

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

## 1 PURPOSE

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

## 2 DEFINITIONS

The definitions in Policy S2019-01 apply to these procedures.

## 3 RESPONSIBILITIES OF THE REGISTRAR’S OFFICE AND THE CENTRE FOR INTERNATIONAL EXPERIENCE

### 3.1 The Registrar’s Office:

- a) is accountable for the overall application and admission processes;
- b) reviews and approves Discretionary Admission requests at the recommendation of the Faculty Dean;
- c) develops mechanisms to determine admission equivalencies, admission GPAs and associated grading conversions based on Senate-approved admission requirements in consultation with, and the approval of, the appropriate academic areas;

- d) works in partnership with Faculty areas for program specific elements of the admission process; and
- e) works in partnership with the Centre for International Experience (CIE) to ensure consistent admission processes and practices for all Applicants.

**3.2 The Centre for International Experience (CIE):**

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

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

- a) assessing academic requirements and communicating with an Applicant regarding missing requirements;
- b) ensuring that an application is complete, including academic and non-academic requirements. Non-academic requirements, such as a letter of intent/interest, résumé, and reference letters will be submitted as part of the application as required by individual program areas;
- c) communicating the final acceptance decision to an Applicant;
- d) placing applicable deposit charges for admitted Applicants and withdrawing admission offers due to non-payment;
- e) granting deferral requests to a subsequent term to an accepted Applicant in non-cohort programs based on correspondence with and confirmation from the Applicant and/or the applicable academic area;
- f) maintaining communications, partnership and support amongst the Registrar's Office, the CIE and the program areas to ensure admission process and practice alignment;
- g) maintaining dialogue between the Registrar's Office and the CIE on changes that may affect International Admission; and
- h) working in partnership with program areas to determine international and domestic capacities.

**4 RESPONSIBILITIES OF THE PROGRAM AREAS**

**4.1 In conjunction with the Registrar's Office or the CIE, program areas may contact Applicants who are missing certain requirements. Program areas are responsible for:**

- a) establishing transparent criteria for assessment of interviews, auditions, letter of intent/interest and portfolio reviews. The Registrar may request the criteria periodically to ensure quality and integrity;

- b) establishing and maintaining entrance requirements, both academic and non-academic;
- c) arranging interviews, auditions, information sessions, or other non-academic appointments;
- d) contacting the Applicant for clarification on non-academic entrance requirements;
- e) assessing deferral requests to a subsequent term to an accepted Applicant in a cohort program; and
- f) communicating with an accepted Applicant regarding program-specific information and any other additional information required.

## 5 APPLICATION PROCEDURES

An Applicant must submit their application and required documentation through Education Planner BC, in person, by email or by mail. If an Applicant is unable to apply online, submission in person or via email of a PDF Application for Admission or Readmission is acceptable.

The Senate is responsible for approving University and program specific admission requirements. All Applicants are required to meet the English Language Requirements of the University, and the Senate approved University and program admission requirements.

An application is deemed complete and ready for review once the Applicant has submitted all academic and non-academic requirements. The Registrar's Office, the CIE and the program areas review applications and admit Applicants based on the approved admission requirements.

## 6 ADMISSIONS PROCEDURES BASED ON ADMISSIONS CATEGORIES

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

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

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

- 6.2.2 The Registrar's Office or the CIE will ensure all entrance requirements are complete and that an Applicant is qualified. This includes the submission of academic and non-academic requirements. Paper-based non-academic requirements, such as a letter of intent/interest, résumé, reference letters will be submitted as part of the application. Program areas are responsible for non-academic requirements such as auditions, résumés, reference letters, letters of intent/interest, videos, interviews, theory tests, ear tests and portfolio reviews.
- 6.2.3 The Registrar's Office or CIE will assess an Applicant's academic requirements and inform the program area when an application is complete. Reports will be available for program areas to review the status of each application.
- 6.2.4 The program area will consider the Applicant based on published entrance requirements.
- 6.2.5 The program area will be responsible for contacting an academically-qualified Applicant for the submission of non-academic requirements that were not included as part of the application, such as portfolios and videos and to schedule appointments for auditions, information sessions and interviews.
- 6.2.6 The program area will establish transparent criteria for ranking candidates.
- 6.2.7 A final list of program area selected Applicants (in ranked order) will be sent to the Registrar's Office's Admissions Team or the CIE for acceptance and wait-listing.
- 6.2.8 The Registrar's Office or the CIE will communicate the application decision to an Applicant.
- 6.2.9 For successful Applicants, the Registrar's Office or the CIE will notify the Applicant of their offer, which may include a requirement to pay the program deposit by a specific deadline. The CIE will request that an international student pay the international student deposit prior to the official acceptance letter being released.
- 6.2.10 The Registrar's Office or the CIE will place any applicable deposit charges on the student account to signify the requirement to pay the program deposit. Cashiers from Finance will collect any applicable deposits.
- 6.2.11 Payment of any applicable program deposits will be the mechanism to confirm that an Applicant has accepted the offer. Failure to pay any applicable program deposits may result in the Applicant's offer being revoked.

- 6.3 **Conditional Admission:** An Applicant who is missing program-specific conditions may be provided Conditional Acceptance by the Registrar's Office or the CIE. For example, current Grade 12 high school students may receive conditional acceptance based on final Grade 11 or interim Grade 12 grades. An Applicant must provide proof of the requirements thirty (30) calendar days prior to program start. In a situation where a student cannot provide proof of requirements thirty (30) calendar days prior to program start, the student may contact the Registrar's Office to request an exception. However, all proof of requirements must be received prior to the start of class for Final Acceptance. Conditional Applicants may be required to pay a deposit fee.
- 6.4 **Discretionary Admission:** Upon reviewing Applicants, the program area has the ability to identify an Applicant for Discretionary Admission. Rationale is required for considering an Applicant under this category. Approval for this status must be a joint approval between the Registrar and the program area. Upon approval, program area course-prerequisite overrides may be granted.
- 6.4.1 If the Faculty Dean or Coordinator requests Discretionary Admission, they must send an email to the Registrar's Office or the CIE outlining the specific reasons to be considered. The academic area should also consult with the English for Academic Purposes (EAP) area when requesting a waiver of the University English Language Requirements, and should include evidence of this consultation as part of the submission to the Registrar's Office or CIE.
- 6.4.2 The number of Discretionary Admission requests will be reviewed by the Registrar's Office and the CIE each year to determine if admission requirements require revision. For example, if the number of Discretionary Admissions for a program exceeds the number of Non-Discretionary Admissions in an academic term or year, the Registrar's Office or the CIE will recommend the program areas review their admission requirements.
- 6.5 **Early Admission:** An Applicant who is currently attending high school in their grade twelve (12) year may choose to apply for Early Admission based on self-reported grades. Applicants may self-report between January 1 and March 31.
- 6.5.1 Offers of early admission will be based on the previous year final (grade 11) and current year (grade 12) interim marks.
- 6.5.2 An early offer is a conditional offer. Conditional offers for current BC high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications will be reviewed to ensure that the minimum admission threshold requirements are still met. Applicants who no longer meet the published admissions requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.

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

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

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

## 6.9 **General Admission**

- 6.9.1 General Admission may be granted to Domestic Applicants who do not meet admission requirements to a specific program. They are admitted under a General Admission status to permit the student to take certain courses (e.g. upgrading courses) before applying to a specific program of choice. This process does not require an application fee.
- 6.9.2 An Applicant can apply directly to a General Admission status, despite meeting admission requirements to a specific program. This process requires an application fee.
- 6.9.3 The Registrar's Office will ensure that an Applicant meets the University's English Language requirement.
- 6.9.4 No deposits are required for a General Admission Applicant.
- 6.9.5 Not all courses will be available under General Admission. A General Admission Applicant must meet the course pre-requisites when registering for a course.
- 6.9.6 There are no credit or time-based limits for a General Admission status. However, all Applicants will need to observe the credential and graduation requirements as specified in policies S2015-05 and S2016-04.
- 6.9.7 A General Admission Applicant who wants to enter into a specific program must apply as an Applicant to that program.

## 6.10 **High School Admission:**

- 6.10.1 An Applicant who is a graduate of a BC Secondary school in any program, or the equivalent from another school system in Canada or another country may be admitted under this category.
- 6.10.2 All Applicants under this category must meet the University and program admission requirements.

- 6.10.3 The Registrar's Office will process domestic High School Applicants. The CIE will process international High School Applicants.
- 6.10.4 Capilano welcomes applications from a diversity of learners. Applicants completing their secondary school education through home study may be eligible for admission. Applicants will be considered on an individual basis and may be expected to present a recognized academic secondary school credential. Home-Schooled Applicants are encouraged to contact a program advisor prior to applying for admission. Home-School Applicants may be considered on an individual basis through an assessment of educational background, life experience, academic goals and personal achievements. It is recommended that students under this category work with an Academic Advisor on course selection.

In general, Home-Schooled Applicants may:

- a) present proof of completion of a program that has met graduation requirements from a recognized educational curriculum;
- b) write any provincial examinations (or equivalents) required by their educational curriculum; and
- c) meet the high school admission requirements for their intended faculty or program of study

6.10.5 For Applicants who have completed the BC Adult Graduation Diploma program, provincial exams are not required.

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

- 6.11 **Readmission:** An Applicant is required to apply for readmission if they miss one major term in a cohort program, or after missing three (3) consecutive major terms in a non-cohort program. Students who are required to withdraw (according to policy S2003-03) will also be required to apply for readmission. The application for readmission fee will apply. All Applicants under this category must meet the University and program admission requirements
- 6.12 **Transfer Admission:** Admission of an Applicant who meets all University and program requirements on the basis of completion of nine (9) or more academic credits/units from a post-secondary institution, and who has submitted all evidence necessary to substantiate their application for admission. Applicants in this category may have completed an undergraduate and/or graduate credential. All Applicants under this category must meet the University and program admission requirements.
- 6.12 **Visiting Student Admission:** A domestic or international Applicant enrolled at an institution within Canada, or a student enrolled outside of Canada which does not have a partnership agreement with the University, or a recent international high school graduate interested in studying at the University. All Applicants under this category must meet the University and program admission requirements.



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

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

6.13 **Youth in Care Admission:** Capilano University is dedicated to increasing access to, and participation in, post-secondary education for prospective students who are living or have lived experience in care in British Columbia between the ages of 12 and 19. Capilano recognizes that youth in care may have faced challenges impacting their education, and therefore provides opportunities for flexibility with respect to admissions.

Applicants who wish to be considered under this admission category must indicate their eligibility upon applying to the University. Applicants who do not meet the competitive admission threshold will be considered on an individual basis by the applicable academic area in concert with the Registrar's Office and/or CIE.

Factors supporting entry may include:

- a) the Applicant is or was in the continuing custody of a director or designated representative in British Columbia for at least one year between the date the Applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- b) the Applicant was in the guardianship of a director in British Columbia for at least one year between the date the applicant turned twelve (12) years of age and the date the Applicant turned nineteen (19) years of age;
- c) the Applicant was subject to a youth agreement in British Columbia on the day prior to the date that the Applicant turned nineteen (19) years of age;  
or
- d) the Applicant was subject to a temporary custody order in British Columbia for a period of three (3) years or longer between the date the Applicant turned twelve (12) years of age and the date the applicant turned nineteen (19) years of age.

## **7 DOCUMENT GUIDELINES**

- 7.1 Applicants can submit copies of documents for admission. Final Acceptance is granted upon receipt of official documents submitted to the Registrar's Office or the Centre for International Experience. The Registrar (or appointed designate) has the right to request that an Applicant submit official documentation.
- 7.2 International Applicants can submit copies or certified documents for admission. Final acceptance is granted upon receipt of official documents submitted to the CIE. The CIE has the right to request that an Applicant submit official documentation.
- 7.3 Any additional required documentation, such as proof of hours of employment and/or volunteer work or references, may be submitted by mail or in person in a sealed envelope, or emailed directly from the employer or reference to the Registrar's Office or the CIE.
- 7.4 Applicants must present original immigration documents (such as proof of permanent residency, proof of citizenship, proof of convention refugee status) to the Registrar's Office and/or CIE when required for the purposes of admission.
- 7.5 If an Applicant is requesting transfer credit, the Applicant must submit official documentation sealed in an envelope or an XML transcript.
- 7.6 All documents submitted by an Applicant become the property of the University. The official and/or certified copies will not be released to the Applicant or anyone outside of the University. Irreplaceable documents will be returned to the Applicant upon request.