



SENATE MEETING

Tuesday, February 4th, 2020 4:00 – 6:00 pm
Capilano University – LB 322

AGENDA

Acknowledgement

We respectfully acknowledge the unceded lands of Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of the January 14th, 2020 Minutes – Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
6. **New Business**
 - 6.1 2021 Senate Meeting Schedule – Decision Paul Dangerfield
Schedule 6.1
 - 6.2 By-Election – Information Kyle Vuorinen
7. **Committee Reports**
 - 7.1 Academic Planning and Program Review Committee – Information Michael Thoma
 - 7.2 Bylaw, Policy and Procedure Committee – Decision Marnie Findlater
 - 7.2.1 S2019-01 Admission Policy Schedule 7.2.1
 - 7.2.2 S2019-01-1 Admission Procedure Schedule 7.2.2
 - 7.3 Curriculum Committee – Decision Deb Jamison
 - 7.3.1 Resolution Memo Schedule 7.3.1
[January 24 Agenda Package](#) / [January 24 Draft Minutes](#)
 - 7.4 Instructional Technologies Advisory Committee - Information Debbie Schachter
 - 7.5 Budget Advisory Committee – Information Oscar Blue



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AGENDA

8. Other Reports

- | | |
|--|------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Stephen Williams |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Ash Amlani |

9. Discussion Items

10. Other Business

11. Information Items



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Present: Paul Dangerfield (Chair), Sean Ashley, Christopher Ballard, Oscar Blue, Brent Calvert, Lara Duke, Marnie Findlater, Kyle Guay, Bridget Stringer-Holden, Miranda Huron, Deb Jamison, Anthea Mallinson, Brad Martin, Lauren Moffatt, John Molendyk, Corey Muench, Alea Rzeplinski, Debbie Schachter, Laureen Styles, Michael Thoma, Mark Vaughan, Kyle Vuorinen, Stephanie Wells, Stephen Williams, Recording Secretary: Mary Jukich

Regrets: Ash Amlani, Cyndi Banks, Joel Cardinal, David Fung, Ted Gervan, Nazmi Kamal, Pouyan Mahboubi, Nandini Sharda, Jaswinder Singh, Judy Snaydon, Diana Twiss

Acknowledgement

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

1. Welcome

Miranda Huron, Director of Indigenous Education and Affairs, was introduced and welcomed to Senate.

In the absence of Diana Twiss, Stephen Williams assumed voting rights for the Faculty of Education, Health and Human Development.

In the absence of Nazmi Kamal, Kyle Guay assumed voting rights for the Faculty of Global and Community Studies.

2. Approval of the Agenda

Paul Dangerfield moved and Laureen Styles seconded:
To adopt the agenda.

CARRIED

3. Approval of the Minutes

Paul Dangerfield moved and Marnie Findlater seconded:
To adopt the December 3rd, 2019 minutes.

CARRIED

4. Correspondence Received

No correspondence was received.



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5. Business Arising

5.1 Universities Canada

Presented by: Laureen Styles

Senate was provided with an update with respect to Capilano's membership application to Universities Canada. The visiting committee will be on-site on January 16th and January 17th, at which time the committee will be engaged in meetings with the various constituency groups across the campus. Dr. Sal Ferreras also provided a brief report on his role and work as consultant in assisting the University with the application.

5.2 Envisioning 2030

Presented by: Paul Dangerfield

The Envisioning 2030 draft document was not presented as it still required some further editing. It is anticipated that the document will be distributed two weeks in advance of the next Senate meeting.

In terms of communication flow, it was suggested that Senators connect with their colleagues and Faculties for additional engagement opportunities with respect to the document. As well, the document will be taken "on the road" for an anticipated two/three months to ensure full consultation with all areas.

5.3 By-election Timeline

Presented by Kyle Vuorinen

Senate was informed that Robert Thomson was acclaimed as the non-voting member for the Faculty of Business and Professional Studies.

6. New Business

6.1 Graduates

Presented by: Kyle Vuorinen

Senate was presented with a list of 469 graduates from the five Faculties, as verified by the Registrar's Office to have met the graduation requirements of their program. It was noted that in comparison to last January, the number of students graduating increased by approximately 20%.



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Kyle Vuorinen moved and Marnie Findlater seconded:

20/01 Senate accept the students as graduates.

CARRIED

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Michael Thoma

The Committee met on December 10, 2019 at which time the Program Review for the Tourism programs was presented for approval that all steps in the program review process were successfully completed. The Tourism programs include the Bachelor of Tourism Management, Tourism Management Co-Operative Education Diploma, Tourism Management for International Students Diploma and the Tourism Marketing Citation. The tourism programs were praised for their strong integrated learning components and outcomes, the flexibility in the program, such as offering four options for credentials, as well as an opportunity for travel and field schools, and addressing the potential for tourism in the growing Aboriginal Tourism market. It was also noted that the programs follow a pattern that will be addressed when SAPPRC provides an overview of all the Program Reviews to date.

The Program Review examines program retention and the AOR (Acceptance, Offer, Registration) pathway - particularly important in light of the goal to increase domestic student enrollment. The Program Review also promoted a program advisory committee for international programs (TMI), working with First Nations partners to determine how the program can better foster connection to the growing Aboriginal Tourism market, while supporting recruitment of First Nations students, embedding themes of health and wellness into educational practices as per the Okanagan Charter, creating a work-integrated-learning office to strengthen the programs and expanded the School of Tourism's influence across the University, and integrating technology and innovation into the programs, such as ePortfolio and online course delivery. It was noted that Program Reviews in general provide an opportunity to 'get ahead of the curve', where content addresses issues that affect not only a particular program or industry but also community and global issues, such as population mobility,



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sustainability, climate change, etc., which will provide a key driver for developing new curriculum and new programs in the future.

Michael Thoma moved and Stephanie Wells seconded:

20/02 Senate accept for Information that the Program Review process was completed for the Bachelor of Tourism Management, Tourism Management Co-Operative Education Diploma, Tourism Management for International Students Diploma and the Tourism Marketing Citation. **CARRIED**

7.2 Bylaw, Policy and Procedure Committee

Presented by: Marnie Findlater

Work continues with reviewing several policies, including the Admissions Policy and Procedure.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memo

The resolutions brought forward from the December 13th, 2019 Senate Curriculum Committee meeting were presented to Senate for approval.

Deb Jamison moved and Kyle Guay seconded:

20/03 SCC resolutions, 19/82 to 19/88 be adopted by Senate. **CARRIED**

7.4 Instructional Technologies Advisory Committee

Presented by: Debbie Schachter

A report was not provided as the creation of a replacement committee has not been finalized.

7.5 Budget Advisory Committee

Presented by: Oscar Blue



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The Committee reported that a thorough review of the budget documents was undertaken and the Committee had accordingly fulfilled its mandate for the 2020/2021 budget process.

On discussion, a question was raised on whether Senate would be provided with the proposed budget prior to approval. Clarification was provided that part of the Committee's role was to provide recommendations to the President and that consultations on the budget took place with the various stakeholders. Approval of the University budget remains with the Board.

8. Other Reports

8.1 Chair of Senate

Paul Dangerfield, Chair of Senate, provided a report, highlighting the following:

- The integrated plan and budget will be presented to the Audit and Finance Committee on January 15th, and subsequently to the Board on January 28th.
- Key elements of Envisioning 2030 were incorporated into the integrated plan, including the University's commitment to truth and reconciliation, well-being and sustainability.
- Results of the recent employee survey indicated a good response rate; however, analysis of the results will be undertaken to ensure that employee engagement continues to increase.
- The President will be visiting the Deputy Minister and Assistant Deputy Minister in early February for the purpose of providing the Ministry with an update on the University's priority of more domestic students on campus. A report was prepared to present to the Ministry indicating work underway to fulfill this priority with the various areas of the University, including strategic enrolment management, housing and work with Senate in terms of new degrees.

8.2 Vice-Chair Senate



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Stephen Williams, Vice-Chair of Senate, reported that he continues to attend the Senate subcommittees, and is involved in other Senate related activities including the search for a new Chancellor, and the process for awarding Faculty Emeritus and Honorary Degree recipients.

8.3 VP Academic and Provost

Laureen Styles, VP Academic and Provost provided the following report:

- Reference was made to ongoing policy discussions, including work through the Policy Office and the tracking through the consultation with academic policies. Processes are established in terms of understanding what kind of consultations and pathways are required for internal consultations and this will become more of a focus over the coming months. There will also be processes and consultations around the next academic plan and the next phase of academic planning.
- Everyone was thanked for the successful launch of the new Lonsdale campus and the overall positive experience. Work will be undertaken over the next few months, which will include faculty engagement to determine how the University can best capitalize on the space and location.
- As part of the new role, Miranda Huron, Director of Indigenous Education and Affairs will continue to strengthen the University's relationship with the First Nations.

8.4 Board Report

A report was not provided as there have been no Board meetings since December.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business items were presented.

11. Information Items



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No information items were presented.

12. Tributes Committee

A motion was moved, seconded and carried to move in camera for this item.

There being no further business the meeting was adjourned at pm. 5:20 pm.

Next Meeting: Tuesday, February 4th, 2020

DRAFT



**CAPILANO UNIVERSITY SENATE
2021 REGULAR MEETING SCHEDULE
ROOM – LB 322**

Meeting Date	Deadline for Submission of Agenda Items – 12:00 Noon
January 5 4:00 pm	December 21
February 2 4:00 pm	January 26
March 2 4:00 pm	February 23
April 6 4:00 pm	March 30
May 11 4:00 pm	May 4
June 1 4:00 pm	May 25
July – No Meeting	
August 17 4:00 pm	August 10
September 7 4:00 pm	August 31
October 5 4:00 pm	September 28
November 2 4:00 pm	October 26
December 7 4:00 pm	November 30

Late Additions - Late additions deny Senate members the opportunity to consider the matter prior to the meeting and are therefore discouraged. In general, they are approved only in unusual circumstances and require the approval of the Chair of Senate. The Senate Administrative Assistant may not approve late additions to the Agenda.



SUMMARY OF CHANGES TO ADMISSIONS POLICY (S2019-01) PRESENTATION OF ACCOMPANYING ADMISSIONS PROCEDURES

Acknowledgment

We respectfully acknowledge the Lil'wat, Musqueam, Sechelt, Squamish, and Tsleil-Waututh people on whose territories our campuses are located.

Changes to Admissions Policy Include:

1. Simplified language throughout the document for clarity and efficiency.
2. Revised wording for consistency throughout the document including more active sentences.
3. Revised numbering and formatting where sections have been removed or added and modifications to indenting/grammar/punctuation where appropriate.
4. Introduction of additional working definitions so that the policy is in alignment with the procedural document, and the subsequent renumbering and alphabetizing of categories.


Introduction of the Admissions Procedures to Accompany the Policy:

This document is being introduced to provide additional clarity on admissions for the various program areas, the Registrar's Office and the Centre for International Experience. This document supports the revised Admissions Policy which is also being presented at Senate.

Recommendations:

The Bylaw Committee believes that these are important working and living documents that support the admissions function in all program areas. These documents may need to be reviewed as admission categories change, or as operational needs dictate. The Bylaw Committee also recommends the admissions process documents for both the CIE and the Registrar's Office be developed in consultation with the program areas to ensure efficiency and clarity.

Thank You,
Marnie

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

1 PURPOSE

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

2 SCOPE

This policy applies to all Applicants applying for admission to University Senate-approved credit programs. Non- credit programs and industry service courses are not within the scope of this policy.

3 DEFINITIONS

3.1 Registrar’s Office: Is responsible for the overall application and admission process for Domestic Applicants.

3.2 The Centre for International Experience: Is the Registrar’s Office designate responsible for the overall application and admission process for International Applicants.

3.3 Applicant Types:

3.3.1 Applicant: An individual who applies for admission to a credit program(s) at the University.

3.3.2 **Concurrent Studies Applicant:** A high school Applicant who applies for admission to a credit program(s) at the University and takes a University course(s) while still attending high school. These students are eligible for dual credit based on the successful completion of the course.

3.3.3 **Domestic Applicant:** An Applicant who is a Canadian citizen, a permanent resident or who has obtained convention refugee status as confirmed by Immigration, Refugees and Citizenship Canada.

3.3.4 **Exchange Applicant:** A Domestic or International Applicant enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements.

3.3.5 **International Applicant:** An Applicant who is not a Domestic Applicant.

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

3.3.6.1 enrolled at an institution within Canada,

3.3.6.2 an Applicant enrolled at an institution outside of Canada which does not have a partnership agreement with the University, or

3.3.6.3 a recent international high school graduate interested in studying at the University.

The student must apply and meet all the necessary University admissions requirements.

3.4 Admission Categories:

3.4.1 **Advanced Standing Admission:** Admission of an Applicant who meets all University and program requirements, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category will have completed a credential or course work through Advanced Placement (AP) or International Baccalaureate (IB) programming and will be awarded advanced standing/transfer credit for said course work according to established guidelines published through the online BC Transfer Guide.

3.4.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and may have a selection-ranking rubric to support selection decisions.

3.4.3 **Conditional Admission:** Admission of an Applicant subject to a condition, or set of conditions, pertaining to documents that an Applicant must provide, or requirements that the Applicant must meet.

3.4.4 **Discretionary Admission:** Admission of an Applicant who does not meet one (1) or more of the academic or non-academic admission requirements.

3.4.5 **Exchange Student:** A student who is enrolled at a partner institution outside of Canada may apply to study at the University as an Exchange Student. The application process is coordinated between the Centre for International Experience (CIE) and the student's home university. The student must submit:

- a) a Capilano University Exchange Student Application,
- b) a completed Visiting and Exchange Course Approval Form,
- c) an official transcript from their home university,
- d) proof of English language proficiency, and
- e) a letter of permission.

Additional information can be found on the Visiting and Exchange Students webpage.

3.4.6 **Final Admission:** Admission of an Applicant who meets all University and program requirements and who has submitted all evidence necessary to substantiate their application for admission.

3.4.7 **First Qualified-First Accepted Admission:** Admission to a program based on academic requirements only. Academic requirements consist of specific high school and/or post-secondary courses or credential(s) required for admission, as determined by the program area.

3.4.8 **General Admission:** An Applicant who does not meet admission requirements to a specific program may be admitted under a General Admission status or can apply directly for General Admission. The Applicant must meet the University's English Language Proficiency requirements.

3.4.9 **High School Admission:** An Applicant may meet the high school admission category in one of the following ways:

- a) graduating from high school,
- b) being currently enrolled in Grade 12,
- c) having equivalent education, or
- d) being currently enrolled in Grade 11 with proof of registration in Grade 12.

3.4.10 **Readmission:** An Applicant is required to apply for readmission if they miss one (1) major term in a cohort program or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. Applicants in this category must meet all University and program admission requirements.

3.4.11 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential.

- 4 Cohort Programs:** Cohort programs are defined as programs with restricted and prescribed course sequencing taken by specified students. Cohort Programs traditionally have a limited number of seats available for admission for each intake.

It is the responsibility of the program area to inform the Registrar's Office when a student misses one (1) major term (major terms: Fall or Spring), in which case the student may be withdrawn from the program. Should the student be withdrawn from the program, they must apply for readmission, pay the application for readmission fee, obtain permission from the program area, and a seat must be available.

- 5 Non-Cohort Programs:** Non-Cohort Programs are defined as programs with more flexible programming and fewer seat constraints. Non-Cohort Programs typically do not have specific student groups taking a sequence of courses together, and usually have a greater number of available seats open for admission.

After missing three (3) consecutive major terms (major terms: Fall or Spring), a student may be withdrawn from the program. In order to be readmitted, the student must apply for readmission to the same program, pay the application for readmission fee, and meet the current program admission requirements.

6 GUIDING PRINCIPLES

6.1 The Senate is responsible for approving program admission requirements that are determined by the program area for Competitive; First Qualified-First Accepted Programs; and General Admission.

6.2 For programs with Competitive Admission requirements, the applicable program area will establish and maintain:

6.2.1 transparent criteria for assessment of academic and non-academic requirements, and

6.2.2 selection ranking rubrics, which will be available to the Registrar upon request.

6.3 For programs with First Qualified-First Accepted Admission requirements, an Applicant will be accepted in order of the date on which their application was deemed to be complete by the receiving body. A complete application is defined as one that fulfills all requirements for admission.

6.4 An Applicant who does not meet the requirements for Competitive or First Qualified-First Accepted Admission may be considered for Discretionary Admission. A Discretionary Admission application will be jointly approved by the Faculty Dean and the Registrar or the Registrar's designate.

6.5 The University reserves the right to deny admission to an Applicant or require a student to withdraw from the University on the basis of fraudulent application or admissions practices. Such practices include, but are not limited to, submitting false or altered supporting documents that are required in the application and admissions process.

6.6 Joint approval from the Faculty Dean and the Vice-President, Academic and Provost is required for a program to re-open applications once the application deadline has passed.

6.7 Upon approval of the Dean, and based upon the recommendation by the parent/guardian and by a secondary school representative, a high school student may be considered a Concurrent Studies Applicant.

7 APPLICATION GUIDELINES

7.1 An Applicant will apply to each program for which they wish to be considered for admission to the University.

7.2 An Applicant can apply to two (2) programs with one (1) application fee.

7.3 An Applicant will meet the program's published admission requirements.

7.4 An Applicant will demonstrate/provide proof of the appropriate level of English Language Proficiency. The level of English Language Proficiency required may differ depending on the program. The Registrar, in consultation with the Faculty Dean and English for Academic Purposes (EAP) Department, has the right to waive this requirement, under special circumstances.

7.5 An Applicant will submit official or certified documents for Final Acceptance.

7.6 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

7.7 An Applicant may receive a Conditional Admission pending satisfaction/proof of admission requirements. Unless otherwise stated, the Applicant will meet the applicable conditions thirty (30) calendar days prior to the start of their program in order to receive Final Admission.


7.8 An International Applicant who has received Final Admission will have adequate medical coverage.

7.9 A Visiting Student will submit a Visiting Course Approval Form or a Letter of Permission. Special approval will be provided to allow the Visiting Student to be eligible to register in classes with pre-requisites.

7.10 The Registrar's Office or the CIE will communicate admission decisions to Applicants.

8 APPLICATION FEES

Application fees will be determined, administered and communicated in accordance with University policy OP.212 Tuition and Other Fees.

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

1 PURPOSE

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

Commented [GU1]: italicized in keeping with other policies

2 SCOPE

This policy applies to all Applicants applying for admission to University Senate-approved credit programs. Non-credit programs and industry service courses are not within the scope of this policy.

Commented [CM2]: Would this be better placed as Item #2 just to get it out of the way at the beginning of the document?

3 DEFINITIONS

3.1 Registrar's Office: Is responsible for the overall application and admission process for Domestic Applicants.

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Commented [J13]: Added to Policy

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Commented [J14]: Changed dashes to colons

3.3.2 **Concurrent Studies Applicant:** A high school Applicant who applies for admission to a credit program(s) at the University and takes a University course(s) while still attending high school. These students are eligible for dual credit based on the successful completion of the course.

Commented [CM5]: add "the" to "completion of course"

3.3.3 **Domestic Applicant:** An Applicant who is a Canadian citizen, a permanent resident or who has obtained convention refugee status as confirmed by Immigration, Refugees and Citizenship Canada.

Commented [GU6]: convention refugee

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Commented [GU7]: no capitals needed

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

Commented [MJ8]: remove capitals

- 3.3.6.1 enrolled at an institution within Canada,
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- 3.3.6.3 a recent international high school graduate interested in studying at the University.

Commented [CM9]: Just curious about how we ensure that the ELR has been met for Visiting and Exchange students.

The student must apply and meet all the necessary University admissions requirements.

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Commented [CM10]: "Programs that use Competitive Admission will..."

Commented [GU11]: may

3.4.3 **Conditional Admission:** Admission of an Applicant subject to a condition, or set of conditions, pertaining to documents that an Applicant must provide, or requirements that the Applicant must meet.

Commented [CM12]: Is the mention of rubrics too specific for the Policy? This level of specificity might better be placed in the Procedures. In the Policy, we could simply say what section 6.1.5 of the Procedures says: "The program area will establish transparent criteria for ranking candidates."

3.4.4 **Discretionary Admission:** Admission of an Applicant who does not meet one (1) or more of the academic or non-academic admission requirements.

Commented [CM13]: "...to documents that an applicant must provide or..."

Commented [CM14]: "Admission of an applicant..."

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- a) a Capilano University Exchange Student Application,
- b) a completed Visiting and Exchange Course Approval Form,
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Additional information can be found on the Visiting and Exchange Students webpage.

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4 **Cohort Programs:** Cohort programs are defined as programs with restricted and prescribed course sequencing taken by specified students. Cohort Programs traditionally have a limited number of seats available for admission for each intake.

Commented [J115]: Need to add exchange student definition to policy. "Exchange Student: A student enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements."

Commented [CM16]: Admission?

Commented [MV17]: Credentials (plural)?

Commented [J118]: Deleted sentence that read "General Admission is not a program that leads to its own credential."

Commented [CM19]: Does this category include adult applicants who have finished, say, a BA at another institution and who are returning to do a degree in another field? Would we call these "high school" applicants? It seems a bit odd.

Commented [CM20]: In other instances of "three consecutive major terms," the "(3)" has been inserted.

Commented [CM21]: Admission?

Commented [MJ22]: change all to numerical bracketed/a single major

It is the responsibility of the program area to inform the Registrar's Office when a student misses one (1) major term (major terms: Fall or Spring), in which case the student may be withdrawn from the program. Should the student be withdrawn from the program, they must apply for readmission, pay the application for readmission fee, obtain permission from the program area, and a seat must be available.

Commented [MV23]: Should this be one (1)?

Commented [MV24]: Capitalize Fall and Spring?

Commented [CM25]: It seems that the definition of "cohort" program needs work. Don't all of our programs ultimately have a limited number of seats? I think of a cohort program as a group of students that take all of their courses together in a specific sequence. Missing a term would make it difficult to meet the cohort course sequencing, thus the rule here.

- 5 **Non-Cohort Programs:** Non-Cohort Programs are defined as programs with more flexible programming and fewer seat constraints. Non-Cohort Programs typically do not have specific student groups taking a sequence of courses together, and usually have a greater number of available seats open for admission.

After missing three (3) consecutive major terms (major terms: Fall or Spring), a student may be withdrawn from the program. In order to be readmitted, the student must apply for readmission to the same program, pay the application for readmission fee, and meet the current program admission requirements.

6 GUIDING PRINCIPLES

6.1 The Senate is responsible for approving program admission requirements that are determined by the program area for Competitive; First Qualified-First Accepted Programs; and General Admission.

6.2 For programs with Competitive Admission requirements, the applicable program area will establish and maintain:

- 6.2.1 transparent criteria for assessment of academic and non-academic requirements, and
- 6.2.2 selection ranking rubrics, which will be available to the Registrar upon request.

6.3 For programs with First Qualified-First Accepted Admission requirements, an Applicant will be accepted in order of the date on which their application was deemed to be complete by the receiving body. A complete application is defined as one that fulfills all requirements for admission.

6.4 An Applicant who does not meet the requirements for Competitive or First Qualified-First Accepted Admission may be considered for Discretionary Admission. A Discretionary Admission application will be jointly approved by the Faculty Dean and the Registrar or the Registrar's designate.

6.5 The University reserves the right to deny admission to an Applicant or require a student to withdraw from the University on the basis of fraudulent application or admissions practices. Such practices include, but are not limited to, submitting false or altered supporting documents that are required in the application and admissions process.

6.6 Joint approval from the Faculty Dean and the Vice-President, Academic and Provost is required for a program to re-open applications once the application deadline has passed.

6.7 Upon approval of the Dean, and based upon the recommendation by the parent/guardian and by a secondary school representative, a high school student may be considered a Concurrent Studies Applicant.

Commented [MV26]: Clarification needed? Who recommends, who approves?

Commented [MJ27]: parent/guardian-recom. by second, approval of faculty dean

Commented [MJ28]: check policy around age of majority

7 APPLICATION GUIDELINES

7.1 An Applicant will apply to each program for which they wish to be considered for admission to the University.

7.2 An Applicant can apply to two (2) programs with one (1) application fee.

7.3 An Applicant will meet the program's published admission requirements.

7.4 An Applicant will demonstrate/provide proof of the appropriate level of English Language Proficiency. The level of English Language Proficiency required may differ depending on the program. The Registrar, in consultation with the Faculty Dean and English for Academic Purposes (EAP) Department, has the right to waive this requirement, under special circumstances.

Commented [CM29]: "...in consultation with the Faculty Dean and the English for Academic Purposes Department, has the right"

Commented [MJ30]: the English for Acad. . . .

7.5 An Applicant will submit official or certified documents for Final Acceptance.

7.6 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

7.7 An Applicant may receive a Conditional Admission pending satisfaction/proof of admission requirements. Unless otherwise stated, the Applicant will meet the applicable conditions thirty (30) calendar days prior to the start of their program in order to receive Final Admission.

7.8 An International Applicant who has received Final Admission will have adequate medical coverage.

7.9 A Visiting Student will submit a Visiting Course Approval Form or a Letter of Permission. Special approval will be provided to allow the Visiting Student to be eligible to register in classes with pre-requisites.


7.10 The Registrar's Office or the CIE will communicate admission decisions to Applicants.

Commented [J131]: Added or the CIE

8 APPLICATION FEES

Application fees will be determined, administered and communicated in accordance with University policy OP.212 Tuition and Other Fees.

Commented [CM32]: Correct spelling mistake, please!

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2019-01-01		Vice-President, Academic and Provost	
Procedure Name			
Admission Procedure			
Policy This Procedure is Under			Date of Next Policy Review
S2019-01 Admission Policy			2022
Date Issued	Date Revised	Related Policies, Reference	
	NEW	S1999-09 Access and Accommodation S2002-03 Prior Learning Assessment S2013-01 Transfer Credit B.108 Credit and Non-Credit Courses B.202 Board Policy on Tuition and Other Fees B.109.1 Student Appeals OP.212 Tuition and Other Fees OP.605 Email for Students, Employees, Alumni and Emeriti	

1 PURPOSE

The purpose of this procedure is to support S2019-01 Admission Policy (the “Policy”) and provide a framework for business processes.

2 DEFINITIONS

The definitions in Policy S2019-01 apply to this procedure.

3 REGISTRAR’S OFFICE RESPONSIBILITIES

3.1 The Registrar’s Office:

- 3.1.1 Is accountable for the overall application and admission processes;
- 3.1.2 Reviews and approves Discretionary Admission requests at the recommendation of the Faculty Dean;
- 3.1.3 Develops mechanisms to determine admission equivalencies, admission GPAs and associated grading conversions based on Senate-approved admission requirements in consultation with, and the approval of, the appropriate academic areas;
- 3.1.4 Works in partnership with Faculty areas for program specific elements of the admission process; and,

- 3.1.5 Works in partnership with the Centre for International Experience (CIE) to ensure consistent admission processes and practices for all Applicants.

3.2 The Centre for International Experience (CIE):

- 3.2.1 Fulfills the roles of the Registrar's Office in relation to Applicants requiring a permit to study in Canada, which includes international students applying for study in credit programs, exchange students, and visiting students. The CIE also fulfills the roles of the Registrar's Office for convention refugee Applicants.

4 RESPONSIBILITIES OF REGISTRAR'S OFFICE AND THE CENTRE FOR INTERNATIONAL EXPERIENCE

- 4.1 The Registrar's Office processes domestic Applicants and the CIE processes international Applicants. The definition of domestic and international Applicants can be found in the Policy S2019-01. Processing an application includes:
 - 4.1.2 Assessing academic requirements and communicating with an Applicant regarding missing requirements.
 - 4.1.3 Ensuring that an application is complete, including academic and non-academic requirements. Non-academic requirements, such as: a letter of intent/interest, résumé, reference letters will be submitted as part of the application as required by individual program areas.
 - 4.1.4 Communicating the final acceptance decision to an Applicant.
 - 4.1.5 Placing applicable deposit charges for admitted Applicants and withdrawing admission offers due to non-payment.
 - 4.1.6 Granting deferral requests to a subsequent term to an accepted Applicant in non-cohort programs based on correspondence with and confirmation from the Applicant and/or the applicable academic area.
 - 4.1.7 Maintaining communications, partnership and support amongst the Registrar's Office, the CIE and the program areas to ensure admission process and practice alignment.
 - 4.1.8 Maintaining dialogue between the Registrar's Office and the CIE on changes that may affect international admission.
 - 4.1.9 Working in partnership with program areas to determine international and domestic capacities.

5 RESPONSIBILITIES OF THE PROGRAM AREAS

- 5.1 In conjunction with the Registrar's Office or the CIE, program areas may contact Applicants who are missing certain requirements.
- 5.2 Establishing transparent criteria for assessment of interviews, auditions, letter of intent/interest and portfolio reviews. The Registrar may request the criteria periodically to ensure quality and integrity.

- 5.3 Establishing and maintaining entrance requirements, both academic and non-academic.
- 5.4 Arranging interviews, auditions, information sessions, or other non-academic appointments.
- 5.5 Contacting the Applicant for clarification on non-academic entrance requirements.
- 5.6 Assessing deferral requests to a subsequent term to an accepted Applicant in a cohort program.
- 5.7 Communicating with an accepted Applicant regarding program-specific information and any other additional information required.

6 APPLICANT TYPES

An Applicant must submit their application and required documentation through Education Planner BC, in person, by email or by mail. If an Applicant is unable to apply online, submission in person or via email of a PDF Application for Admission or Readmission is acceptable. The Senate is responsible for approving University and program specific admission requirements. All Applicants are required to meet the English Language Requirements of the University, and the Senate approved University and program admission requirements. An application is deemed complete and ready for review once the Applicant has submitted all academic and non-academic requirements. The Registrar's Office, the CIE and the program areas review applications and admit Applicants based on the approved admission requirements.

6.1 **Applicant:** An individual who applies for admission to a credit program(s) at the University. This includes current students who wish to change programs. An application fee will apply to all new Applicants, or returning students who have missed three (3) or more consecutive major terms (see readmission). Current students who wish to change programs will not be charged an application fee.

6.2 **Concurrent Studies Applicant:** A high school Applicant, upon approval/recommendation by a secondary school representative, a parent, and the Faculty Dean, may be admitted to a credit program(s) for Concurrent Studies by submitting a Concurrent Studies Consent Form.

Upon admission, the student may take a University course(s) while still attending high school.

6.3 **Domestic Applicant:** A Canadian citizen, a permanent resident, or an Applicant with a confirmed refugee status by Immigration, Refugees and Citizenship Canada must meet the program requirements to qualify for admission.

6.4 **Exchange Applicant:** A Domestic or International Applicant enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements. Exchange student applications will be facilitated and monitored by the Study Abroad Office within the Centre for International Experience.

- 6.5 **International Applicant:** An Applicant who is not a Domestic Applicant must meet the program requirements to qualify for admission. In addition, the International Applicant must abide by the Immigration, Refugees and Citizenship Canada's (IRCC) Acts and Regulations to study at the University. Additional information can be found on the Government of Canada website.
- 6.6 **Visiting Student Applicant:** Domestic visiting student applications will be processed by the Registrar's Office. International visiting student applications will be processed by the CIE.

7 ADMISSION CATEGORIES

- 7.1 **Advanced Standing Admission:** Admission of an Applicant to a program using published admission requirements. Applicants in this category will have completed a credential through Advanced Placement (AP) or International Baccalaureate (IB) students. Applicants must provide official documentation from the College Board (AP) or the International Baccalaureate (IB) with final exam results in order to be awarded transfer credit. For Applicants in this category who have not completed a credential through AP or IB, the Registrar's Office will issue transfer credit based on individually completed courses according to established guidelines published through the online BC Transfer Guide.
- 7.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection-ranking rubric to support selection decisions.
- 7.2.1 Competitive Admission is based on both academic and non-academic requirements.
- 7.2.2 The Registrar's Office or the CIE will ensure all entrance requirements are complete and that an Applicant is qualified. This includes the submission of academic and non-academic requirements. Paper-based non-academic requirements, such as: a letter of intent/interest, résumé, reference letters will be submitted as part of the application. Program areas are responsible for non-academic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.
- 7.2.3 The Registrar's Office or CIE will assess an Applicant's academic requirements and inform the program area when an application is complete. Reports will be available for program areas to review the status of each application.
- 7.2.4 The program area will consider the Applicant based on published entrance requirements.
- 7.2.5 The program area will be responsible for contacting an academically-qualified Applicant for the submission of non-academic requirements that were not included as part of the application, such as: portfolios and videos and to schedule appointments for auditions, information sessions and interviews.
- 7.2.6 The program area will establish transparent criteria for ranking candidates.

- 7.2.7 A final list of program area selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for acceptance and wait-listing.
 - 7.2.8 The Registrar's Office or the CIE will communicate the application decision to an Applicant.
 - 7.2.9 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit by a specific deadline. The CIE will request that an international student pay the international student deposit prior to the official acceptance letter being released.
 - 7.2.10 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay the program deposit. Cashiers from Finance will collect any applicable deposits.
 - 7.2.11 Payment of any applicable program deposits will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable program deposits may result in the Applicant's offer being revoked.
- 7.3 **Conditional Admission:** An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. In a situation where a student cannot provide proof of requirements thirty (30) calendar days prior to program start, the student may contact the Registrar's Office to request an exception. However, all proof of requirements must be received prior to the start of class for Final Acceptance. Conditional Applicants may be required to pay a deposit fee.
- 7.4 **Discretionary Admission:** Upon reviewing Applicants, the program area has the ability to identify an Applicant for Discretionary Admission. Rationale is required for considering an Applicant under this category. Approval for this status must be a joint approval between the Registrar and the program area. Upon approval, program area course-prerequisite overrides may be granted.
- 7.4.1 If the Faculty Dean or Coordinator requests Discretionary Admission, they must send an email to the Registrar's Office or the CIE outlining the specific reasons to be considered. The academic area should also consult with the English for Academic Purposes (EAP) area when requesting a waiver of the University English Language Requirements, and should include evidence of this consultation as part of the submission to the Registrar's Office or CIE.
 - 7.4.2 The number of Discretionary Admission requests will be reviewed by the Registrar's Office and the CIE each year to determine if admission requirements require revision. For example, if the number of Discretionary Admissions for a program exceeds the number of Non-Discretionary Admissions in an academic term or year, the Registrar's Office or the CIE will recommend the program areas review their admission requirements.

- 7.5 **Exchange Student:** A student enrolled at a partner institution outside of Canada, may apply to study at the University as an exchange student. The application process is coordinated between the CIE and the student's home university. The student must submit a Capilano University Exchange Student Application, a completed Visiting and Exchange Course Approval Form, an official transcript from their home university, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.
- 7.6 **Final Admission:** All Applicants who have been accepted by meeting all University and program requirements, and who have submitted all evidence necessary to substantiate their application for admission, will be notified by the Registrar's Office or the CIE. Applicants may be required to pay a deposit to confirm their acceptance. Once an Applicant has been accepted by the Registrar's Office or the CIE, the program area may send out program specific information.
- 7.7 **First Qualified-First Accepted Admission:**
- 7.7.1 First Qualified-First Accepted Admission is admission to a program based on academic requirements only.
 - 7.7.2 Admission requirements consist of specific high school and/or post-secondary courses or credential required as determined by the academic area. In certain cases, program areas may request attendance at information sessions, submission of employment history and/or criminal record checks.
 - 7.7.3 Qualified Applicants will be accepted in date order of when the Applicant meets the academic requirements.
 - 7.7.4 Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.
 - 7.7.5 Conditional Admission for this category may be provided by the Registrar's Office or the CIE to an Applicant who is missing program-specific conditions. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. Conditional Applicants may be required to pay a deposit fee. Applicants who are conditionally admitted to this category will be monitored by the appropriate academic area, and may be waitlisted based on seat availability.
 - 7.7.6 The Registrar's Office or the CIE will communicate the application decision to an Applicant.
 - 7.7.7 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit. The CIE will request that a successful international Applicant student pay the international student deposit prior to the official acceptance letter being released.

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

7.8 **General Admission**


- 7.8.1 General Admission may be granted to Domestic Applicants who do not meet admission requirements to a specific program. They are admitted under a General Admission status to permit the student to take certain courses (e.g. upgrading courses) before applying to a specific program of choice. This process does not require an application fee.
 - 7.8.2 An Applicant can apply directly to a General Admission status, despite meeting admission requirements to a specific program. This process requires an application fee.
 - 7.8.3 The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.
 - 7.8.4 No deposits are required for a General Admission Applicant.
 - 7.8.5 A General Admission Applicant must meet the course pre-requisites when registering for a course.
 - 7.8.6 Not all courses will be available under General Admission. The Registrar's Office, CIE and program areas will generate a publicly available list of courses eligible for registration to students in this category.
 - 7.8.7 There are no credit or time-based limits for a General Admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in policies S2015-05 and S2017-04.
 - 7.8.8 A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.
- 7.9 **High School Admission:** All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.
- 7.10 **Readmission:** An Applicant is required to apply for readmission if they miss one major term in a cohort program, or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.

- 7.11 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.
- 7.12 **Visiting Student Admission:** A domestic or international Applicant enrolled at an institution within Canada, or a student enrolled outside of Canada which does not have a partnership agreement with the University, or a recent international high school graduate interested in studying at the University. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.
- 7.12.1 Domestic visiting Applicants enrolled at another Canadian post-secondary institution must submit a letter of permission from their home institution and can be admitted for a single term. The application is reviewed and administered by the Registrar's Office. The letter of permission form can be found on the Registrar's Office's Transcripts & Forms webpage.
- 7.12.2 International visiting Applicants are processed in coordination between the CIE and the student's home university or representing agent. International visiting students must submit an online application for VISP students, a completed Visiting and Exchange Course Approval Form, an official transcript, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

8 DOCUMENT GUIDELINES

- 8.1 Applicants can submit copies of documents for admission. Final Acceptance is granted upon receipt of official documents submitted to the Registrar's Office or the Centre for International Experience. The Registrar (or appointed designate) has the right to request that an Applicant submit official documentation.
- 8.2 International Applicants can submit copies or certified documents for admission. Final acceptance is granted upon receipt of official documents submitted to the CIE. The CIE has the right to request than an Applicant submit official documentation.
- 8.3 Additional documentation such as proof of hours of employment/volunteer work or references may be submitted by mail or in person in a sealed envelope, or emailed directly from the employer or reference to the Registrar's Office or the CIE.
- 8.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.

- 8.5 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

 PROCEDURE		
Procedure No.	Officer Responsible	
S2019-01-01	Vice-President, Academic and Provost	
Procedure Name		
Admission Procedure		
Policy This Procedure is Under	Date of Next Policy Review	
S2019-01 Admission Policy	2022	
Date Issued	Date Revised	Related Policies, Reference
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1 PURPOSE

The purpose of this procedure is to support S2019-01 Admission Policy (the “Policy”) and provide a framework for business processes.

2 DEFINITIONS

The definitions in Policy S2019-01 apply to this procedure.

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3.1 The Registrar’s Office:

- 3.1.1 Is accountable for the overall application and admission processes;
- 3.1.2 Reviews and approves Discretionary Admission requests at the recommendation of the Faculty Dean;
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- 3.1.4 Works in partnership with Faculty areas for program specific elements of the admission process; and,

Commented [DT1]: There is no use of RO acronym in any part of the document, so why is it described here? Suggest removing it.

Commented [J12]: Note for By-Law Committee: Although the program areas propose admission requirements/changes, the RO also provides feedback on said changes prior to going to SCC and Senate on how it may impact Applicants and current students. In addition, the RO holds the subject matter expertise for other equivalencies, such as other province equivalencies (e.g. Alberta curriculum equivalences to BC curriculum).

Commented [MJ3]: senate-approved

Commented [MJ4]: Faculty

3.1.5 Works in partnership with the Centre for International Experience (CIE) to ensure consistent admission processes and practices for all Applicants.

3.2 The Centre for International Experience (CIE):

3.2.1 Fulfils the roles of the Registrar's Office in relation to Applicants requiring a permit to study in Canada, which includes international students applying for study in credit programs, exchange students, and visiting students. The CIE also fulfills the roles of the Registrar's Office for convention refugee Applicants.

4 RESPONSIBILITIES OF REGISTRAR'S OFFICE AND THE CENTRE FOR INTERNATIONAL EXPERIENCE

4.1 The Registrar's Office processes domestic Applicants and the CIE processes international Applicants. The definition of domestic and international Applicants can be found in the Policy S2019-01. Processing an application includes:

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Commented [CM5]: The definition of domestic....

Commented [MJ6]: formatting and indentation

Commented [CM7]: ...resume, and reference letters will be submitted as part of the application, as required by individual program areas.

Commented [m8]: The RO and CIE do not currently track or request the deposits. The departments notify the RO/CIE when an Applicant has not paid.

Commented [J19R8]: Jas to confirm. Jas indicated this was communicated during the Admissions Review consultations with program areas that the RO will now collect deposits. A deposit report is being developed by the systems team. Not sure what the process is for CIE

Jas' response - Once the department notifies us with their acceptance list the RO will send out the Official acceptance letter that will request the deposit amount the department would like to ask for. Finance (Tally is to work on the finance policy which will have a future deposit amount that will be the same for all areas moving forward). As we were unable to get one deposit amount for the entire university - Admissions will ask for the amounts that the department requests

Lesley from Finance - verified that RO and CIE will place deposit charges on the student account and cashiers will collect the deposit.

Shannon from CIE - CIE closes Offers due to non-payment for non-competitive entry program right before the start of Registration Period (ie. end of June for the Fall intake) or per department request for competitive/cohort programs.

Commented [CM10]: ..for an admitted Applicant...

Commented [MJ11]: Placing applicable

Commented [J112]: Shannon from CIE - For international students, the delay is typically cause by uncertainty with study permit approval (or rejection). CIE does not automatically 'defer' the application but checks with Applicants first. They're always given the option of deferral or request for refund (international deposit range: \$5000 - \$20000).

Commented [CM13]: Replacing "ongoing" with "maintaining"

Commented [MJ14]: Maintaining - update to verb tense to align with 4.7

Commented [CM15]: Spelling mistake "Responsibilities"

- 5.3 Establishing and maintaining entrance requirements, both academic and non-academic.
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Commented [MJ16]: remove link for bc ed planner

Commented [CM17]: Does English Language Requirement apply?

6.5 **International Applicant:** An Applicant who is not a Domestic Applicant must meet the program requirements to qualify for admission. In addition, the International Applicant must abide by the Immigration, Refugees and Citizenship Canada's (IRCC) Acts and Regulations to study at the University. Additional information can be found on the Government of Canada website.

Commented [MJ18]: remove link

6.6 **Visiting Student Applicant:** Domestic visiting student applications will be processed by the Registrar's Office. International visiting student applications will be processed by the CIE.

Commented [CM19]: Just curious about how we ensure that the ELR has been met for Visiting and Exchange students.

Commented [MJ20]: check with Shannon re: elr

7 ADMISSION CATEGORIES

7.1 **Advanced Standing Admission:** Admission of an Applicant to a program using published admission requirements. Applicants in this category will have completed a credential through Advanced Placement (AP) or International Baccalaureate (IB) students. Applicants must provide official documentation from the College Board (AP) or the International Baccalaureate (IB) with final exam results in order to be awarded transfer credit. For Applicants in this category who have not completed a credential through AP or IB, the Registrar's Office will issue transfer credit based on individually completed courses according to established guidelines published through the online BC Transfer Guide.

Commented [MJ21]: ibo spelled out

7.2 **Competitive Admission:** Admission to a program based on a competitive assessment of an Applicant using published requirements. Programs that use Competitive Admission may have academic requirements and/or non-academic requirements. Program areas will establish transparent criteria for ranking candidates and will have a selection-ranking rubric to support selection decisions.

Commented [CM22]: The acronyms "AP" and "IB" are preceding their identification. Spell out what AP and IB mean first, then start using acronyms

Commented [CM23]: "Programs that use Competitive Admission will..."

Commented [GU24]: may

7.2.1 Competitive Admission is based on both academic and non-academic requirements.

7.2.2 The Registrar's Office or the CIE will ensure all entrance requirements are complete and that an Applicant is qualified. This includes the submission of academic and non-academic requirements. Paper-based non-academic requirements, such as: a letter of intent/interest, résumé, reference letters will be submitted as part of the application. Program areas are responsible for non-academic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.

Commented [CM25]: Is the mention of rubrics too specific for the Policy? This level of specificity might better be placed in the Procedures. In the Policy, we could simply say what section 6.1.5 of the Procedures says: "The program area will establish transparent criteria for ranking candidates."

Commented [MJ26]: formatting - space program areas will

Commented [CM27]: ...resume, and reference letters...

7.2.3 The Registrar's Office or CIE will assess an Applicant's academic requirements and inform the program area when an application is complete. Reports will be available for program areas to review the status of each application.

Commented [MJ28R27]: accents on resume

7.2.4 The program area will consider the Applicant based on published entrance requirements.

Commented [CM29]: line spacing issue--move second line in

7.2.5 The program area will be responsible for contacting an academically-qualified Applicant for the submission of non-academic requirements that were not included as part of the application, such as: portfolios and videos and to schedule appointments for auditions, information sessions and interviews.

7.2.6 The program area will establish transparent criteria for ranking candidates.

7.2.7 A final list of program area selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for acceptance and wait-listing.

7.2.8 The Registrar's Office or the CIE will communicate the application decision to an Applicant.

7.2.9 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit by a specific deadline. The CIE will request that an international student pay the international student deposit prior to the official acceptance letter being released.

7.2.10 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay the program deposit. Cashiers from Finance will collect any applicable deposits.

7.2.11 Payment of any applicable program deposits will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable program deposits may result in the Applicant's offer being revoked.

7.3 **Conditional Admission:** An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. In a situation where a student cannot provide proof of requirements thirty (30) calendar days prior to program start, the student may contact the Registrar's Office to request an exception. However, all proof of requirements must be received prior to the start of class for Final Acceptance. Conditional Applicants may be required to pay a deposit fee.

7.4 **Discretionary Admission:** Upon reviewing Applicants, the program area has the ability to identify an Applicant for Discretionary Admission. Rationale is required for considering an Applicant under this category. Approval for this status must be a joint approval between the Registrar and the program area. Upon approval, program area course-prerequisite overrides may be granted.

7.4.1 If the Faculty Dean or Coordinator requests Discretionary Admission, they must send an email to the Registrar's Office or the CIE outlining the specific reasons to be considered. The academic area should also consult with the English for Academic Purposes (EAP) area when requesting a waiver of the University English Language Requirements, and should include evidence of this consultation as part of the submission to the Registrar's Office or CIE.

7.4.2 The number of Discretionary Admission requests will be reviewed by the Registrar's Office and the CIE each year to determine if admission requirements require revision. For example, if the number of Discretionary Admissions for a program exceeds the number of Non-Discretionary Admissions in an academic term or year, the Registrar's Office or the CIE will recommend the program areas review their admission requirements.

Commented [CM30]: line-spacing--move second line in

Commented [J131]: Francisco – please confirm this is accurate

Commented [CM32]: For international students, is it the program deposit or the general deposit all international students must pay?

Commented [MJ33]: any applicable deposit charges

Commented [m34]: What is this deposit? Is it a term enrolment fee or a mandatory standard deposit required for all programs?

Commented [MJ35]: payment of any applicable program deposits

Commented [m36]: This 30 day window may be problematic for students taking summer courses.

Commented [J137R36]: Note for By-Law Committee This shouldn't be a problem for most Applicants. Most of our program intakes are in the Fall and the Ministry transcript download occurs 30 calendar days prior to the start of Fall term.

Note from Jas – If they contact Admissions and indicate that they will be able to meet the requirements before the first day of school – Admissions will still admit them.

Commented [CM38]: "request for an exception" should be "request an exception"

Commented [CM39]: We need to think about how the deposits are described throughout the document. Domestic students don't often pay a deposit, but in this section as well as all throughout section 9, the language used makes it sound like a deposit will be required in all cases for all applications for all programs both international and domestic. 9.3.7 and 9.3.8 make it seem that a deposit is the only way we know whether or not an Applicant has accepted the offer, but what if no deposit is required?

Commented [CM40]: Could these involve the waiver of the ELR? I'd like to see language about consultation with EAP on ELR waivers or program proposals that lower the ELR

Commented [CM41]: Perhaps spell out EAP and use "Department" instead of "area"?

Commented [CM42]: change "may" to "must"?

Commented [MJ43]: should or will

Commented [m44]: Will common sense apply or will someone who has a Math at a University level still be required to meet a MA11 requirement?

Commented [J145R44]: Jas' response – if the student meets the appropriate Math level that the department (... [1])

Commented [CM46]: add "s" to "Admissions" in ...,if the number of Discretionary Admissions..."

7.5 **Exchange Student:** A student enrolled at a partner institution outside of Canada, may apply to study at the University as an exchange student. The application process is coordinated between the CIE and the student's home university. The student must submit a Capilano University Exchange Student Application, a completed Visiting and Exchange Course Approval Form, an official transcript from their home university, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

Commented [J147]: Need to add exchange student definition to policy. "Exchange Student: A student enrolled at a partner institution outside of Canada, who wishes to study at the University. The student must apply and meet all the necessary requirements."

7.6 **Final Admission:** All Applicants who have been accepted by meeting all University and program requirements, and who have submitted all evidence necessary to substantiate their application for admission, will be notified by the Registrar's Office or the CIE. Applicants may be required to pay a deposit to confirm their acceptance. Once an Applicant has been accepted by the Registrar's Office or the CIE, the program area may send out program specific information.

Commented [CM48]: program specific information such as...?

7.7 **First Qualified-First Accepted Admission:**

Commented [MJ49]: add comma after admission on line 3

7.7.1 First Qualified-First Accepted Admission is admission to a program based on academic requirements only.

Commented [CM50]: I feel that this is the most common admission type. Would it be better placed as 9.1?

7.7.2 Admission requirements consist of specific high school and/or post-secondary courses or credential required as determined by the academic area. In certain cases, program areas may request attendance at information sessions, submission of employment history and/or criminal record checks.

Commented [MJ51]: dash

7.7.3 Qualified Applicants will be accepted in date order of when the Applicant meets the academic requirements.

7.7.4 Once a program is full, Applicants will be placed on a waitlist in date order of meeting the academic requirements.

7.7.5 Conditional Admission for this category may be provided by the Registrar's Office or the CIE to an Applicant who is missing program-specific conditions. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. Conditional Applicants may be required to pay a deposit fee. Applicants who are conditionally admitted to this category will be monitored by the appropriate academic area, and may be waitlisted based on seat availability.

Commented [m52]: This refers to conditional admission, but this category is for competitive admission

Commented [m53R52]: You cannot have conditional admission to a competitive program.

Commented [J154R52]: Jas' response - we will be doing conditional acceptance for competitive programs. Program areas can review the students and determine if they would like to accept these students. This will give the program areas the opportunity to audition students for example and conditionally accept them before receiving their final Grade 12 marks

7.7.6 The Registrar's Office or the CIE will communicate the application decision to an Applicant.

Commented [CM55R52]: I suppose this then works in tandem with 9.3.4 once a program is full? These conditionally admitted students are then waitlisted in the order of meeting the requirements?

7.7.7 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit. The CIE will request that a successful international Applicant student pay the international student deposit prior to the official acceptance letter being released.

Commented [J156]: Francisco- please confirm this is accurate

Commented [MJ57]: the Reg Office

7.7.8 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay any applicable program deposits. Cashiers from Finance will collect the applicable deposits.

Commented [MJ58]: any applicable deposit charges

7.7.9 Payment of any applicable program deposit will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable deposit will result in the Applicant's offer being revoked.

Commented [m59]: What is this deposit? Is it a term enrolment fee or a mandatory standard deposit required for all programs?

7.8 General Admission

7.8.1 General Admission may be granted to Domestic Applicants who do not meet admission requirements to a specific program. They are admitted under a General Admission status to permit the student to take certain courses (e.g. upgrading courses) before applying to a specific program of choice. This process does not require an application fee.

Commented [J160R59]: Same response as above regarding deposits

7.8.2 An Applicant can apply directly to a General Admission status, despite meeting admission requirements to a specific program. This process requires an application fee.

Commented [CM61R59]: Are deposits for domestic students approved by the BC government? What about for tuition-free programs like EAP or ABE? Doesn't this place a financial burden on domestic students? Will programs be able to opt out of this deposit if they find that it is too onerous for students to pay?

7.8.3 The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.

Commented [MJ62]: any applicable

7.8.4 No deposits are required for a General Admission Applicant.

Commented [MJ63R62]: or any other program confirmation

7.8.5 A General Admission Applicant must meet the course pre-requisites when registering for a course.

Commented [CM64]: Is there any age requirement around General Admission?

7.8.6 Not all courses will be available under General Admission. The Registrar's Office, CIE and program areas will generate a publicly available list of courses eligible for registration to students in this category.

Commented [J165]: Note from Shannon CIE - Domestic only? This category will be almost impossible to administer for international Applicants.

7.8.7 There are no credit or time-based limits for a General Admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in policies S2015-05 and S2017-04.

Commented [CM66]: Will students who do not meet the ELR be referred to EAP?

7.8.8 A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

Commented [CM67]: Who makes the decision on the General Admission category? Any consultation with departments? Does a department have the discretion to decide whether or not to accept a student under this category? If a student finishes upgrading but then wants to go into a program like Business, would they re-apply to Business or do they just start taking courses as a General Admission student?

7.9 High School Admission: All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.

Commented [CM68]: Don't we mean "A General Admission" Applicant?

7.10 Readmission: An Applicant is required to apply for readmission if they miss one major term in a cohort program, or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.

Commented [CM69]: How will these courses be determined? Where will they be listed?

Commented [CM70]: If a General Admissions student takes courses over a 10 year period and the graduation requirements change during that time period, will that student still be able to achieve the credential under the old requirements?

Commented [CM71]: Does this category include adult Applicants who have finished, say, a BA at another institution and who are returning to do a degree in another field? Would we call these "high school" Applicants? It seems a bit odd.

7.11 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.

Commented [CM72]: Admission?

Commented [MJ73]: numerical formatting

7.12 **Visiting Student Admission:** A domestic or international Applicant enrolled at an institution within Canada, or a student enrolled outside of Canada which does not have a partnership agreement with the University, or a recent international high school graduate interested in studying at the University. All Applicants under this category must meet the University and program admission requirements. Domestic high school Applicants will be processed by the Registrar's Office. The CIE will process international high school Applicants.

Commented [J174]: Need to add visiting international student definition to policy. "Visiting International Student: An international student enrolled at an institution within Canada, or a student enrolled in an institution outside of Canada which does not have a partnership agreement with the University or a recent international high school graduate interested in studying at the University. The student must apply and meet all the necessary requirements."

7.12.1 Domestic visiting Applicants enrolled at another Canadian post-secondary institution must submit a letter of permission from their home institution and can be admitted for a single term. The application is reviewed and administered by the Registrar's Office. The letter of permission form can be found on the Registrar's Office's Transcripts & Forms webpage.

Commented [J175]: Will need to add definition to policy. "Visiting International Student: A student enrolled at another Canadian post-secondary institution who wishes to take a course(s) at the University to transfer to their original institution without earning a credential."

7.12.2 International visiting Applicants are processed in coordination between the CIE and the student's home university or representing agent. International visiting students must submit an online application for VISP students, a completed Visiting and Exchange Course Approval Form, an official transcript, proof of English language proficiency and a letter of permission. Additional information can be found on the Visiting and Exchange Students webpage.

8 DOCUMENT GUIDELINES

8.1 Applicants can submit copies of documents for admission. Final Acceptance is granted upon receipt of official documents submitted to the Registrar's Office or the Centre for International Experience. The Registrar (or appointed designate) has the right to request that an Applicant submit official documentation.

8.2 International Applicants can submit copies or certified documents for admission. Final acceptance is granted upon receipt of official documents submitted to the CIE. The CIE has the right to request than an Applicant submit official documentation.

8.3 Additional documentation such as proof of hours of employment/volunteer work or references may be submitted by mail or in person in a sealed envelope, or emailed directly from the employer or reference to the Registrar's Office or the CIE.

Commented [m76]: This is not standard practice/varies between departments

8.4 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.

Commented [J177R76]: Jas – this was discussed but we have not been able to implement it for this Fall. Are we able to add this later? We can remove it for now

Note for By-law committee – relaxed the language to allow for implementation in the future.

8.5 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.

Commented [MJ78]: change title for section admission and documentation protocols

Commented [MJ79]: move other comments to other sections

Jas' response – if the student meets the appropriate Math level that the department is looking for and is Equal to the Math requirement – Admissions will accept



**SENATE CURRICULUM COMMITTEE
RESOLUTION MEMO**

DATE: January 27, 2020
TO: Paul Dangerfield, Chair, Senate
FROM: Deb Jamison, Chair, Senate Curriculum Committee

The following motions were carried by the Senate Curriculum Committee at its meeting on January 24th, 2020:

20/01 The revisions to the contact hours for PHIL 150 – History of Philosophy: Ancient and Medieval and PHIL 151 – History of Philosophy: Modern, as well as Cap Core designation under the heading of *Self and Society*, be recommended to Senate for approval.

20/02 It be recommended to Senate for approval that the residency requirement for the Bachelor of Arts Degree – Applied Behaviour Analysis (Autism) be reduced from 50% to 25% for distance students on an interim basis, to be reviewed in one year.

20/03 The pre-requisite revisions to AHIS 330 – Art and Trauma and AHIS 335 – Canadian Content: Art, Land and National Identity, as well as Cap Core designation under the headings *Self and Society* and *Culture and Creative Expression* to the following courses:

- AHIS 106 – Pre-Columbian, African and northwest Coast Indigenous Art
- AHIS 210 – History of Modern Art (19th Century)
- AHIS 252 – Vancouver Art & Culture: Past and Present
- AHIS 330 – Art and Trauma
- AHIS 335 – Canadian Content: Art, Land and National Identity
- AHIS 425 – Outcasts and Others in Western Art

be recommended to Senate for approval.

20/04 A hold on the TMI program profile approved at the December 13th, 2019 SCC meeting be recommended to Senate for approval.



Deb Jamison, Chair
Senate Curriculum Committee

Paul Dangerfield
Chair, Senate

Date: Jan. 27, 2020

Date: _____