Resolution Memo | Julia Black |
| September 18 Agenda Package / September 18 Draft Minutes | Schedule 7.3.1 |



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|-------|---|------------------------------------|
| 7.4 | Graduate Studies Committee – <i>Information</i> | Alan Jenks |
| 7.5 | Teaching and Learning Committee – <i>Information</i> | Alan Jenks |
| 7.5.1 | Ad hoc committee on the evaluation of teaching and learning | Aurelea Mahood/
Brad Wuetherick |
| 7.6 | Budget Advisory Committee – <i>Information</i> | Michael Thoma |
| 7.7 | Self Evaluation Committee – <i>Information</i> | Graham Cook |
| 8. | Other Reports | |
| 8.1 | Chair of Senate – <i>Information</i> | Jason Dewling |
| 8.2 | Vice Chair of Senate – <i>Information</i> | Alan Jenks |
| 8.3 | VP Academic and Provost – <i>Information</i> | Vicki St. Pierre
Schedule 8.3 |
| 8.4 | Board Report – <i>Information</i> | |
| 8.5 | Elder's Words – <i>Information</i> | Elder Doctor Latash |
| 9. | Discussion Items | |
| 10. | Other Business | |
| 11. | Information Items | |



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Present: Jason Dewling, (Chair), Julia Black, Caroline Depatie, Debra Doucette, Alicia Fahey, Denise Gingrich, Derek Howell, Sofia Hughes, Alan Jenks, Harb Johal, Parnit Kaur, Tyesa Kruz, Michael Laurence, Brad Martin, Vedant Mehra, Owen McLachlan, Corey Muench, Alaa Al-Musalli, Francisco Nogueira, Robert Omura, Vicki St. Pierre, Farnoosh Sam, Michael Thoma, Emily Walmsley, Sabrina Wong, Recorder: Mary Jukich

Regrets: Jai Djwa, Graham Cook, Katija Pallot, Milo Prentice

Guests: Tally Bains, Narisha Jessani, Sean Pierce, Kari Wharton, Maria Valioux, Elder Doctor Latash

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1. Welcome

Chancellor Debra Doucette was introduced and welcomed to Senate.

In the absence of Kat Pallot, John Brouwer assumed voting rights for the Faculty of Global and Community Studies

In the absence of Jai Djwa, Denise Gingrich assumed voting rights for the Faculty of Fine and Applied Arts

2. Approval of the Agenda

Alan Jenks moved and Vicki St. Pierre seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

3.1 June 2, 2026

Jennifer Nesselroad moved and Vedant Mehra seconded:
To approve the June 2, 2026 minutes.

CARRIED
1 Abstention

4. Correspondence Received

No correspondence was received.



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5. Business Arising

5.1 Senate Ad Hoc Committee on Advice to Senate on Faculty Restructuring

Presented by: Vicki St. Pierre

The Senate ad hoc committee on advice to Senate on Faculty restructuring was tasked with determining ideas for Faculty restructuring and, subsequently, requested the deans to develop possible proposals for consideration. The proposals were brought to administration for review and will be brought back to the ad hoc committee for consideration.

6. New Business

6.1 Graduates

Presented by: Harb Johal

The Registrar presented a list of 443 graduates verified by the Registrar's Office, who have met the graduation requirements of their programs.

Alan Jenks moved and Vicki St. Pierre seconded:

26/48 Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6.2 Undergraduate English Language Proficiency Standards (ugrad-ELPS) and Conditional Admission Framework (ugrad-ELCAS)

Presented by: Harb Johal

The proposal was initiated because of inconsistencies that were identified around Duolingo scoring in some programs. Work is underway in reviewing the current policy on English language requirements and the English language proficiency standard and conditional admission framework document that was approved at the February Senate meeting. Further work is underway and an update will be brought to the October Senate meeting.

6.3 Call for Honorary Degree Nominations and Academic Emeritus Nominations

Presented by: Kari Wharton



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A summary was provided on the honorary degree program noting that since 2008, the university has conferred 47 honorary doctorate degrees. For the past several years, External Relations has supported the Senate Tributes committee in overseeing the processes that support the program. At a recent meeting of the Senate Tributes committee, procedural updates were identified to the processes and program, including reviewing the purpose of the program to ensure that the purpose still meets the needs of the institution.

A call for honorary degree nominations will go out shortly.

External Relations currently do not support the call for Academic Emeritus nominations.

6.4 Program Costing Model

Presented by: Tally Bains, Sean Pierce, and Narisha Jessani

An update was provided on the work completed to date on the program costing model which includes reviewing tuition revenue and Faculty direct costs. The tuition methodology considers that program tuition revenue is based on student enrolment in a specific program and is recalculated each term to reflect changes in student program registration. Tuition revenue is attributed to the program in which a student is enrolled and follows the student accordingly. It is not allocated to the Faculty or School responsible for delivering the courses.

Next steps include Faculty indirect costs, university wide support costs. Faculty indirect costs are all faculty non-instructional salaries, faculty-specific operating expenses, and faculty staff salaries. These costs can be thought of as faculty-specific costs that supports the delivery of academic programs. University wide support costs are costs associated with institution-wide services and infrastructure that support academic and operational activities across the university.

7. Committee Reports

7.1 Academic Planning and Review Committee

The next committee meeting is scheduled for September 15th wherein the committee orientation will take place. In addition, the committee's terms of



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reference will be reviewed to ensure alignment with the work of Academic Initiatives and Planning (AIP).

7.2 Policy and Governance Committee

Presented by: Corey Muench

The September 8th meeting was cancelled due to scheduling conflicts, and for this term, committee meetings will take place on the second and fourth Monday of the month.

At the September 21st meeting, the committee will review some minor revisions to the terms of reference of the Senate Budget Advisory committee, Senate Graduate Studies committee and complete the terms of reference for the Self-Evaluation committee.

7.2.1 B.107 Academic Schedule Policy

This policy provides direction for the development of the annual Academic Schedule. The *University Act* requires that the Senate of a special purpose, teaching university must advise the board, and the board must seek advice from the Senate, on the development of educational policy for the setting of the academic schedule.

The policy underwent an extensive consultation process with staff, faculty and CSU particularly around the following issues:

- In terms of the 72-hour submission of final grade deadline that is part of this policy, the Registrar met with faculty after analyzing what other PSIs were doing. In cases where a PSI had an extended grade submission deadline in the Fall term, they could not calculate/communicate academic standing to students until January. As a result, the Registrar's Office feels strongly that from a student experience perspective, it would not be possible to change the date of the deadlines. Additionally, because the tuition payment deadline falls on a Monday, this change would also create a longer closure of the registration system (from 3 to 4 days), along with an additional day of pause for students requesting transcripts and post-graduate work permit letters. Given these challenges it was decided not to implement a longer deadline and to remain with the 72-hour period stated in the current policy. However, in recognition of the challenges some instructors face meeting the 4:00 p.m. deadline on the



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day final grades are due, the Registrar's Office moved the time of the submission deadline from 4:00 p.m. to midnight.

- Students previously requested an analysis of the feasibility of extending the Fall term Reading Break to one week. After consultation with the students and performing an environmental scan, the Registrar recommends maintaining the Fall term Reading Break as is, given the constraints on the number required class days for the term and the greater number of vacation days in the Fall term.

A concern was raised that for this year, there will be two days for Reading Break; however, the proposed policy indicates one day for the Reading Break and whether the language in the policy could be revised to indicate that regardless of when Remembrance Day falls, there be two days for Reading Break.

Sofia Hughes moved and Robert Omura seconded:

The wording under section #3.1c, of the policy be revised to indicate a two-day Reading Break in addition to Remembrance Day.

DEFEATED
2 Yes
14 No
1 Abstention

During the discussion, it was suggested that additional language be added to the 72-hour period stated in the policy that reads exceptions to the deadline can be requested and granted on a case-by-case basis by the Registrar.

Michael Thoma moved and Alan Jenks seconded:

26/49 THAT additional language be added to the 72-hour period stated in the policy that exceptions to the deadline can be requested and granted on a case-by-case basis by the Registrar.

CARRIED
13 Yes
4 Opposed
2 Abstentions

In addition, and for clarification, it was suggested to add the word "period" after "assessment" into the policy, section 3.3(c).

Corey Muench moved and Alaa Al-Musalli seconded:



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26/50 THAT the Senate approve the revisions to the Academic Schedule Policy (B.107). **CARRIED**

Vicki St. Pierre moved and Owen McLachlan seconded:
To extend the Senate meeting by 30 minutes. **CARRIED**

7.3 Curriculum Committee *Presented by: Julia Black*

7.3.1 Resolution Memorandum – June 12, 2026

The resolutions brought forward from the June 12, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and John Brouwer seconded:

26/51 THAT Senate approve Resolutions 26/52 to 26/57. **CARRIED**

7.3.2 Resolution Memorandum – August 21, 2026

The resolutions brought forward from the August 21, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and John Brouwer seconded:

26/52 THAT senate approve Resolutions 26/58 to 26/67. **CARRIED**

7.3.3 Committee Membership

Julia Black moved and Alan Jenks seconded:

26/53 That the following members be endorsed to serve on the Senate Curriculum Committee for a two-year term ending July 31, 2028: **CARRIED**

Julia Black – Allied Health or Education and Childhood Studies
Majid Raja – Business
Cathy Wilmot – Performing Arts



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Leah Bailly – English

7.4 Graduate Studies

Presented by: Alan Jenks

The first committee meeting of the fall semester will be on September 15th.

7.5 Teaching and Learning Committee

Presented by: Alan Jenks

The ad hoc committee on the evaluation of teaching and learning recently met and Aurelea Mahood was elected as chair. The ad hoc committee will be considering the evaluation of teaching and learning at the university and work has been underway through the summer and a report will be provided to the Teaching and Learning committee for review.

7.6 Budget Advisory Committee

Presented by Michael Thoma

The committee met on August 20, 2026 and was presented with a financial update from Tally Bains, VP Finance and Administration. The update indicated that for Fiscal 2025/26 from April 1, 2025 to March 31, 2026, there was an Operating Surplus of \$2.2 million, with Capital Expenditures of \$38.4 million, and an Accumulated Unrestricted Surplus of \$38.2 million.

For the current fiscal year, 2026/2027- April 1, 2026 to March 31, 2027, the Operating Budget anticipates a \$12.1 million deficit. The university is also expecting another decline in international tuition, with course registrations declining by 8,420 and tuition revenue by \$17.5 million. Capital Budget and Accumulated Surplus costs include the Electrical Infrastructure Project and Routine capital at \$9.6 million, which is external funding, and Workday ERP (Enterprise Resource Planning) Phase 2, Integration Hub, Customer Relations Management, Section Planning at \$3.4 million, internal funding.

For the following fiscal year, 2027/2028 budget development, plans are underway for a strategic refresh in the following three categories:



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- Academic Transformation (including reviews of Faculty Instructional Release, Program Costing, Graduate Studies, Academic Leadership),
- Operational Excellence Review (including reviews of VP portfolios, CIE, Workday Phase 2, Technology, Customer Relations, Alumni Practices, Theatre and Performance Centre Facilities)
- Financial Stewardship (including reviews of Squamish revenue, International operations, Excluded Position, Lonsdale, Sechelt, North Van ancillary revenues, Pcard and travel policy).

Budget goals are as follows:

- Fiscal 2026/27 - \$12 million deficit budget targeting an \$8M or less deficit
- Fiscal 2027/28 - Balanced Budget
- Fiscal 2028/29 - Surplus Budget

7.7 Self-Evaluation Committee

A report was not presented as the committee has not met.

8. Other Reports

8.1 Senate Chair

Jason Dewling provided the Chair's report which included the following key highlights:

- This has been the "summer of assessments" which included the work completed by the deans' regarding the faculty restructuring proposal, the costing model work, international operations, the ongoing work of Meyers Norris Penny on the assessment of all exempt and admin positions, and the Great Minds assessment on stewarding the student journey for success. The assessments will provide critical insight into the operations of the university to improve and adjust as required.
- Dr. Lesley Brown will be returning to the university to conduct nine strategic sessions to allow full and transparent feedback from all constituents. This information will be collected to assist with the strategic refresh later this year.



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8.2 Vice Chair

The Vice Chair encouraged Senators to reach out to the Registrar to fill remaining vacancies on the Senate committees and for members to consider serving as chairs of the committees. An orientation of each Senate committee will be provided at the first committee meeting of the fall semester.

8.3 VP Academic and Provost

The Vice President Academic and Provost provided a written report in the agenda package, and no comments or questions were raised.

The Vice President Academic and Provost was requested to consider the recent work undertaken by the School of Communication regarding the possible suspension and provided confirmation that correspondence from the School was received and will be considered.

8.4 Board Report

As a Board representative has not been identified, a report was not provided.

8.5 Elder's Words

Elder Doctor Latash shared reflections on the cultural significance of eagle feathers at convocation ceremonies. Eagle feathers symbolize gratitude, achievement, and respect within Indigenous traditions. Administration indicated that work is underway to further support Indigenous students and Indigenous practices during convocation ceremonies.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business items were presented.

11. Information Items

No information items were presented.

The meeting was adjourned at 6:30 pm

Next Meeting: Tuesday, October 6, 2026



Capilano Students' Union

Senate

October 6, 2026

Who we are

Student-led, independent, and focused on the student experience



Our purpose

The CSU elevates the post-secondary experience and empowers our members through advocacy, services, and leadership opportunities.

Advocacy

We bring student voices into university and government decision-making.

Services

We provide health and dental coverage, low-cost transit passes, electronic device repairs, and more.

Leadership

We create meaningful opportunities for students to lead, organize and participate.

Community

We connect students across campuses and online through clubs, events, and collectives.

We are distinct from the university, but many of our goals depend on constructive partnerships.

Our strategic focus this year

Year two of the CSU's 2025–2030 strategic plan



① Building student community

- Pilot CSU 101 course to improve member awareness
- Increase our presence at regional campuses and in student housing
- Strengthen collectives, student spaces and low-barrier events

② Demonstrating operational excellence

- Align services with student needs, organizational scope, and capacity
- Use student feedback and data to guide budget decisions
- Explore external revenue generation and pursue accreditation

③ Strengthening trust

- Develop student leaders as community ambassadors
- Strengthen board development and accountability
- Build stronger government, host Nation and community relationships

Our strategic plan responds to the fact that many students do not know what the CSU is or how to get involved.

What students are telling us

A few key indicators from the 2026 Student Experience Survey



4

meals skipped

average per month due to inability to afford food

20 hrs

worked each week

average during the fall and spring semesters

66.5 mins

one-way transit commute

average trip time to North Vancouver among transit riders

\$914

average monthly rent paid

compared with \$777 respondents said they could reasonably afford

These pressures overlap.

Students are balancing school with work, housing costs and long commutes. Together, these pressures can affect academic focus and success, and make it harder to adapt when university policies or costs change.

Student Rights Office

A resource for students navigating academic processes



1 Academic accommodations

Help students make a request, communicate with instructors, and appeal denied or inadequate support.

2 Grade appeals

Help students discuss grading concerns with instructors and prepare final grade appeals when needed.

3 Withdrawal appeals

Help students explain exceptional circumstances and appeal required withdrawals or denied requests.

4 Cheating and plagiarism

Help students understand allegations and prepare responses, including appeals of decisions or penalties.

5 Practicum and co-op placements

Help students resolve placement concerns with convenors and chairs and prepare appeals when needed.

6 Student appeal tribunals

Help prepare tribunal submissions and accompany students at eligible oral hearings as a support person.

Faculty and staff can refer students for help, including when a concern has not become an appeal.

Student voices in academics

Opportunities for students to shape decisions about their education



Faculties and faculty councils

We want students to have a voice and vote in faculty decisions, with clear representation, access to information and support to participate meaningfully.

Program review and development

We want student perspectives included throughout program review and development to improve existing programs and shape proposals for new ones.

University and senate committees

We want student voices and votes to be a consistent part of committee decisions that shape teaching, learning and the wider academic experience.

Senate

We are working with other student unions to advocate for provincial changes that expand student and faculty representation on special purpose teaching university senates.

Academic decisions better reflect students' needs when students help shape them.

A full-week fall reading break

Time for coursework, preparation, and recovery



What students are asking for

- A full reading week around Remembrance Day for coursework, preparation and recovery
- No scheduled classes or assignments due during the break, giving students a meaningful pause
- A predictable annual break that preserves instructional time (including Monday's) and accommodates program requirements

How senate can help

- Consider extending instruction to Wednesday of the 14th week, using that final day for Monday classes to balance teaching days
- Help identify how a full-week break can fit alongside instructional requirements and faculty grading needs
- Recommend a full-week break to the board, with a workable grade submission schedule before the December closure

We ask senate to advance a full-week fall reading break through its advice to the board on the academic schedule.

Exam schedules at registration



Students need time to plan work, travel, and when to study

What students are asking for

- Final exam dates at registration or the start of term
- One published schedule covering all final exams
- Direct notice of the schedule and any later changes
- Enough notice to arrange work, caregiving and travel commitments around their exams

How senate can help

- Review examination policy and publication deadlines
- Work with the Registrar on scheduling constraints
- Clarify expectations for exams outside the central schedule
- Include student perspectives when assessing publication timelines and the effects of scheduling changes

We ask senate to explore how the final exam schedule can be published when course registration opens.

Credit and no credit electives

Allowing students to explore subjects outside their program



What students are asking for

- An optional CR/NC designation for undergraduate electives, earning credit when passed without affecting GPA
- Greater freedom to explore unfamiliar subjects outside their major without risking their academic standing
- Required major courses, Cap Core requirements and professional accreditation courses would not be included

How senate can help

- Explore expanding existing CR/NC grading to allow student choice in eligible electives
- Determine course eligibility, a passing threshold and credit limits that maintain academic standards
- Work with faculties and the Registrar on registration, transcripts and advising, including implications for graduate study

Students would still meet course requirements, with greater flexibility to explore subjects beyond their major.

Academic freedom

Clear responsibilities support teaching, participation, and inclusive learning



What students are asking for

- Strong protection for academic freedom in teaching, research and inquiry, including discussion of challenging ideas
- Clear expectations that academic freedom does not excuse discrimination or harmful classroom conduct
- Confidence that concerns about their learning environment will be heard and addressed through fair processes

How senate can help

- Explore a statement of responsibilities or code of ethics that complements the university's academic freedom policy
- Bring faculty and student perspectives together to clarify expectations for inclusive teaching and classroom discussion
- Review how academic policies outline teaching responsibilities and guide students and faculty when concerns arise

We support robust academic freedom alongside clear responsibilities for inclusive and accessible teaching.

We ask senate to consider

Three considerations for decisions that shape students' education



Student voice & partnership

Include students early enough to help define issues and shape the options, with meaningful opportunities to contribute and understand how their perspectives informed the decision.

Predictability & flexibility

Clear schedules, deadlines and academic requirements help students plan around work, caregiving and other commitments. Consider where flexibility can help students continue their education when circumstances change.

Access & academic success

Consider how course costs, teaching practices and assessment requirements affect students' ability to participate, demonstrate their learning and progress through their programs.

We appreciate senate's continued partnership and its work to support student learning and success.



Capilano Students' Union

Thank you

We welcome any questions.

September 3, 2026	Fall 2026 New International Student Orientation New International Student Orientation at the North Vancouver campus. The complete schedule can be found at capilanou.ca/student-services/new-students/orientation/international-student-orientation/
September 7, 2026	University Closed for Labour Day
September 8, 2026	Fall 2026 Term Commences / New Student Orientation Fall term commences with evening classes starting at 4:30 pm or later unless stated by a program representative. New Student Orientation at the North Vancouver campus. The complete Orientation schedule can be found at capilanou.ca/orientation <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
September 8 – 21, 2026*	Fall 2026 Add/Drop Period
September 22 – November 13, 2026*	Fall 2026 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a "W".</i>
September 30, 2026	University Closed for National Day for Truth and Reconciliation
October 12, 2026	University Closed for Thanksgiving Day
November 11, 2026	University Closed for Remembrance Day
November 12 - 13, 2026	Reading Break Please check the Capilano University Library website for hours of operation.
November 16 – 25, 2026	Spring 2027 Registration and Waitlisting Opens <i>Note: Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the Spring 2027 add/drop period.</i>
December 7, 2026	Last Day of Classes for Fall 2026 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
December 9 – 18, 2026	Fall 2026 Final Exam Period (Includes Saturday, December 13, 2026)
December 21, 2026 (4:00pm)	Fall 2026 Final Grade Submission Deadline for Faculty
December 21, 2026 (4:00pm)	Fee Payment Deadline – Spring 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day.
December 22 – 23, 2026	Fall 2026 End-of-Term Processing Registration System Closed for Fall 2026 End-of-Term Processing and Spring 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
December 24, 2026	Registration System Re-opens

	Students can add, drop, and waitlist for courses. <i>Note: In-person registration will be unavailable from December 24, 2026 through January 1, 2027 due to University closure.</i>
December 24, 2026 – January 1, 2027	University Closed for Christmas and New Years University closed December 24, 25, 28 and 31, 2026; and January 1, 2027. December 29 and 30, 2026 closed to the public (departments may be open).
January 4, 2027	Spring 2027 Term Commences <i>Note: Courses/programs commence on various days. Consult your program for further information.</i>
January 4 – 15, 2027*	Spring 2027 Add/Drop Period
January 16 – March 12, 2027*	Spring 2027 Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
February 15, 2027	University Closed for Family Day
February 16 – 19, 2027	Reading Break Please check the Capilano University Library website for hours of operation.
March 8 - 12, 2027	Summer 2027 Registration and Waitlisting Opens Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the applicable Summer 2027 session(s) add/drop period(s).
March 26 - 29, 2027	University Closed for Easter Please check the Capilano University Library website for hours of operation.
April 9, 2027	Last Day of Classes for Spring 2027 <i>Note: Some courses/programs continue until the last day of the examination period. Consult your program for further information.</i>
April 12 – 21, 2027	Spring 2027 Final Exam Period (includes Saturday, April 12, 2027)
April 26, 2027 (4:00pm)	Spring 2027 Final Grade Submission Deadline for Faculty
April 26, 2027 (4:00pm)	Fee Payment Deadline – Summer 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day.
April 27 – 28, 2027	Spring 2027 Grades and End-of-Term Processing Registration System Closed for Spring 2027 End-of-Term processing and Summer 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
April 29, 2027	Registration System Re-opens Students can add, drop, and waitlist for courses.
May 10, 2027	Summer 2027 – Full Term Commences Summer 2027 – Session I Commences
May 10 - 14, 2027 *	Summer 2027 – Session I Add/Drop Period
May 10 – 21, 2027 *	Summer 2027 – Full Term Add/Drop Period

May 15 – June 4, 2027 *	Summer 2027 – Session I Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
May 22 – July 16, 2027 *	Summer 2027 – Full Term Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
May 24, 2027	University Closed for Victoria Day
June 8-10, 2027	Spring 2027 Convocation
June 25, 2027	Last Day of Classes for Summer 2027 – Session I
June 28, 2027 (4:00pm)	Summer 2027 - Session I Final Grade Submission Deadline for Faculty
June 29, 2027	Summer 2027 – Session I Grades and End-of-Term Processing Registration System Closed for Summer 2027 - Session I grades processing. Students will not be able to add, drop, or waitlist for courses.
June 30, 2027	Registration System Re-opens Students can add, drop, and waitlist for courses.
July 1, 2027	University Closed for Canada Day
July 5 - 16, 2027	Fall 2027 Registration and Waitlisting Opens Students will be able to register in courses at the beginning of their specific registration date found in their myCapU Account until the end of the Fall 2027 add/drop period.
July 5, 2027	Summer 2027 – Session II Commences
July 5 – 9, 2027 *	Summer 2027 – Session II Add/Drop Period
July 10 – 30, 2027 *	Summer 2027 – Session II Withdrawal Period <i>Note: During this period, withdrawals will be noted on the permanent student record as a “W”.</i>
August 2, 2027	University Closed for BC Day
August 20, 2027	Last Day of Classes for Summer 2027 – Session II and Full Term
August 23, 2027 (4:00 p.m.)	Summer 2027 - Session II and Full Term Final Grade Submission Deadline for Faculty
August 23, 2027 (4:00 p.m.)	Fee Payment Deadline – Fall 2027 Full payment must be received by the Student Financial Accounts to avoid deregistration. Registration System Closed. Students will not be able to add, drop, or waitlist for courses for the duration of this day.
August 24 - 25, 2027	Summer 2027 - Session II and Full Term End-of-Term Processing Registration System Closed for Summer End-of-Term processing and Fall 2027 deregistration due to non-payment of fees. Students will not be able to add, drop, or waitlist for courses.
August 26, 2027	Registration System Re-opens Students can add, drop, and waitlist for courses.
September 6, 2027	University Closed for Labour Day

** Please note: Add/drop and withdrawal dates vary for courses/programs that do not start in September and end in December (Fall term) or start in January and end in April (Spring term) or start in May and end in August (Summer term). Please refer to the 'Non-Standard Add/Drop or Withdrawal' document at capilanou.ca/admissions/course-registration/registration-dates/*

Senate Report

AGENDA ITEM 6.2: Fall Enrolment Report	
PURPOSE:	☐ Approval ☒ Information ☐ Discussion
MEETING DATE: 06-Oct-26	
PRESENTER: Harb Johal	

SUMMARY

New Students

- **Overall:** 1,862 registered domestic and international non-Indigenous students, compared with 1,753 at the same point last year. An increase of 109 students (+6.2%).
- **Domestic:** 1,549 new students vs. 1,517 last year, up 2% (+32). Most of the growth appears to be coming from North Vancouver, with Squamish estimated to be relatively flat year-over-year.
- **International:** 313 new students vs. 236 last year, up 33% (+77), with particularly strong growth in EHHD, Fine & Applied Arts, and several programs including ECCE, EAP and Tourism.
- **Squamish:** Current registrations are 46 new students for Fall 2026. Based on available data, this is broadly comparable with the estimated 44 students in comparable programs at the same point last year. This remains an estimate due to reporting limitations.

NEW DOMESTIC ENROLMENT

Up 2% in new domestic enrolment

?

	Sept. 24 2025	Sept 24 2026	%	# of students
Arts & Sciences	439	485	+10%	+46
Fine & Applied Arts	316	331	+5%	+15
Global & Community Studies	140	156	+11%	+16
Business & Professional Studies	283	277	-2%	-6
EHHD	338	300	-11%	-38

NEW INTERNATIONAL ENROLMENT

Up 33% in new international enrolment



	Sept. 24 2025	Sept 24 2026	%	# of students
Arts & Sciences	75	78	+4%	+3
Fine & Applied Arts	31	50	+61%	+19
Global & Community Studies	19	44	+132%	+25
Business & Professional Studies	57	55	-4%	-2
EHHD	54	86	+59%	+32

RETURNING DOMESTIC ENROLMENT

Up 4% in returning domestic enrolment



	Sept. 24 2025	Sept 24 2026	%	# of students
Arts & Sciences	992	1091	+10%	+99
Fine & Applied Arts	611	609	-<1%	-2
Global & Community Studies	356	425	+19%	+69
Business & Professional Studies	1,017	961	-6%	-56
EHHD	650	678	+4%	+28

RETURNING INTERNATIONAL ENROLMENT

Down 42% in returning international enrolment



	Sept. 24 2025	Sept 24 2026	%	# of students
Arts & Sciences	1079	598	-45%	-481
Fine & Applied Arts	76	58	-24%	-18
Global & Community Studies	168	71	-58%	-97
Business & Professional Studies	760	459	-40%	-301
EHHD	188	136	-28%	-52



Memo

To: Mary Jukich
From: Harb Johal, AVP, Enrollment Management and University Registrar
Subject: Fall 2026 By-Election timeline
Date: September 24, 2026
cc: .

Fall 2026 Senate by-election timeline:

Date	Action	Duration
Thu Oct 8	Call for nominations	Two weeks
Wed Oct 21, 4pm	Call for nominations CLOSED	Four weeks
Thu Oct 22	Orientation (by request)	
Thu Nov 19, 12:01am	Voting OPEN	One week
Wed, Nov 25 11:59pm	Voting CLOSED	
Fri, Nov 27	Election Results Announced	

Fall 2026 Senate seats up for by-election:

Representatives	Seats	Voting term starts	Term ends
Students	1	immediately	July 31, 2027

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.1: Revisions to S-2018-01 Final Grade Appeal Policy and S2018-01-01 Final Grade Appeal Procedure	
PURPOSE:	☒ Approval ☐ Information ☐ Discussion
MEETING DATE: 06-Oct-26	
PRESENTERS: Corey Muench, Chair SPGC; Harb Johal, Registrar (Proponent)	

PURPOSE

S2018-01 and S2018-01-01 Final Grade Appeal Policy and Procedure were last updated in 2018 and were overdue for review.

MOTION / RECOMMENDATION

THAT the Senate approve the revisions to the Final Grade Appeal Policy (S2018-01) and Final Grade Appeal Procedure (S2018-01-01).

The following content, with some revisions, was submitted by the proponent and the policy office:

BACKGROUND & CONTEXT

S2018-01 Final Grade Appeal Policy and S2018-01-1 Final Grade Appeal Procedure set out the principles and processes that apply to the appeals of final grades by students.

ISSUES IDENTIFIED

No significant issues have arisen in association with this policy.

CHANGES

Policy changes are minor:

- Small changes to improve clarity
- Adding suggestion that academic departments develop protocols for the appeal of final grades when an intangible assessment is in question (Section 3.2)
- Adding a statement encouraging students to use the informal appeal process first before invoking the formal process outlined in the policy/procedure (Section 4.3)
- Adding the designated officer and related policies and guidance sections in line with current policy office practice

Changes made to the procedure:

- Added information about the submission of Final Grade Appeals packages aligned to instructions given to parties involved
- Added an example of a support person that can attend Final Grade appeal meetings (Section 4.2)
- Increased the timeframe for completion of tasks for some of the appeal stages from five days to ten days
- Removed references to a fee to be paid for Final Grade Appeals
- Updated record keeping section

RISKS, BENEFITS & STRATEGY ALIGNMENT

This policy is a part of the suite of registrar's office policies and provides clarity on managing possibly contentious matters.

CONSULTATIONS

This policy was reviewed and updated by the Registrar's Office and the policy office before review by the Senate Policy and Governance Committee.

Review and approval process timelines

Date	Committee	Purpose
March 10 & May 26, 2026	SPGC	Review/revise as needed
Oct. 6, 2026	Senate	Review/revise as needed

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/procedure and should issues arise that lead to the need for changes, will put forward a request for revisions.

DOCUMENTS FOR SENATE REVIEW

- Current (in use) Final Grade Appeal Policy (S2018-01)
- Current (in use) Final Grade Appeal Procedure (S2018-01-01)
- Proposed Final Grade Appeal Policy S2018-01, clean, finalized copy
- Proposed Final Grade Appeal Procedure S2018-01-01, clean, finalized copy
- Proposed Final Grade Appeal Policy S2018-01, marked copy with comments
- Proposed Final Grade Appeal Procedure S2018-01-01, marked copy with comments



 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S2018-01		Vice-President Academic and Provost	
Policy Name			
Final Grade Appeal			
Approved by	Replaces		Category
Senate			Academic
			2031
Date Issued	Date Revised	Date in effect	Related Policies
September 1, 2018	October 6, 2026		S2017-05 Academic Integrity Policy B.109 Student Appeals Policy

1. PURPOSE

- 1.1 This policy outlines the principles and governs the procedures for students taking credit courses at Capilano University (the “University”) to appeal their Final Grades.
- 1.2 The Final Grade appeal process offers recourse to a student who has Material Evidence to show that an inappropriate Final Grade has been assigned.
- 1.3 A Final Grade appeal is not required to correct recording errors (i.e. a course grade that was not recorded properly or a grade resulting from a mathematical error in the calculation). In such cases, the student should bring the error to the attention of the instructor as soon as the error is noticed so that the instructor can make any corrections immediately.
- 1.4 An appeal may result in the Final Grade being lowered, remaining the same, or being raised.

2. DEFINITIONS

“Material Evidence” graded assignments or other related documents that have been distributed or returned to the student and/or retained by the instructor (e.g. final examination or course outline), which serve as evidence in the assessment of the appeal.

“Final Grade” is a notation assigned to signify student attainment as recorded on the official University transcript.

“Tangible Assessments” may include but are not limited to: written, graphic, digitized, modelled, video or audio recorded formats, but not oral work or non-repeatable performances. Examples of tangible assessments include an assignment, a project or essay, and a mid-term or final examination.

“Intangible Assessments” may include but are not limited to: presentations, lab skills

testing, and clinical performances.

3. SCOPE

- 3.1 This policy applies to appeals of Final Grades with Tangible Assessments.
- 3.2 Intangible Assessments are out of the scope of this policy. Academic departments should develop appropriate protocols for the appeal of Final Grades based on Intangible Assessments. These protocols should be developed in consultation with the Dean with subsequent review and approval by the appropriate faculty body. Course outlines should include directions about the appeal process for Intangible Assessments.
- 3.3 A Grade Appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. Students should refer to S2017-05 Academic Integrity policy and S2017-05-01 Academic Integrity Procedures for that appeal process.

4. GROUNDS FOR APPEAL

- 4.1 The University recognizes the right of a student to appeal a Final Grade on the following grounds:
 - a) A significant error in the assessment, evaluation, and/or determination of individual components of the course;
 - b) Substantiated claims of instructor bias or discrimination;
 - c) Failure by the instructor to follow the evaluation profiles, grade assignment, or operational details as stated in the course outline.
- 4.2 Dissatisfaction or disagreement with the Final Grade, without satisfying one of the above, does not constitute sufficient grounds for a Final Grade appeal.
- 4.3 Students may appeal a Final Grade using the processes set out in S2018-01-1 Final Grade Appeal Procedure). Students are encouraged to use the informal appeal process first. All required components of the Final Grade appeal package including supporting documentation must be submitted no later than ten (10) business days after the end of the current term. (End of term is December 31 for Fall term, April 30 for Spring term, and August 31 for Summer term.)

5. RELATED POLICIES AND GUIDANCE

S2017-01 Academic Integrity Policy

B.109 Student Appeals Policy

S2018-01-01 Final Grade Appeal Procedure

6. DESIGNATED OFFICER

- 6.1 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 Associate Vice-President, Enrollment Management & University Registrar.

Proposed

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2018-01	Vice-President Academic and Provost		
Policy Name			
Final Grade Appeal			
Approved by	Replaces	Category	Next Review
Senate		 Academic	2023
Date Issued	Date Revised	Date in effect	Related Policies
September 1, 2018			S2017-05 Academic Integrity Policy B.109 Student Appeals Policy

1. PURPOSE

- 1.1 This policy outlines the principles and governs the procedures for students [taking credit courses at Capilano University \(the "University"\) to appeal](#) ~~s their~~ [their](#) Final Grades ~~in credit courses at Capilano University.~~
- 1.2 The Final Grade appeal [process](#) offers recourse to a student who has Material Evidence to show that an inappropriate Final Grade has been assigned.
- 1.3 A [Final Grade](#) appeal is not required to correct recording errors (i.e. a course grade that was not recorded properly or a grade resulting from a mathematical error in the calculation). In such cases, the student should bring the error to the attention of the instructor as soon as the error is noticed so that the instructor can make any corrections immediately.
- 1.4 An appeal may result in the Final Grade being lowered, remaining the same, or being raised.

2. DEFINITIONS

"Material Evidence" graded assignments or other related documents that have been distributed or returned to the student and/or retained by the instructor (e.g. final examination or course outline), which serve as evidence in the assessment of the appeal.

"Final Grade" is a notation assigned to signify student attainment as recorded on the official University transcript.

"Tangible Assessments" may include but are not limited to: written, graphic, digitized, modelled, video or audio recorded formats, but not oral work or non-repeatable performances. Examples of tangible assessments include an assignment, a project or essay, and a mid-term or final examination.

“Intangible Assessments” may include but are not limited to: presentations, lab skills testing, and clinical performances.

3. SCOPE

- 3.1 ~~A course may include tangible and intangible assessments. This policy applies to allows for the appeals of Final Grades by students who have cause to appeal with T~~ Intangible Assessments as a part of the final grade.
- 3.2 Intangible Assessments are out of the scope may not be reassessed under of this policy. ~~Disagreement with grades for such course assessments should be discussed with the instructor and/or program chair. Academic departments should develop appropriate protocols for the appeal of Final Grades based on intangible assessments. Departmental appeal protocols should be developed in consultation with the Dean and reviewed and approved by the appropriate faculty body. Directions about appeal processes should be provided in the relevant course outline.~~
- 3.3 A Grade Appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. ~~For such appeals, the S~~ students should refer to S2017-05 Academic Integrity policy and S2017-05-01 Academic Integrity Procedures for that appeal process.

4. GROUNDS FOR APPEAL

- 4.1 ~~Capilano The~~ University recognizes the right of a student to appeal a Final Grade on the following grounds:
- A significant error in the assessment, evaluation, and/or determination of individual components of the course;
 - Substantiated claims of instructor bias or discrimination;
 - Failure by the instructor to follow the evaluation profiles, grade assignment, or operational details as stated in the course outline.
- 4.2 Dissatisfaction or disagreement with the Final Grade, without satisfying one of the above, does not constitute sufficient grounds for a Final Grade appeal.
- 4.3 Students may appeal a Final Grade, using the processes set out in S2018-01-1 Final Grade Appeal and this grade appeal (see related Procedures). ~~Students are encouraged to use the informal appeal process first. All required components of the Final Grade appeal package including supporting documentation must begin be submitted no later than ten (10) business days after the end of the current term (December 31, April 30 or August 31).~~

5. RELATED POLICIES AND GUIDANCE

S2017-01 Academic Integrity Policy

Commented [BM1]: This begs the question of what recourse to formal appeal do students have for things like practicum courses, of which there are many across the university.

Commented [HJ2R1]: Hi Brad - on this point, I had asked the Deans for feedback whether or not there was interest in including intangible assessments through VPA/Deans last May and through email later in the year. No feedback was received therefore this point was left in the policy as is.

Commented [CM3R1]: Student input or faculty input may be needed here in addition to deans. Scan of how this question is handled at peer institutions? Perhaps other Faculties/programs have informal protocols around this? Perhaps add into this policy a suggestion/mandate that program areas develop such protocols. Proponent to develop language around this latter point--suggest that departments or programs of study handle this. Possibly to be put into course outlines.

Commented [JG4R1]: Proposed replacement language: Intangible Assessments are out of scope of this policy. Departments should develop appropriate protocols for th...

Commented [CM5R1]: I would just make one suggeste...

Commented [JG6R1]: good call Corey - would this be...

Commented [JG7R1]: I wasn't sure if approval should...

Commented [HJ8R1]: RO is supportive of Jacquetta's...

Commented [JG9R1]: Proposed new wording added

Commented [CM10]: Change the wording slightly to:...

Commented [SG11]: What does 4.1 a mean? Does a...

Commented [CM12R11]: 4.2 seems to address your...

Commented [SG13R11]: So does significant error mea...

Commented [JG14R11]: No change made

Commented [CM15]: I think we are using the format...

Commented [JG16R15]: corrected

Commented [JG17]: How does this relate to summer...

Commented [HJ18R17]: based on current practices,...

Commented [CM19]: Are we okay using these dates as...

Commented [CM20R19]: Julia: issue of students...

Commented [CM21R19]: Possibly use "end of Add/Dre...

Commented [HJ22R19]: Julia - in order to facilitate th...

Commented [JG23R19]: No changes made

Commented [BM24]: My experience is that students...

Commented [CM25R24]: ACCEPT

Commented [JG26R24]: New wording added

[B.109 Student Appeals Policy](#)

[S2018-01.1 Final Grade Appeal Procedure](#)

6. DESIGNATED OFFICER

6.1 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 Associate Vice-President, Enrollment Management & University Registrar.

Commented [HJ27]: update job title to Associate Vice-President, Enrollment Management & University Registrar

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2018-01	Vice-President Academic and Provost		
Policy Name			
Final Grade Appeal			
Approved by	Replaces	Category	Next Review
Senate		B	2023
Date Issued	Date Revised	Related Policies, Reference	
September 1, 2018		S2017-05 Academic Integrity Policy B.109 Student Appeals	

1 PURPOSE

- 1.1 The final grade appeal offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned. This policy outlines the principles and governs the procedures for student appeals of final grades in credit courses at Capilano University.
- 1.2 A grade appeal is not required to correct recording errors (i.e. a course grade that was not recorded properly or a grade resulting from a mathematical error in the calculation). In such cases, the student should bring the error to the attention of the instructor as soon as the error is noticed so that the instructor can make any corrections immediately.
- 1.3 An appeal may result in the final grade being lowered, remaining the same, or being raised.

2 DEFINITIONS

Material Evidence – graded assignments or other related documents that have been distributed or returned to the student and/or retained by the instructor (e.g. final examination or course outline) which serve as evidence in the assessment of the appeal.

Final Grade – A notation assigned to signify student attainment as recorded on the official University transcript.

Tangible assessment – may include but are not limited to: written, graphic, digitized, modelled, video or audio recorded formats, but not oral work or non-repeatable performances. Examples of tangible assessments include an assignment, a project or essay, and a mid-term or final examination.

Intangible assessment – may include but are not limited to: presentation, lab skills testing, and clinical performance.

3 SCOPE

- 3.1 A course may include tangible and intangible assessments. This policy allows for the appeal of final grades by students who have cause to appeal tangible assessments as a part of the final grade.
- 3.2 Intangible assessments may not be reassessed under this policy. Disagreement with grades for such course assessments should be discussed with the instructor and/or program chair.
- 3.3 A grade appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. For such appeals, the student should refer to S2017-05 Academic Integrity policy and S2017-05-01 Academic Integrity Procedures for that appeal process.

4 GROUNDS FOR APPEAL

- 4.1 Capilano University recognizes the right of a student to appeal a final grade on the following grounds:
 - a. A significant error in the assessment, evaluation, and/or determination of individual components of the course;
 - b. Substantiated claims of instructor bias or discrimination;
 - c. Failure by the instructor to follow the evaluation profiles, grade assignment, or operational details as stated in the course outline.
- 4.2 Dissatisfaction or disagreement with the final grade, without satisfying one of the above, does not constitute sufficient grounds for a final grade appeal.
- 4.3 Students may appeal a final grade and this grade appeal (see related procedures) must begin no later than ten (10) business days after the end of term (December 31, April 30 or August 31).

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2018-01-01		Vice-President Academic and Provost	
Procedure Name			
Final Grade Appeal			
Policy This Procedure is Under		Category	Next Review
S2018-01 Final Grade Appeal		Academic	2031
Date Issued	Date Revised	Date in effect	Related Policies
September 1, 2018	October 6, 2026		S2018-01 Final Grade Appeal Policy S2017-05 Academic Integrity Policy and Procedure B.109 Student Appeals Policy

1. PURPOSE

- 1.1 These procedures are intended to guide all processes related to S-2018-01 Final Grade Appeal Policy (the “Policy”). These procedures are based on the premise that students have the right to a fair and equitable process when making a Final Grade appeal.

2. DEFINITIONS

- 2.1 The definitions found in the Policy are used in these procedures.

3. INFORMAL FINAL GRADE APPEAL STAGE

- 3.1 A student who plans to submit a formal Final Grade appeal is requested to have a conversation with their instructor in accordance with the informal stage set out below.
- 3.2 A student may have a conversation with their instructor to discuss how the grade was determined, including confirmation that the assessment was submitted, and to discuss whether there is any opportunity for remediation.
- 3.3 A conversation during this stage is intended to:
- allow the student and instructor to review the evaluation of the assessment, ensure that all assessments were submitted and graded, and confirm that no marks were omitted and that additions and the grade calculations were correctly made;
 - assist the student in understanding how the grade was calculated;

- c) respond to the student's specific questions about grading feedback provided by the instructor; and,
 - d) allow for the student and instructor to explore opportunities for remediation or resolution.
- 3.4 If the student is not satisfied with the outcome of the conversation with the instructor, the student may discuss the situation with the coordinator or program chair to explore whether there is any opportunity for resolution. The coordinator or program chair will inform the instructor of the outcome(s) of the discussion with the student.
- 3.5 If the matter is not resolved to the satisfaction of the student after the conversation with the instructor and/or the coordinator or program chair, the student may proceed to the formal stage.

4. FORMAL FINAL GRADE APPEAL STAGE

- 4.1 To begin the formal stage the student must send a completed Final Grade Appeal Application form, with a cover letter and the supporting Material Evidence (the appeal package) to the Registrar's Office, including any graded assessments the student has and is asking to have reassessed. Appeal packages should be submitted no later than ten (10) business days after the end of term. (End of term is December 31 for Fall term, April 30 for Spring term, and August 31 for Summer term.) Emailed appeal packages should be sent to finalgradeappeals@capilano.ca from the student's university-provided email account. The Associate Vice-President, Enrollment Management & Registrar (or designate) will forward the Final Grade appeal cover letter and any supporting Material Evidence to the appropriate dean.
- 4.2 A student may seek advice from and/or choose to be accompanied to Final Grade appeal meetings by a support person; for example, a representative from the Capilano Students' Union's Student Rights Office; however, the support person may not speak at these meetings.

Preliminary Review

- 4.3 Within ten (10) business days of receipt of the Final Grade appeal cover Letter and the supporting Material Evidence, the Dean will:
- a) review the file and, where appropriate, conduct a meeting with the student, the instructor, and/or both the student and the instructor;
 - b) deliver to the student the result of the preliminary review, which will be one of the following:
 - i) The Final Grade appeal will not proceed because there is a more appropriate alternate process. In this case, the Dean will direct the student to the alternate process, and/or the applicable policy and procedure as appropriate;
 - ii) the Final Grade appeal will not proceed because the appeal request is not based on one of the acceptable criteria; or,
 - iii) a Final Grade appeal is the appropriate process; and,

- c) where a Final Grade appeal is appropriate, inform the student if additional Material Evidence is required.
- 4.4 The Dean will notify the student of the result of the preliminary review through the student's university email account.

Final Grade Appeal Process and Timelines

- 4.5 If the student wishes to proceed after the Dean has determined that the Final Grade appeal process is appropriate, the student will, within five (5) business days:
 - a) notify the Dean by email of their intent to proceed with the Final Grade appeal and
 - b) deliver any additional Material Evidence required by the Dean to the Dean's Office.
- 4.6 Within ten (10) business days after receiving the additional Material Evidence, the Dean will:
 - a) collect from the instructor all Material Evidence relevant to the assessment(s) being reassessed including any additional information the Dean requires to make a decision on the Final Grade Appeal; this may include assignment outlines, examinations, examination keys, grading rubrics, and the syllabus, including the weighting of the components;
 - b) where possible, have the instructor inspect the Material Evidence to determine whether it is identical to the material originally submitted for grading; and,
 - c) contact the chair or coordinator and ask them to select two instructors as assessors to independently reassess and grade the Material Evidence submitted by the student while taking into account any material provided by the instructor. In this step, the chair or coordinator will confirm the expertise and impartiality of the assessors so that the Material Evidence can be assessed in good faith.
- 4.7 Within ten (10) business days of the receipt of the Material Evidence from the Dean, the assessors will independently deliver the reassessed work to the Dean.
- 4.8 Within ten (10) business days of the receipt of the reassessed work from the assessors, the Dean will review the two grades and make a determination based on the following principles:
 - a) if the assessors reassess the assessment within one letter grade step (e.g. C+ and B-), the Dean will choose the higher grade; or
 - b) if the assessors reassess the assessment not within one letter grade step (e.g. A- and B-), the chair or coordinator, in consultation with the Dean, will make the final determination by reassessing the assessment.
- 4.9 The Dean will notify the chair or coordinator, the student, and the instructor of the results of the appeal.
- 4.10 The chair or coordinator will complete a Change of Grade Notification Form for the new grade and send it to the Registrar's Office.

- 4.11 During the formal appeal stage, the Dean may extend a deadline by notifying the student and instructor by email and provide a revised timeline and an explanation of the reasons for the extension.
- 4.12 If new information becomes available, which was not available at the time the original decision was made by the Dean, that could reasonably impact the original decision, a student may submit a request in writing asking that the original decision be reconsidered. The student must submit this request within three (3) months of receiving the original decision. The Dean or designate will re-review the original decision, taking into account the new information.

5. APPEALS USING THE STUDENT APPEALS PROCESS

- 5.1 A decision made during the formal Final Grade appeal above, including the preliminary review or the Final Grade appeal, is appealable through the processes set out in B.109 Student Appeals Policy and related procedures.

6. RECORD KEEPING

- 6.1 Formal Final Grade Appeal files will be confidentially maintained by the Dean's Office and in accordance with B.700 Privacy and Access to Information Policy and B.605 Records Management Policy. Records relating to the appeals of Final Grades will be kept for a period of seven (7) years following the completion of all actions pertaining to a particular Final Grade appeal and then will be confidentially destroyed.
- 6.2 Upon the completion of the Final Grade appeal process, the student may collect any Material Evidence that they submitted from the Dean's Office. The Dean will return any material submitted by the instructor to the instructor.

7. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

- 7.1 The Associate Vice-President, Enrollment Management & Registrar is responsible for managing and administering this procedure.

		PROCEDURE	
Procedure No.		Officer Responsible	
S2018-01-01		Vice-President Academic and Provost	
Procedure Name			
Final Grade Appeal			
Policy This Procedure is Under		Category	Next Review
S2018-01 Final Grade Appeal		Academic	2023
Date Issued	Date Revised	Date in effect	Related Policies
September 1, 2018			S2018-01 Final Grade Appeal Policy S2017-05 Academic Integrity Policy and Procedure B.109 Student Appeals Policy

1. PURPOSE

- 1.1 These procedures are intended to guide all processes related to S. 2018-01 Final Grade Appeal Policy (the "Policy"). These procedures are based on the premise that students have the right to a fair and equitable process when making a Final Grade appeal.

2. DEFINITIONS

- 2.1 The definitions found in the Policy are used in these procedures.

2. SCOPE

- 2.1 ~~These procedures apply to only the Final Grade appeals allowed under the S. 2018-01 Final Grade Appeal Policy.~~

3. INFORMAL FINAL GRADE APPEAL STAGE

- 3.1 A student who plans to submit a formal Final Grade appeal is ~~requested~~encouraged to have a conversation with their instructor in accordance with the informal stage set out below.
- 3.2 A student may have a conversation with their instructor to discuss how the grade was determined, including confirmation that the assessment was submitted, and to discuss whether there is any opportunity for remediation.
- 3.3 A conversation during this stage is intended to:
- ~~a~~ Allow for the student and instructor to review the evaluation of the assessment, ensure that all assessments were submitted and graded, and confirm that no marks were omitted and that additions and the grade calculations were correctly made;
 - ~~a~~ Assist the student in understanding how the grade was calculated;

Commented [CD1]: In the final grade application form, the first question of the application checkbox section asks: *Did you discuss with the instructor and the coordinator/program chair (Informal Stage)?*

The application form indicates that students are required to go through the informal stage first but this policy says the informal stage is encouraged.

The website detailing final grade appeals says "A student who plans to submit a formal final grade appeal is requested to first meet with their course professor/instructor in accordance with the informal stage."

Not all students will have the opportunity to discuss their grades with instructors so to encourage and not require/request the informal stage seems reasonable. However not in alignment with the application form or website, which all use different language.

Commented [HJ2R1]: Proposed change "is requested"

- c) ~~r~~Respond to the student's specific questions about grading feedback provided by the instructor; and,
- d) ~~a~~Allow for the student and instructor to explore opportunities for remediation or resolution.

3.4 If the student is not satisfied with the outcome of the conversation with the instructor, the student may discuss the situation with the coordinator or program chair to explore whether there is any opportunity for resolution. The coordinator or program chair will inform the instructor of the outcome(s) of the discussion with the student.

3.5 If the matter is not resolved to the satisfaction of the student after the conversation with the instructor and/or the coordinator or program chair, the student may proceed to the formal stage.

4. FORMAL FINAL GRADE APPEAL STAGE

4.1 To begin the formal stage the student ~~must shall send deliver~~ a completed Final Grade Appeal Application form, with a cover letter and the supporting Material Evidence (the appeal package) to the Registrar's Office, including any graded assessments the student has and is asking to have reassessed. ~~Appeal packages should be submitted;~~ no later than ~~five~~ten (510) business days ~~after~~ the end of term (end of term is December 31 for Fall term, April 30 for Spring term, and August 31 for Summer term). ~~Emailed appeal packages should be sent to finalgradeappeals@capilanou.ca from the student's university provided email account.~~ The Associate Vice-President, Enrollment Management & Registrar (or designate) will forward the Final Grade appeal cover letter and any supporting Material Evidence to the appropriate dean.

4.2 A student may seek advice from and/or choose to be accompanied to Final Grade appeal ~~scheduled~~ meetings by a support person; for example, a representative from the Capilano Students' Union's Student Rights Office; however, the support person may not speak at these meetings.

Preliminary Review

4.3 Within ~~ten~~five (105) working days of receipt of the Final Grade appeal cover Letter and the supporting Material Evidence, the Dean ~~will~~shall:

- a) review the file and, where appropriate, conduct a meeting with the student, the instructor, and/or both the student and the instructor; and
- b) deliver to the student the result of the preliminary review, which will be one of the following:
 - i) the Final Grade appeal will not proceed because there is a more appropriate alternate process. In this case, the Dean will direct the student to the alternate process, and/or the applicable policy and procedure as appropriate;
 - ii) the Final Grade appeal will not proceed because the appeal request is not based on one of the acceptable criteria; or;

Commented [JG3]: Brad raises a concern that some students mistakenly thought that they had to submit their appeal packages on the days referenced. I wonder if we could remove the dates and say instead 'the end of the relevant term'

Commented [CM4R3]: The only issue with this is that the "end of the term" is defined in different ways: last day of classes, last day of final exam period, and last day of the month in which the final exam period ends. The latter definition is really the only one that makes sense, but leaving the dates unstated might cause more confusion.

Commented [CD5R3]: Yes it needs to be explicit in stating whether these are the deadlines or if it's 10 days after these days. Personally, I'm in favour of stating the deadline (Jan 10, June 10, Sep 10).

If these days land on a weekend, would the deadline change to the following business day?

Commented [JG6R3]: Agreed to change from 5 to 10 days

Commented [CD7]: Are these dates, Dec 31, Apr 30, and Aug 31, the deadlines for the final grade appeal application or are they the end of the term dates (in which case the deadline for the application would be 10 days later)?

The final grade *submission* deadline is on December 15th, April 27th, August 24th (for the '25/'26 academic year) so I'm wondering how much time students potentially have to see their final grade and to go through the informal and then the formal stages of this appeal.

Commented [HJ8R7]: The first paragraph outline the end of term dates. In our current state, the deadline to submit final grade appeals is 10 business days after the end of term, which essentially puts it at the 15th of the following month.

Commented [CM9]: To clarify and to accommodate intensive courses that do not follow a regular term schedule, change to "...no later than 10 business days after the final grade submission deadline for the course."

Commented [CM10R9]: another idea to allow for time: the end of the Add/Drop period of the following term (In Summer, it would be the Summer Full term Add/Drop date from Spring appeals.

Commented [JG11]: For greater clarity (responding to Dean/AD review)

iii) a Final Grade appeal is the appropriate process.

- c) ~~If the dean determines that where~~ a Final Grade appeal is appropriate, ~~the dean may inform~~ require that the student ~~if provide~~ additional Material Evidence ~~is required~~.

~~d) 4.4 The Dean~~ ~~The dean shall will~~ notify the student of the result of the preliminary review through the student's ~~Capilano~~ University email ~~account~~.

Final Grade Appeal Process and Timelines

4.44.5 If the student wishes to proceed after the Dean has determined that the Final Grade appeal process is appropriate, the student ~~shall will~~, within five (5) business days:

- notify the Dean by email of their intent to proceed with the Final Grade appeal;
- ~~complete the Final Grade Appeal Form, pay the applicable fee and return this form along with proof of payment from the Cashier's Office to the Dean; and,~~
- deliver any additional ~~M~~material Evidence required by the Dean to the Dean's Office.

4.54.6 Within five (5) business days after receiving the additional ~~M~~material Evidence, the Dean will:

- ~~C~~collect from the instructor all ~~M~~material Evidence relevant to the assessment(s) being reassessed- including any additional information the Dean requires to make a decision on the Final Grade Appeal. This may include assignment outlines, examinations, examination keys, grading rubrics, and the syllabus, including the weighting of the components.
- ~~W~~where possible, have the instructor inspect the ~~M~~material Evidence to determine whether it is identical to the material originally submitted for grading; and,
- ~~C~~contact the chair or coordinator and ask them to select ~~two instructors~~ as assessors to independently reassess and grade the ~~M~~material Evidence submitted by the student while taking into account any material provided by the instructor. In this step, the chair or coordinator will confirm the expertise and impartiality of the assessors so that the ~~M~~material Evidence can be assessed in good faith.

4.64.7 Within five (5) business days of the receipt of the ~~M~~material Evidence from the Dean, the assessors shall independently deliver the reassessed work to the Dean.

4.74.8 Within five (5) business days of the receipt of the reassessed work from the assessors, the Dean shall review the two grades and make a determination based on the following principles:

- if the assessors reassess the assessment within one letter grade step (e.g. C+ and B-), the Dean will choose the higher grade; or
- if the assessors reassess the assessment not within one letter grade step (e.g. A- and B-), the chair or coordinator, in consultation with the Dean, will make the final determination by reassessing the assessment.

Commented [JG12]: Changed from d) to 4.4 as the method of communication is not a part of 4.3

Commented [CM13R12]: In that case, I think it needs to begin as a new full sentence: "The Dean will notify.."

Commented [JG14R12]: Agreed and added

Commented [BM15]: I find this 5-day turnaround quite tight and would be interested to hear what other deans or associate deans think. My experience is that it can be difficult to get all this information in such a short period, especially at certain times of year.

Commented [HJ16R15]: From a Registrar's Office perspective, there's no impact on this 5-day turnaround.

Commented [CM17]: presumably these instructors are from the same department or program area, but maybe not. Is there a need to specify this?

Commented [HJ18R17]: I don't think there's a need to specify this unless Brad feels otherwise.

Commented [BM19]: This can also be a very tight timeline for faculty who are typically doing many other things.

Commented [HJ20R19]: This timeline does not impact the Registrar's Office.

Commented [BM21]: I would be curious how often this happens and how much reassessment chairs/coordinators end up doing in those Faculties that get a lot of final grade appeals. Seems quite likely that separate faculty reassessing an assignment would not end up within a single letter grade step of each other.

Commented [HJ22R21]: To my knowledge, the amount of reassessment is not being tracked (definitely not be the RO).

~~4.8.4.9~~ The Dean will notify the chair or coordinator, the student, and the instructor of the results of the appeal.

~~4.9~~ The chair or coordinator will complete a Change of Grade Notification Form for the new grade and send it to the Registrar's Office.

4.10 ~~if the new grade is one letter grade step or higher than the original grade, the student will have their Final Grade Appeal Fee refunded.~~

4.11 During the formal appeal stage, the Dean may extend a deadline by notifying the student and instructor by email and provide a revised timeline and an explanation of the reasons for the extension.

4.12 If new information becomes available, which was not available at the time the original decision was made by the Dean, that could reasonably impact the original decision, a student may submit a request in writing to ~~appeals@capilano.ca~~ asking that the original decision be reconsidered. The request must be submitted by the student within three (3) months of receiving the original decision. The Dean or designate will re-review the original decision, taking into account the new information.

5. ~~APPEALS USING THE TO STUDENT APPEALS COMMITTEE PROCESS~~

5.1 A decision made during the formal Final Grade appeal above, including the preliminary review or the Final Grade appeal, is appealable through the processes set out in ~~by the student to the B.109 Student Appeals Policy Committee (see B.109 and related procedures).~~

6. ~~RECORD KEEPING TURN OF MATERIAL EVIDENCE~~

~~6.1~~ Formal Final Grade Appeal files will be confidentially maintained by the Dean's Office and in accordance with B.700 Privacy and Access to Information Policy and B.605 Records Management Policy. Records relating to the appeals of Final Grades will be kept for a period of seven (7) years following the completion of all actions pertaining to a particular Final Grade appeal and then will be confidentially destroyed.

~~6.16.2~~ Upon the completion of the Final Grade appeal process, the student may collect any submitted ~~material~~ Evidence that they submitted from the Dean's Office. The Dean will return any material submitted by the instructor to the Dean's office ~~instructor~~.

7. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

7.1 The Associate Vice-President, Enrollment Management & Registrar is responsible for managing and administering this procedure.

Commented [SG23]: 4.4 seems to have eliminated the fee????

Commented [BM24R23]: Yes, there should be no fee, so reference to the refund should be removed.

Commented [JG25R23]: This clause should be deleted as it is now redundant

Commented [HJ26R23]: agreed - there's no fee being assessed.

Commented [BM27]: Does this mean after 7 years, or after the initial decision is made about the appeal. Seems very unlikely any student would request the return of anything after 7 years

Commented [JG28R27]: It was determined that a 7 year retention period was appropriate when the record management schedule was created. If a shorter period is agreed the schedule should be updated (noting that 7 years is the default retention period unless otherwise agreed)

Commented [BM29]: "instructor" has been crossed out here. Should that stay, and "Dean's office" be removed?

Commented [CM30R29]: Good catch

Commented [JG31R29]: Corrected

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2018-01-01		Vice-President Academic and Provost	
Procedure Name			
Final Grade Appeal			
Policy This Procedure is Under			Date of Next Policy Review
S2018-01 Final Grade Appeal			2023
Date Issued	Date Revised	Related Policies, Reference	
September 1, 2018		S2018-01 Final Grade Appeal Policy S2017-05 Academic Integrity Policy and Procedure B.109 Student Appeals Policy	

1 PURPOSE

These procedures are intended to guide all processes related to S. 2018-01 Final Grade Appeal Policy. These procedures are based on the premise that students have the right to a fair and equitable process when making a final grade appeal.

2 SCOPE

These procedures apply to only the final grade appeals allowed under the S. 2018-01 Final Grade Appeal Policy.

3 INFORMAL GRADE APPEAL STAGE

- 3.1 A student who plans to submit a formal grade appeal is encouraged to have a conversation with the instructor in accordance with the informal stage set out below.
- 3.2 A student may have a conversation with the instructor to discuss how the grade was determined, including confirmation that the assessment was submitted, and to discuss whether there is any opportunity for remediation.
- 3.3 A conversation during this stage is intended to:
 - a. Allow for the student and instructor to review the evaluation of the assessment, ensure that all assessments were submitted and graded, and confirm that no marks were omitted and that additions and the grade calculations were correctly made;
 - b. Assist the student in understanding how the grade was calculated;
 - c. Respond to the student's specific questions about grading feedback provided by the instructor; and,

- d. Allow for the student and instructor to explore opportunities for remediation or resolution.
- 3.4 If the student is not satisfied with the outcome of the conversation with the instructor, the student may discuss the situation with the coordinator or program chair to explore whether there is any opportunity for resolution. The coordinator or program chair will inform the instructor of the outcome(s) of the discussion with the student.
- 3.5 If the matter is not resolved to the satisfaction of the student after the conversation with the instructor and/or the coordinator or program chair, the student may proceed to the formal stage.

4 FORMAL GRADE APPEAL STAGE

- 4.1 To begin the formal stage the student shall deliver a completed Final Grade Appeal Cover Letter and supporting material evidence to the Registrar's Office, including any graded assessments the student has and is asking to have reassessed, no later than ten (10) business days after the end of term (December 31, April 30 or August 31). The Registrar will forward the Final Grade Appeal Cover Letter and supporting material evidence to the appropriate dean.
- 4.2 A student may seek advice from and/or choose to be accompanied to scheduled meetings by a support person; however, the support person may not speak at these meetings.
- 4.3 Preliminary Review
 - 4.3.1 Within five (5) working days of receipt of the Final Grade Appeal Cover Letter and the supporting material evidence, the dean shall:
 - a. Review the file and, where appropriate, conduct a meeting with the student, the instructor, and/or both the student and the instructor; and
 - b. Deliver to the student the result of the preliminary review, which will be one of the following:
 - i. The final grade appeal will not proceed because there is a more appropriate alternate process. In this case, the dean will direct the student to the applicable policy and procedure.
 - ii. The final grade appeal will not proceed because the appeal request is not based on one of the acceptable criteria.
 - iii. A final grade appeal is the appropriate process.
 - c. If the dean determines that a final grade appeal is appropriate, the dean may require that the student provide additional material evidence.
 - d. The dean shall notify the student of the result of the preliminary review through the student's Capilano University email.

4.4 Final Grade Appeal

4.4.1 If the student wishes to proceed after the dean has determined that the final grade appeal process is appropriate, the student shall, within five (5) business days:

- Notify the dean by email of their intent to proceed with the final grade appeal;
- Complete the Final Grade Appeal Form, pay the applicable fee and return this form along with proof of payment from the Cashier's Office to the dean; and,
- Deliver any additional material required by the dean to the Dean's Office.

4.4.2 Within five (5) business days after receiving the additional material, the dean will:

- Collect from the instructor all material relevant to the assessment(s) being reassessed. This may include assignment outlines, examinations, examination keys, grading rubrics, and the syllabus, including the weighting of the components.
- Where possible, have the instructor inspect the material to determine whether it is identical to the material originally submitted for grading; and,
- Contact the chair or coordinator and ask them to select two instructors as assessors to independently reassess and grade the material submitted by the student while taking into account any material provided by the instructor. In this step, the chair or coordinator will confirm the expertise and impartiality of the assessors so that the material can be assessed in good faith.

4.4.3 Within five (5) business days of the receipt of the material from the dean, the assessors shall independently deliver the reassessed work to the dean.

4.4.4 Within five (5) business days of the receipt of the reassessed work from the assessors, the dean shall review the two grades and make a determination based on the following principles:

- If the assessors reassess the assessment within one letter grade step (e.g. C+ and B-), the dean will choose the higher grade; or
- If the assessors reassess the assessment not within one letter grade step (e.g. A- and B-), the chair or coordinator, in consultation with the dean, will make the final determination by reassessing the assessment.
- The dean will notify the chair or coordinator, the student, and the instructor of the results of the appeal.
- The chair or coordinator will complete a Change of Grade Notification Form for the new grade and send it to the Registrar's Office.
- If the new grade is one letter grade step or higher than the original grade, the student will have their Final Grade Appeal Fee refunded.

- 4.4.5 During the formal appeal stage, the dean may extend a deadline by notifying the student and instructor by email and provide a revised timeline and an explanation of the reasons for the extension.

5 APPEAL TO STUDENT APPEALS COMMITTEE

A decision made during the formal grade appeal above, including the preliminary review or the final grade appeal, is appealable by the student to the Student Appeals Committee (see. B.109 and related procedures).

6 RETURN OF MATERIAL EVIDENCE

Upon the completion of the appeal process, the student may collect any submitted material from the Dean's Office. The dean will return any material submitted by the instructor to the instructor.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: September 25, 2026
TO: Jason Dewling, Chair, Senate
FROM: Julia Black, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on September 18, 2026:

- 26/68** The revisions to APSC 151 - Drone Engineering with Applications be recommended to Senate for approval.
- 26/69** The revisions to the prerequisites of CHEM 315 - Biochemistry II: Metabolism and Bioenergetics as well as lab science designation be recommended to Senate for approval.
- 26/70** The new course, SOC 310 - Religion, Power, and Society as well as Cap Core designation under the heading of Self and Society be recommended to Senate for approval.
- 26/71** The new program, Employability Skills Development Certificate be recommended to Senate for approval.
- 26/72** The new courses, MOPA 111 - MOPA Projects #1 & #2 and MOPA 117 - Introduction to Sound be recommended to Senate for approval.
- 26/73** The credit revisions and prerequisite revisions to the following courses:
- MOPA 325 - Advanced Workflow I
 - MOPA 327 - The Ethical Producer
 - MOPA 416 - Professional Practice
 - MOPA 103 - Production Design I
 - MOPA 201 - The Director's Craft
 - MOPA 206 - Screenwriting II
 - MOPA 207 - Technical Motion Picture Arts
 - MOPA 209 - Advanced Digital Editing
 - MOPA 217 - Sound Design for Film and Video
 - MOPA 220 - Line Producing and Production Management
- be recommended to Senate for approval.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

26/74 The revisions to the Bachelor of Motion Picture Arts Degree program profile, Motion Picture Arts Diploma program profile, and Motion Picture Arts Certificate program profile be recommended to Senate for approval.

A handwritten signature in black ink, appearing to read "Julia Black".

Julia Black, Chair
Senate Curriculum Committee

Date: September 25, 2026

Jason Dewling, Chair
Senate

Date:

Senate Report

AGENDA ITEM 8.3: Provost's Report to Senate – October 2026	
PURPOSE:	☐ Approval ☐ <u>Information</u> ☐ Discussion
MEETING DATE: 06-Oct-26	
PRESENTER: Vicki St. Pierre, Vice-President, Academic & Provost	

Since the September meeting of Senate, work across the Provost's portfolio has continued to focus on academic sustainability, policy renewal, SEM implementation planning, and preparations for the next stages of institutional planning. This report provides several initial updates and will be expanded to include reports from the Provost's direct reports.

ACADEMIC PLANNING AND SUSTAINABILITY

As part of the University's ongoing work to support academic and financial sustainability, a memorandum has been prepared for the Board of Governors regarding the possible suspension of intake to a small number of programs. The following recommendations have been discussed with the affected areas, and are for information only. They are informed by a review of enrolment patterns, student demand, program costs, regional duplication, strategic alignment, and opportunities for program renewal or alternative academic pathways. The recommendations to the Board are: Suspension of Intake for 3 years for Music Diploma, Bachelor of Communication, and Tourism Diploma, and continuation of intake for Bachelor of Tourism.

A suspension of intake would mean that no new students are admitted to the identified program for a defined period. It would not, in itself, constitute program discontinuance. The University would remain committed to supporting currently enrolled students in completing their studies, and any subsequent academic decisions would proceed through the appropriate Senate processes.

ACADEMIC POLICY RENEWAL

Work on the Academic Qualifications Policy and its associated procedures is progressing well. It is anticipated that the revised policy will be ready for submission to the Senate Policy Committee by the time of the November Senate meeting.

A draft of the accompanying procedures has also been developed and will be provided to the Capilano Faculty Association for consultation. This consultation will provide an opportunity to receive feedback on the proposed processes for establishing, assessing, documenting, and approving the academic and professional qualifications required for instructional appointments.

Feedback from the CFA and other relevant groups will inform the procedures before they are finalized.

Work on the Faculty Restructuring draft continues with the Deans and the VPA, and Vice-Provost. Excellent progress is being made, and a draft should come forward to the Ad-Hoc Senate Committee by their next meeting (Oct 20).

ADDITIONAL PORTFOLIO UPDATES

Registrar's Office

- Effective September 15, former Centre for International Experience functions have been integrated into the Registrar's Office, including International Admissions, International Student Transition Officers, and front-counter services.
- The minors and concentrations declaration project is now live, allowing students to declare or change a minor or concentration through myCapU.
- Fall 2027 admissions applications for domestic and international students open October 6.

AVP Academic and Vice Provost

- A new Academic Commons has been established in Birch, bringing AIP, CARS, CTE, and WIL together in one location.
- The ad hoc Committee on the Holistic Evaluation of Teaching and Learning has begun its work and will develop a teaching and learning evaluation framework, course evaluation policy, and implementation plan for review in early 2027.
- An AI Framework development plan has been prepared for executive consideration, building on previous Generative AI work at CapU.
- Aurelea Mahood has been appointed interim leader of the CARS portfolio from September 8 to December 31.
- Following the successful summer WILCAP pilot, the AVP Academic portfolio is partnering with BADM 466 students on a project examining organizational readiness for change.
- Work-Integrated Learning has completed a review of curricular WIL agreements, and university-approved templates are now available to all schools.

Faculty of Education, Health and Human Development

- The Rehabilitation Assistant diploma program has received a \$90,000 CEWIL Canada iHub grant to support student clinical practicums.
- The Music Therapy degree is celebrating its 50th anniversary in 2026–27, with a community celebration planned for October 17.

Faculty of Global and Community Studies

- The Tourism & Outdoor Recreation Student Association hosted a World Tourism Day panel on September 25, attended by approximately 70 people.



- The School of Public Administration launched the Certificate in Local Government Administration at the Ts'zil Learning Centre in partnership with the Lil'wat Nation, with 21 students enrolled.

Faculty of Business and Professional Studies

- Enactus training has started, with competitions planned for spring 2027.
- The School of Business is finalizing its academic review plan and will begin implementing actions this fall.
- The School of Legal Studies held meetings with the Duty of Care Team to support faculty, staff, and students following the loss of Legal Studies instructor Kalie McCrystal.
- Two Business certificates, Business Administration and Leadership, are being offered at the Squamish Nation Skills and Trades Learning Centre for Indigenous students in 2026–27.

Faculty of Fine and Applied Arts

- Faculty identified a need for additional Workday training and recruitment support.
- Campus Choir is returning this year with support from the Provost's Office and is open to the broader community.

Faculty of Arts and Sciences

- The Fulmer Family Children's Centre is working with Engineering to develop a digital model to determine optimal placement of acoustic panels to reduce noise.
- The Engineering Department has doubled the cohort size of its two-year Engineering Diploma program, which prepares students for transfer to UBC and other BC universities.
- Two new AI courses in Computing Science and a new Philosophy course exploring AI, machine learning, and theories of mind and intelligence are in final approval stages.
- The Art History Department held its ninth annual Spring Lecture Series, featuring guest speakers on Persian art and contemporary Canadian visual art.
- Dr. Sean Ashley has partnered with the North Shore Restorative Justice Society on a four-part community speaker series focused on restorative justice.

Library

- The Library is finalizing the hiring of a Copyright and Public Services Librarian, with the position expected to be filled by mid-October.
- Library Council continues work advancing the Library's Strategic Plan and recently met with Vicki St. Pierre to discuss her vision for the Library and academic support services.

Student Success

- The Gender Diversity Audit working group is reviewing progress and establishing next steps, building on work related to chosen names and pronouns, housing, self-identification, communications, and support resources.



Student Life

- 331 new students participated in the New Student Orientation Online Kick-Off, supporting early engagement and transition to university.
- The new Mature Student Orientation pilot engaged 41 students and expanded transition supports for mature students.
- More than 278 students participated in Welcome Wednesday programming, connecting with academic and student support services.
- Student success workshops saw strong participation, including 72 students in Funding Your Education and 69 in Academic Integrity.
- Targeted student success communications reached approximately 6,500 students, increasing awareness of supports and engagement opportunities.
- Back-to-School initiatives generated \$9,400 in sponsorship revenue and \$5,196 in in-kind contributions.

Accessibility

- The Centre for Accessibility, CIE, and DTS are implementing Moodle enhancements to support timed online examinations.
- Implementation of the Accessible CapU Plan continues across the university.
- Discussions will begin this fall on a university-wide academic concession policy to provide greater consistency for students and instructors.

Student Affairs

- Student Affairs is working with Psychology, Counselling Services, student leaders, and a student club to establish a peer listening and support service, with a fall launch planned.

Housing

- Full operations launched in the Treehouse, with approximately 360 students in residence.
- The new Treehouse cafeteria opened, providing food service to students, the campus community, and the public.
- Starbucks coffee service was introduced in the Treehouse café.

Athletics and Recreation

- Fall recreational programming is underway, supporting student wellness, engagement, and community building.
- CapU's six varsity teams have begun their competitive seasons, with soccer underway and basketball and volleyball starting later this fall.

RECOMMENDATION LOOKING AHEAD

The work outlined above reflects the University's continuing effort to balance academic quality, responsible stewardship, transparent governance, and the long-term sustainability of its



programs. I look forward to continuing this work in collaboration with Senate, the Board of Governors, academic leaders, faculty, staff, and students.

