

Attendance

A student is expected to attend all classes in which s/he is registered, since evaluation of progress in any course is cumulative, based on assignments, participation and examinations.

If illness, injury or death in the family prevents a student from completing an assignment or examination, s/he must notify the instructor immediately. If completing an assignment or examination is feasible and acceptable within the program, the student shall submit reasons and /or documentation to the satisfaction of the instructor within seven days of the due date of the assignment or examination.

Faculty members are authorized to dismiss from a class a student who is disruptive to the learning process.

Enrolment Status

Full-time status: A student registered in a minimum of nine credits is classified as a full-time student.

Generally, for provincial and federal financial aid purposes, a student registered in a minimum of nine credits will be considered to have met the enrolment requirement for financial aid. Please verify eligibility with the Financial Aid & Awards Office. For participation in intercollegiate sports, enrolment in a minimum of nine credits will generally be considered to have met the enrolment requirement.

For most scholarships, the requirement for full-time status is 12 credits. Please refer to individual scholarship applications.

Audit: An audit enrolment indicates the student has registered in and will attend a course without writing examinations or submitting work, papers, lab reports, etc. Full fees are required for audit enrolment. Attendance at lectures, labs and seminars is required. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment AUDIT DENIED. Audit status in a particular course is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.

Students are permitted to register for audit status in a particular course only as of the first day of classes, on a space available basis, with the instructor's signature. Students may change their registration in a course from credit to audit or audit to credit on or before the last day of the Add/Drop Period with the instructor's approval and signature.

Academic Year Standing

Academic Year Standing is based on the number of credits completed within a program as noted below:

Second Year Academic Standing

- i. Arts and Sciences: successful completion of 24 credits in that program;
- ii. Career programs: successful completion of 50 percent of the total credits required for a two-year diploma in a specified program, or 30 credits.

For enrolment verification purposes, Third Year Academic Standing will be assigned upon successful completion of 54 credits in a program. Fourth Year Academic Standing will be assigned upon successful completion of 84 credits in a program.

Examination Period

The last two weeks of the fall and spring terms are designated as an examination period. If a final examination is to be given, it will take place during the examination period and will be up to three hours in duration. The last week of each summer session is designated as the examination period.

For some Career/Limited enrolment programs, classes will continue as regularly scheduled throughout the examination period. In addition, a special examination schedule may be set. Detailed information is available from instructors or program coordinators.

The examination schedule will be posted by the end of the eighth week of instruction for the fall and spring terms.

Access to Records

1. All official permanent student records are kept in the Registrar's Office, and are considered confidential. Students may be provided with a copy of their academic record upon written request to the Registrar's Office. Academic record information will only be released upon presentation of photo identification (i.e. valid driver's license, passport, or Capilano University student identification card). Information will not be given to any agency or person other than the student, unless the student has given their permission in writing, or for institutional research projects approved by the University. Exceptions are as follows:
 - a. To government departments or their agents where Capilano University is required by law to provide the requested information
 - b. To respond to a valid court order, search warrant, subpoena, summons, or other legal document served upon the University
 - c. To respond to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals
2. Grade statements
 - Grade statements are available online via the Student Information Web Service at the end of each term.
3. Transcripts:
 - Official transcripts are issued by the Registrar's Office, only at the request of the student, and are mailed directly to the institution or agency or to the student in a sealed envelope.
 - Unofficial transcripts can be printed by students from the Student/Faculty Login.

Use of Personal Education Number

Personal information contained on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation, but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programs at the institution.

If you have any questions about the use of PEN, please contact the Freedom of Information coordinator in writing at: privacy@capilanou.ca or: Freedom of Information Coordinator, 2055 Purcell Way North Vancouver, B.C., V7J 3H5.

Protection of Privacy and Access to Information

Capilano University gathers and maintains information used for the purposes of admission, registration, alumni and other fundamental activities related to being a member of the Capilano University community and attending a public post-secondary institution in British Columbia. In signing an application for admission, or graduation, or a registration form, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the B.C. Freedom of Information and Protection of Privacy Act (1996).

Exemption, Substitution, Transfer Credit, Prior Learning Assessment and Course Challenge

All requests for exemption, substitution or transfer credit must be submitted to the Registrar's Office on the Transfer Credit Request form. A decision will be made with the recommendation of an appropriate program

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coordinator, if applicable. The credit or action will be noted and approved by the Registrar’s Office. Students will be notified in writing of the final decision.

Exemption An exemption indicates a student is not required to complete a particular course(s) in a program because of successful completion of a combination of post-secondary courses which, overall, constitute equal content. Exemption Standing does not reduce the total number of credits required to complete a credential. Approved Exemption is not noted on the student's Official Transcript of Academic Record.

Substitution A substitution indicates a Capilano course used in lieu of another Capilano course to complete a program's requirements. Credit must be equal. Approved Substitution is not noted on the student's Official Transcript of Academic Record.

Transfer Credit Transfer credit is credit given for work successfully completed at another institution. The transfer credits reduce the total number of credits required to complete a certificate, diploma, associate degree or degree. Approved transfer credit is noted on the student's Official Transcript of Academic Record. While grades are noted on the student record system, they are not included in the calculation of the GPA, nor are they printed on an official Capilano University transcript.

Prior Learning Assessment (PLA) Prior Learning Assessment (PLA) is a process whereby students may receive university credits for learning acquired in formal and in informal situations. This process is of immense benefit to mature students who have work and life experiences that equate to courses offered at the University. For example, if you have on-the-job work experience in computers you may be able to receive credits offered in one or more office or business administration courses. You will need to prove that you have acquired the knowledge, skills and values required in the formal courses for which you are requesting credit. This is done by providing evidence of what you have learned. This might include any one or combination of the following: a work site visit, documentation, interview and oral presentation, portfolio. For more information about whether the PLA option is available in the program for which you are applying, please contact the program coordinator. The regular tuition fee for the course will be required for Prior Learning Assessment. Prior Learning Assessment granted will be recorded on the permanent student record.

Course Challenge Admitted students may request a course challenge whereby an examination for achievement may be awarded for a very specific and limited selection of courses at the institution. Certain courses may not be challenged. Students interested in this procedure should contact their instructor.

The regular tuition fee must be paid for a challenged course. A course challenged successfully will be recorded on the permanent student record.

Note: Transfer credit, exemption, substitution, PLA, or Course Challenge granted is only relevant for Capilano University. Other institutions to which you may transfer will re-evaluate your credits at the time of application to that institution.

Grading System

The University employs a letter grade system.

A+	4.33	Excellent
A	4.00	

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A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	Satisfactory
C-	1.67	Marginal Pass
D	1.00	Minimal Pass
F	0.00	Fail
CON	N/A ^a	Course continues to next term
CR	N/A ^a	Credit Granted
NC	N/A ^a	No Credit Granted
NGR	N/A ^a	No Grade Reported
I	N/A ^a	Incomplete
W	N/A ^a	Withdrawn
WE	N/A ^a	Withdrawal — Extenuating Circumstances
AU	N/A ^a	Audit
AD	N/A ^a	Audit Denied

^aNot calculated in grade point average

Grade Point Average (GPA)

Grade performance is expressed in terms of a grade point average (GPA). GPAs are reported on each Official Transcript of Academic Record. To calculate the term GPA, the grade point value for each grade is multiplied by the credit hours to produce a number of grade points for each course. For example, an "A" received in a three-credit course would become, for purposes of the calculation:

$$A = 4.00 \times 3cr = 12 \text{ grade points}$$

To calculate the term GPA, the sum of the grade points is then divided by the number of credit hours taken in one term only. Similarly, the cumulative GPA recorded is the sum of total grade points for all terms, divided by the number of credits for all terms of enrolment.

The minimum grade point average for graduation is 2.00. Some programs require a higher grade point average for graduation purposes. Please refer to the relevant program section of the University Calendar for further information.

Participation

Up to a maximum of 10% of the total grade may be assigned to participation. (A percentage higher than 10% can be assigned with approval of the Dean). Where participation is included in the total grade, the definition of participation will be included in the course outline.

Audit

An audit indicates the student has registered in, and attended a course without writing examinations or submitting work, papers, lab reports, etc. An Audit status is not calculated in the GPA, does not have credit attached, and may not be used toward completion of a credential.

Audit Denied

Students registered as audit status are required to attend lectures, labs and seminars. For those students who do not meet the attendance requirement, their permanent student record and transcript will be annotated with the comment Audit Denied.

Withdrawal — Extenuating Circumstances

Withdrawal from a course after the end of the withdrawal period is only granted for exceptional circumstances, which are often related to a medical situation. Information about the documentation required for such withdrawal is available from the Registrar's Office

CR or NC Grade

The grades CR or NC are assigned to courses in which a level of mastery is required for successful completion, but is not included in the GPA calculation.

F Grade

All Fail or F grades recorded on the student's Official Transcript of Academic Record are assigned a value of zero in the calculation of a student's term and cumulative GPA.

I Grade

An 'I' grade or Incomplete may be assigned in exceptional circumstances when the student can achieve a passing grade by completing one or more units of the course. It is the student's responsibility to determine from the instructor what must be done to complete the course. If an Incomplete is not cleared within four months, the grade will be changed to the evaluation attained at the time the grade was assigned. For further information please see "Incomplete Grade 'I'" in the online University Calendar.

Grade Appeals

Students must take immediate action for a grade appeal. Students must contact a counsellor no later than two weeks after the end of term or after receipt of a Change of Grade Notification. The counsellor will discuss the grade and appeal procedure with the student and with the instructor. The counsellor will provide the student with a *Final Grade Appeal* form and will submit a report to the Appeals Committee.

If the student wishes to pursue the appeal, he/she must complete the *Final Grade Appeal* form and submit it to the Appeals Committee within 14 days after the counsellor's report has been received by the Appeals Committee Secretary. Failure to meet this timeline will be grounds for dismissal of the appeal.

Appeals are considered by an Appeals Committee chaired by one of the University deans. The Committee consists of representatives from faculty, students, and a counsellor. During the appeal process all term grades, including the final examination mark, are taken into consideration. In all cases, the students are informed in writing of the Committee's decision.

Only those appeals that follow the above process will be considered.

Repeated Courses

Without the permission of the instructor, a student may take the same course for a second time (withdrawals are included). The grade for each of these two attempts will be recorded, but the higher of the two grades will be used in the calculation of the cumulative grade point average (CGPA).

With the permission of the instructor of the particular course or a designated faculty member, a student may take

the same course for a third time. The grade for each of the three attempts will be recorded, but the higher grade of the last two grades will be used in the calculation of the CGPA.

Academic Honours

There are two types of academic honours at Capilano University: term honours and graduation honours.

1. Term Honours

1.1 Dean's List

Students are eligible for the Dean's list in the term they fulfill the following conditions:

- achieve a minimum of 3.67 on their term grade point average (TGPA)
- have no "Incompletes", no "No Credit Granted" or "Fail" grades
- have completed a minimum of 12 credits for the term

1.2 Merit List

Students are eligible for the Merit list in the term they fulfill the following conditions:

- achieve a minimum of 3.67 on both their term grade point average (TGPA) and cumulative grade point average (CGPA)
- have no "Incompletes", no "No Credit Granted" or "Fail" grades
- complete fewer than 12 credits for the term

2. Graduation Honours

Graduation with Distinction

Students are eligible for the Graduation with Distinction if they fulfill the following conditions:

- Complete a Capilano University credential of 30 or more credits of which no more than 20% of the program's credits can be Credit/No Credit grades
- Achieve a minimum CGPA of 3.75, based only on courses required to complete the program
- Have no grade lower than C+ in the program requirements

Grades for transfer credit, equivalence, and so forth, while given credit, will not be counted toward the program CGPA.

Graduation with Distinction is recorded on the permanent student record and shall appear on the student's official transcript of academic record.

The Governor General's Collegiate Bronze Medal

This award is presented to the graduate from a two-year program diploma or associate degree program who has achieved the highest cumulative grade point average, and who has attained this grade point average on a minimum of 15 credit hours per term, or full program load as outlined in the University Calendar, during attendance at Capilano University.

The Lieutenant Governor's Silver Medal

Awarded for academic excellence and contribution to the University and community to a graduate in a Career/Limited enrolment program of less than two years' duration.

Academic Performance

Academic standing is assessed

- when a student has received grades for 9.00 credits worth of course work after the first admission to the University
- using grades assigned at Capilano University

- using only the Standard Letter Grades A+ through F

Good Academic Standing

Students at Capilano University are deemed to be in Good Academic Standing if both Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) are 1.80 or higher.

Academic Probation

Students who attempt a minimum of 9.00 credits at Capilano University and who have achieved a TGPA of less than 1.80 are placed on Academic Probation. Academic Probation status is noted permanently on all Capilano University academic records, including transcripts.

Students on Academic Probation are permitted to register in a following term but are usually restricted to enrolling in a maximum of 9.00 credits. Students wishing to enrol in more than 9.00 credits must consult a Capilano University Admissions and Academic Advising Officer.

Students on Academic Probation must have attempted a minimum of 18.00 credits at Capilano University before their Academic Standing will be reassessed. Students on Academic Probation remain on Academic Probation, even when a Term Grade Point Average (TGPA) of 1.80 or higher is achieved, if their Cumulative Grade Point Average (CGPA) is less than 1.80.

Restored to Good Academic Standing

Students on Academic Probation are restored to Good Academic Standing when both their TGPA and CGPA are 1.80 or higher.

Required to Withdraw

Students on Academic Probation are Required to Withdraw (RTW) if both their TGPA and CGPA are less than 1.67.

Withdrawal is for a minimum of one year. However, in order to assist students in upgrading skills that will help them succeed in future studies, students can submit an appeal to the registrar to be able to register for college and university preparation courses only. College and university preparation courses include, but are not limited to, Adult Basic Education and English as a Second Language courses.

RTW status is noted permanently on all Capilano University transcripts.

Students who have registered for a subsequent term but who are RTW will be de-registered for that subsequent term and will be refunded their fees.

Readmission after Required to Withdraw

Students who have had RTW and who wish to reapply must submit an Application for Admission/Readmission with the required application fee. Students must also submit a letter outlining their educational plan to the Registrar's Office. Students whose applications are approved are readmitted on Academic Probation and are subject to the conditions of Academic Probation outlined in the previous sections.