

 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	March 3, 2020	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). This policy applies to University Applicants of Senate-approved curriculum. This policy does not apply to students wishing to enroll in courses or programs outside the jurisdiction of Senate, including Continuing Studies and Executive Education, non-credit and industry service programs.

2 STATEMENT OF PRINCIPLES

- 2.1 The University seeks applications from a diverse range of learners who would benefit from the educational offerings of a special purpose teaching university.
- 2.2 English is the primary language of study at Capilano University; Applicants must therefore be able to demonstrate the appropriate level of English language proficiency.
- 2.3 The University has the right to require that Applicants provide evidence to substantiate an application for admission.
- 2.4 The University will consider each Applicant in an equitable and consistent manner.
- 2.5 Applicants will have the right to know the admission criteria under which applications will be evaluated prior to application. Consequently, changes to admission requirements will not normally be made after an application cycle has begun.

- 2.6 Published criteria will be used to assess Applicants.
- 2.7 Admission requirements should be reliable predictors of success.
- 2.8 Admission will be to the University and to a specific program of study.

3 DEFINITIONS

- 3.1 **Registrar's Office:** Is responsible for the overall application and admission processes for all Applicants (Domestic and International). The Registrar's Office will work with designates to ensure the implementation of all application and admissions processes are in alignment.
- 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. 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.
 - 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), upon approval/recommendation by a secondary school representative, a parent, and the Faculty Dean. Admission to a credit program(s) for Concurrent Studies requires submitting of a completed Concurrent Studies Consent Form. Upon admission, the student may take 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:**

A Domestic Applicant will meet one of the criteria listed below.

 - 3.3.3.1 A Canadian citizen is a person who is Canadian by birth or who has applied for Canadian citizenship through Citizenship and Immigration Canada and has received a citizenship certificate.
 - 3.3.3.2 A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. Permanent residents confirm permanent resident status under Canadian immigration regulations.
 - 3.3.3.3 A convention refugee will be assessed for admission in the same manner as a Canadian citizen/permanent resident upon presentation of

documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada.

3.3.3.4 A Diplomat (or those who are a dependent of a person of diplomatic status) will be assessed in the same manner as a Canadian Applicant for those countries with diplomatic representation in 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. Exchange student applications will be facilitated and monitored by the Study Abroad Office within the Centre for International Experience.

3.3.5 **Indigenous Applicant:** An Indigenous Applicant may be considered on an individual basis through an assessment of educational background, cultural knowledge, life experience, academic goals and personal achievements. Indigenous peoples refers to status and non-status First Nations, Métis, and Inuit peoples of Canada. Applicants seeking admission consideration under this category must self- identify as an Indigenous Applicant.

3.3.6 **International Applicant:** An Applicant who is not a Domestic Applicant. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations. Refugee claimants will be assessed for admission as International Applicants. Applicants with a Refugee Claimant document should discuss their application with a CIE representative prior to applying.

3.3.7 **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. Domestic visiting student applications will be processed by the Registrar’s Office. International visiting student applications will be processed by the CIE.

A Visiting Student Applicant is:

3.3.8.1 enrolled at an institution within Canada,

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

3.3.8.3 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 **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.
 - 3.3.5.1. Offers of early admission will be based on the previous year final (grade eleven (11)) and current year (grade twelve (12)) interim marks.
 - 3.3.5.2 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.
- 3.4.6 **Exchange Student Admission:** 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.

- 3.4.7 **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.
- 3.4.8 **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.
- 3.4.9 **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.
- 3.4.10 **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 twelve (12),
 - c) having equivalent education, or
 - d) being currently enrolled in grade eleven (11) with proof of registration in grade twelve (12).
- 3.4.11 **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.
- 3.4.12 **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.
- 3.4.13 **Youth in Care Admission:** 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.

- 3.5 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.

- 3.6 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.

4 APPLICATION AND ADMISSION GUIDELINES

- 4.1 An Applicant will apply to each program for which they wish to be considered for admission to the University.
- 4.2 An Applicant can apply to two (2) programs with one (1) application fee.
- 4.3 An Applicant will meet the program's published admission requirements.
- 4.4 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.
- 4.5 An Applicant will submit official or certified documents for Final Acceptance.
- 4.6 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.
- 4.7 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.

- 4.8 An International Applicant who has received Final Admission will have adequate medical coverage.
- 4.9 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.
- 4.10 The Registrar's Office or the CIE will communicate admission decisions to Applicants.
- 4.11 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.
- 4.12 For programs with Competitive Admission requirements, the applicable program area will establish and maintain:
 - 4.2.1 transparent criteria for assessment of academic and non-academic requirements, and
 - 4.2.2 selection ranking rubrics, which will be available to the Registrar upon request.
- 4.13 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.
- 4.14 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.
- 4.15 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.
- 4.16 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.
- 4.17 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.

5 APPLICATION FEES

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