



SENATE REGULAR MEETING

Tuesday, January 9, 2024 4:00 – 6:00 pm
Capilano University – Library Room 322

AGENDA

Land Acknowledgement

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwataʔ/Selilwitulh (Tseil-Waututh) Nations.

1. **Welcome**
2. **Approval of the Agenda - Decision** Senate Members
3. **Approval of Minutes - Decision** Senate Members
Schedule 3
4. **Correspondence Received**
5. **Business Arising**
None
6. **New Business**
6.1 Graduates - Decision Kyle Vuorinen
7. **Committee Reports**
7.1 Academic Planning and Program Review Committee – Information Sue Dritmanis
7.2 Bylaw, Policy and Procedure Committee – Decision Corey Muench
7.2.1 S2020-01 Programs of Study Outcomes Policy Schedule 7.2.1
S2020-01-1 Programs of Study Outcomes Procedure
S2020-01 Academic Credentials Policy – For Reference
7.3 Curriculum Committee
7.3.1 No Resolution Memo as the December 8 meeting was cancelled. Deb Jamison
7.4 Teaching and Learning Committee – Information Diana Twiss
7.5 Budget Advisory Committee – Information Michael Thoma



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8. Other Reports

- | | |
|--|--------------------|
| 8.1 Chair of Senate – <i>Information</i> | Paul Dangerfield |
| 8.2 Vice Chair of Senate – <i>Information</i> | Sue Dritmanis |
| 8.3 VP Academic and Provost – <i>Information</i> | Laureen Styles |
| 8.4 Board Report – <i>Information</i> | Patricia Heintzman |
| 8.5 Elder Report - <i>Information</i> | Elder Latash |

9. Discussion Items

10. Other Business

11. Information Items



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- Present:** Paul Dangerfield (Chair), Deanna Baxter, John Brouwer, Sue Dritmanis, Thomas Flower, Brian Ganter, Raphael Gasc, Victor Gelano, Denise Gingrich, Kyle Guay, Patricia Heintzman, Deb Jamison, Laura Kinderman, Tracy Penny Light, Corey Muench, Lesley Nelson, Ramin Shadmehr, Laureen Styles, Michael Thoma, Diana Twiss, Stephen Williams, Recorder: Mary Jukich
- Regrets:** Manpreet Kaur, Brad Martin, Karandeep Sanghera, Natasha Mrkic-Subotic, Kyle Vuorinen, Alysha Monk, Manmeet Singh, Gurjot Singh
- Guests:** Eduardo Azmitia, Miranda Huron, Elder Latash, Daniel Levangie, Aurelea Mahood, Micki McCartney, Brit Paris
-

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1. Welcome

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

New voting student representative, Gurjot Singh was introduced and welcomed.

Amina EL Mantari, Alumni Senator representative has resigned from Senate.

Sue Dritmanis assumed voting rights for the Faculty of Business and Professional Studies.

Senate was informed that Robert Thomson recently passed away.

2. Approval of the Agenda

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

CARRIED

3. Approval of the Minutes

*Stephen Williams moved and Corey Muench seconded:
 To adopt the November 7, 2023 minutes.*

CARRIED



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4. Correspondence Received

No correspondence was received.

5. Business Arising

None.

6. New Business

6.1 Chen Chen Stway Framework

Presented by: Micki McCartney

Senators were presented with the Chen Chen Stway Framework for information.

Chen Chen Stway is a living document that outlines five primary areas of commitment—learners; employees; programming; culture; and knowledge, and 18 associated actions that the University will advance in parallel with its complementary commitments and actions in Illuminating 2030. This will be done in collaboration with the local Host Nations—Lílwat, xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh Úxwumixw (Squamish), Səlílwətaʔ/Selilwitulh (Tseil-Waututh) and Métis—valuing and informed by our relationships. In September 2021, learners and University employees were invited to imagine what decolonization and Indigenization could look like at CapU.

Chen Chen Stway is grounded in the insights and perspectives shared and gathered from 2021 to 2023. The outlined actions will be woven into CapU's contributions to enacting local-, provincial- and national-level directions and commitments to furthering reconciliation and reimagining education. As a living document, *Chen Chen Stway* aims to decolonize the journey ahead through collaboration and continuous, organized dialogue with the Capilano Students' Union, Capilano Faculty Association, MoveUp, learners, employees, communities, Host Nations and Métis, using oral translation of ideas, intentions and actions.

6.2 Digital Learning Framework

Presented by: Brit Paris

Guided by the principles set out in the Digital Learning Framework Terms of Reference, the Digital Learning Framework Advisory Group (DLF-AG) met 9 times



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between December 2022 and April 2023 to discuss reading materials provided by the DLF-AG facilitator and chair organized into 7 topics: Governance, Pedagogy, Quality Assurance, Staff & Faculty Support, Student Support & Access, Sandboxing and Imagine Space, and Technology Systems & Space. These discussions directly informed the development of CapU's inaugural digital learning framework in combination with input from the Academic Leadership Council and Senate Teaching and Learning Committee.

The first draft of the framework was developed in August 2023 and shared with the Digital Learning Framework Advisory Group, the Senate Teaching and Learning Committee, and the Academic Leadership Council in the form of a PowerPoint presentation. The full written draft, based on the feedback from these groups, was presented to Academic Leadership Council in October 2023 and shared with Senate Teaching and Learning Committee and the Digital Learning Framework Advisory Group. The document presented encompasses feedback received from these groups throughout the writing process.

On discussion, clarification was requested regarding what was meant by stating the document will be revisited every three years by the Senate Teaching and Learning Committee and if there were substantive changes whether the changes would be brought back to Senate. Information was provided that substantive changes would come forward to Senate for approval and this will be included in the document.

Lauren Styles moved and Ramin Shadmehr seconded:

23/34 That Senate accept the Digital Learning Framework for adoption and implementation.

CARRIED

6.3 Senate Election Results

As the Registrar was absent from the meeting, this item was not addressed and will be brought to the next Senate meeting.

7. Committee Reports

7.1 Academic Planning and Program Review Committee

Presented by: Sue Dritmanis



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The committee met on November 14th and reviewed the one-year progress reports from School of Communications and English for Academic Purposes. In addition, the committee was provided with an update indicating that the University's application for exempt status to the baccalaureate level was approved.

7.2 Bylaw, Policy and Procedure Committee

Presented by: Corey Muench

The committee met on November 14th wherein the committee considered the suggested changes to the External Advisory Committee Policy and Procedures.

On November 28th and December 5th, the committee reviewed the Programs of Study Outcomes Policy and Procedures (formerly known as the Academic Credentials Policy).

7.2.1 Academic Accommodations for Students with Disabilities Policy Academic Accommodations for Students with Disabilities Procedure

Corey Muench moved and Laureen Styles seconded:

23/35 That the Senate approve the revised S1999-09 Academic Accommodations for Students with Disabilities Policy and the newly proposed S1999-09-01 Academic Accommodations for Students with Disabilities Procedures.

CARRIED

7.2.2 S2023-XX External Advisory Committees Policy S2023-XX-X External Advisory Committees Procedures B.103 Program Advisory Committees

Senators were informed that currently this is a Board policy, and the proposal is changing the policy, and new procedure, to Senate jurisdiction.

Corey Muench moved and Laura Kinderman seconded:

23/36 That the Senate approve the revised S2023-XX External Advisory Committee Policy and S2023-XX-XX External Advisory Committee

**CARRIED
 1 Opposed**



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Procedures. Upon approval, the Board of Governors will rescind B.103.

7.3 Curriculum Committee

Presented by: Deb Jamison

7.3.1 Resolution Memorandum

The resolutions brought forward from the November 17, 2023 Senate Curriculum Committee meeting were presented to Senate for approval.

Resolution 23/53 was removed because the resolution was not related to curriculum.

Information was provided that in January, the recruitment process will begin for committee members whose terms will be ending in August. In terms of succession planning, faculty Senators were encouraged to join the committee.

Deb Jamison moved and Sue Dritmanis seconded:

23/37 Senate approve SCC Resolutions 23/48 to 23/52.

CARRIED

7.4 Teaching and Learning Committee

Presented by: Diana Twiss

The committee met on November 21st, and provided feedback on the Chen Chen Stway Framework and the Digital Learning Framework. The committee was also introduced to Ellen Flournoy, Regional Manager, Squamish who provided a brief update on the breadth of her work with key partners such as The District of Squamish and the Whistler Institute.

In addition to reports from various areas, the committee was also provided with an update from Creative Activity, Research and Scholarship (CARS) that the University had been awarded a grant from The Natural Sciences and Engineering Research Council (NSERC).

7.5 Budget Advisory Committee

Presented by: Michael Thoma



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The committee will be meeting on December 12

8. Other Reports

8.1 Senate Chair

Paul Dangerfield provided the Chair's report, including the following highlights:

- Paul Dangerfield and Laureen Styles were not able to attend the November Senate meeting as both were working with the Centre for International Education and the international team on several strategic partnerships that are important in terms of diversification of recruitment and internationalization of programming and improving global outreach.
- Everyone involved with the recent Explore CapU Open House was acknowledged for their work and participation in a successful event.
- Work is underway in preparing the Squamish campus and the expectation is that there will be a soft launch of programming in September 2024, and the main launch of programming in Fall 2025. Also underway is ensuring the right leadership structure is in place as well continuing to explore the housing project. A full report will be provided to the campus community on December 6th, by the Vice President, Academic and Provost.
- IT Services recently transitioned to Digital Technology Services (DTS). This is an important step coupled with the Digital Learning Framework as the University moves forward with digital transformation.
- The CSU were acknowledged for their advocacy around improving transportation on the North Shore particularly with the recent announcement from TransLink on dedicated buses from Metrotown to the North Shore.

8.2 Senate Interim Vice-Chair

Stephen Williams reported that he has completed his role as interim Vice-Chair and Sue Dritmanis will be assuming the role of Senate Vice Chair in January.



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8.3 VP Academic and Provost

Lauren Styles provided the Vice President Academic and Provost report, including the following highlights:

- Senators were reminded that there will be an announcement regarding the Squamish campus on December 6th at 9:00 am, via MS Teams. In terms of work related to the Squamish campus, discussions are underway with Squamish Nation and Lil'wat Nation around priorities for academic programming and the conversations will continue as the University moves forward with Chen Chen Stway and the commitment as to what may be possible for community-based delivery.
- The deans and faculty were recognized for their recent work with the University of Philippines in terms of exploring opportunities to work together around research and curriculum.
- December 6 is Recognition of the National Day of Remembrance and Action on Violence Against Women and Senators were encouraged to participate in recognition of the work of the women's and gender studies department.
- In terms of internationalization and enrolment planning, appreciation was provided for the work in the Faculty of Arts and Sciences and School of Business with respect to future directions for course cluster opportunities for students.
- A working group has been struck under the Registrar's Office and academic leadership to review the timetabling grid and the year long scheduling and planning for the fall and spring terms.

8.4 Board Report

The Board met on November 28th and was provided with a presentation from the CSU. In addition, several Board polices were approved as well as the terms of reference for the Board committees.



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At the Board meeting there was a discussion around cyber security and the importance of Board oversight, and this issue was referred to the audit and risk committee.

8.5 Elder Report

Elder Latash indicated his appreciation for being part of the discussion at the Senate meeting. Elder Latash spoke of learning and student experience and appreciated the Indigenous Centre where students can gather and feel part of the Capilano University community.

Elder Latash also reminded us this time of the year is sacred and that we as individuals speak to one another in a respectful manner.

9. Discussion Items

No discussion items were presented.

10. Other Business

No other business was presented.

11. Information Items

December 10th is the 75th anniversary of the universal declaration of human rights and the CFA will be commemorating with various events.

Preparations are underway for Black History Month and Senators were invited to provide suggestions to the CFA.

The meeting was adjourned at 6:00 pm.

Next Meeting: Tuesday, January 9, 2024

SENATE REPORT

AGENDA ITEM:	Programs of Study Outcomes Policy and Procedure (S2024-01 and S2024-01-01)
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE:	January 9, 2024
PRESENTERS:	Corey Muench, Chair, Senate Bylaw, Policy, and Procedure Committee Aurelea Mahood, Director, Academic Initiatives and Planning (Proponent) Alexander Karnazes, Academic Initiatives and Planning (Proponent)

PURPOSE

To update and rename the existing **Academic Credentials Policy (S2020-01)** and to add Procedures.

BACKGROUND

The Proponent has submitted the following:

The University's current academic credentials policy was due for scheduled review in spring 2023. In May 2020, the Senate rescinded **S2015-05 Credential and Course Criteria** as it combined elements that are typically contained in standalone policies. S2015-01 was replaced by **S2020-01 Academic Credentials** and **S2020-02 Course Numbering and Credit Level**. (Note: S2020-02 Course Numbering and Credit Level will be reviewed during the 2023-24 academic year.)

APPROVALS & CONSULTATIONS

The Proponent has submitted the following:

- Academic Leadership Council – July 19, 2023
- Registrar's Office – July 27, 2023
- Deanna Baxter, coordinator, Department of Mathematics and Statistics – Aug 31, 2023
- Sue Dritmanis, chair, SAPPRC – Sept 6, 2023
- Miranda Huron, director, Indigenous Education and Affairs, Sept 14, 2023
- Jane Ince, co-chair, School of Communication – Aug 30, 2023
- Deb Jamison, chair, SCC – Sept 6, 2023
- Cass Picken, degree working group, Department of English – Aug 29, 2023
- Paul McMillan, past chair, Cap Core Working Group – June 1, 2023, and Aug 31, 2023
- Lydia Watson, curriculum coordinator, School of Communication – Aug 30, 2023
- Senate Academic Planning and Program Review Committee—October, 2023
- Senate Curriculum Committee—October, 2023

HIGHLIGHTS OF PROPOSAL BROUGHT TO SENATE BYLAW, POLICY, AND PROCEDURE COMMITTEE

The proponent has submitted the following:

1. Policy name change: Recommendation to change the policy name to **S2024-01 Program of Study Outcomes** to reflect that this policy establishes minimum requirements for programs of study leading to academic credentials and/or baccalaureate degree specializations awarded by Capilano University.

2. Creation of policy and procedure documents: S2020-01 Academic Credentials currently combines operational elements and processes typically found in a procedure. The proposed new procedures are primarily comprised of the **S2020-01** sections that are more typically found in procedures – e.g., Sections 2 and 5–7.

3. Primary changes presented in the procedures document:

The proponent has submitted the following except for the last bulleted point (SBPPC recommendations):

- **Baccalaureate Specializations, section 4:** Section has been renamed to reflect that **S2020-01** section 6 describes the baccalaureate specialization types available to students pursuing baccalaureate degrees.
- **Baccalaureate Degree Requirements, section 5:** The baccalaureate degree requirements set out in S2020-01 and Senate-approved Cap Core requirements which were passed between 2015 and 2020 have been consolidated in this section of the procedures document. The consolidation ensures that the University and its academic decision-making bodies have a single point of reference wherein the minimum baccalaureate degree requirements are clearly established. Section 5 includes the proposed addition of the option to waive the Integration requirement for students who elect to complete a minor. This option aligns with the *Illuminating 2030* commitment to increase opportunities for students to create individualized learning pathways – e.g., citations, certificates, minors, and/or concentrations. Note: CapU currently offers seven minor options for baccalaureate degree students. Two new minors are currently under development by Applied Behaviour Analysis (Autism) and Women’s and Gender Studies with further minors under preliminary consideration for development within the three faculties.
- **Laddering and Academic Credentials Programs of Study, section 6:** This new section establishes the internal requirements for programs of study intentionally designed to permit qualified CapU students to receive advanced standing in a related CapU program of study. The proposed language aligns with the definition of laddering utilized by EducationPlannerBC and complements the Degree Quality Assessment Board (DQAB) requirement that the approval process for all new non-degrees, including those that ladder, participate in a 30-day peer review process via PSIPS (Post-Secondary Information Posting System) prior to final approval and implementation.
- **Summary of consultation-based changes:**
 - **Change 1:** Based on feedback from the Registrar’s Office, the proposed section listing the baccalaureate degrees for which CapU has ministerial approval to award was removed. As this information is provided in the Capilano University Calendar, it was deemed unnecessary to include this list in the procedures.
 - **Change 2:** The proposal to reduce the minimum upper-level requirements for minors from 15.0 credits to 12.0 was withdrawn. While a minimum upper-level requirement of 12.0 credits for minors aligns with DQAB minimum standards and those found elsewhere, the SCC and SAPPRC chairs recommended that the minimum upper-level requirement remain at 15.0 credits as it represents a provincial middle ground (e.g., KPU requires a minimum of 12.00 upper-level credits, while other institutions require a minimum of 15.0–18.0 upper-level credits).
 - **Recommendation 1:** The English and STEM representatives recommended that the University explore and consider possible models for a baccalaureate requirement pertaining to Indigenous ways of knowing that could be met within a student’s primary program of study and/or when completing their university breadth requirements for potential future inclusion in section 5, Baccalaureate Degree Requirements. This recommendation was shared with Miranda Huron, director, Indigenous Education and Affairs, on September 14, 2023. SAPPRC and SCC also endorsed the recommendation at their respective October meetings.

- **Senate Bylaw, Policy, and Procedure Committee:** In addition to relatively minor clarifying edits throughout, SBPPC recommended that the definition for “Laddering” in the Procedures be rewritten to match the other definitions in structure and to specify “pre-established advanced standing.”

DOCUMENTS FOR SENATE REVIEW

S2020-01 Academic Credentials Policy

S2024-01 Programs of Study Outcomes Policy (proposed, with SBPP comments)


S2024-01 Programs of Study Outcomes Policy (proposed, clean copy)

S2024-01-01 Programs of Study Outcomes Procedures (proposed, with SBPP comments)

S2024-01-01 Programs of Study Outcomes Procedures (proposed, clean copy)

RECOMMENDATION

That the Senate approve the revised S2020-01 Academic Credentials in their new form: **S2024-01 Programs of Study Outcomes Policy** and **S2024-01-01 Programs of Study Outcomes Procedures**.

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2020-01	Vice-President, Academic and Provost		
Policy Name			
Academic Credentials			
Approved by	Replaces	Category	Next Review
	S2015-05 Credential and Course Criteria	B	May 2023
Date Issued	Date Revised	Related Policies, Reference	
May 12, 2020		B.108 Credit and Non-Credit Courses S2003-03 Academic Standing S2011-02 Posthumous Credential S2017-04 Graduation S2013-01 Transfer Credit	

1 PURPOSE

This policy provides a framework for the approval and monitoring of Senate-approved academic programs offered by Capilano University (University), establishing minimum criteria required for the awarding of the University’s academic credentials.

2 DEFINITIONS

“**Credential**” is a Senate-approved body of academic work. The credential is awarded to students who have completed the requirements of a recognized citation, certificate, diploma, or degree program.

“**Credit Hour**” is normally defined as a minimum of one hour of instruction per week over a fifteen (15) week period.

“**Program**” is a Senate-approved defined set of courses and requirements offered as a credential.

3 SCOPE

This policy applies to all academic credentials offered by Capilano University.

4 POLICY STATEMENT

In accordance with the *University Act*, Capilano University Senate approves the requirements for academic programs leading to a credential.

5 CREDENTIAL TYPES

Credential Type	Credits Required
Citation	Minimum of six (6) credits.
Certificate	Minimum of fifteen (15) credits.
Diploma	Minimum of sixty (60) credits including six (6) credits of English (ENGL) and/or Communications (CMNS) courses.
Associate Degree	Minimum of sixty (60) credits, and meets the requirements set out by the Ministry of Advanced Education, Skills and Training.
Baccalaureate Degree	Minimum of one hundred and twenty (120) credits in a defined program of study, including: Cap Core curriculum requirements; English 100 and an additional three (3) credits of English (ENGL) or Communications (CMNS) courses; three (3) credits in a Senate-approved quantitative/analytical course; twenty-four (24) credits outside of the major or degree program; forty-five (45) upper-level credits.
Post-baccalaureate Certificate	Minimum of fifteen (15) upper-level credits and completion of a baccalaureate degree that is normally in a different field of study.
Post-baccalaureate Diploma	Minimum of thirty (30) upper-level credits, and completion of a baccalaureate degree that is normally in a different field of study.
Graduate Certificate	Minimum of fifteen (15) graduate-level credits, and completion of a baccalaureate degree that is normally in a related subject area.
Graduate Diploma	Minimum of thirty (30) graduate-level credits, and completion of a baccalaureate degree that is normally in the same field of study.
Master's Degree	Minimum of thirty (30) graduate-level credits, and completion of a baccalaureate degree with high academic standing.


6 MAJORS, MINORS, HONOURS AND CONCENTRATIONS

- 6.1 Students may complete a major, minor, or concentration as an approved program of study within a Baccalaureate or Baccalaureate Honours Degree; a concentration may also be completed in a Post-Baccalaureate Diploma. Combined programs (double-minor, double-major, minor-major) may incorporate components from within a single Faculty or multiple Faculties; however, the overall degree requirements of at least one Faculty must be met. Meeting these requirements may require the completion of more than one hundred and twenty (120) credits.
- 6.2 Concentrations, minors, majors, and honours reflect varying depths of study at the upper-level within a defined field of study with varying credit requirements in lower-level courses as follows:

Type	Credit Requirements
Minor	Minimum of fifteen (15) upper-level credits within a defined area of study outside of a student's honours, major or baccalaureate degree program.
Major	Minimum of thirty (30) upper-level credits within a defined field of study.
Concentration	Minimum of twelve (12) upper-level credits within a defined field of study in a student's honours, major, baccalaureate degree program, or post-baccalaureate diploma.
Major-Minor	Consists of the major requirements of one subject and the minor requirements of another subject within the framework of a single degree.
Double Minor	Consists of the minor requirements of each of two subjects within the framework of a single degree.
Double Major	Consists of the major requirements of each of two subjects within the framework of a single degree.
Joint Major	Consists of a minimum of thirty (30) credits of upper-level study in the joint major subjects.
Honours Baccalaureate	Consists of completion of the degree program or major requirements, a minimum of an additional six (6) credits of project-based research and/or an honours thesis, and an upper-level cumulative B+ grade average.

7 AWARDING OF CREDENTIALS

Credentials are awarded through the Registrar's Office following a graduation assessment.

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S2023-??		Vice President Academic & Provost	
Policy Name			
Programs of Study Outcomes			
Approved by		Replaces	Category
Senate		S2020-01 Academic Credentials	B
Date Issued		Date Revised	Date in Effect
TBD		TBD	[first day of 2024-25 AY]
Related Policies and Procedures, Reference			
B.108 Credit and Non-Credit Courses S2003-03 Academic Standing S2011-02 Posthumous Credential S2017-04 Graduation S2013-01 Transfer Credit S2023-??-01 Programs of Study Outcomes			

1. PURPOSE

This policy provides the framework upon which the approval and monitoring of Academic Credentials and Baccalaureate Specializations that are outcomes of Senate-approved academic Programs of Study offered by Capilano University ("the University") occur. The This policy establishes the minimum criteria required for the awarding of the University's Academic Credentials and Baccalaureate Specializations in alignment with institutional and provincial degree and non-degree standards. The University recognizes the importance of Academic Credentials meeting institutional and Provincial standards that demonstrate currency, relevancy, value, and quality assurance.

2. DEFINITIONS

A "Program of Study" is an integrated group of courses or learning activities leading to learning outcomes in a defined field of study. A Program of Study can be linked to no more than one Academic Credential and/or one Baccalaureate Specialization from the University. Programs of Study may be primary, secondary, or exit only.

An "Academic Credential" is a document provided as evidence of learning based on the successful completion of a recognized and credit-based Program of Study.

A "Baccalaureate Specialization" is a documented recognition of student success within a distinct grouping of undergraduate courses that reflect varying depths of study within a defined field of study. A student may earn a baccalaureate degree without a Baccalaureate Specialization, but a student cannot earn a Baccalaureate Specialization without a baccalaureate degree.

3. SCOPE

3.1 This policy governs all Academic Credentials and Baccalaureate Specializations that may be outcomes of Senate-approved Programs of Study. The policy does not apply to non-academic

Commented [SD1]: What is meant by "monitoring" exactly, and will that be explained somewhere else?

Commented [JG2]: Minimum requirements are set out in the procedure but I don't see anything explicitly about approval or monitoring in either document - I assume that there is a process by which Programs of Study or Credentials / Specializations are approved - can / should it be referenced here?

Commented [CN3]: We talk about "Credentials" as being the evidence of learning but we are calling the policy "outcomes". This is a less usual name and I wonder if Credentials is more widely understood for a policy name? Are there other types of outcomes besides credentials?

Commented [JG4R3]: I see that in this policy 'Academic Credentials and Baccalaureate Specializations' is used to refer to outcomes. Would that be an option?

Commented [CM5]: Please explain "learning activities."

Commented [JG6]: This is a little confusing - as the policy mostly refers to 'program' outcomes - is the meaning different here?

Commented [CM7R6]: Possibly add definitions for "learning outcomes" and "program outcomes"

Commented [CM8]: Explain the meaning of "primary," "secondary," and "exit-only" in this context.

Commented [CM9]: "Success" seems odd here. Perhaps "recognition of a concentration within..."?

Commented [JG10]: Could Senate Approval be written into the definition, either of Program of Study or Academic Credential / Baccalaureate Specialization?

Programs of Study outside the jurisdiction of the Senate, which are not comprised of credit-based courses and do not lead to Academic Credentials or Baccalaureate Specializations.

4. POLICY STATEMENT

- 4.1 Through the authority of the *University Act*, the University will grant Academic Credentials and Baccalaureate Specializations to students who successfully complete associated Programs of Study in accordance with the definitions, standards, and criteria set out in the University's Programs of Study Outcomes procedures.
- 4.2 All Senate-approved academic Programs of Study leading to an Academic Credential and/or Baccalaureate Specialization will be aligned with the University's mandate, strategic priorities, and academic plan.
- 4.3 The University will ensure that all Senate-approved academic Programs of Study leading to an Academic Credential and/or Baccalaureate Specialization have well-defined and appropriate program learning outcomes, which are communicated to learners and the University.
- 4.4 The University will ensure transparency and consistency in the development, revision, and approval of Senate-approved Programs of Study that lead to Academic Credentials and/or undergraduate specializations in accordance with the relevant Provincial regulatory bodies.

5. DESIGNATED OFFICER

The Vice President Academic & Provost is the Policy Owner, responsible for the oversight of this Policy. The administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Academic Initiatives and Planning.


Commented [JG11]: Unless there are multiple procedures refer to by their name.

Commented [CM12R11]: Add Procedure Number here

Commented [JG13]: As per 3.1 I suggest that Senate approval is written into the definition. Alternatively add a clause stating that the Senate is responsible for approving academic Programs of Study / All academic Programs of Study must be approved by the Senate (are the Credentials /Specializations Senate approved too?)

Commented [CM14]: What is the intention here? Is there room to mention the Senate mandate in this section? Does the VPA give oversight on behalf of Senate?

Commented [JG15R14]: This wording is used as standard in all Board and SLC policies and is aligned with the Policy on Policy Development and Management. In that policy it is stated that "Upon direction of the Senate, responsibility for the development or review of Policies will be assigned to a Responsible officer, this will generally be the Vice President Academic and Provost." I believe that this is the first Senate policy to be written after approval of the policy on policies. Different wording could be used for this clause if this language is felt not to fit (and then become the standard for Senate policies going forward).

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S2024-01		Vice President Academic & Provost	
Policy Name			
Programs of Study Outcomes			
Approved by		Replaces	Category
Senate		S2020-01 Academic Credentials	B
Date Issued		Date Revised	Date in Effect
TBD		TBD	first day of 2024-25 academic year
		Related Policies and Procedures, Reference	
		B.108 Credit and Non-Credit Courses S2003-03 Academic Standing S2011-02 Posthumous Credential S2017-04 Graduation S2013-01 Transfer Credit S2024-01-01 Programs of Study Outcomes Procedures	

1. PURPOSE

This policy establishes the minimum criteria required for the awarding of the University’s Academic Credentials and Baccalaureate Specializations in alignment with institutional and provincial degree and non-degree standards. The University recognizes the importance of Academic Credentials meeting institutional and provincial standards that demonstrate currency, relevancy, value, and quality assurance.

2. DEFINITIONS

A **“Program of Study”** is an integrated group of courses or learning activities leading to learning outcomes in a defined field of study. A Program of Study can be linked to no more than one Academic Credential and/or one Baccalaureate Specialization from the University.

An **“Academic Credential”** is a document provided as evidence of learning based on the successful completion of a recognized and credit-based Program of Study.

A **“Baccalaureate Specialization”** is a documented recognition of student success within a distinct grouping of undergraduate courses that reflect varying depths of study within a defined field of study. A student may earn a baccalaureate degree without a Baccalaureate Specialization, but a student cannot earn a Baccalaureate Specialization without a baccalaureate degree.

3. SCOPE

3.1 This policy governs all Academic Credentials and Baccalaureate Specializations that may be outcomes of Senate-approved Programs of Study. The policy does not apply to non-academic Programs of Study outside the jurisdiction of the Senate, which are not comprised of credit-based courses and do not lead to Academic Credentials or Baccalaureate Specializations.

4. POLICY STATEMENT

- 4.1 Through the authority of the *University Act*, the University will grant Academic Credentials and Baccalaureate Specializations to students who successfully complete associated Programs of Study in accordance with the definitions, standards, and criteria set out in the University's Programs of Study Outcomes procedures.
- 4.2 All Senate-approved academic Programs of Study leading to an Academic Credential and/or Baccalaureate Specialization will be aligned with the University's mandate, strategic priorities, and academic plan.
- 4.3 The University will ensure that all Senate-approved academic Programs of Study leading to an Academic Credential and/or Baccalaureate Specialization have well-defined and appropriate program learning outcomes, which are communicated to learners and the University.
- 4.4 The University will ensure transparency and consistency in the development, revision, and approval of Senate-approved Programs of Study that lead to Academic Credentials and/or undergraduate specializations in accordance with the relevant provincial regulatory bodies.

5. DESIGNATED OFFICER

The Vice President Academic & Provost is the Policy Owner, responsible for the oversight of this Policy. The administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Academic Initiatives and Planning.

CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.	Officer Responsible		
S2023-??-01	Vice President Academic & Provost		
Procedure Name			
Programs of Study Outcomes			
Policy This Procedure is Under		Date of Next Policy Review	
S2023-?? Programs of Study Outcomes		???	
Date Issued	Date Revised	Date in Effect	Related Policies and Procedures, Reference
TBD	NEW	[first day of 2024-25 AY]	B.106 Program and Course Approval and Change B.108 Credit and Non-Credit Courses S2003-03 Academic Standing S2011-02 Posthumous Credential S2017-04 Graduation S2013-01 Transfer Credit S2020-02 Course Numbering and Credit Level Policy S2023-?? Programs of Study Outcomes

1. PURPOSE

This procedure establishes the minimum criteria and standards for all Senate-approved Academic Credentials at Capilano University (the University).

2. DEFINITIONS

An **“Academic Credential”** is a document provided as evidence of learning based on the successful completion of a recognized and credit-based Program of Study.

A **“Baccalaureate Specialization”** is a documented recognition of student success within a distinct grouping of undergraduate courses that reflect varying depths of study within a defined field of study. A student may earn a baccalaureate degree without a Baccalaureate Specialization, but a student cannot earn a Baccalaureate Specialization without a baccalaureate degree.

~~Based on intentional curricular design and program learning outcomes, a Senate-approved “Laddering” relationship between two Programs of Study leading to Academic Credentials that permits the granting of advanced standing and credit for a group of completed courses from one Program of Study to another without requiring course-by-course assessments.~~

“Laddering” is a Senate-approved relationship between two CapU Programs of Study leading to Academic Credentials. Laddering is based on intentional curricular design and program learning outcomes. It permits CapU students progressing from one Academic Credential Program of Study to another to receive specific pre-established advanced standing without the need for course-by-course assessments.

Commented [CM1]: Is it important to keep the definition of "credit hour" in the Procedures? (Was in the original Policy)

Commented [CM2]: See my comment in the Policy

Commented [CN3R2]: student completion of courses?

Commented [CM4]: Formatting with left justification is standard for policies

Commented [CM5]: This definition is a sentence fragment-verb missing. Suggested rewrite: "Laddering" is a Senate-approved relationship between two Programs of Study leading to Academic Credentials. Laddering is based on intentional curricular design and program learning outcomes. It permits the granting of advanced..."

Commented [JG6R5]: I agree, this isn't currently written as a definition.

Commented [CM7R5]: Rewrite accepted

A “**Program of Study**” is an integrated group of courses or learning activities leading to learning outcomes in a defined field of study. A Program of Study can be linked to no more than one Academic Credential and/or one Baccalaureate Specialization from the University. Programs of Study may be primary, secondary, or exit-only.

3. ACADEMIC CREDENTIAL TYPES

3.1 This section establishes the minimum requirements that a student must successfully complete in a Program of Study to be awarded an Academic Credential. Unless otherwise noted, credit refers to courses at the 100-level or higher as per S2020-02 Course Numbering and Credit Level policy.

Type of Academic Credential	Minimum requirements that a student must successfully complete in a Program Study to be awarded the associated Academic Credential
preparatory citation	Minimum of six (6.0) preparatory-level credits
undergraduate citation	Minimum of six (6.0) undergraduate-level credits
preparatory certificate	Minimum of fifteen (15.0) preparatory-level credits
undergraduate certificate	Minimum of fifteen (15.0) undergraduate-level credits
post-baccalaureate certificate	Minimum of fifteen (15.0) upper-level undergraduate credits
graduate certificate	Minimum of fifteen (15.0) graduate-level credits
undergraduate diploma	Minimum of sixty (60.0) undergraduate credits including six (6.0) credits of courses with the CMNS and/or ENGL subject code(s)
post-baccalaureate diploma	Minimum of thirty (30.0) upper-level undergraduate credits
graduate diploma	Minimum of twenty-four (24.0) graduate-level credits
associate degree	Minimum of sixty (60.0) lower-level undergraduate credits in alignment with provincially determined requirements
baccalaureate degree	Minimum of one hundred and twenty (120.0) undergraduate-level credits and baccalaureate degree requirements established in section 5
combined baccalaureate	Minimum of one hundred and twenty (120.0) undergraduate credits and baccalaureate degree requirements established in section 5; combines

Commented [CN8]: I had never encountered citations before CapU - to have a preparatory level for 6 credits seems... very granular?!

Commented [CM9R8]: As an example, my Department, EAP, has two citations. Students find them useful as proof of completion of English levels, especially if they are not continuing into an academic program. They are micro-credentials of a sort...

Commented [AM10R8]: See S2020-01.

Commented [SG11]: I have never heard of undergraduate citation either. Have we ever given these citations out? Citations for having taken two courses????

Commented [SD12R11]: Agreed -- I looked it up here on a B.C. gov't website <https://learnlivebc.ca/learn/credentials> and it says "most citations are at least four courses"

Commented [AM13R11]: S2020-01 currently sets minimum for citations at a minimum of 6.00 credits. No change in minimum. Making explicit different course levels (preparatory, undergraduate, and graduate) aren't to be combined in a single program of study.

Commented [CM14]: Assuming the change from 30 to 24 credits is to differentiate between graduate diplomas and masters degrees? Will this affect any current CapU graduate diploma programs?

Commented [AM15R14]: Represents minimum credits required. Two graduate diplomas listed in University calendar exceed the minimum. Not impacted by proposed change in minimum graduate-level credits required.

Commented [CM16]: Add hyphen

Type of Academic Credential	Minimum requirements that a student must successfully complete in a Program Study to be awarded the associated Academic Credential
degree	two defined fields of study across two academic units
master's degree	Minimum of thirty (30.0) graduate-level credits

4. BACCALAUREATE SPECIALIZATION TYPES

4.1 This section establishes the minimum upper-level credit requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization within a defined field of study. Programs of Study leading to a Baccalaureate Specialization may also include lower-level course requirements.

Type of Baccalaureate Specialization	Minimum requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization
major	Minimum of thirty (30.0) upper-level credits within a defined field of study
honours ¹	Minimum of thirty (30.0) upper-level credits within a defined field of study, a minimum of an additional six (6.0) credits of project-based research, and/or an honours thesis; upper-level GPA of 3.33 or higher
concentration	Minimum of twelve (12.0) upper-level credits within a defined field of study related to the focal discipline(s) of the student's primary Program of Study
minor	Minimum of fifteen (15.0) upper-level credits within a defined field of study outside the focal discipline(s) of the student's primary Program of Study
combined major	Minimum of thirty-six (36.0) upper-level credits within two defined fields of study

Commented [CM17]: Add "of"

4.3 A double-minor option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to minors, in accordance with the Senate-approved [Minors Framework](#).

Commented [CM18]: What is the status of the "Minors Framework?" Looking over the website, it seems like some of the information there should be in policy/procedures. Is the Minors Framework housed somewhere other than the CapU website?

4.4 A double-major option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to majors.

Commented [TF19R18]: In the 2023-2024 Calendar it is under Academic Information & University Policies. <https://www.capilanou.ca/admissions/course-registration/capilano-university-calendar/capu-calendar-2023-2024/academic-information--university-policies/>

¹ An honours Baccalaureate Specialization should not be conflated with term honours and graduation honours described in [S1989-02: Academic Honours](#) (CapU 1989).

4.5 The double-minor and double-major options are not direct-entry Programs of Study. External applicants do not apply for admission to these multi-program options. The double-minor and double-major options represent paths of study that a student may have the option to complete.

5. BACCALAUREATE DEGREE REQUIREMENTS

5.1 All students enrolled in Programs of Study leading to baccalaureate degrees must satisfy the minimum baccalaureate degree requirements stated below. The baccalaureate degree requirements include the Cap Core general education framework and associated learning outcomes.² Students must satisfy these requirements in addition to program-specific and framework-specific requirements that may also be applicable.

I. University CMNS/ENGL requirement: 3.0 credits
3.0 credits of undergraduate-level CMNS or ENGL, coursework excluding ENGL 100
II. Cap Core requirement: 30.0 credits
Foundation: 6.0 credits in the first 30.0 credits <ul style="list-style-type: none"> o Literacy: 3.0 credits of ENGL 100 o Numeracy: 3.0 credits from Senate-approved list of courses³
Integration or Minor: 18.0 credits <ul style="list-style-type: none"> o Culture and Creative Expression: 3.0 credits o Science and Technology: 3.0 credits o Self and Society: 3.0 credits o Discretionary Integration courses: 9.0
The Integration requirement is waived for a student who earns a minor via a secondary Program of Study that requires at least 18.0 total credits.
Professional Practice: 6.0 credits in the final 90.0 credits <ul style="list-style-type: none"> o Experiential: 3.0 credits o Capstone: 3.0 credits
III. University breadth requirement: 24.0 credits
24.0 credits in disciplines outside of the primary Program of Study's focal discipline(s)
IV. Upper-level requirement: 45.0 credits
45.0 credits in courses at the 300- and/or 400-level
V. Total undergraduate-level requirement: 120.0 credits
120.0 credits in courses at the 100-, 200-, 300- and/or 400-level

5.2 Coursework that contributes to the fulfillment of one of the five university-wide baccalaureate degree requirements (I, II, III, IV, and V as above) may also be used to contribute to the fulfillment of one or more of the other four baccalaureate degree requirements. For example, coursework that

² Approved by Senate, Cap Core originally applied to all Programs of Study leading to an Academic Credential at CapU. The Cap Core learning outcomes were approved by Senate on May 9, 2017. On November 5, 2019, Senate approved the modification of Cap Core such that it exclusively applies to all Programs of Study leading to a baccalaureate degree and non-degree Programs of Study Laddering into baccalaureate degrees (see section 6).

³ The Senate-approved list includes all courses with numeracy, quantitative/analytical or joint numeracy quantitative/analytical designations.

Commented [SG20]: What happened to the recommendation that an indigenous course be requirement?

Commented [SD21R20]: It's being considered as a future recommendation according to Aurelea's memo.

Commented [CM22]: This is potentially confusing wording. I'm assuming "university-wide baccalaureate degree requirements" is referring to roman numerals I-V in the table above. And "one or more of the other four baccalaureate degree requirements" is referring to the same thing. Perhaps label the table as "University-wide Baccalaureate Degree Requirements"

Commented [CN23R22]: Also found this quite confusing.

Commented [SD24R22]: Yes, me too!

contributes to the fulfillment of the Cap Core requirement may also be used to fulfill the University CMNS/ENGL, University breadth, upper-level, and/or total undergraduate-level requirements.

- 5.3 Coursework that contributes to the fulfillment of university-wide baccalaureate degree requirements may also be used to contribute to the fulfillment of program-specific and framework-specific requirements (e.g., the Bachelor of Arts Degree Framework and the Bachelor of Science Degree Framework).

6. LADDERING AND ACADEMIC CREDENTIAL PROGRAMS OF STUDY

6.1 Laddering refers to internal intentional curricular design that permits CapU students progressing from one Academic Credential Program of Study to another to receive advanced standing without the need for course-by-course assessments.

6.2 Laddering is distinct from the inter-university action of transferring, such as block transfer agreements established between post-secondary institutions and course-by-course transfer requests.

6.3 In a Laddering context, coursework requirements for the lower-rung Program of Study ensure that all alumni of the lower-rung Program of Study will, if admitted, be able to progress through the upper-rung Program of Study without being required to complete "missing" or "incomplete" requirements. Based on the lower-rung Program of Study's program learning outcomes, Laddering students should be as prepared for success in the upper-rung Program of Study as non-Laddering students sharing the same advanced standing.

6.4 If the upper-rung Program of Study leads to a baccalaureate degree, then the lower-rung Program of Study (such as one that leads to a certificate or diploma) must incorporate essential baccalaureate degree requirements that are indicative of students of a specific pre-established advanced standing.

6.5 Programs of Study with a Senate-approved Laddering relationship are exempt from the "second credential" stipulation within [S2017-04 Graduation](#).

6.6 Senate-approved Laddering options will be conveyed to students and prospective students via the University website and calendar.

7. AWARDING OF ACADEMIC CREDENTIALS

7.1 With the approval of Senate, Academic Credentials are awarded through the Registrar's Office following a graduation assessment.

8. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

8.1 The Vice President Academic & Provost Director, Academic Initiatives and Planning is responsible for managing and administering this procedure.

Commented [CM25]: I understand the need to further explain laddering here, but 6.1 and 6.2 seem to be providing information that might better be suited for the definitions section above.

Commented [AK26R25]: Noting here that we revised the definition of Laddering during the last SPBBC meeting. AIP is agnostic regarding the location of 6.1 and 6.2 language. We are happy to defer to the SBPPC's location preferences.

Commented [CM27R25]: Jacquetta Goy: re Laddering, I think we should consider whether or not it's needed as a defined term. My gut feeling is that as it's only used in the one section of the procedure (and not at all in the policy) then I would move all the explanation into the section, and remove the definition - otherwise as it stands you have a definition and then 6.1 and 6.2 also explain what laddering means as well. Note is it's useful more broadly (ie in other Senate policies or elsewhere) to have Laddering as a defined term that's fine, just make sure that the definition is succinct and the explanations in 6.1 and 6.2 are an expansion of that definition with no conflict.

Commented [CM28]: Add to definitions section?

Commented [CN29R28]: Is lower rung synonymous with lower level?

Commented [CM30]: Add to definitions section?

Commented [CM31]: Not sure we need the additional information of this second sentence.

Commented [CM32]: Please explain.

Commented [AK33R32]: Does this help clarify things?

Example: as all alumni of a certain lower-rung POST leading to a diploma are guaranteed a specific pre-established advanced standing in a linked upper-rung POST leading to a bachelor's degree – if admitted – the lower-rung POST's curriculum must incorporate essential bachelor's degree requirements of the linked upper-rung POST that are indicative of and properly prepare students for the specific pre-established advanced standing.

Commented [SD34R32]: I'm still confused! Are we exclusively referring to lower-rung Programs of Study here at Cap? Some lower-rung programs (like our Communications Diploma) ladder nicely into the next highest credential (Bachelor of Communication Studies) but some programs may have courses that a laddering student...

Commented [JG35]: For Board and SLC policies/procedures we usually have a Director responsible for administering procedures as this is an operational task...

Commented [CM36R35]: Needed? JG to provide new language

Commented [JG37R35]: Replace "Vice President Academic & Provost" with "Director, Academic Initiatives and Planning" in line with the policy.

Procedure No.		Officer Responsible	
S2024-01-01		Vice President Academic & Provost	
Procedure Name			
Programs of Study Outcomes			
Policy This Procedure is Under			Date of Next Policy Review
S2024-01 Programs of Study Outcomes			TBD
Date Issued	Date Revised	Date in Effect	Related Policies and Procedures, Reference
TBD	NEW	first day of 2024-25 academic year	B.106 Program and Course Approval and Change B.108 Credit and Non-Credit Courses S2003-03 Academic Standing S2011-02 Posthumous Credential S2017-04 Graduation S2013-01 Transfer Credit S2020-02 Course Numbering and Credit Level Policy S2023-01 Programs of Study Outcomes

1. PURPOSE

This procedure establishes the minimum criteria and standards for all Senate-approved Academic Credentials at Capilano University (the University).

2. DEFINITIONS

An **“Academic Credential”** is a document provided as evidence of learning based on the successful completion of a recognized and credit-based Program of Study.

A **“Baccalaureate Specialization”** is a documented recognition of student success within a distinct grouping of undergraduate courses that reflect varying depths of study within a defined field of study. A student may earn a baccalaureate degree without a Baccalaureate Specialization, but a student cannot earn a Baccalaureate Specialization without a baccalaureate degree.

“Laddering” is a Senate-approved relationship between two CapU Programs of Study leading to Academic Credentials. Laddering is based on intentional curricular design and program learning outcomes. It permits CapU students progressing from one Academic Credential Program of Study to another to receive specific pre-established advanced standing without the need for course-by-course assessments.

A **“Program of Study”** is an integrated group of courses or learning activities leading to student learning outcomes in a defined field of study. A Program of Study can be linked to no more than one Academic Credential and/or one Baccalaureate Specialization from the University.

3. ACADEMIC CREDENTIAL TYPES

3.1 This section establishes the minimum requirements that a student must successfully complete in a Program of Study to be awarded an Academic Credential. Unless otherwise noted, credit refers to courses at the 100-level or higher as per S2020-02 Course Numbering and Credit Level policy.

Type of Academic Credential	Minimum requirements that a student must successfully complete in a Program of Study to be awarded the associated Academic Credential
preparatory citation	Minimum of six (6.0) preparatory-level credits
undergraduate citation	Minimum of six (6.0) undergraduate-level credits
preparatory certificate	Minimum of fifteen (15.0) preparatory-level credits
undergraduate certificate	Minimum of fifteen (15.0) undergraduate-level credits
post-baccalaureate certificate	Minimum of fifteen (15.0) upper-level undergraduate credits
graduate certificate	Minimum of fifteen (15.0) graduate-level credits
undergraduate diploma	Minimum of sixty (60.0) undergraduate credits including six (6.0) credits of courses with the CMNS and/or ENGL subject code(s)
post-baccalaureate diploma	Minimum of thirty (30.0) upper-level undergraduate credits
graduate diploma	Minimum of twenty-four (24.0) graduate-level credits
associate degree	Minimum of sixty (60.0) lower-level undergraduate credits in alignment with provincially determined requirements
baccalaureate degree	Minimum of one hundred and twenty (120.0) undergraduate-level credits and baccalaureate degree requirements established in section 5
master's degree	Minimum of thirty (30.0) graduate-level credits

4. BACCALAUREATE SPECIALIZATION TYPES

4.1 This section establishes the minimum upper-level credit requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization within a defined field of study. Programs of Study leading to a Baccalaureate Specialization may also include lower-level course requirements.

Type of Baccalaureate Specialization	Minimum requirements that a student must successfully complete in a Program of Study to be awarded a Baccalaureate Specialization
major	Minimum of thirty (30.0) upper-level credits within a defined field of study
honours ¹	Minimum of thirty (30.0) upper-level credits within a defined field of study, a minimum of an additional six (6.0) credits of project-based research, and/or an honours thesis; upper-level GPA of 3.33 or higher
concentration	Minimum of twelve (12.0) upper-level credits within a defined field of study related to the focal discipline(s) of the student's primary Program of Study
minor	Minimum of fifteen (15.0) upper-level credits within a defined field of study outside the focal discipline(s) of the student's primary Program of Study
combined major	Minimum of thirty-six (36.0) upper-level credits within two defined fields of study

- 4.3 A double-minor option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to minors, in accordance with the Senate-approved [Minors Framework](#).
- 4.4 A double-major option, within the context of either the Bachelor of Arts Degree Framework or the Bachelor of Science Degree Framework, provides students with the opportunity to earn a BA or BSc degree through the completion of two Programs of Study leading to majors.
- 4.5 The double-minor and double-major options are not direct-entry Programs of Study. External applicants do not apply for admission to these multi-program options. The double-minor and double-major options represent paths of study that a student may have the option to complete.

5. BACCALAUREATE DEGREE REQUIREMENTS

- 5.1 All students enrolled in Programs of Study leading to baccalaureate degrees must satisfy the minimum baccalaureate degree requirements stated below. The baccalaureate degree requirements include the Cap Core general education framework and associated learning outcomes.² Students must satisfy these requirements in addition to program-specific and

¹ An honours Baccalaureate Specialization should not be conflated with term honours and graduation honours described in [S1989-02: Academic Honours](#) (CapU 1989).

² Approved by Senate, Cap Core originally applied to all Programs of Study leading to an Academic Credential at CapU. The Cap Core learning outcomes were approved by Senate on May 9, 2017. On November 5, 2019, Senate approved the modification of

framework-specific requirements that may also be applicable.

I. University CMNS/ENGL requirement: 3.0 credits
3.0 credits of undergraduate-level CMNS or ENGL, coursework excluding ENGL 100
II. Cap Core requirement: 30.0 credits
<p>Foundation: 6.0 credits in the first 30.0 credits</p> <ul style="list-style-type: none"> ○ Literacy: 3.0 credits of ENGL 100 ○ Numeracy: 3.0 credits from Senate-approved list of courses³ <p>Integration or Minor: 18.0 credits</p> <ul style="list-style-type: none"> ○ Culture and Creative Expression: 3.0 credits ○ Science and Technology: 3.0 credits ○ Self and Society: 3.0 credits ○ Discretionary Integration courses: 9.0 <p>The Integration requirement is waived for a student who earns a minor via a secondary Program of Study that requires at least 18.0 total credits.</p> <p>Professional Practice: 6.0 credits in the final 90.0 credits</p> <ul style="list-style-type: none"> ○ Experiential: 3.0 credits ○ Capstone: 3.0 credits
III. University breadth requirement: 24.0 credits
24.0 credits in disciplines outside of the primary Program of Study's focal discipline(s)
IV. Upper-level requirement: 45.0 credits
45.0 credits in courses at the 300- and/or 400-level
V. Total undergraduate-level requirement: 120.0 credits
120.0 credits in courses at the 100-, 200-, 300- and/or 400-level

5.2 Coursework that contributes to the fulfillment of one of the five university-wide baccalaureate degree requirements (I, II, III, IV, and V as above) may also be used to contribute to the fulfillment of one or more of the other four baccalaureate degree requirements. For example, coursework that contributes to the fulfillment of the Cap Core requirement may also be used to fulfill the University CMNS/ENGL, University breadth, upper-level, and/or total undergraduate-level requirements.

5.3 Coursework that contributes to the fulfillment of university-wide baccalaureate degree requirements may also be used to contribute to the fulfillment of program-specific and framework-specific requirements (e.g., the Bachelor of Arts Degree Framework and the Bachelor of Science Degree Framework).

6. LADDERING AND ACADEMIC CREDENTIAL PROGRAMS OF STUDY

Cap Core such that it exclusively applies to all Programs of Study leading to a baccalaureate degree and non-degree Programs of Study Laddering into baccalaureate degrees (see section 6).

³ The Senate-approved list includes all courses with numeracy, quantitative/analytical or joint numeracy quantitative/analytical designations.

- 6.1 Laddering is distinct from the inter-university action of transferring, such as block transfer agreements established between post-secondary institutions and course-by-course transfer requests.
- 6.2 In a Laddering context, coursework requirements for the lower-rung Program of Study ensure that all alumni of the lower-rung Program of Study will, if admitted, be able to progress through the upper-rung Program of Study without being required to complete “missing” or “incomplete” requirements. Based on the lower-rung Program of Study’s program learning outcomes, Laddering students should be as prepared for success in the upper-rung Program of Study as non-Laddering students sharing the same advanced standing.
- 6.3 If the upper-rung Program of Study leads to a baccalaureate degree, then the lower-rung Program of Study (such as one that leads to a certificate or diploma) must incorporate essential baccalaureate degree requirements that are indicative of students of the specific pre-established advanced standing.
- 6.4 Programs of Study with a Senate-approved Laddering relationship are exempt from the “second credential” stipulation within [S2017-04 Graduation](#).
- 6.5 Senate-approved Laddering options will be conveyed to students and prospective students via the University website and calendar.

7. AWARDING OF ACADEMIC CREDENTIALS

- 7.1 With the approval of Senate, Academic Credentials are awarded through the Registrar’s Office following a graduation assessment.

8. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

- 8.1 The Director, Academic Initiatives and Planning is responsible for managing and administering this procedure.