



SENATE REGULAR MEETING

Tuesday, September 8, 2026 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətaʔ (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

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|---|----------------------------------|
| 1. Welcome | Jason Dewling |
| 2. Approval of the Agenda - Decision | Senate Members |
| 3. Approval of Minutes – Decision
3.1 June 2, 2026 | Senate Members
Schedule 3.1 |
| 4. Correspondence | |
| 5. Business Arising
5.1 Senate Ad Hoc Committee on Advice to Senate on
Faculty Restructuring – <i>Information</i> | Vicki St. Pierre |
| 6. New Business
6.1 Graduates – <i>Decision</i> | Harb Johal |
| 6.2 Undergraduate English Language Proficiency Standards (ugrad-ELPS)
and Conditional Admission Framework (ugrad-ELCAS) - <i>Information</i> | Harb Johal
Schedule to Follow |
| 6.3 Call for Honorary Degree Nominations and Academic Emeritus
Nominations – <i>Information</i> | Kari Wharton |
| 6.4 Program Costing Model – <i>Information</i> | Tally Bains
Sean Pierce |
| 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>
7.2.1 B.107 Academic Schedule | Corey Muench
Schedule 7.2.1 |



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|-------|--|---------------------|
| 7.3 | Curriculum Committee – <i>Decision</i> | Julia Black |
| 7.3.1 | Resolution Memo | Schedule 7.3.1 |
| | June 12 Agenda Package / June 12 Minutes | |
| 7.3.2 | Resolution Memo | Schedule 7.3.2 |
| | August 21 Agenda Package / August 21 Draft Minutes | |
| 7.3.3 | Committee Membership – For endorsement | |
| | Julia Black – Allied Health or Education and Childhood Studies | |
| | Majid Raja – Business | |
| | Cathy Wilmot – Performing Arts | |
| | Leah Bailly - Design | |
| 7.4 | Graduate Studies Committee – <i>Information</i> | Alan Jenks |
| 7.5 | Teaching and Learning Committee – <i>Information</i> | Alan Jenks |
| 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, John Brouwer, Lesley Brown, Caroline Depatie, Alicia Fahey, Thomas Flower, Sofia Hughes, Harb Johal, Parnit Kaur, Michael Laurence, Brad Martin, Priya McMurtrie, Vedant Mehra, Alaa Al-Musalli, Corey Muench, Jennifer Nesselroad, Kat Pallot, Farnoosh Sam, Michael Thoma, Diana Twiss, Emily Walmsley, Recorder: Mary Jukich

Regrets: Graham Cook, Denise Gingrich, Amina El Mantari, Christina Neigel, Robert Omura, Milo Prentice, Majid Raja

Guests: Maria Valioux

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1. Welcome

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

As this was the last meeting for Christina Neigel, University Librarian, Christina was acknowledged and thanked for her work on Senate.

The following outgoing Senators were also acknowledged for their work on Senate:

- Diana Twiss
- Thomas Flower
- Majid Raja
- Priya McMurtrie

In the absence of Denise Gingrich, Michael Thoma assumed voting rights for the Faculty of Fine and Applied Arts.

2. Approval of the Agenda

*Corey Muench moved and Caroline Depatie seconded:
To adopt the agenda.*

CARRIED



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3. Approval of the Minutes

3.1 May 12, 2026

Emily Walmsley moved and Alan Jenks seconded:
To approve the May 12, 2026 minutes.

CARRIED

4. Correspondence Received

4.1 Letter to Elder Dr. Latash

4.2 CapU History Courses with Indigenous Content Summary

At the May 12th Senate meeting, Elder Dr. Latash requested information about the prevalence of Indigenous history across Capilano's courses. Accordingly, the VP Academic and Provost provided a report back to Elder Dr. Latash.

On discussion, a concern was raised whether the response fulfilled the request because the perception was that Elder Dr. Latash may have been looking for a more fulsome report of the courses that represent the history, not a report on the history courses currently taught at the university. In addition, the report may have been incomplete particularly as the Faculty of Arts and Sciences did not mention English courses. The VP Academic and Provost indicated that in terms of preparing the report, a different perspective was understood, and the intention was for a respectful gesture to the question raised. The VP Academic and Provost also indicated that further work is required by the university in terms of aligning with how other universities across Canada are responding to Indigenous education, decolonization and reconciliation and that this could be an opportunity to begin the work.

5. Business Arising

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

Presented by: Diana Twiss

The ad hoc committee met on February 19th, March 26th and June 2nd.

At the ad hoc committee meeting on June 2nd, members indicated that some challenges have been identified specially as the ad hoc committee has been tasked with work that has not been done before in terms of gathering and assembling feedback in a formal way to constitute advice to the Board. The committee also



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discussed possible ideas moving forward including parameters that could be considered in decision making and developing a framework similar to that represented in Board Policy B.105, as well as to possibly slow down the committee's work especially as the university is undergoing some changes in terms of hiring a permanent VP Academic and Provost and some Deans are in interim positions.

It was suggested that the Deans develop an initial framework and undertake scenario planning to consider different faculty configurations, cost out administrative structures as well as to articulate impact to students, staff and faculty. In addition, the Deans will be tasked to consider the implications to Senate, CFA, student experience, finances, etc. to have a better understanding of the full implications across the university.

5.2 Graduates

Presented by: Harb Johal

The Registrar presented a list of 10 additional graduates verified by the Registrar's Office, who have met the graduation requirements of their programs.

Harb Johal moved and Alan Jenks seconded:

26/41 Senate approve the students from the five Faculties for their respective credentials for graduation.

CARRIED

6. New Business

None.

7. Committee Reports

7.1 Academic Planning and Review Committee

7.1.1 Academic Unit Review Approval of School of Allied Health Programs

- Rehabilitation Assistant Diploma Program
- Healthcare Assistant Certificate Program

The committee met on May 19th and were provided with the academic review for the Rehabilitation Assistant Diploma and the Health Care Assistance Certificate



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both of which are under the School of Allied Health. The committee was presented with an overview of the successes and opportunities their programs have achieved and highlighted the challenges they are facing. They also outlined the actions they are taking to support students' experience.

Alaa Al-Musalli moved and Priya McMurtrie seconded:

26/42 THAT Senate approve the Response and Action Plan for the Rehabilitation Assistant Diploma Program review. This signifies that the 2024-25 program review cycle is complete for the Rehabilitation Assistant Diploma program. Alaa/Priya

CARRIED

Alaa Al-Musalli moved and Diana Twiss seconded:

26/43 THAT Senate approve the Response and Action Plan for the Healthcare Assistant Certificate Program review. This signifies that the 2024-25 program review cycle is complete for the Healthcare Assistant Certificate Program.

CARRIED

The committee was also provided with the current academic review for the School of Tourism Management. The self-study report contained a high-level summary of School's report findings related to two programs: Bachelor of Tourism Management Degree and the Diploma in Tourism Management Co-operative Education. The presenters shared enrolment data and the school's work towards stabilizing enrollment and understanding the changing needs of their domestic students.

Senate was provided with a summary of the committee's work for this year which included a discussion of the Undergraduate-level English Language Proficiency Standard and an A tiered Undergraduate-level English Language Conditional Admission and Support framework for conditionally admitted students requiring further English-language skill development. In addition to the regular committee work, the committee was also tasked to provide advice on proposed program suspensions and discontinuations.

7.2 Policy and Governance Committee

Presented by: Corey Muench



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The committee met on May 26th and completed work on S2018-01 Final Grade Appeals Policy and Procedure which is expected to be brought to the August Senate meeting. The committee also continued the preliminary review of the policies that are part of the Policy Renewal Project which included, S2020-02 Course Numbering and Credit Level Policy; S2021-01 Credential Names and Parchment Policy and Board Policy B108 Credit and Non-Credit Courses.

At the June 2nd meeting, the committee continued their review of B.107 Academic Schedule Policy and also reviewed B.106 Program and Course Review and Approval Policy and Procedure.

7.2.1 Teaching and Learning Committee Terms of Reference

The Senate subcommittees are currently operate under policy-like “mandate and structure” documents; however, it is more appropriate that these documents be transitioned to official “terms of reference.”

On review and discussion of the Teaching and Learning Committee terms of reference, a concern was raised that section #2, bullet #5, “Consult with, and to be consulted by the following areas:” did not include Chairs. On discussion, it was noted that ccoordinators would know more about the programs than the Chairs, and because department Chairs may not necessarily be as informed between one Faculty as the other. In this regard, and based on the discussion and feedback provided by Senators, it was suggested to keep the language as presented.

Corey Muench moved and Thomas Flower seconded:

- 26/44** THAT the Senate approve the new Terms of Reference for the Senate Teaching and Learning Committee (a standing committee of Senate)

CARRIED

Corey Muench moved and Vedant Mehra seconded:

- 26/45** THAT the Senate rescind the current committee “Mandate and Structure” S2020-03 for the Senate Teaching and Learning Committee

CARRIED

7.3 Curriculum Committee



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Presented by: Julia Black

The committee met on May 15th and two programs presented curriculum revisions, School of Business and School of Legal Studies.

7.3.1 Resolution Memorandum

The resolutions brought forward from the April 17, 2026 Senate Curriculum Committee meeting were presented to Senate for approval.

Julia Black moved and Diana Twiss seconded:

26/46 THAT Senate approve Resolutions 26/46 to 26/51.

CARRIED

7.3.2 Committee Membership

Julia Black moved and Priya McMurtrie seconded:

26/47 That the following members be endorsed to serve on the Senate Curriculum Committee for a two-year term ending July 31, 2028:

CARRIED

Chloe Miller - non-instructional faculty member
Ashley Manhas – Library
Caroline Soo – Public Administration or Kinesiology
John Brouwer – Tourism Management or Outdoor Recreation
Management
Milla Zaenker – Business

7.4 Graduate Studies

Presented by: Alan Jenks

The committee met on May 19th, and at the meeting, it was determined that moving forward the committee will be meeting every two months starting in September.

7.5 Teaching and Learning Committee

Presented by: Diana Twiss



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The committee met on May 19th; however, quorum was not achieved. In terms of work achieved, the committee previously approved their terms of reference, as well as the terms of reference for the ad hoc committee on the evaluation of teaching and learning.

7.6 Budget Advisory Committee

Presented by Michael Thoma

The next committee meeting is scheduled for June 4th.

Senate was informed that for this year, the financial update to the campus community will take place in August as well as reporting back on the feedback that was recently solicited from the campus community.

7.7 Self-Evaluation Committee

Presented by: Alan Jenks

The committee met on May 28th and discussed the findings of the recent survey. Preliminary results indicate similar results from last year in terms of improvement for the orientation process for committee members.

8. Other Reports

8.1 Senate Chair

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

- The installation of the new Chancellor, Debra Doucette, will take place during the convocation ceremony on June 9th.
- The VP Academic and Provost hiring process is underway and Senators were encouraged to attend the interviews.
- Convocation ceremonies will take place starting on June 9th, and Senators were encouraged to attend and celebrate the students and faculty and staff who played an active role in contributing to the students' success.



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- The special meeting of the Board of Governors is scheduled for June 12th.
- Information was provided regarding the International Entrance Award for \$150 per credit tuition reduction when students register for 12 or more credits. Students can apply for the award in fall 2026 and spring 2027.
- Dr. Dawn Whitworth, Associate Vice-President, Creative Activity, Research and Scholarship and Graduate Studies, has recently resigned from the university.
- Amanda Round, a social influencer who is on a nationwide Canadian university tour recently visited Capilano. Everyone involved in coordinating this important initiative, under short notice, was acknowledged and appreciated.

8.2 Vice Chair

Alan Jenks provided the following year in review:

Senate Year in Review — September 2025 to May 2026

From September to May, this Senate handled a lot of academic business—most of it serious, some of it complex, and almost all of it involving documents that were longer than anyone hoped.”

We began the year in September by naming things carefully, which turned out to be good practice for the rest of the year.

- Senate approved the names **Lamíwa** and **θqetewtx™** for our first North Vancouver student housing buildings—names gifted by local Nations and intended to be used **in perpetuity**.

That was a meaningful decision, and also a reminder that some Senate decisions are permanent—while others will come back to us in slightly revised form.

- We approved hundreds of graduates across the fall term, confirming that, despite everything else happening, students continued to complete programs and the Registrar continued to verify this with impressive consistency.



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- By November, Senate was firmly into governance mode:
 - Hearing from the **Capilano Students' Union**,
 - Approving the **2026/27 academic schedule**, and
 - Responding to a request from the Board for advice on a proposed **faculty merger**.

Senate responded the way it often does—not with a quick answer, but with clarifying questions about process, evidence, and what 'advice' actually means. That approach would come in handy later.

By December, Senate wasn't just being asked what it thought—but how it thought advice should be given in the first place.

- We created a **Senate Ad Hoc Committee** on faculty restructuring advice, largely because Senate noticed that some important voices—particularly students—were not yet in the room.

This was less about slowing things down, and more about making sure we knew who we were slowing things down for.

- Senate continued steady policy work—Admissions, Academic Standing, Repeated Courses—often revisiting wording, which sounds small until you remember that wording is how governance actually works.

January and February added context that no one here needed explained.

- Budget pressures, enrolment shifts, restructuring proposals, and program viability questions all arrived at once.
- Senate approved graduates, clarified academic standards, and asked a question that came up more than once this year:

What exactly is Senate responsible for here—and how do we do that well?

- In February, faced with proposed **program discontinuances and suspensions**, Senate chose not to rush advice forward.
 - Senators raised concerns about consultation and educational impact.



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- The matter was referred to **SAPRC** to assess educational loss and mitigation before advice went back to the Board.

It was slower. It was more careful. And it turned out to be necessary.

March was the month where all of that earlier groundwork became visible.

- Senate received SAPRC's reports and advised the Board across several Faculties.
- At a **Special Senate meeting**, Senators took time to distinguish between uncontested and contested decisions—and, in some cases, to recommend changes, with conditions, timelines, and accountability clearly attached.

It was detailed work. No one left thinking it could have been done in an email.

- April shifted the focus forward:
 - Aligning restructuring advice with **Board policy**,
 - Establishing an **Ad Hoc Committee on the Evaluation of Teaching and Learning**, and
 - Updating policies and committee structures that quietly keep things functioning, even when no one is applauding.

This was Senate doing long-term thinking in short agenda slots.

By May, Senate moved into what I'd call a maintenance-and-handover phase.

- We welcomed new academic leadership and continued careful work on restructuring advice.
- Senate recommended the discontinuance of long-inactive courses—routine work, but the kind that prevents future confusion.

It's hard to miss courses that haven't run in ten years, but Senate still made sure the process was followed.

- We approved **1,153 graduates**, welcomed newly elected Senators, refreshed committee terms of reference, and ended the year with teaching, learning, and student research very much in view.

So, looking back, this Senate year was largely about naming things carefully—whether that was buildings, policies, programs, or the limits of our own authority.



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*Like **Lamíwa** and **ᑭᑭᑭᑭᑭᑭ**, many of the decisions we made this year were intended to last longer than the meetings where they were approved. Thank you to everyone around this table for the care, patience, and steady commitment you brought to this work. It was a demanding year—and Senate met it thoughtfully.*

8.3 VP Academic and Provost

Lesley Brown, interim Vice President Academic and Provost provided a report and some of the key highlights were as follows:

- Senators were reminded that June is Pride month and to recognize the many genders and identities that enrich the university.
- Funding in the approximate amount of \$80,000 was recently received from the Ministry of Education to enhance work integrated learning placements and to help in the administration of the program.
- Work is underway on the Academic Qualifications Policy particularly in understanding some of the concerns that have been expressed and to consider the purpose of the policy. The intention is to bring forward a policy that will respond directly to the requirements of DQAB.
- Program costing work is underway to help with enrollment planning and building the university budget.
- Tally Bains, VP, Finance and Administration was recognized and will be working with the VP Academic and Provost and Deans on enrollment targets and identifying institution enrollment targets for the next three years.
- The work of the outgoing Senators was also recognized and gratitude was extended for their commitment to Senate.
- In terms of the convocation ceremonies the VP Academic and Provost noted that it is a privilege to stand in front of the graduating class but also to stand beside the faculty and staff who ensure the outcomes that are being celebrated.



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On completion of the report, a question was raised regarding the four programs that were tabled to the June 12 Board of Governors meeting. Information was requested on whether the VP Academic and Provost would be speaking on behalf of the programs and encouraging the consideration of the data provided by the departments. It was noted that there is fear that the reports prepared by the Chairs will not be read with the “academic eye” because the Board members are not from the field of academia.

The VP Academic and Provost responded that the process on how to present the data information to the Board will be deferred to the President. The VP Academic and Provost also noted that she has reviewed all the documentation and can recognize the passion with which the packages were prepared. Her role will be to prepare a briefing note and provide a recommendation which will be reviewed and discussed with the President, which will then be refined to reflect the President’s final decision. In addition, it will be up to the President to determine who will be speaking to the item at the Board meeting.

Assurance was provided by the President that at the Board meeting, all the work completed by the department will be fully honoured.

8.4 Board Report

At the next Board meeting, an alternative Board representative will be selected. In addition, the new Chancellor will also be active on Senate.

8.5 Elder’s Words

As Elder Dr. Latash was absent from the meeting, a reflection was not provided.

9. Discussion Items

No discussion items were presented.

10. Other Business

The Senate orientation will take place in August.

11. Information Items

No information items were presented.



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The meeting was adjourned at 5:32 pm

Next Meeting: Tuesday, August 25, 2026

DRAFT

Senate Report: Policy and Governance Committee

AGENDA ITEM 7.2.1: Revisions to B.107 Academic Schedule Policy	
PURPOSE:	☒ Approval ☐ Information ☐ Discussion
MEETING DATE: 08-Sep-26	
PRESENTERS: Corey Muench, Chair SPGC; Harb Johal, Registrar (Proponent)	

PURPOSE

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.

MOTION / RECOMMENDATION

THAT the Senate approve the revisions to the Academic Schedule Policy (B.107).

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

BACKGROUND & CONTEXT

This policy was originally written in 2017 and last updated in 2021 with planned review in November 2024. SPGC began reviewing the policy in the Spring of 2025 and requested that the proponent meet with constituent groups who had raised questions about the policy. The policy came back to SPGC in June of 2026.

ISSUES IDENTIFIED

- Several faculty expressed concern regarding the 72 hours submission of final grade deadline that is part of this policy. The Registrar met with some of these 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 our 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 day final grades are due, the Registrar's Office will be moving the time of the submission deadline from 4:00 p.m. to midnight.

- Students asked for 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 of PSIs in BC, 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.

CHANGES

Most of the changes proposed to this policy are very minor, for readability, and to align with current policy office practices. The more significant changes include:

- The addition of a reference to "Major Academic Terms" i.e., Fall and Spring terms in Section 2.1
- A change to the start time of classes on the first day of the Fall term to 5:30 p.m. from 4:30 p.m. to align with the established timetable time blocks
- Removal of the reference to winter convocation ceremonies
- Generalizing the timing of June convocation to "early June" rather than specifying the first Monday or Tuesday in June

RISKS, BENEFITS & STRATEGY ALIGNMENT

This policy simply sets out the academic schedule and does not address any significant risk.

CONSULTATIONS

Review and approval process timelines

Date	Committee	Purpose
April 22, 2025 & June 2, 2026	Senate Governance and Policy Committee	Review, propose improvements and determine if ready for Senate consideration.
Sept. 8, 2026	Senate	Review the policy and make recommendations for Board consideration.
TBD	Board Governance and Planning Committee	Review, consider any Senate recommendations, amend if required and recommend for Board decision to approve.
TBD	Board	Final approval.

Plan for associated training or awareness raising

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

Plan for policy monitoring



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

DOCUMENTS FOR SENATE REVIEW

- Current (in use) Academic Schedule Policy B.107
- Proposed Academic Schedule Policy B.107, marked with SPGC comments
- Proposed Academic Schedule Policy B.107; clean, finalized version



 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
B.107		Vice President, Academic and Provost	
Policy Name			
Academic Schedule Policy			
Approved by	Replaces		Category
Board	n/a		Academic
Date Issued	Date Revised	Date in effect	Related Policies
June 13, 2017			S2017-02 Final Examinations Policy

1. PURPOSE

- 1.1 This policy provides direction for the development of the annual Academic Schedule at Capilano University (the “University”).

2. OVERVIEW

- 2.1 The University has three academic terms: Fall (September to December) and Spring (January to April) which are referred to as the “Major Academic Terms”; and Summer (May to August). Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).
- 2.2 The Major Academic Terms and the full summer term are normally fifteen (15) weeks in duration comprised of thirteen (13) weeks of instruction and two (2) weeks (weeks 14 and 15) for final assessments. The Summer 1 and Summer 2 sessions are seven (7) weeks in duration and do not have separate final assessment periods.
- 2.3 S2017-02, Final Examinations Policy, sets out the details related to the offering of exams at the University.

3. POLICY STATEMENT

Fall Term

3.1 Classes

- Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at 5:30 or later) run as scheduled.
- The first full day of classes is on Wednesday immediately following Orientation Day.
- There is a one (1) day Reading Break in alignment with Remembrance Day as follows:

- i) If Remembrance Day is on a Monday, Reading Break is the Friday prior;
 - ii) if Remembrance Day is on a Tuesday, Reading Break is the Monday prior;
 - iii) if Remembrance Day is on a Wednesday, Reading Break is the next day;
 - iv) if Remembrance Day is on a Thursday, Reading Break is the next day;
 - v) if Remembrance Day is on a Friday, Reading Break is the Thursday prior; and
 - vi) if Remembrance Day is on a Saturday or Sunday, Reading Break is the Friday prior.
- d) There are a minimum of sixty-one (61) instructional days, excluding weekends.
 - e) The instructional period ends on the Monday of the beginning of the fourteenth (14th) week.

3.2 Final Assessment Period

The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

3.3 Academic Deadlines

- a) The second (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- b) The tenth (10th) Friday of the term is the last day for course withdrawals.
- c) Final grades for courses will be submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

Spring Term

3.4 Classes

- a) Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- b) There is a four- (4) day Reading Break beginning on the Tuesday following Family Day.
- c) There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- d) The instructional period will normally end at the conclusion of the thirteenth (13th) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

3.5 Final Assessment Period

The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

3.6 Academic Deadlines

- a) When the term begins on a Monday:
 - i) the last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Friday of the term, and
 - ii) the last day to withdraw from a course without academic penalty is the tenth (10th) Friday of the term.
- b) When the term begins on a Wednesday:
 - i) the last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Tuesday of the term;
 - ii) the last day to withdraw from a course is the tenth (10th) Tuesday of the term, not including Reading Break; and
 - iii) final grades for courses will be submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

Summer Term/Sessions

3.7 Full Term

- a) Classes
 - i) Classes begin on the second (2nd) Monday of May except when May 1st is on a Tuesday or Wednesday in which case classes begin on the first (1st) Monday of May.
 - ii) The last day of the term is the Friday of the fifteenth (15th) week.
- b) Final Assessment Period

The final assessment period takes place during regularly scheduled class time in week 14.
- c) Academic Deadlines
 - i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2nd) week of instruction.
 - ii) The last day to withdraw from a course is the tenth (10th) Friday of the term.
 - iii) Final grades for courses will be submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

3.8 Session 1

a) Classes

- i) Classes begin on the same day as the Summer Full Term classes.
- ii) The last day of the session is the Friday of the seventh (7th) week of instruction.

b) Final Assessment Period

The final assessment period takes place during instructional time in the final week of classes.

c) Academic Deadlines

- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction.
- ii) The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
- iii) Final grades for courses will be submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, or other final assessment or assignment) including weekends and no later than the posted deadline.

3.9 Session 2

a) Classes

- i) Classes begin on the Monday of the ninth (9th) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
- ii) The last day of the session is the Friday of the seventh (7th) week of instruction and is the same day as the last day of the Summer Full Term.

b) Final Assessment Period

The final assessment period takes place during instructional time in the final week of classes.

c) Academic Deadlines

- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction unless the session begins on a Tuesday, then it is on the first (1st) Monday.
- ii) The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
- iii) Final grades for courses will be submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, or other final assessment or assignment) including weekends and no later than the posted deadline.

Convocation

3.10 Convocation ceremonies are normally scheduled for early June.

The Annual Academic Schedule

3.11 The Associate Vice-President, Enrollment Management and University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of eleven (11) months prior to the start of the academic year (e.g. October for the upcoming September – August year).

Exemptions

3.12 Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to the University, government funding and scholarships. Requests for exemptions to established deadlines must be approved by the Vice President Academic and Provost with a written rationale and documented recognition of any impact to student success outcomes, timelines and operational implications provided. Approval should normally be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

4. DESIGNATED OFFICER

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

5. RELATED POLICIES AND GUIDANCE

[S2017-02 Final Exam Policy](#)

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
B.107		Registrar, Vice President, Strategic Planning, Assessment & Institutional Effectiveness	
Policy Name			
Academic Schedule Policy			
Approved by	Replaces	Category	Next Review
Board	New	Academic	November 2024
Date Issued	Date Revised	Date in effect	Related Policies
June 13, 2017	November 30, 2021		S2017-02 Final Exam Policy

1. PURPOSE

- 1.1 This policy provides direction for the development of the annual Academic Schedule [at Capilano University \(the "University"\)](#).

2. OVERVIEW

- 2.1 ~~Capilano The~~ University has three academic terms: Fall (September to December) ~~and~~ Spring (January to April) ~~which are referred to as the "Major Academic Terms"~~ and Summer (May to August). ~~In addition to the full term,~~ Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).
- 2.2 ~~The Major Academic fall and spring T~~ terms ~~and the full summer term~~ are normally 15 weeks in duration ~~comprised of with~~ 13 weeks ~~of~~ instruction ~~and two weeks (weeks 14 and 15) with for~~ final assessments ~~in week 14 and 15~~. The Summer ~~I and summer II term/~~ sessions ~~are seven weeks in duration and~~ do not have ~~a~~ separate final assessment periods. ~~The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are each 7 weeks in duration.~~
- 2.3 ~~Please refer to the~~ S2017-02 Final Exam Policy ~~(S2017-02)~~ ~~sets out the for~~ details related to the offering of exams [at the University](#).

3. POLICY STATEMENT

Fall Term

3.1 Classes

- a) Orientation Day is held on ~~the Tuesday~~ immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at ~~5~~4:30 or later) run as scheduled.

Commented [JG1]: Addition of 'Academic' to this insert proposed by Deb Jamieson. Change approved by SPGC during the April 22 meeting.

Commented [JG2]: The changes to this clause were discussed, finessed and agreed during the May 13th SPGC meeting

Commented [CM3]: Over the years, I have helped many students who arrive on the orientation day heading to their classes only to find out that classes don't begin until the next day. This is mainly due to the language on the schedule, "Classes begin (after 4:30 p.m.)" I just wonder if all classes can be cancelled on the Tuesday or if somehow this can all be made clearer to students.

Commented [JG4R3]: Time corrected from 4.30 to 5.30. SPGC approved on April 22.

- b) The first full day of classes is on Wednesday immediately following Orientation Day.
- c) There is a one (1) day Reading Break in alignment with Remembrance Day as follows:

- i) if Remembrance Day is on a Monday - Reading Break is the Friday prior;
- ii) If Remembrance Day is on a Tuesday – Reading Break is the Monday prior;
- iii) If Remembrance Day is on a Wednesday - Reading Break is the next day Thursday;
- iv) If Remembrance Day is on a Thursday – Reading Break is the next day Friday;
- v) If Remembrance Day is on a Friday – Reading Break is the Thursday prior; and.
- vi) If Remembrance Day is on a Saturday or Sunday - Reading Break is the Friday prior.

- d) There are a minimum of sixty-one (61) instructional days, excluding weekends.
- e) The instructional period ends on the Monday of the beginning of the 14th week.

3.2 Final Assessment Period

The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

3.3 Academic Deadlines

- a) The second (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- b) The tenth (10th) Friday of the term is the last day for fall course withdrawals without academic penalty.
- c) Final grades for courses will be are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

Spring Term

3.4 Classes

- a) Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- b) There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- c) There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.

Commented [JG5]: Change proposed (3.1 c iii) and iv)) by Deb Jamison, agreed by Harb Johal and approved by SPGC

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Commented [SG6]: What is the difference between dropping a course (2nd Monday) and Withdrawing from a course (the 10th Friday). That is almost at the end of the course. Why so late?

Commented [MC7R6]: If you drop a course before the Add/Drop deadline you are refunded up to 80% of the tuition, 0% refund if after.

Commented [JG8]: Harb you commented: This is an issue with faculty as they are wanting at least another 24 hours (96 hours). We have a major challenge with this, in particular for the fall semester, as given the time of year with upcoming holiday closures, we need time to perform our end of term processing which includes a calculation of academic standing for all students, and communication also goes out to students who are placed on academic alert, probation, and required to withdraw prior to the closure of the institution for the holidays.

Commented [JG9R8]: Does this mean that faculty have asked and you have said it is not possible, or are you thinking about making a concession. You could write a note in the issues section of the briefing note addressing the concern and explaining why it's not possible.

Commented [HJ10R8]: Arts & Science have asked. We did an environmental scan in the fall specifically for the fall semester and advised this was not possible given the challenges it would create to complete the calculation of academic standing prior to the holiday break.

Commented [HJ11R8]: Janine has consulted with Finance and they are firm on their tuition payment deadline staying on a Monday, so by increasing the deadline for final grade submission by 24 hours would increase the registration system closure from 3 to 4 days. This would move back another day a students ability to get their transcripts, post-graduation work permit letters, or apply ...

Commented [DJ12R8]: Also, if we continue to have international students at the University, the later the grading deadline makes it extremely difficult for them to receive their PGWP documents. This term, the grading ...

Commented [CM13]: Is there a possibility of scheduling more night-time exams during the exam weeks to avoid scheduling exams within a 96-hour window of the grading ...

Commented [HJ14R13]: we're looking into this..historically only evening courses have been scheduled to have an evening examination on the same day of the course.

Commented [HJ15R13]: the only night-time exams that are scheduled are ones that the course itself was in the evening. Would there be an appetite amongst instructors to look into scheduling more evening exams?

- d) The instructional period will normally end at the conclusion of the thirteenth (13th) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

3.5 Final Assessment Period

The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

3.6 Academic Deadlines

- a) When the term begins on a Monday:
- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Friday of the term.
 - ii) The last day to withdraw from a course without academic penalty is the tenth (10th) Friday of the term.
- b) When the term begins on a Wednesday:
- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Tuesday of the term.
 - ii) The last day to withdraw from a course ~~without academic penalty~~ is the tenth (10th) Tuesday of the term, not including Reading Break.
 - iii) Final grades for courses ~~will be are normally~~ submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

Commented [SG16]: See comment for fall term

~~3.7~~ Convocation Dates

- ~~a) The Summer convocation ceremonies are normally scheduled for the first Monday and/or Tuesday in early June.~~
- ~~b) The winter convocation ceremonies are normally scheduled for the Friday following the Family Day holiday in February.~~

Commented [CM17]: I feel that this section should remain a separate section 3.7 because it is not an academic deadline for the Spring term but rather something separate.

Commented [HJ18R17]: agreed - its more informational on convocation dates.

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Commented [CM19]: How often is this followed? It seems in recent years, the convocation dates have been pushed back to the second week of June.

Commented [HJ20R19]: its usually the second week of June - ok with changing this.

Summer Term/Sessions

~~3.8~~ 3.7 Full Term

- a) Classes
- i) Classes begin on the second (2nd) Monday of May except when May 1st is on a Tuesday or Wednesday in which case classes begin on the first (1st) Monday of May.
 - ii) The last day of the term is the Friday of the fifteenth (15th) week.

b) Final Assessment Period

The final assessment period takes place during ~~instructional-regularly scheduled class~~ time in ~~the final week 14 of classes~~.

c) Academic Deadlines

- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2nd) week of instruction.
- ii) The last day to withdraw from a course ~~without academic penalty~~ is the tenth (10th) Friday of the term.
- iii) Final grades for courses ~~will be are normally~~ submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

~~3-93.8~~ Session 1

a) Classes

- i) Classes begin on the same day as the Summer Full Term classes.
- ii) The last day of the session is the Friday of the seventh (7th) week of instruction.

b) Final Assessment Period

The final assessment period takes place during instructional time in the final week of classes.

c) Academic Deadlines

- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction.
- ii) The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
- iii) Final grades for courses ~~will be are normally~~ submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, ~~or other final assessment or~~ assignment ~~due date, etc.~~) including weekends and no later than the posted deadline.

~~3-103.9~~ Session 2

a) Classes

- i) Classes begin on the Monday of the ninth (9th) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
- ii) The last day of the session is the Friday of the seventh (7th) week of instruction and is the same day as the last day of the Summer Full Term.

b) Final Assessment Period

Commented [CM21]: This means then, that the full summer term comprises 14 weeks of instruction vs. 13 weeks for Fall and Spring? What normally occurs in Week 14? Could exams be changed to Week 14 to allow for more time for instructors to meet the grading deadline? I realize this is likely set up to match the end dates of the Summer 2 term.

Commented [HJ22R21]: The intention is 13 weeks instruction (to match major terms) with 1 week exam allowance

Commented [CM23R21]: Could this be clarified? Perhaps "The final assessment period takes place during regularly scheduled class time in Week 14."

Commented [HJ24R21]: in the absence of an articulated final examination period for full summer, I'm ok with your proposed changes Corey.

The final assessment period takes place during instructional time in the final week of classes.

c) Academic Deadlines

- i) The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction unless the session begins on a Tuesday, then it is on the first(1st) Monday.
- ii) The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
- iii) Final grades for courses ~~will be~~ ~~are~~ ~~normally~~ submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, or other final assessment or assignment ~~due date, etc.~~) including weekends and no later than the posted deadline.

The Annual Academic Schedule

~~3.113.10~~ The ~~University Associate Vice-President, Enrollment Management and University~~

Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September – August).

Exemptions

~~3.123.11~~ Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to ~~Capilano the~~ University, government funding and scholarships. ~~Those seeking Requests for~~ exemptions to established deadlines must ~~beseeek~~ ~~approved at by from~~ the Vice President Academic and Provost ~~by providing with a~~ written rationale and documented recognition of impact to student success outcomes, timelines and operational implications provided. Approval should normally ~~must~~ be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

4. DESIGNATED OFFICER

~~4.1 The President delegates the responsibility of administering this policy to the Registrar. The Registrar is responsible for the development and subsequent revisions of any associated procedures.~~

~~4.1~~ The Provost and Vice President Academic is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice-President, Enrollment Management & University Registrar.

5. RELATED POLICIES AND GUIDANCE

Commented [CM25]: I'm wondering what is considered an exemption. For example, would an out of sequence course with a completely different start date/end date be an exemption? I know the RO will then provide the specific deadlines based on when that course begins/ends. Or is this just an exemption for courses scheduled regularly in the term but that want a change to the established dates?

Commented [CM26R25]: Change to "Approval should normally be requested..."

Commented [CD27]: Do you mean programs seeking exceptions? Who are those?

Commented [HJ28R27]: I've never encountered this, and cannot comment on the history of this statement.

Commented [CM29R27]: Reword: "Requests for exemptions must be approved by..."

Commented [CM30]: Check this title for consistency

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Commented [CM31]: Change to Harb's full title

[S2017-02 Final Exam Policy](#)

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 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
B.107		Registrar	
Policy Name			
Academic Schedule Policy			
Approved by	Replaces	Category	Next Review
Board	New		November 2024
Date Issued	Date Revised	Related Policies, Reference	
June 13, 2017	November 30, 2021	S2017-02 Final Exam Policy	

1. PURPOSE

This policy provides direction for the development of the annual Academic Schedule.

2. OVERVIEW

- 2.1. Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).
- 2.2. The fall and spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.
- 2.3. Please refer to the Final Exam Policy (S2017-02) for details related to the offering of exams.

3. POLICY STATEMENT

3.1. Fall Term

a. Classes

- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
- ii. The first full day of classes is on Wednesday immediately following Orientation Day.
- iii. There is a one (1) day Reading Break in alignment with Remembrance Day as follows:
 - Remembrance Day is on Monday - Reading Break is the Friday prior.

- Remembrance Day is on Tuesday – Reading Break is Monday.
 - Remembrance Day is on Wednesday - Reading Break is Thursday.
 - Remembrance Day is on Thursday – Reading Break is Friday.
 - Remembrance Day is on Friday – Reading Break is Thursday.
- iv. There are a minimum of sixty-one (61) instructional days, excluding weekends.
 - v. The instructional period ends on the Monday of the beginning of the 14th week.

b. Final Assessment Period

- i. The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. The second (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.
- ii. The tenth (10th) Friday of the term is the last day for fall course withdrawals without academic penalty.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

3.2. Spring Term

a. Classes

- i. Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- ii. There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- iii. There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- iv. The instructional period will normally end at the conclusion of the thirteenth (13th) full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.

b. Final Assessment Period

- i. The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

i. When the term begins on a Monday:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Friday of the term.
2. The last day to withdraw from a course without academic penalty is the tenth (10th) Friday of the term.

ii. When the term begins on a Wednesday:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Tuesday of the term.
2. The last day to withdraw from a course without academic penalty is the tenth (10th) Tuesday of the term, not including Reading Break.

iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

d. Convocation Dates

- i. The summer convocation ceremonies are normally scheduled for the first Monday and/or Tuesday in June.
- ii. The winter convocation ceremonies are normally scheduled for the Friday following the Family Day holiday in February.

3.3. Summer Term/Sessions

a. Full Term

i. Classes

1. Classes begin on the second (2nd) Monday of May except when May 1st is on a Tuesday or Wednesday in which case classes begin on the first (1st) Monday of May.
2. The last day of the term is the Friday of the fifteenth (15th) week.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2nd) week of instruction.
2. The last day to withdraw from a course without academic penalty is the tenth (10th) Friday of the term.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

b. Session 1

i. Classes

1. Classes begin on the same day as the Summer Full Term classes.
2. The last day of the session is the Friday of the seventh (7th) week of instruction.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction.
2. The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

c. Session 2

i. Classes

1. Classes begin on the Monday of the ninth (9th) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
2. The last day of the session is the Friday of the seventh (7th) week of instruction and is the same day as the last day of the Summer Full Term.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction unless the session begins on a Tuesday, then it is on the first (1st) Monday.
2. The last day to withdraw from a course is the Friday of the fourth (4th) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends and no later than the posted deadline.

3.4. The Annual Academic Schedule

- 3.4.1. The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September –August).

3.5. Exemptions

- 3.5.1. Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to established deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications. Approval must be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

4. DESIGNATED OFFICER

- 4.1. The President delegates the responsibility of administering this policy to the Registrar. The Registrar is responsible for the development and subsequent revisions of any associated procedures.



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: June 16, 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 June 12, 2026:

- 26/52** The revisions to SAID 200 - Study Abroad/Student Exchange, and the three new courses:
SAID 201 - Study Abroad – IDEA
SAID 202 - Study Abroad – IDEA
SAID 203 - Study Abroad – IDEA
be recommended to Senate for approval.
- 26/53** The revisions to IXD 206 - Professional Development and the new course, IXD 207 - Career Planning & Graduation Showcase as well as Cap Core designation under the heading of *Experiential* be recommended to Senate for approval.
- 26/54** The revisions to the Interaction Design Diploma Program Profile be recommended to Senate for approval.
- 26/55** The prerequisite revision of ASAS 161 - Ensemble Projects for the Stage I be recommended to Senate for approval.
- 26/56** To recommend to Senate approval of Cap Core designation under the heading of *Culture and Creative Expression* to MUS 108 - Music Appreciation.
- 26/57** In response to one-time funded delivery for fall 2026, the five new courses:
ESD 001 - Workplace Problem Solving Skills
ESD 002 - Communication and Self Advocacy Skills
ESD 003 - Employability Skills
ESD 004 - Technology for Work
ESD 005 - Work Experience
be recommended to Senate for approval.

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

Julia Black, Chair
Senate Curriculum Committee

Jason Dewling, Chair
Senate

Date: June 17, 2026

Date:



SENATE CURRICULUM COMMITTEE RESOLUTION MEMO

DATE: August 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 August 21, 2026:

- 26/58** The prerequisite revisions to BADM 470 – Business Strategy be recommended to Senate for approval.
- 26/59** The prerequisite revisions to BFIN 306 – Personal Financial Planning be recommended to Senate for approval.
- 26/60** The prerequisite revisions to BFIN 321 – Fundamentals of Investments be recommended to Senate for approval.
- 26/61** The prerequisite revisions to BFIN 351 – Taxation be recommended to Senate for approval.
- 26/62** The prerequisite revisions to BFIN 386 – Insurance for Financial Planning be recommended to Senate for approval.
- 26/63** To recommend to Senate approval of Cap Core designation under the heading of *Experiential* to BMKT 369 - Digital Marketing.
- 26/64** To recommend to Senate approval of Cap Core designation under the heading of *Experiential* to BMKT 370 – Social Media Marketing.
- 26/65** The new course, COMP 140 - Introduction to Artificial Intelligence with Applications as well as Cap Core designation under the heading of *Science and Technology* be recommended to Senate for approval.
- 26/66** The new course, COMP 440 - Applied Artificial Intelligence: Tools, Systems, and Society as well as Cap Core designation under the heading of *Science and Technology* be recommended to Senate for approval.



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

26/67 The revisions to the Bachelor of Music Therapy admission requirement and total program credit changes be recommended to Senate for approval.

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

Julia Black, Chair
Senate Curriculum Committee

Date: August 25, 2025

Jason Dewling, Chair
Senate

Date:

Senate Report

AGENDA ITEM 8.3: Provost's Report to Senate – Summer 2026	
PURPOSE:	☐ Approval ☒ Information ☐ Discussion
MEETING DATE: 08-Sep-26	
PRESENTER: Vicki St. Pierre, Vice-President, Academic & Provost	

PURPOSE

The purpose of this report is to provide Senate with an update on key activities, developments, and priorities across the Provost portfolio during Summer 2026, including academic planning, academic growth and innovation, research and teaching and learning, student success, Indigenous Education and Affairs, and Registrar's Office activities.

REPORT

The summer has been a very active period across the Provost portfolio, with considerable work focused on preparing for the 2026–27 academic year while advancing academic planning, student success, sustainability, and community partnerships. I want to thank the Deans, faculty, staff, and academic leaders who have continued this important work throughout the summer.

I would particularly like to thank Dr. Lesley Brown, who served as Interim Provost and Vice-President, Academic for approximately four months before my arrival. In that time, Lesley did an extraordinary amount of work with faculty, staff, and administration to ensure Capilano University's resilience and subsequent move toward a successful future. She was instrumental in fostering an incredibly warm and welcoming atmosphere for me and provided me with the tools I will need to be successful in my role as Provost and Vice-President Academic. Thank you, Lesley!

Academic Planning and Sustainability

A major focus has been developing a more sustainable and evidence-informed approach to academic planning. Following the program suspension and discontinuance work undertaken through Senate in the spring, we have begun a program costing initiative to develop a clearer understanding of the resources required to deliver our academic programs. Faculty members are participating directly in this work, helping to ensure that academic perspectives remain central alongside financial, enrolment, workload, and other institutional considerations.

The Deans have also continued work on the organization of their Faculties and the distribution of academic leadership responsibilities. Further information will come forward during the fall, including through Senate where changes intersect with its academic governance responsibilities.

Academic Growth and Innovation

There are a number of encouraging developments across the Faculties.

Within **Global and Community Studies**, we continue to see growth in Kinesiology in North Vancouver, Tourism, and Outdoor Recreation, while Kinesiology in Squamish remains under-enrolled. This fall, TOUR 270: Special Topics in Tourism – Lessons Learned from Red Bull Hardline will provide students with an opportunity to connect their studies to the Sea-to-Sky region. GCS has also secured a contract to deliver the Local Government Administration Certificate to Lil'wat Nation.

Within **Business and Professional Studies**, contracts have been secured to deliver School of Business certificate programming to the Squamish Nation. The School of Business is also undertaking a student retention project led by Jorge Ocegüera in collaboration with the Centre for Teaching Excellence. Enactus, an interdisciplinary initiative led by the School of Business, celebrated its tenth anniversary in June.

Within the **Faculty of Arts and Sciences**, the Seymour Valley Archaeology Field School has been successfully relaunched under Anthropology instructor Hilary Duke, providing students with practical archaeological experience while strengthening connections with the Japanese-Canadian community and the Nikkei National Museum & Cultural Centre. FAS also delivered two summer intensive courses in Squamish—one focused on ecological monitoring and another providing a hands-on introduction to GIS mapping. The Engineering department has also doubled the cohort size of its two-year Engineering Diploma for Fall 2026, expanding an important pathway into engineering for returning and non-traditional students.

Within the **Faculty of Fine and Applied Arts**, there have been several significant achievements across film and design. The Motion Picture Arts program received the 2026 Leo Awards Outstanding Achievement Award, with more than 60 alumni nominated and over a dozen alumni and faculty members recognized for excellence in British Columbia's film and television industry. MOPA alumnus Spencer Zimmerman (Class of 2021) was also selected for the prestigious 2026 TIFF Directors' Lab. IDEA School of Design students earned more than 40 awards in national and international competitions during 2025/26, resulting in recognition for more than 60 students. Capilano University was named Canada's top design school for the second consecutive year by the Registered Graphic Designers Student Awards, while IDEA student work was also recognized through Young Ones, Applied Arts, and Rodeo 18. The 32nd CapU/Kawai Piano Sale will take place September 17–20, continuing a longstanding partnership that supports the University's music community.



There is also good news from the **Faculty of Education, Health and Human Development**. Over the summer, the Fulmer Family Centre for Childhood Studies achieved LEED Gold certification, recognizing its environmental performance and sustainable design. The Centre is home to the School of Education and Childhood Studies and provides purpose-built spaces for teaching, applied research, collaboration, experiential education, and child care. Energy modelling indicates that the building uses approximately 40 per cent less energy than a conventional building of comparable size and function.

On September 9, the academic year will begin at the Ts'zil Learning Centre with a community BBQ and student welcome. Working in partnership with the Lil'wat Nation, faculty from First Nations Transitions – North have played a central role in planning the event. Fall programming at Ts'zil includes Public Administration, Lil'wat Language & Culture, Adult Basic Education, access programming for learners with disabilities, and English 100.

Academic Affairs, Research and Teaching & Learning

There is considerable good news from the **Associate Vice-President Academic portfolio**. CapU researchers have secured several significant external grants. Engineering faculty, in collaboration with Langara Nursing faculty, received a two-year, \$100,000 WorkSafeBC grant to explore safer approaches to collecting soiled linens and preventing workplace injuries among frontline healthcare workers. A Kinesiology-led Community Resilience Project has received a three-year, \$360,000 grant to continue applied research examining brain resilience and factors supporting cognitive and neurological well-being. A Business and Professional Studies faculty member has also received a two-year, \$85,000 SSHRC Insight Development Grant for comparative research on journalism ethics and democratic stress in Canada and Brazil.

CapU/CARS has also signed a Memorandum of Understanding with World Wildlife Fund to strengthen collaboration in sustainability, applied research, student learning, and campus-based environmental initiatives.

The **Centre for Teaching Excellence** has relocated to the second floor of Birch, bringing it together with Academic Initiatives & Planning, CARS, and Work-Integrated Learning. CTE also partnered with the President's Office to host the inaugural President's Visiting Speaker Series for Teaching and Learning, featuring Dr. James Honan from Harvard University's Graduate School of Education. Faculty orientations have been held for both Squamish and newly appointed North Vancouver faculty.

Teaching and learning support this fall will include programming on Generative AI, assessment and feedback, inclusive teaching, and Indigenizing and decolonizing teaching. Eight faculty members are also participating in this year's Certificate in University Teaching and Learning cohort.

Investment in academic delivery at Squamish is continuing. In partnership with DTS and Facilities, CTE has renovated three classrooms to support Hyflex delivery, and nine courses are being offered in a Hyflex modality at Squamish this fall.



The new **Certificate in Leadership for Indigenous Learners**, a collaboration between the School of Business and the Squamish Nation, will also begin this fall, with students selected by the Nation. In addition, external review reports for the School of Social Sciences, School of Business, and School of Tourism Management have now been received. The units are developing responses and action plans, which will come to Senate later this fall following review by SAPRC.

Student Success and the Student Experience

Significant work has taken place over the summer to strengthen the network of supports available to students. ****Accessible CapU**** has moved into implementation, with governance structures, departmental plans, advisory mechanisms, and cross-University working groups being established. Work is also underway on a formal Circle of Care/Stepped Care model to better connect student supports and referral pathways, alongside the development of a Back on Track program for students required to withdraw.

The **Centre for Accessibility Services** is expanding access to psycho-educational assessments and simplifying exam accommodation processes, including new Squamish-specific approaches. Learning Support Services is working to harmonize services between North Vancouver and Squamish. Student Life, meanwhile, has been preparing for fall orientation and transition programming while developing a year-round student engagement calendar.

The **Career Development Centre** is preparing new mentorship programming through 10,000 Coffees, developing an Indigenous Career Fair with Indigenous Education & Affairs, and creating new volunteer pathways for students.

Perhaps the most visible change to the student experience this fall is the opening of **Treehouse**, our first North Vancouver student residence. The Student Success team has been establishing the supports required for a 24/7 campus environment while also reviewing food services and considering the future evolution of housing operations.

Indigenous Education and Affairs

Indigenous Education & Affairs has also had a very active summer. Stephanie Merinuk was appointed Interim Director of IEA effective July 21, with Joanne Lacorde joining as Interim Manager on September 1. The portfolio has also secured a significant \$215,000 gift from a family trust to expand Indigenous student success programming and comprehensive supports, as well as a dedicated scholarship for an Indigenous student in Tourism.

There are currently 265 Indigenous students enrolled for Fall 2026, with additional registrations anticipated. Recruitment and outreach activities are expanding across British Columbia, including participation in Indspire, Gathering Our Voices, and the First Nations Education Steering Committee conference, as well as direct outreach to First Nations communities across the province.



Community engagement has remained an important priority. IEA delivered its inaugural Cultural Safety Training Workshop in August, continued discussions with shíshálh Nation leadership regarding the future of the Sechelt campus, and worked with the Squamish campus team to align Indigenous student supports and engagement for the coming academic year.

September will include the third annual Indigenous Vendor Market, Indigenous welcome packages for new and returning students, Métis community programming, and a comprehensive program of activities for Truth and Reconciliation Week. IEA is also partnering with Student Life during Consent Week on a panel addressing consent, trauma-informed support, and campus safety.

Registrar's Office

The Registrar's Office has been preparing for the fall with a particular emphasis on improving the student experience. With support from the Capilano Students' Union, the office is examining how its in-person services can be better aligned with student needs. The Academic Policy Renewal Project also continued throughout the summer, with policies and procedures related to Transfer Credit, Credential Names, and Parchment moving into the review process this fall.

The admissions team is participating in the initial phase of the University's CRM project, while several digital improvements are underway. An online minors and concentrations declaration form is expected to launch in September, and work continues on the admissions acceptance deposit project in advance of the Fall 2027 admissions cycle.

LOOKING AHEAD

Taken together, these developments reflect the balance that will characterize much of our work this year: addressing financial and enrolment pressures while continuing to invest in academic quality, accessibility, student success, research and scholarship, Indigenous partnerships, community-engaged learning, and areas of academic growth.

The opening of Treehouse, continued development in Squamish and at Ts'zil, significant external research successes, and the work underway to strengthen teaching, learning, and student supports all point to a University that is evolving in important ways. I look forward to working closely with Senate as we continue this work throughout the 2026–27 academic year.

