



SENATE STANDING COMMITTEE ON POLICY

Regular Meeting
Tuesday, January 6, 2026
2:00 p.m. – 4:00 p.m.
MS Teams

AGENDA

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| 1. Call to Order and Territorial Acknowledgement | 2:00 |
| 2. Approval of Agenda | 2:02 |
| 3. Approval of Minutes, November 4, 2025 | 2:04 |
| 4. Chair's Report | |
| 5. New Business | |
| 5.1. Election Of New Chair | Catherine Schwichtenberg 2:06 |
| 6. Items for Discussion | |
| 6.1. AR2 ADMISSION PROCEDURE – AMENDMENT..... | |
| Fiona Whittington-Walsh, Nadia Henwood | 2:20 |
| 7. Adjournment | |

SENATE STANDING COMMITTEE ON POLICY**Minutes of Regular Meeting
Tuesday, November 4, 2025
2:00 p.m. – 4:00 p.m.
MS Teams Online**

Present:**Voting Members**

Aimee Begalka, Chair
Iryna Karaush
Stef Ashton
Shalini Vanan
Kevin Lu
Taiwo Aderemi

Non-Voting Members

Catherine Schwichtenberg
David Burns
Jennifer Jordan
Nadia Henwood

Administrative Resources

Ruby Gupta
Michelle Molnar

Ex-Officio

Bruce Choy, President and Vice-Chancellor
Kwuntiltunaat (Kim Baird), Chancellor

Presenters

Josephine Chan

Not Present:**Voting Members**

Leland Dieno
Robin Huppmann

Non-Voting Members

1. Call to Order and Territorial Acknowledgement

The meeting was called to order at 2:01pm.

2. Approval of Agenda

Iryna Karaush, moved the agenda be adopted as circulated.

The motion carried.

3. Approval of Minutes, June 3, 2025

Taiwo Aderemi, moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

Catherine Schwichtenberg, Vice-Chair of Senate, provided the committee with Notice of Election of committee chair as the current chair, Aimee Begalka is stepping down from her role. She also provided a brief orientation about the role of the chair and the support extended by the Vice-Chair of Senate and Senate office during the tenure.

5. Items for Information

5.1. SR10 Travel Risk Management – Phase One

Josephine Chan, Special Assistant to the Provost on Policy and Academic Affairs, informed the committee that Phase 1 posting for policy SR10 is currently underway; the policy will be on the blog until November 10th 2025. The committee indicated they would like to be part of the policy revision consultation process so that the policy will come back as a future agenda item.

5.2. Omnibus Approach to Policy/Procedure Revision for Generative Ai

Josephine Chan provided the committee with a summary of work that has been done in the policy office to determine the best way to address Generative AI in policy at KPU. She informed the committee that an omnibus approach does not seem to be necessary at this point, and that she will consult with individual policy developers on necessary changes. She referred the committee to the attached KPU Gen AI Policy Analysis document.

6. Report of Special Assistant to Provost on Policy and Academic Affairs

Josephine Chan referred the committee to her report.

7. Adjournment

The meeting adjourned at 2:21 p.m.

SENATE STANDING COMMITTEE ON POLICY**Agenda Number: 5.1****Meeting Date:** *Tuesday, January 6, 2026***Presenter(s):** *Catherine Schwichtenberg*

AGENDA TITLE: Election of Committee Chair**ACTION REQUESTED:** Information**RECOMMENDED RESOLUTION**

Context and Background

Catherine Schwichtenberg, Vice-Chair of Senate, provided notice of election at the November 4th 2025 meeting.

Key Messages

1. All Senators and voting members who are members of the Senate Standing Committee are eligible to be elected as committee chair.
2. The chairs of senate standing committees are normally elected for a three-year term beginning in September.
3. This election is for the term January 6, 2026 – August 31, 2028.
4. Senators will be elected for a three-year term or for the term remaining in the Senator's term on Senate, whichever is shorter.
5. A member will be elected for a three-year term or for the term remaining in the member's term on the Committee, whichever is shorter.
6. The Vice-Chair of Senate will conduct the election.

Attachments

1. SSC Chair and Vice-Chair Responsibilities
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Submitted by

Catherine Schwichtenberg

Date submitted

December 10, 2025

Senate Standing Committee Chair and Vice-Chair Responsibilities

Workplan

- In consultation with the Vice-Chair of Senate, develops a draft annual workplan for the committee
- Finalizes the workplan with the committee
- Submits agenda items
- Ensures the committee receives necessary information in a timely fashion

Meeting Preparation

- Reviews documents submitted to Senate Office.
- Advises proponent and senate staff of any changes needed before the documents can proceed to committee
- Approves the draft agenda and supporting materials for distribution to the committee
- Cancels scheduled meetings as needed

Meeting

- Conducts the committee meetings.

After the meeting

- Reviews and edits draft minutes prepared by senate staff
- Advises on next steps for action items
- Emails members their action items
- Reviews attendance of committee members

Reports to Senate

- Prepares report for Senate to inform the Senate of current committee issues and activities
- Writes one-page report for the Senate Annual Report
- Other duties as required by individual standing committees.

SENATE STANDING COMMITTEE ON POLICY

Agenda Number: 6.1

Meeting Date: *Tuesday, January 6, 2026*

Presenter(s): *Dr. Fiona Whittington-Walsh, Nadia Henwood*

AGENDA TITLE: *AR2 ADMISSION PROCEDURE - AMENDMENT*

ACTION REQUESTED: Discussion

RECOMMENDED RESOLUTION

N/A

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

AR2 Admission Procedure and the English Proficiency Requirements in the University Calendar are being proposed for revision.

The Access applicant category in AR2 Admission Procedure is being proposed for revisions to remove existing barriers for students with intellectual, developmental, and/or learning disabilities, so that the students can be considered for admission to select programs at KPU through the Including All Citizens Pathway (IACP). Applicants who apply under the Access applicant category will be evaluated by a newly established Access Admissions Committee using the principles of Universal Design for Learning and inclusion.

To align with the proposed expansion of the Access applicant category in AR2 Admission Procedure, the [current English Proficiency Requirements in the University Calendar](#) will also need to be revised.

Nadia Henwood, Associate Vice President Enrolment Services and Registrar, is the Policy Developer for AR2 Admission.

Key Messages

1. AR2 Admission Procedure is being proposed for revision to remove barriers for students with intellectual, developmental, and/or learning disabilities to be considered for admission through the Including All Citizens Pathway (IACP).
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2. The current English Proficiency Requirements in the University Calendar must be revised and approved by Senate to align with the proposed changes in AR2 Admission Procedure.
3. The proposed changes to the English Proficiency Requirements (Senate) and AR2 Admission Procedure (Vice President Students), if approved by their respective approving jurisdictions, will become effective on September 1, 2026.

Resource Requirements

If Senate approves the revisions to the English Proficiency Requirements in the University Calendar, the Office of the Registrar will update and publish the changes in the 2026/07 University Calendar in the month of July 2026.

Implications/Risks

Ongoing barriers for students in the IACP Pathway, and the lack of opportunities for IACP students to be considered for admission to select programs at KPU.

Consultations

Dr. David Burns, Associate Vice President Academic

Zena Mitchell, Vice President Students

Dr. Fiona Whittington-Walsh, Lead Advisor on Disability, Accessibility, and Inclusion and faculty,
Department of Sociology

Office of the Registrar

Attachments

1. AR2 Admission Procedure English Proficiency Requirements Explanatory Brief
2. AR2 Admission Procedure Draft (Track Changed)

Submitted by

Josephine Chan

Special Assistant to the Provost on Policy and Academic Affairs

Date submitted

December 10, 2025

Revision to AR2 Admission Procedure and English Proficiency Requirements in University Calendar

A. Scope of Changes in AR2 Admission Procedure / English Proficiency Requirements in the University Calendar

AR2 Admission Procedure and the English Proficiency Requirements in the University Calendar are being proposed for revision.

1. AR2 Admission Procedure

It is proposed that the Access applicant category in AR2 Admission Procedure be expanded to remove barriers for students with intellectual, developmental, and/or learning disabilities so that they can be considered for admission to select programs at KPU through the Including All Citizens Pathway (IACP). Applicants who apply under the Access applicant category will be evaluated by a newly established Access Admissions Committee using the principles of Universal Design for Learning and inclusion.

2. English Proficiency Requirements (University Calendar)

To align with the proposed expansion of the Access applicant category in AR2 Admission Procedure, the [current English Proficiency Requirements in the University Calendar](#) will also need to be revised:

Undergraduate, Preparatory & Vocational English Proficiency Requirement addition

Admission Committee Recommendations
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Applicants who are assessed by the Indigenous Admissions Committee or Access Admissions Committee may be recommended to have satisfied the English proficiency at KPU.
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The following table outlines the scope of the propose revisions in AR2 Procedure, and a necessary revision that is required in the English Proficiency Requirements should the changes in AR2 Procedure receive approval, and the governance approval requirements for each:

	Proposed Revisions in AR2 Admission Procedure	Resultant Change in University Calendar
Scope of change(s) proposed	Expand “Access” applicant category.	Revise the current English Proficiency Requirements in the University Calendar.
Governance Approval Requirement	GV2 Procedure change - consultations, Phase One Posting, and final approval by Policy Sponsor.	Senate approval - SSCC makes recommendation to Senate for final approval.

B. Preliminary Consultations

Preliminary consultations with the following key persons/groups have been completed to date:

- Dr. David Burns, Associate Vice President Academic
- Dr. Fiona Whittington-Walsh, Lead Advisor on Disability, Accessibility, and Inclusion Including All Citizens Pathway (IACP)
- Nadia Henwood, Associate Vice President Enrolment Services and Registrar
- Josh Mitchell, Associate Vice President, Student Affairs
- Zena Mitchell, Vice President, Students
- Office of the Registrar
- Office of Equity and Inclusive Communities (in progress)

C. Next steps

The proposed revision to AR2 Admission Procedure requires the Policy Sponsor’s approval per GV2 Policy Protocol, and a subsequent revision to the existing English Proficiency Requirements in the University Calendar will be necessary to align with the revisions to AR2 Procedure.

The approval on the proposed revisions to AR2 Procedure is contingent on Senate’s approval on the English Proficiency Requirements in the University Calendar. Both sets of revisions must go through the same consultation timeline per GV2 Procedure Revision process.

However, if Senate does not approve the proposed revision to the existing English Proficiency Requirements, the proposed changes to AR2 Admission Procedure cannot proceed.

D. Proposed Timeline

Governance Requirements	Action / Meeting Date	Submission Deadline (if applicable)
Pre-Phase One consultations with SSC Policy	January 6, 2026	December 11, 2026
Pre-Phase One consultations with SSC Curriculum	January 7, 2026	December 10, 2026
3-week (15 working days) Phase One Posting for AR2 Procedure Change, including English Proficiency Requirement Change	January 12 – January 30, 2026 <u>Optional consultations:</u> SSC Policy (February 3, 2026) SSC Curriculum (February 4, 2026)	SSCP (January 20, 2026) SSCC (January 21, 2026)
Policy Developer finalizes AR2 Procedure, respond to feedback.	February 5 – February 11, 2026	
PUE's advice on AR2 Admission Procedure Changes.	February 19, 2026	February 12, 2026
Provost's approval on AR2 Admission Procedure Changes.	February 20, 2026	--
SSC on Curriculum provides recommendation to Senate on changes to English Proficiency Requirement.	March 11, 2026	February 25, 2026
Senate approves changes to English Proficiency Requirement in University Calendar.	March 30, 2026	March 16, 2026
Implementation/Effective Date of University Calendar Changes, AR2 Procedure Changes.	2026/27 Calendar publishes in July 2026 with an effective date of September 1, 2026	---

Policy History
Policy No. AR2
Approving Jurisdiction: Senate
Administrative Responsibility: Vice President Students
Effective Date: March 20, 2023

Admission Procedure

Refer to Section G of this document for a list of definitions in support of the Admission Policy and the Procedures in Support of the Admission Policy.

A. ASSESSING ADMISSION

1. Guiding principles

- a. All applicants to KPU will be assessed for English language proficiency. The level of English proficiency required will differ depending on whether an applicant applies to the graduate, undergraduate, vocational or preparatory level of studies. KPU’s English proficiency equivalencies will be endorsed by the appropriate Senate committee.
- b. The mechanisms used and criteria established for determining admission equivalencies, admission GPAs and associated grading conversion methodologies will be under the authority of the Office of the Registrar.
- c. Faculties will establish transparent criteria for assessment of interviews, auditions and portfolio reviews. To ensure quality assurance, a record of established criteria will be approved by the appropriate Faculty Council, maintained in the Office of the Registrar and published online.
- d. Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
- e. The University reserves the right to limit the intake size as necessary.

2. Admission categories

- a. Graduate Admission

- i. The admission type used to identify post-secondary studies at the graduate level. At KPU such credit is awarded on the graduate-level of the academic transcript. Admission criteria for graduate admission is determined by the Faculty, and approved by Senate.
- b. Undergraduate Admission
 - i. The admission type used to identify the post-secondary undergraduate-level of studies up to a master's degree. At KPU such credit is awarded on the undergraduate-level of the academic transcript. Admission criteria for undergraduate admission is determined by the Faculty, and approved by Senate.
- c. Vocational Admission
 - i. The admission type used to identify post-secondary educational training that provides practical experience, skills and knowledge for a particular occupational field, at the vocational level. At KPU such credit is awarded on the vocational-level of the academic transcript. Admission criteria for vocational admission are determined by the Faculty, and approved by Senate.
- d. Preparatory Admission
 - i. The admission type used to identify post-secondary studies at the preparatory level. There are two types of preparatory learning at KPU:
 - 1) Upgrading: post-secondary learning that prepares students for further studies (e.g. Academic and Career Preparation)
 - 2) Access Programs resulting in a preparatory credential (e.g. Citation in Employment and Community Studies).
 - ii. At KPU such credit is awarded on the preparatory-level of the academic transcript. Admission criteria for preparatory admission is determined by the Faculty, and approved by Senate.

3. Required documents

- a. Official Transcripts and Credentials
 - i. As part of the admission process at KPU, applicants are required to arrange for official transcripts and/or grade information from all previously attended secondary and post-secondary institutions to be sent directly to the Office of the Registrar or designate at KPU.
 - ii. A transcript is considered to be official only when it is sent directly to KPU from the originating institution or issuing body. Hard copy transcripts and credentials must be received in the original sealed envelope signed by the

institution or bearing an official stamp or seal or they will be deemed unofficial. Exceptions may be made when it is not possible for a transcript to be sent directly to KPU, provided the Office of the Registrar can reasonably determine the document's authenticity.

- iii. In reviewing secondary transcripts for English 12 and all other provincially examinable courses, KPU will accept the blended grade (classroom grade + provincial examination grade) OR the classroom grade — whichever is higher — for the purposes of admission.

b. Other documents

- i. As part of the admissions process at KPU, some programs may also require additional documentation to be submitted to KPU. These documents will be published within the admission requirements in the University Calendar. Applicants will be asked to provide these requirements as applicable once they have applied.
- ii. All documents submitted to KPU become the property of Kwantlen Polytechnic University. Neither the original document nor copies will be released to the applicant or anyone outside of the institution. Applicants who do not attend and wish to re-apply later may be required to submit a new set of documents.

B. CONFIRMING ACCEPTANCE OF ADMISSION

1. Qualified applicants who receive an offer of admission will confirm acceptance of the offer through payment of a confirmation deposit.
2. Admission to standard term studies is valid only for the intake indicated in the admission offer letter.
3. Applicants who accept an offer of admission and do not register on or before the specified deadline without notifying Admissions prior to the deadline will have their admission offer rescinded and will forfeit the confirmation deposit.

C. APPLICATION TIMELINES

1. Standard term

- a. Applications may be accepted as early as 11 months prior to the start of a program.
- b. Application deadlines are posted in the online admissions guide.

2. Fixed-term

- a. Applications may be accepted as early as 24 months prior to the start of the program.
- b. Application deadlines are posted in the online admissions guide.

D. APPLICANT SELECTION

1. Qualified candidates are selected for admission on a first-qualified, first-admitted basis, except where established admission requirements require a competitive assessment of applicants within the pool of qualified candidates. Applicant selection for programs with competitive admission is based on rank order. Programs will establish transparent criteria for ranking candidates and a selection-ranking rubric to support selection decisions.

E. ADMISSION WAITLISTING

1. Standard Term intakes

- a. When there are more qualified applicants than the intake size, qualified applicants may be waitlisted and offered admission to the Faculty or their second choice program.
- b. Applicants on the admission waitlist who are offered admission must respond to an admission offer within the time specified by Admissions by way of payment of the confirmation deposit.

2. Fixed Term Intakes

- a. Qualified applicants are placed on a waitlist and offers are released on an ongoing basis as seats become available for each intake. Applicants who have been offered admission to an intake will be permitted one refusal without losing their place on the waitlist and will be offered a seat in the next available intake. A second refusal will result in removal from the waitlist and re-application is required.

F. DEFERRAL / RE-APPLICATION

1. Deferral

- a. KPU will grant deferral requests in exceptional circumstances, on a case-by-case basis as approved by the office of the registrar or designate and deferral deadlines will be posted online.

2. Open Intakes

- a. A deferral of admission may be requested by the posted deadline for up to one year; however, deferrals may only be requested once and will be assessed on a case-by-case basis.
- b. Deferral requests will not normally be accepted for limited intake programs.

3. Re-application

- a. Students are required to re-apply for admission if any of the following apply:
 - i. They were initially admitted as a General Interest student.
 - ii. They were initially admitted as a Concurrent or Dual Credit Student.
 - iii. They do not register in courses for the term to which they were admitted, up to the end of the add/drop period for the standard term.
 - iv. They do not accept their offer of admission.
 - v. They are no longer classified as a current KPU student.

G. DEFINITIONS

1. Instructional Terms

- a. Standard Term

Standard terms are defined at KPU as Fall (September-December), Spring (January-April) and Summer (May- August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.

- b. Fixed-Term

Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.

2. Applicant Categories

The following categories are used to classify all applicants for admission to KPU on the basis of how they are qualified. These categories are comparable to classification systems at other BC universities. Applicants in all categories are subject to the published, Senate approved admission requirements.

- a. High School Graduate

- i. An applicant who is a graduate, or will be graduating from, a BC Secondary school prior to the start of the standard term of admission (or the equivalent from another school system in Canada or another country).

- ii. Applicants who have completed home-schooling may be considered on a case-by case basis and may require supplementary evidence of academic ability.
- b. Transfer
 - i. An applicant who has successfully completed 9 or more credits above the preparatory level from a recognized post-secondary institution.
- c. Mature
 - i. An applicant who will be 19 years of age or older on the first day of the standard term of admission.
- d. Indigenous
 - i. 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.
 - ii. Each applicant under the Indigenous admission category will be evaluated by the Indigenous Admissions Committee composed of at least one Indigenous faculty member, one representative of the Faculty to which the candidate is applying, one designated member of the KPU Indigenous Advisory Committee and one representative from Admissions. The committee will have the authority to recommend to the Registrar students for admission and determine if specific conditions are required for enrolment.
 - iii. Indigenous peoples refer to First Nations, Métis, and Inuit peoples of Canada. Candidates seeking admission consideration under this category must self-identify as an Indigenous applicant and provide supporting documentation. Indigenous applicants include status and non-status First Nations, Métis, or Inuit. Acceptable documentation of Indigenous heritage includes, but is not limited to a First nations, Inuit, or Métis status card. It can also include official letters from Indigenous organizations, or written or oral statements from Elders, or other verifiable and culturally appropriate documentation identified by the applicant. All documentation will be reviewed by the Indigenous Admissions Committee to ensure authenticity and alignment with the intent of this category.
- e. Access: The Access category allows students who have experienced barriers in their educational journeys to be considered for select programs at KPU. This includes students with intellectual, developmental and/or learning disabilities.

- i. Access Program: An applicant pursuing programming offered through KPU's Access programs department who is 18 years of age or older and has received The School Completion ("Evergreen") Certificate, may be admitted as an access student.
- ii. Select Programs: Applicants may be considered for select programs under this category. Applicants will be evaluated by the Access Admissions Committee using the principles of Universal Design for Learning and inclusion.
 - 1) The Access Admissions committee will be chaired by the Provost's Designate and may include two faculty members from the Faculty/program into which the student is applying, one Accessibility Services designate, one Office of Equity & Inclusive Communities designate and one Office of the Registrar designate. The committee may invite additional members as needed.
 - 2) The committee will set transparent standards for applicant review. The committee will have the authority to recommend to the Registrar students for admission and determine if specific conditions are required for enrolment.

3. Other Applicant Classifications

- a. General Interest
 - i. The General Interest applicant category is for non-credential-seeking students. Students may enroll in up to a maximum of 12-credits. Students admitted under the General Interest category may not earn a credential.
- b. Concurrent
 - i. An applicant enrolled in a BC secondary school who wishes to register in courses at KPU may be admitted as a concurrent student. The University reserves the right to limit the number of seats available to Concurrent students (in total and per section). The applicant must have the written consent of the parent or legal guardian, a high school transcript, and letter of support from the secondary school principal.
 - ii. In all circumstances the primary home of students admitted in the concurrent admissions category is understood to be the high school and school district to which they belong.
- c. Dual Credit
 - i. High school students enrolled in a BC High School with whom KPU has a partnership agreement may be permitted to take a limited number of

undergraduate courses at KPU. Continued registration as a dual credit student in subsequent semester(s) is contingent on the continued support of the secondary school principal and the student maintaining good academic standing.

- ii. In all circumstances the primary home institution of students admitted under the dual credit applicant category is understood to be the high school and school district to which they belong.

d. Exchange

- i. An exchange student is someone from one of KPU's approved partner institutions who has been nominated by their institution to come on an exchange to KPU. Exchange students may be of domestic or international status and pay tuition and fees to their home institution and not KPU.

d. Visiting

- i. A visiting student is someone who is attending a home institution and wishes to spend a period of time up to one year studying at KPU with the intent of taking credit earned at KPU back to the home institution. Visiting students must provide a Letter of Permission from their home institution.

4. Residency Classifications

a. Canadian Citizens

- i. 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.

b. Permanent Residents

- i. 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.

c. International

- i. International applicants are defined as those who do not possess Canadian citizenship or permanent resident status under Canadian immigration regulations.

d. Work Permit / Visitor's Visa

- i. Applicants who possess a work permit or a visitor’s visa are eligible to apply for admission and are assessed in the same manner as an international applicant.
- e. Convention Refugees
 - i. Upon presentation of documentation that confirms the applicant as a “protected person” by the Immigration and Refugee Board of Canada, applicants with convention refugee status will be assessed for tuition and fees in the same manner as a Canadian citizen / permanent resident.
- f. Refugee Claimant
 - i. Refugee Claimants will be assessed for admission, tuition and fees in the same manner as an International applicant. Applicants with a Refugee Claimant document must discuss their situation with an International Advisor prior to applying.
- g. Diplomatic Status
 - i. For those countries with diplomatic representation in Canada, applicants to KPU of diplomatic status (or those who are a dependent of a person of diplomatic status) are eligible to apply for admission and will be assessed for tuition and fees in the same manner as a Canadian citizen / permanent resident.

H. RELATED POLICIES & LEGISLATION

Bylaw 4 Fees

AR2 Admission

AC4 Student Evaluation and Grading

AC6 Recognition of Prior Learning