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A. Registration, Evaluation and Records

1.0 Course Registration

1.1 Permission to Register

To be eligible to register for an academic term, students must meet the following requirements:

- a) Students new to Carleton must be formally admitted to a degree or certificate program OR have submitted the required application for Special student studies;
- b) Returning students must be academically eligible to continue in their programs;
- c) There must be no outstanding account with the university;
- d) The student must not have been suspended from the university for disciplinary reasons;
- e) International students must be enrolled in or have received permission for exemption from the University Health Insurance Plan (UHIP).

Registration instructions and course offerings for the fall and winter terms are mailed to newly admitted and returning students. Information regarding summer term is available from the Registrar's Office normally by March 1.

1.2 Course Selection and Registration

Course selection must be completed according to the requirements of the faculty or school and major department(s) in which the student is registering. Students should seek the advice of their program adviser, academic unit or the Student Academic Success Centre when making course selections.

Students planning to undertake professional training beyond their undergraduate studies should ensure that their undergraduate programs meet the requirements for admission to, or registration in, their intended post-graduate program.

Acceptance by the University of a course registration does not exempt the student from any academic regulations.

All course selection and course change activity (adds, drops, withdrawals, change of section) is normally completed using the university's Web interface at carleton.ca/. These activities are limited by deadlines set out in the Academic Year section of this Calendar. It is the student's responsibility to meet these deadlines.

1.3 Payment of Fees

Registration is not complete until fee payment arrangements have been finalized with the University Business Office.

1.4 Withdrawal

The responsibility for taking all steps necessary for withdrawal from an individual course, from several courses, or from all courses resides with the student. Ceasing to attend classes, or informing an instructor of intent to withdraw does not constitute withdrawal. Withdrawal is normally completed by using the university's Web interface at carleton.ca. The official date of withdrawal is the date on which the student successfully completes the necessary withdrawal action.

Students must withdraw from courses on or before the appropriate last date for withdrawal as indicated in the Academic Year section of this Calendar. It is not possible to withdraw from a course or courses or from the University after the appropriate designated last date for withdrawal.

Withdrawal activity may affect academic standing as prescribed by regulations governing the program. Consult The Registrar's Office for information and guidance. A

student who withdraws from a course retains no academic credit for any part of that course. Withdrawing from a course may have serious consequences for scholarships, OSAP and other student financial support programs. Students are advised to consult the Awards Office for guidance.

Fee adjustments for students who are withdrawing from a course, courses, or entirely from the University will be calculated as of the date of successful completion of withdrawal.

1.5 Deregistration

The University may cancel a registration under the following circumstances:

- a) if it is determined that an applicant for admission has, in the process, provided false or incomplete information;
- b) if the student does not have, or present proof of when requested, the course prerequisite(s);
- c) if fee payment arrangements for a term are not completed according to registration requirements;
- d) if the student has been suspended from the university for disciplinary reasons.

1.6 Auditing Courses

Students may register to audit courses (i.e. attend without receiving credit) in addition to those courses being taken for credit. Although audited courses receive no academic credit, they are counted as part of the total course load for both academic and fee assessment purposes. Registration to audit requires the permission of the instructor. Access to courses for purposes of auditing is also limited by demand for credit space in courses. Some courses are not available for audit purposes. The deadline to change a course enrolment from credit to audit or audit to credit is the last day for course changes.

The Course Outline (see Section 2.2) may specify conditions, such as attendance, that must be satisfied for successful audit. If these conditions are met the notation Audit (AUD) is given; if the conditions are not met the notation Did Not Complete (DNC) is assigned.

1.7 Credit for Closely-Related Courses

The university recognizes three distinct close relationships between courses.

Courses preclude credit for each other if they contain sufficient content in common that credit may not be earned for more than one of the courses. Should two or more courses be taken that preclude each other, only one attempt will be available for program credit; the remaining attempt(s) will be forfeited. Courses that preclude each other are not necessarily considered equivalent and may not necessarily be interchangeable in fulfilling degree requirements.

Courses are equivalent if the appropriate academic unit(s) consider the content of the courses to be sufficiently similar that either course may be used to fulfil a program requirement. Courses designated as equivalent to each other preclude credit for each other: credit may be retained only for one of the attempts; the remaining attempt(s) will be forfeited. Examples of equivalent courses arise frequently in Advanced Standing and when new curriculum is introduced.

Two courses are cross-listed if they are the same course listed under two different subject codes, usually by two different academic units.

In all cases, credit will be given for only one of the courses in any equivalent, precluded or cross-listed pair. Students planning to enrol in such courses are advised to consult with their academic adviser in advance of registration to ensure that the course number under which they will be enrolling is appropriate to their program. Changes to resolve incorrect course selection due to equivalence, preclusion or cross-listing may not be made after the last day for course changes in the term.

1.8 Two-term Courses

Certain courses may be taught over two academic terms. Students are required to register in such courses twice, once in each term. The student must register in the same section in each term. These courses will be clearly identified in the registration material. The most common example is a 1.0-credit course taught over the fall and winter terms.

In place of a grade, the first term course will be assigned the notation CTN. The second term course will be assigned the final grade for the entire course. Credit will be given only for the complete course taught over two consecutive terms in corresponding sections. No credit will be given for part of the course.

1.9 Challenge for Credit

Challenge for Credit is a Carleton University policy that enables students to gain undergraduate academic credit for their own learning and experience through work and related professional development. It is not intended to overlap in scope with transfer of credits or admission with advanced standing.

Challenge for Credit is available only to students formally admitted to and registered in a program leading to a Degree or Certificate. Special students are not eligible to apply for Challenge of Credit. Students may challenge for credit in a course only if they are in good standing academically. A student may not challenge for credit more than once in the same course.

Credits obtained by challenge may not be used to satisfy the residency requirement for the student's degree program or major discipline (see Section 5.2).

This policy gives the student the opportunity to be examined on, and receive credit for, a recognized Carleton course without meeting the normal requirements of registration, attendance, and instruction. Students wishing to Challenge for Credit should inquire at The Registrar's Office and provide documentation to support the challenge. If the academic department, after an interview, is satisfied that the student has adequate experience and learning related to the course in question, it sets an appropriate examination. If the student is successful in the examination, the course is credited to his or her academic record.

Not all courses offered at the University are open to Challenge for Credit. Students seeking more information should contact the Registrar's Office.

1.10 Academic Petitions and Appeals

A petition is the initial request by a student for an accommodation with respect to a regulation. An appeal is a process by which a student may challenge the decision on a petition.

The procedures set out here are concerned with academic regulations and admission decisions. There is a separate review and appeal process for reconsideration of grades in term work and final examinations (see Sections 2.7 and 2.8). Concerns related to the offering of a particular course are within the jurisdiction of the Dean of the faculty offering the course.

A student seeking an accommodation with respect to an academic regulation submits a petition in writing to the Registrar's Office. A student seeking a reconsideration of an admission decision submits an application in writing to the Admissions Services Office.

Students not satisfied with a decision at the petition stage may initiate an appeal in writing, at the Registrar's Office or the Admissions Services Office.

2.0 Course Evaluation

2.1 Credit

To obtain credit in a course, students must meet all the course requirements for attendance, term work and examinations.

2.2 The Course Outline

The instructor is required to provide to the students of each course a formal statement called the course outline. The course outline must be given to the students before the last date for course changes, in a document distributed in class or posted at the class Web site.

The course outline must specify all the elements that will contribute to the final grade, and the weighting of each element.

The course outline may specify requirements that must be satisfied for the student to be eligible to write the final examination or the deferral of the final examination. If no such conditions are explicitly mentioned in the course outline, all students are eligible to write the final examination or, where circumstances warrant, to apply to the Registrar's Office for deferral of the final examination.

The course outline may also specify the requirements imposed on those auditing a course, including attendance, to successfully complete the audit.

2.3 Standing in Courses/Grading System

Standing in a course is determined by the course instructor, subject to the approval of the Faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points, is as follows:

A+	12	B+	9
A	11	B	8
A-	10	B-	7
C+	6	D+	3
C	5	D	2
C-	4	D-	1
		F	0

Grade points indicated above are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

The following percentage equivalents apply to all final grades at Carleton.

A+	90-100	B+	77-79
A	85-89	B	73-76
A-	80-84	B-	70-72
C+	67-69	D+	57-59
C	63-66	D	53-56
C-	60-62	D-	50-52
		F	0 - 49

Other grades and notations in current use by the University are as follows:

- F** Failure. No academic credit. The grade of F is assigned when the student has failed to meet the conditions of "satisfactory performance" defined in the Course Outline.

FND Failure with no deferred final examination allowed. No academic credit. The grade FND is assigned only when the student is absent from the final examination and has failed the course on the basis of inadequate term work as specified in the Course Outline.

Abs Absent from a required final examination. No academic credit. The notation Abs is assigned only when the student is absent from the required final examination and has achieved satisfactory performance during the term as specified in the Course Outline. Abs is equivalent to an F.

Aeg *Aegrotat*. Pass standing is granted under special circumstances by an academic appeal committee, in response to an application from or on behalf of a student, on the basis of course work when no further assessment is considered feasible. Aeg has no impact on the CGPA calculation.

Aud Audit. No academic credit. Indicates the course was not taken for academic credit, but that the student has the permission of the instructor to audit the course and has satisfied the conditions for successful audit of the course. Aud has no impact on the CGPA calculation.

DNC Did not complete the course. No academic credit or impact on the CGPA calculation.

In credit courses, the notation DNC may be assigned upon application to the appropriate appeal committee by a student, who, having achieved satisfactory performance during the term, and been granted a deferred final examination in the course then is unable to write the deferred examination due to continued and documented personal or medical reasons.

In the case of audited courses, the notation DNC is assigned by the instructor when the student has registered to audit the course and has not satisfied the requirements for successful audit.

CTN Continuing. This notation is assigned by the RSO only to the first half of a course taught as consecutive sections over two terms.

Wdn Withdrawn. No academic credit. Wdn has no impact on the CGPA calculation.

Ch Credit granted under challenge for credit policy. Ch has no impact on the CGPA calculation.

Sat Satisfactory performance in an ungraded program requirement or option. Sat has no impact on the CGPA calculation.

Uns Unsatisfactory performance in an ungraded program requirement or option. Uns has no impact on the CGPA calculation.

The following are interim notations that are, after due process, replaced with one of the grades above.

Def Final grade deferred for documented personal or medical conditions. Def is an interim notation assigned by the Registrar's Office. This notation must be replaced by a grade within the prescribed time or it is replaced with an F. (See 2.5, Deferred Final Examinations.)

IP In Progress. This interim notation is assigned only with the permission of the Registrar's Office when the final grade in a research thesis or project is not available before the deadline for grade submission. This notation must be replaced by a grade within the prescribed time or re-registration in the course will be required, or the IP is replaced with an 'F.'

The following notations are no longer in use by the University:

FNS Failure without access to a supplemental examination because of incomplete term work or unacceptably low standing. No academic credit.

FWS Failure with access to supplemental examinations.

2.4 Examination Regulations

Students writing tests and examinations should be aware of the rules governing examination conduct. These rules include those listed in the Instructional Offences section of this Calendar as well as those printed on the back cover of official examination booklets. Students may inform themselves of these latter rules at the Web address carleton.ca/senate.

It may be necessary to schedule mid-year and final examinations during the day for classes held in the evening and vice versa or on Saturday.

All tests and examinations, except laboratory examinations, oral and slide tests and other particular tests, are subject to the following rules:

- Tests or examinations given in class may not exceed the time allotted for the class;
- Final examinations in the summer term will be held in official examination periods;
- In courses numbered below the 2000-level, mid-year and final examinations will be held in the official examination periods;
- In courses numbered below the 4000-level, no tests or examinations may be held during the last two weeks of fall, winter or summer terms, or between the end of classes in a term and the beginning of formally scheduled examinations;
- In courses below the 4000-level, take-home examinations may not be assigned before the last day of classes and are due on the last day of the official examination period;
- In courses at the 4000-level, arrangements for examinations outside the official examination period are at the instructor's discretion but must be announced at least three weeks in advance.

2.5 Deferred Final Examinations

Students who are unable to write a final examination because of illness or other circumstances beyond their control may apply to write a deferred examination. Such applications must:

- be made in writing to the Registrar's Office no later than five working days after the original final examination or the due date of the take-home examination; and
- be fully supported in cases of illness by a medical certificate dated no later than one working day after the examination or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination.

The granting of a deferral also requires that the student has performed satisfactorily in the course according to the evaluation scheme established in the Course Outline, excluding the final examination for which deferral privileges are requested. This may include, among other conditions, a failure to (i) achieve a minimum score in the course before the final examination; (ii) attend a minimum number of classes; (iii) successfully complete a specific task (e.g. term paper, critical report, group project, computer or other assignment); (iv) complete laboratory work; (v) successfully complete one or more midterms; or (vi) meet other reasonable conditions of successful performance.

Aegrotat standing may be considered for applicants for deferred finals but will be granted only if a substantial proportion of the term work has been completed and is of high quality.

Students normally will not be given a deferral of a deferred examination. Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions will receive one of the notations Aegrotat (Aeg), Did Not Complete (DNC) or the grade F for the course as assigned by the appropriate appeal committee. The notation Aeg denotes a pass standing and is assigned only in cases where a substantial proportion of the term work has been completed and is at a high academic standard. The notation DNC denotes that the course has been neither passed nor failed and is assigned when satisfactory performance has been achieved during the term. In all other cases, the grade F is assigned. (see Standing in Courses, Section 2.3).

Students who have obtained approval for a deferred examination in an ITV course will not have access to tapes for the course after the end of the academic term of the original course.

Deferred final examinations are usually scheduled in the time period approved by Senate, unless alternate arrangements are made with the instructor. Normally, deferred final examinations are held in February for fall term courses, in June for fall/winter and winter term courses and in October for summer term courses, except where such a delay will delay graduation.

The deferred examination schedule is altered for certain mathematics, physics and statistics courses: MATH 0007, MATH 0107, MATH 1005, MATH 1007, MATH 1107, MATH 1009, MATH 1109, MATH 2004, MATH 2007, MATH 2008, MATH 2107, PHYS 1001, PHYS 1002, PHYS 1007, PHYS 1008, STAT 2507, STAT 2509, STAT 2605. For these courses, when the course is offered again the next term, the deferred final examinations are held in April for fall term courses, in December for summer term courses and, with the other deferred examinations, in June for winter term courses.

2.6 Deferred Term Work

In some situations, students are unable to complete a significant term assignment because of illness or other circumstances beyond their control, which forces them to delay submission of the work. If this happens late in the term, it may be necessary for the due date to be delayed beyond the deadline for reporting the course grades. The student should, in the first instance, consult with the course instructor. If a student is unable to submit an essential piece of term work in time for the determination of the final grade, the student may apply for a deferral of the assignment deadline. The application for deferred assignment must:

- be made in writing to the Registrar's Office no later than five working days after the last day of classes; and
- be fully supported in cases of illness by a medical certificate or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time the assignment was to be prepared.

If the deferral of the assignment is approved, the student will receive the interim notation *Def*, which will be replaced when the assignment has been submitted and graded. The final dates for submission of deferred term assignments are the following, unless alternate arrangements are made with the instructor:

Fall-term half courses: February 1

Fall/Winter and winter term courses: June 1

Summer term courses ending in June: August 1

Summer term courses ending in August: September 15

2.7 Review of Grades

Whenever possible, both during the term and after, concerns about the grading of student work should be

settled informally between the student and the instructor. The protocols described here are the procedures to follow when this informal process cannot be followed. The outcome of a review may raise, lower or leave unchanged the original grade.

2.7.0 Definitions

Term work consists of any assigned course work that is returned to the student on or before the date when the term ends as stated in the official schedule of the University. This date often differs from the last day of classes.

Final work is any assessed work received back later than this date. Final work includes, but is not limited to, final examinations.

2.7.1 Review of Grade for Term Work

A request for Review of Grade for Term Work is made to the instructor assigned to the course and the request can apply to any or all assignments, tests and other evaluations. The request must be made within 14 days of the day the grade is available to the student.

2.7.2 Review of Grade for Final Work

Students may request a Review of Grade for Final Work at the Registrar's Office. The course instructor conducts the Review of Grade for Final Work, or, if the instructor is not available, an alternate qualified reader designated by the Chair or Director. The request for this review normally must be made by January 31 for the fall term, by May 31 for the winter term and by September 30 for the spring and summer terms.

2.8 Appeal of a Grade

If the process of Review of Grade for Term Work or Final Work has not resolved the concerns, or if Review is not appropriate, and where reasonable grounds exist which suggest error in the grade assigned by an instructor, then an appeal of the grade may be made to the Dean of the faculty offering the course. The appeal is specific to the grade on a given piece of work, and more than one such grade may be appealed.

The Dean, designated Chair, or Director will assign assessment of the written or equivalent course work to at least one qualified reader other than the instructor. After due consultation, the Dean, as chief academic officer of the faculty, will assign the grade. The outcome of the Appeal may raise, lower or leave unchanged the original grade.

The Appeal must be submitted to the Registrar's Office with full supporting documentation within 14 days of the completion of the Review. If there was no Review, the Appeal must be submitted by January 31 for the fall term, by May 31 for the winter term and by September 30 for the spring and summer terms.

2.9 Academic Accommodation for Students with Disabilities

Carleton University is strongly committed to providing access and accommodation for all individuals with identified and duly assessed disabilities. The University has a Senate-approved policy on Academic Accommodation that forms part of its Human Rights Policy. This policy should be consulted for further information and is available at the front of this Calendar and online at: carleton.ca/equity. The policy promotes efforts to accommodate students with disabilities so that they will have the opportunity to meet learning objectives and be fairly evaluated in their performance. In no case, however, does academic accommodation negotiate away, lower, or remove the academic standards and learning objectives of any course or program at the University.

The Paul Menton Centre for Students with Disabilities is the designated unit at the University for assisting the Carleton community in integrating persons with disabilities into all aspects of Carleton's academic and community life. The Paul Menton Centre provides assessment of academic

accommodation, advises students on strategies to open a dialogue with instructors and acts as consultant, facilitator, coordinator and advocate in this area for all members of the University community.

The Paul Menton Centre provides individualized support services, based on appropriate and up to date documentation, to persons who are deaf or hard of hearing, with learning disabilities, attention deficit disorder (ADD), visual impairments, head injuries, physical disabilities including mobility impairments, or who have psychiatric, other medical or non-visible disabilities.

Students are responsible for applying for special services by making an appointment with the appropriate coordinator at the Paul Menton Centre. All requests will be considered on the basis of individual need. Students are advised to come to the Centre early in the term to discuss service requests.

Examination accommodations for all tests and examinations (in-class, ITV, or formally scheduled) must be arranged by specific deadline dates. Please consult the Paul Menton Centre for a list of deadlines for all examinations. Accommodation requests not made prior to the specified deadlines will not be fulfilled.

2.10 Academic Accommodation for Students with Religious Obligations

Carleton University accommodates students who, due to religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event. The University has a Senate-approved policy on religious accommodation that forms part of its Human Rights Policy, available at: www.carleton.ca/equity.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal written request to the instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term*, or as soon as possible after a need for accommodation is known to exist, but in no case later than the penultimate week of classes in that term. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Director of Equity Services. Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this officer.

*When a student's presence is required prior to the date on which classes begin (e.g. for field trips or orientation activities), any student who cannot meet this expectation of attendance for reasons of religious accommodation should notify the Registrar's Office in advance.

3. Records

3.1 Student Records Information

3.1.1 Names

As the University is committed to the integrity of its student records, students are required to provide either on application for admission or on personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation, students may be asked to provide proof of their name.

3.1.2 Addresses

Incorrect address information will delay the receipt of important academic information. Students must notify the Registrar's Office immediately of any change in:

- permanent or home address (used for registration information);
- local address (used for all mail during the academic term);
- telephone number for permanent address and for local address.

3.2 Records Retention Policy

Since 1990 the University has implemented a records retention policy which provides for the destruction of student file folders and their contents after a period of 10 years has elapsed since the last registration. This policy applies to those students who are formally admitted and registered in degree programs. Further information on this policy can be obtained by contacting Records and Registration Services.

3.3 Disclosure of Information

The Ministry of Colleges and Universities and Statistics Canada require that Carleton University provide to them information pertaining to a student's status and other personal information. Upon registration as a student, one is deemed to have agreed to the disclosure by Carleton University of the student's status and other selected personal information pursuant to any such requirement.

3.4 Student Status

When responding to a legitimate request from an external agency, the following definitions are used:

- a *full-time undergraduate student* is one who is registered in at least 1.5 credits per term
- a *full course load* is the normal maximum course load as defined by the student's program and evaluated term by term.

B. Academic Regulations for Degree Students

4.0 General Regulations and Definitions

4.1 The Comprehensive Regulations

4.1.1 The Senate of Carleton University may at any time require a student to withdraw from the University if his or her conduct, attendance, work or progress is deemed unsatisfactory.

4.1.2 Acceptance by the University of a registration does not exempt the student from any academic regulation.

4.2 Regulations Governing a Student's Program

Curriculum and regulations are subject to change as the University updates and improves its undergraduate program. These changes may include alterations to course offerings, program requirements and academic regulations. In establishing transition policies that determine how these changes will impact in-program students, the University is guided by the intent that students retain the same or improved overall opportunities to succeed.

The following policies are in effect:

4.2.1 A degree student who has been admitted to a program continues, in subsequent years, to be governed by the regulations in the Undergraduate Calendar of the year of admission. An exception is made for the requirements for a Minor, which may be taken from a subsequent Calendar.

4.2.2 If, in subsequent years, the student is readmitted to or reinstated in the same program or another program for any reason, the student will be governed by the regulations of the Undergraduate Calendar of the year of readmission or

reinstatement. An exception is made for the requirements for a Minor, which may be taken from a subsequent Calendar.

4.2.3 As changes are made, students may choose to complete their studies under new regulations that are introduced in subsequent years, provided they meet the requirements of these regulations. In such cases, students will be governed by both the regulations and program requirements of a single Undergraduate Calendar, dated the year of, or subsequent to, admission or readmission. An exception is made for the requirements for a Minor, which may be taken from a different, single Calendar.

4.2.4 Notwithstanding 4.2.1, when circumstances prevent regulations, program requirements or courses of a previous Calendar from continued application, appropriate replacement policies guiding students in adapting to the new situation will be developed and communicated to students.

4.3 Absence from the University

Degree students who have been away from the university for more than fifteen consecutive terms must apply for readmission through Admission Services.

4.4 Student Categories

The undergraduate students of the University are grouped in four broad categories: Degree Students, Certificate Students, Special Students, and Non-credit Students.

Within the Degree Students category, a further subdivision is defined as Degree Students Admitted with Additional Requirements. This subdivision includes:

- a) students admitted with a deficiency
- b) students readmitted with conditions
- c) credit ESL students

If a student Admitted with Additional Requirements fails to meet these conditions, they may not continue at the University for a period of one year and must then apply for re-admission if they wish to return.

The category of Certificate Students includes all students registered in the certificate and diploma programs identified in 11.0 Certificates and Diplomas. Those registered in other non-credit professional or development certificates offered by the university are not included. A student may be simultaneously both a Degree Student and a Certificate Student.

4.5 Types of Programs

The undergraduate programs of the university are divided into three categories.

Honours programs

These programs require 20.0 credits (and in a few cases more than 20.0 credits). With full time study and a normal course load, Honours programs are completed in four years. The Honours programs demand a higher academic standard than general programs.

General programs

These programs require 15.0 credits. With full time study and a normal course load, General programs are completed in three years. Two exceptional General programs (Geology and Biochemistry) require 20.0 credits and normally require four years for completion.

Engineering and Design programs

These accredited programs offered by the Faculty of Engineering and Design are in Engineering, in Industrial Design and in Architecture. These programs require at least 20.0 credits and with a normal course load and full time study require four years for completion.

4.6 Program Structure

Program Elements

The courses that make up a program are separated into certain standard categories that give the program

its structure, allow effective assessment of the student's progress and permit the inclusion of additional notations on the transcript and diploma.

In most programs certain course credits are identified as constituting the Major. The Major specifies the required course credits in one or more defined disciplines, themes, or fields that are the principal focus of a student's program. The Academic Performance Evaluation described below makes use of this distinction by calculating a Major average as well as an Overall average. A Combined Honours program may be structured with two Majors, one in each contributing discipline or, in some cases, as a single Major. A multidisciplinary program is structured as a single Major drawing together courses from several disciplines.

Some programs specify a limited set of credits that constitute a Core. These are courses of special importance to the program and are subject to specific CGPA requirements.

A Concentration or Specialization is a defined set of courses which provides a student with specific expertise, knowledge and/or practice and so further distinguishes the program in a recognizable way. The credits in the concentration or specialization may or may not be part of the Major. Successful completion of a concentration or specialization is recorded on the diploma.

A Stream is a pattern of courses within the program that guides the student's studies and is distinctive from other patterns, but does not result in a designation on the diploma.

Additions to a Program

An Option is an addition to a program the pursuit of which does not affect eligibility for the degree without the Option. Registration in the Option does not change the degree requirements. An example is the Co-operative Education Option.

Minors

A Minor is a defined set of courses in a discipline or field that either introduces or extends knowledge of that discipline or field. A Minor may have its own admission requirements. Minors are only available to students already registered as Carleton degree students. Each Minor requires at least 4.0 and at most 5.0 credits. In some circumstances, credits in excess of those required for the main degree may be required to complete the Minor. A maximum of two credits may count toward both the Minor and the Major or Majors of a student's program.

4.7 Year Status

Each summer, students in degree programs are given a Year Status according to the number of credits completed with passing grades and counting towards the degree. The categories are as follows:

First Year:

Fewer than 4.0 credits completed successfully and counting towards the degree.

Second Year:

4.0 through 8.5 credits completed successfully and counting towards the degree.

Third Year:

9.0 through 13.5 credits completed successfully and counting towards the degree.

Fourth Year:

14.0 or more credits completed successfully and counting towards the degree and in a program requiring more than 15.0 credits.

Programs in the Faculty of Engineering and Design identify specific courses that must be completed for a particular year status in that program, which does not necessarily conform to the above formula. Refer to the Engineering and Design section of this Calendar for details.

4.8 Undeclared Students

Degree students are considered "Undeclared" if they have been admitted to the degree but are not yet accepted into a program within that degree. The status "Undeclared" is available only in the B.A. and B.Sc. degrees. See the Undeclared section in the Programs section of this Calendar for recommended registration information. Normally, Undeclared students are required to be eligible to enter a program within their degree before reaching second year status. Undeclared students with second year status (see section 4.7 above) will not be allowed to register in courses. Undeclared students should consult the Student Academic Success Centre for guidance in planning their studies.

4.9 Changes of Degree and Program

Application is made through the Registrar's Office for admission, re-admission or re-instatement and permission to register in the following cases:

- students who wish to change to a different program or change program elements within the same degree;
- students who wish to add a Concentration, Specialization or Minor;
- students who, after being admitted, must take intensive ESL before being allowed to register in their degree program.
- students who have been away from the University for fewer than fifteen consecutive terms and wish to register in the same degree.

The following categories of students are required to reapply for admission through Admissions Services:

- currently registered students who wish, or who are required, to change their degree;
- students who have been suspended or debarred and wish to return to their original program after the required absence from studies at Carleton University;
- students who, after completing an undergraduate degree, wish to complete an additional undergraduate degree;
- students who have left the University and wish to return to a different degree;
- students who have left the University and, after attending another post-secondary institution (except on a letter of permission or exchange program), wish to return to Carleton University;
- Special Students who wish to be formally admitted to a degree or certificate program at Carleton University; and
- students who have been away from the University for fifteen or more consecutive terms.

4.10 Types of Courses

4.10.1 Course Categories

The requirements for a degree or program may include specific named categories of courses. These categories are defined either in the main degree section of the calendar or within the program description. In addition most degrees prohibit credit for some particular set of courses. Such courses can not be used even as "free electives." Students should refer to the regulations and course categories for their degree for details.

4.10.2 Courses Set Aside

Three categories of courses that do not contribute to the fulfilment of graduation requirements may appear on a student's record:

Extra to the Degree (ETD)

Passed credits that could have counted towards the degree but are in excess of the credits required for graduation.

These credits may be considered for advanced standing in a subsequent degree. This category includes, for example, passed credits at the 1000-level in excess of the 7.0-credit limit.

No Credit for Degree (NCD)

Passed credits that are ineligible for credit in the student's program. These credits may be considered for advanced standing in a subsequent degree. This category includes, for example, courses specifically prohibited from credit in a particular degree.

Forfeit

Courses that cannot be used for credit in this or any subsequent program. This category includes:

- repeated courses;
- failed courses replaced in the program requirements by a different course;
- courses considered equivalent to courses used to fulfil program requirements;
- courses placed in this category by an academic standing decision.
- courses placed in this category by an appeal committee.

5.0 Admission and Residency Regulations

5.1 Transfer of Credit Prior to Admission

When a student is considered for admission, credit may be granted for individual courses successfully completed at other recognized, degree-granting institutions, if:

- the individual courses are relevant to a student's proposed program; and
- the appropriate academic department recommends such action.

Each application is evaluated on its own merits.

5.2 Transfer of Credit Subsequent to Admission

Letter of Permission

Students who have been formally admitted to a degree or certificate program may take courses at other universities on Letters of Permission, and have the credits transferred to their Carleton programs. The following conditions must be met:

- the student must have completed successfully at least 4.0 credits at Carleton University;
- the student must meet the minimum CGPA requirements for graduation in his or her degree;
- the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission and Exchange (not including the University of Ottawa Exchange) will not be transferred, but the courses will be counted as attempts. A course taken on Letter of Permission and failed is counted as a discredit. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree, but will be counted as an attempt.

University of Ottawa Exchange Agreement

Degree Students may register to take courses at the University of Ottawa to be credited to their Carleton University degree. The following regulations apply:

- a) Students must be registered in a degree program and must be in good standing. In the case of first-year studies, a maximum of two half-credit courses may be taken at the University of Ottawa that year.
- b) Only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the exchange.
- c) At any registration, the cumulative total number of credits taken at Carleton and counting towards the degree must be greater than the total number of credits taken and/or proposed to be taken at the University of Ottawa.
- d) Courses taken under the Exchange Agreement shall not count as courses taken at Carleton under regulations requiring a minimum number of Carleton credits.
- e) Grades for courses taken on the Exchange Agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs. Applications and information about deadlines and registration procedures are available at the Registrar's Office. Students should note that space in courses may be limited and therefore applications should be filed well in advance of registration.

Students should consult the Registrar's Office for application forms and information on procedures and deadlines.

Students withdrawing from exchange agreement courses must notify the Registrar's Office by the appropriate deadlines, or a grade of Abs or F may be recorded. There may be financial implications.

International Exchange Agreements

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. For details on these exchanges, students should consult with the Registrar's Office and the Office of Carleton International at least one year in advance of the proposed exchange.

5.3 Minimum Number of Carleton Credits (Residency credits)

To be eligible for graduation with a Carleton degree, certificate or diploma, each student must present a certain number of credits earned at Carleton University which have not been presented to fulfil any degree that has been previously awarded including a degree or degrees at Carleton University. These are referred to as *residency credits*. Courses taken under the University of Ottawa Exchange Agreement do not count as residency credits.

All degree students must present a minimum of 5.0 residency credits at graduation.

Due to accreditation requirements, the minimum number of residency credits for students in the Faculty of Engineering and Design is half of the total number of credits required in the program.

To obtain an undergraduate certificate from Carleton University, students must present residency credits including a minimum of 4.0 credits taken at Carleton.

In addition, the credits taken at Carleton and presented at graduation, including both credits completed after admission and those completed within the last ten years for which advanced standing has been granted, must include:

- a) For Honours degrees, at least 3.0 credits in the major and at the 3000-level or above;
- b) For Combined Honours degrees, at least 1.5 credits in each major and at the 3000-level or above;
- c) For General degrees, at least 3.0 credits in the major and at the 2000-level or above;

- d) For any Minor, Concentration or Specialization, at least 2.0 credits;
- e) For a certificate or diploma, all required courses.

6. Program Regulations

6.1 The Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is the key assessment tool for performance evaluation. The CGPA is the ratio of the grade points earned on a set of courses to the total credit value of these courses. In calculating the CGPA the grade points contributed by each course are multiplied by the credit value of the course. So, for example, an A+ in a 0.5 credit course contributes $12.00 \times 0.5 = 6.00$ grade points. The CGPA is truncated to two decimal places (with no rounding).

The Overall CGPA includes all courses that satisfy requirements of the student's program or would have satisfied such requirements if a passing grade had been obtained. In particular, an F grade is included in the calculation until it is removed through course repetition or replacement. When a course is repeated, the most recent grade is used. All Carleton credits counting toward advanced standing in the degree program are included in the CGPA calculation. All credits obtained through the University of Ottawa Exchange agreement are included in the CGPA calculation.

Courses Extra to the Degree (ETD), No Credit for the Degree (NCD) or Forfeit are not included in the calculation of the CGPA.

A CGPA calculated for a program element, such as Major or Core, is calculated in the same way using only the courses in the program element.

6.2 Maximum Number of Credits Below the 2000-level

A student may count a maximum of 7.0 credits below the 2000-level toward fulfilment of graduation requirements.

Credits in excess of this limit will be set aside as Extra to the Degree (ETD), No Credit for the Degree (NCD) or Forfeit. This allows students to increase their CGPA by pushing out low grades below the 2000-level through replacement by higher grades at the same level.

6.3 Discredits

A *discredit* is:

- a) a course registration that results in a grade of F, FND, ABS, UNS, **or**
- b) a course registration that results in a grade other than Wdn, Aud, IP, DNC in a course that may only count once for credit in the degree and that is subsequently repeated.

The discredit has the same credit weight as the course. This definition includes courses taken on a Letter of Permission or on exchange.

A degree student is allowed a maximum of 5.0 credits of discredits after admission to the degree. Students admitted with advanced standing will have the maximum number of discredits adjusted on a *pro-rata* basis. Students in 5.0- or 6.0-credit certificate or diploma programs are allowed 2.0 credits of discredits.

If a student exceeds the maximum number of discredits before graduation they are Suspended from the degree, certificate or diploma. The student is Ineligible to Return if the degree uses this decision in place of Suspension. See also Section 7: Academic Performance Evaluation.

6.4 Course Load

In most undergraduate programs, the normal course load is the equivalent of 2.5 credits in each of the fall and winter terms

and the equivalent of 1.0 credit in each of the early and late periods of the summer term. In some degree programs, the normal load is as much as 3.0 credits in each of the fall and winter terms and up to the equivalent of 1.5 credits in each period of the summer term. Multi-term courses are considered to have their credit weight evenly distributed over the terms. For example, a two-term 1.0 credit course is considered to contribute 0.5 credit to course load in each term.

A student is registered in a course overload if the student is registered in more credit equivalents per term than the normal load for his or her program. Students with an Overall CGPA of 7.00 who have completed a minimum of 4.0 credits at Carleton may choose to register in a course overload, to a maximum of 0.5 credit above the normal course load for their program in each of the fall and winter terms and in either the early or late period of the summer term. Students requiring permission for course overloads in excess of these limits should contact the Registrar's Office.

6.5 Restrictions on Program Elements

A course is considered to be *double-counted* if it is used to satisfy both the requirements for:

- a) the Major (or Majors) and a Minor (See Note a); **or**
- b) a Minor, Concentration, or Specialization and any other Minor, Concentration or Specialization (See Note b)

At most, 2.0 credits in double-counted courses may be included in the credits offered to fulfil requirements at graduation.

Notes:

- a) In this regulation, the Major consists of the credits counting toward the Major CGPA. If the program uses only the Overall CGPA for assessment, then all credits are considered to be in the Major.
- b) Item ii refers to specializations and concentrations that constitute optional choices. In these cases the Major(s) can be completed with or without a concentration or specialization.

In other cases, a Concentration or Specialization is contained within the Major and constitutes a required choice for that Major. These Concentrations and Specializations are not included in item ii above.

6.6 Maximum Number of Program Elements

In addition to the student's Major or Majors, the maximum allowed combined number of Minors, Concentrations and Specializations for any student is two. Note that this restriction does not apply to the Co-op Option or to *Mention: français*.

6.7 Combined Honours Programs

In some cases Combined Honours programs are defined with a single unified Major incorporating the credits from both disciplines. In other cases, for example in the B.A. Honours degree, requirements are established separately by each discipline and combined according to the registration of the student in a particular Combined Honours pattern. In the latter case, when a particular course satisfies the requirements for both Majors, the course will be used to fulfil the requirements for one Major and a different course at the same level will be required to satisfy the other Major.

In the case of B. Humanities Combined Honours only, when a single course fulfils requirements for both the Humanities Major and the other Major, the credit will count for the other Major and the credit requirements for the Humanities Major will be correspondingly reduced.

7. Academic Performance Evaluation

7.1 Academic Performance Evaluation for Degree Students

Academic Performance Evaluation as described in this section applies to Degree and Certificate Students. The corresponding process for Special Students is described in Section 9, below.

Note: in addition to the regulations listed below, a number of programs specify additional requirements that must be fulfilled. Consult 7.5 below for additional information regarding: B.A.S., B.A. Hons. Law, B.A. Hons. and General Mass Communication, B.Com., B.C.S., B.Sc. Hons. Combined Chemistry and Computer Science, B.Math Hons. Combined Comp.Sci. and Mathematics, B.Hum., B.I.B., B.I.D., B.I.T. B.J., B.Math., B.Mus., B.P.A.P.M., B.Sc. Double Hons. Mathematics and Physics, B.S.W.

The Academic Performance Evaluation is the annual assessment of the student's status in his or her degree. The first evaluation is made, at the end of the winter term, for all students who have completed at least 4.0 credits. Subsequent evaluations occur at the end of the winter term following the completion of a minimum of 4.0 additional credits. A completed course is any course registration, including repeated courses, that results in a grade or notation other than WDN, IP, CTN, Aud or DNC. The basis of the evaluation is the student's Overall CGPA, Major CGPA and, where appropriate, Core CGPA. For students in combined programs Major CGPAs are calculated for each major where possible. The evaluation is made by comparing CGPAs to the minima required by the student's degree at the time of the evaluation. The possible outcomes of an Academic Performance Evaluation are: Good Standing, Academic Warning, Suspension, Debarment, or Ineligible to Return (ITR).

The status Good Standing signifies that a Performance Evaluation has found that the student fully meets the academic standards prescribed for the student's program and is eligible to continue in that degree.

The status Academic Warning signifies that the student's performance with respect to the academic standards of the degree is deficient. The student may continue in the degree but must clear the Academic Warning by achieving a Good Standing assessment at the next Academic Performance Evaluation.

The status Suspension signifies that the student must leave his or her program for at least one year. See Section 7.3. Suspension occurs if at least one of the following conditions applies:

- a) the student has an Overall CGPA that is less than 1.00;
- b) while on Academic Warning, the student has failed to achieve a Good Standing assessment at the next Academic Performance Evaluation;
- c) the student receives a failing grade in a given course on three separate occasions;
- d) the student has exceeded the maximum allowable number of attempts for the program;
- e) the student was Admitted with Additional Requirements and has failed to satisfy those requirements.

The status Debarment is reserved for cases in which the student's performance falls below a minimum standard after a first Suspension from the same degree. A Debarred student must leave his or her degree for at least three years. See Section 7.3.

The status Ineligible to Return indicates that the student's performance has fallen below a minimum standard for

the program and in consequence the student is removed from the program, and will never be readmissible to this program. The status ITR is restricted to some professional and limited enrolment programs where there is high demand for the program and limited space in its required courses. The student is eligible to continue at the University and may apply through Admissions Services for admission to another program.

7.2 Assessment in Concentrations, Specializations and Minors

In conjunction with the Academic Performance Evaluation, additional averages are calculated for program elements. The CGPA is calculated over the courses contributing to any Concentration, Specialization or Minor to which the student is admitted. These CGPA results are available for decisions on satisfactory or unsatisfactory performance in the program element. Students with a CGPA that is below the minimum required for a Concentration, Specialization or Minor will be removed from that Concentration, Specialization or Minor.

7.3 Readmission after Suspension or Debarment

Suspension is from a particular degree, not the University. Upon receiving notice of Suspension from one degree, students may seek admission, through Admissions Services, to other degrees of the University. Programs may accept such students in Good Standing if the student meets those requirements or on Academic Warning.

Students who have been Suspended will be inadmissible to their original degree for one year. Students who have been suspended and wish subsequently to be re-admitted to their original degree must petition through the Registrar's Office, providing an explanation of the circumstances leading up to the Suspension, what has occurred during the period of suspension, and what the student's goals now are.

Debarment is from degree, certificate and diploma studies at the University. After Debarment, students wishing to be considered for readmission to a Degree or Certificate program, must wait three years and then make an appeal to the Senate Undergraduate Studies Committee. On readmission after Debarment, students may be required to complete certain specific courses and to forfeit certain previously completed credits in order to provide a reasonable expectation of success. The CGPA will be based upon those credits, successful and unsuccessful, accepted upon readmission.

Students returning to the University after Suspension or Debarment will not have their CGPA re-started. At the point of re-admission, they may be allowed a pro-rated maximum number of discredits. Students required to withdraw by the University from a degree, diploma or certificate program are ineligible to register as Special Students for one calendar year.

7.4 Minimum CGPA Requirements

The standard CGPA requirements used in Academic Performance Evaluation are presented in Table 1. The minimum required CGPA increases with the number of credits included in the Overall CGPA calculation at the time of the Academic Performance Evaluation. Students with a CGPA close to the minimum at their first assessment will have to improve their academic achievement significantly in order to maintain the Good Standing status through to graduation.

The Standard Minimum CGPA Requirements for Minors, Concentrations, and Specializations are presented in Table 2. These are not used in the Academic Performance Evaluation but are used to determine continuation status in the program element.

Table 1: Minimum CGPA Requirements for Good Standing Status

Credits Included in the Overall CGPA	Honours Programs	Engineering and Design Programs	General Programs
0.0 to 5.0	Overall 4.00	Overall 3.00	Overall 3.00
5.5 to 10.0	Overall 4.50 Major 5.50	Overall 3.50	Overall 3.50 Major 4.50
10.5 to 15.0	Overall 5.00 Major 6.00	Overall 3.50	Overall 4.00 Major 5.00
15.5 or more	Overall 5.00 Major 6.50	Overall 4.00	

Notes

- For the General programs in Biochemistry and in Geology, requiring 20.0 credits, the steps in the minimum Overall CGPA are 3.00, 3.50, 3.50 and 4.00 and in the minimum Major CGPA are 4.50, 4.50, 5.00 respectively.
- Certain Honours programs may have a different Overall or Major CGPA from that indicated above.

Table 2: Standard Minimum Requirements for Minors, Concentrations and Specializations

Credits Included in the Overall CGPA	All students in Honours Programs	All students in Engineering and Design Programs	All students in General Programs
0.0 to 5.0	5.00	4.00	4.00
5.5 to 10.0	5.50	4.50	4.50
10.5 to 15.0	6.00	5.00	5.00
15.5 or more	6.50	5.00	

Note

- For the General programs in Biochemistry and in Geology, requiring 20.0 credits, the minimum required CGPA is 4.00, 4.50, 4.50, 5.00 respectively.

7.5 Additional Information Concerning Academic Performance Evaluation for Some Degrees and Programs

The standard regulations for Academic Performance Evaluation are modified for certain degrees and programs as presented in this section.

Bachelor of Architectural Studies

The B.A.S. degree follows the regulations for Academic Performance evaluation for Engineering and Design Programs with the following additions and amendments:

- The Bachelor of Architectural Studies program does not define a Major CGPA. Students are assessed at each Academic Performance Evaluation using their Overall CGPA and the Core minimum defined in 2 below.
- The Architecture Core consists of the following courses: ARCS 1005, ARCS 1105 [1.0], ARCS 2105 [1.5], ARCS 2106 [1.5], ARCS 3105 [1.5], ARCS 3106 [1.5], ARCS 4105 [1.5], ARCS 4106 [1.5].

Good Standing requires a grade of C- or better in each course of the Architecture Core.

- Students in Architectural Studies are either in Good Standing or on Academic Warning. Students who satisfy the conditions for Suspension at an Academic Performance Evaluation must leave the Architectural Studies program with the status Ineligible to Return (ITR).

Bachelor of Arts, Honours and General in Mass Communication

There is no Academic Warning status in Mass Communications. Students who are not in Good Standing

at any Academic Performance Evaluation must leave the program with the standing *Ineligible to Return*.

Continuation to Second Year

Continuation to second year in Good Standing requires that students complete 5.0 credits in first year, achieve a grade of B- or better MCOM 1101 or FYSM 1207 and have an Overall CGPA of at least 7.00.

The School also maintains a number of places in second year for students who wish to transfer from Carleton University or elsewhere. These spaces are limited and it may not be possible to grant admission to all applicants. Admission will therefore be on a selective basis with preference given to those candidates who show the highest promise of success. Normally, offers are made to students with an Overall CGPA of 10.00 or better.

Bachelor of Commerce

For purposes of Academic Performance Evaluation students in B.Com. are considered Honours students. Students in programs of the Eric Sprott School of Business who are not in Good Standing at any APE will be required to withdraw from the program with the standing *Suspended*.

Bachelor of Computer Science

Students in the Bachelor of Computer Science or in Combined Computer Science programs are subject to the following regulations:

At each Academic Performance Evaluation, Good Standing requires that the Major CGPA is at least 6.50 and Overall CGPA is at least 5.00. These are also the required minima for graduation.

Students who do not achieve the status Good Standing at any Academic Performance Evaluation will be required to leave the program with the standing *Ineligible to Return (ITR)*.

Bachelor of Humanities

The Bachelor of Humanities degree does not distinguish a set of courses forming a Major. Students are evaluated on the basis of their Overall CGPA and their Core CGPA.

Students are in Good Standing if the Overall CGPA at least 7.00 and the Core CGPA at least 7.00.

A student who is not in Good Standing but has Overall CGPA at least 6.00 and Core CGPA at least 6.00 is on Academic Warning.

A student is required to leave the program with the standing *Ineligible to Return* if either:

- a) the student was on Academic Warning and does not achieve *Good Standing* at the next Academic Performance Evaluation,
- or**
- b) the student has Overall CGPA less than 6.00 or Core CGPA less than 6.00 at any Academic Performance Evaluation.

The Humanities Core

HUMS 1000[1.0], HUMS 2000[1.0],
HUMS 3000[1.0], HUMS 4000[1.0]

Bachelor of Industrial Design

The Industrial Design program does not distinguish a set of courses forming a Major. Students are assessed at each Academic Performance Evaluation using their Overall CGPA and the Industrial Design Core.

Good Standing requires a grade of C- or better in each course of the Industrial Design Core.

Industrial Design Core

IDES 1300, IDES 1301, IDES 2300,
IDES 2302, IDES 3300[1.0], IDES 3301[1.0],
IDES 4300[2.0], IDES 4301, IDES 4302

Students in Industrial Design who are not assigned the status Good Standing or Academic Warning will be required to leave the program with the status *Ineligible to Return (ITR)*.

Bachelor of International Business

For purposes of Academic Performance Evaluation students B.I.B. are considered Honours students. Students in programs of the Eric Sprott School of Business who are not in Good Standing at any APE will be required to withdraw from the program with the standing *Suspended*.

The BIB defines a Language Core consisting of the required 4.0 credits in the language of specialization.

Good Standing in BIB requires:

At the first APE:

- Overall CGPA at least 4.50
- Major CGPA at least 6.00
- Language Core CGPA at least 6.00

At all subsequent APEs and at graduation:

- Overall CGPA at least 5.00
- Major CGPA at least 6.50
- Language Core CGPA at least 6.50

Bachelor of Information Technology

For purposes of Academic Performance Evaluation B.I.T. students are considered General students. In addition to the requirements for Good Standing specified in the Academic Regulations of the University, students in the Interactive Multimedia and Design program of the B.I.T. must present a Core CGPA of at least 4.5 in the following:

IMD 1000, IMD 1001, IMD 1002,
IMD 1003, IMD 1004, IMD 1005

Bachelor of Journalism

A student who not in Good Standing in the Bachelor of Journalism degree must leave the program with standing *Ineligible to Return*.

Continuation to Second Year

Continuation in Good Standing after the first Academic Performance Evaluation will be guaranteed only to First-year Journalism students who achieve a B+ or better in JOUR 1000[1.0] and an Overall CGPA of at least 8.00 in first year on 5.0 full credits. The School also maintains a number of places in second year for students who wish to transfer from Carleton or elsewhere. Normally, offers are made to students with an overall CGPA equivalent to 10.00 (A-) or better.

Continuation in Good Standing at subsequent Academic Performance Evaluations requires the standard minimum Major CGPA and Overall CGPA.

General Prerequisite

Students may not continue into 3000-level or higher courses unless the following three minimum requirements are met:

- (a) at least C standing in JOUR 2201[1.0];
- (b) a CGPA of at least 6.50 over the courses JOUR 1000[1.0], JOUR 2201[1.0], JOUR 2205 and JOUR 2501;
- (c) an Overall CGPA of at least 5.00.

Graduation

In addition to the graduation requirements of the Faculty, a candidate for the degree of Bachelor of Journalism with Honours must have:

- (a) a Major CGPA of at least 6.50,
- (b) a grade of C or better each reporting course,
- (c) a grade of C- or better in each other Journalism course,
- (d) an Overall CGPA of at least 5.00, and
- (e) be recommended for graduation by the School.

Bachelor of Mathematics

The standard procedures for Academic Performance Evaluation are followed with the following additions:

1. Good Standing at the first Academic Performance Evaluation (4.0 - 5.0 Included Credits) requires that the Major CGPA be at least 5.00 for Honours programs and at least 4.00 for General programs.
2. Good Standing at any Academic Performance Evaluation requires that the CGPA over the courses MATH 1007, MATH 1107, MATH 2007, MATH 2107 be at least 7.00 for Honours programs and at least 5.00 for General programs.

Bachelor of Mathematics, Combined Honours in Computer Science and Mathematics

Students in the Bachelor of Computer Science or in Combined Computer Science programs are subject to the following regulations.

At each Academic Performance Evaluation, Good Standing requires that the Major CGPA is at least 6.50 and Overall CGPA is at least 5.00. These are also the required minima for graduation.

Students who do not achieve the status Good Standing at any Academic Performance Evaluation will be required to leave the program with the standing Ineligible to Return (ITR).

Bachelor of Music

Academic Performance Evaluation for students in the B.Mus. degree is applied as follows:

The minimum requirements for Good Standing are:

1. If at most 15.0 credits are included in the Overall CGPA then the Major CGPA must be at least 6.00 and the Overall CGPA must be at least 5.00.
2. If more than 15.0 credits are included in the Overall CGPA then the Major CGPA must be at least 6.50 and the Overall CGPA must be at least 5.00.

Bachelor of Public Affairs and Policy Management

Students in the BPAPM are assessed by the standard Academic Performance Evaluation process with the following modifications:

Continuation to second year will be guaranteed only to those students who have an Overall CGPA of 7.00 or better and a grade of B- or better in PAPM 1000.

A Good Standing decision at any subsequent Academic Performance Evaluation requires a Major CGPA of at least 6.50 and an Overall CGPA of at least 6.50.

Students who do not achieve Good Standing at any Academic Performance Evaluation will be required to withdraw from the program with the status Ineligible to Return (ITR).

Bachelor of Science, Double Honours in Mathematics and Physics

Continuation in this program after first year requires an average of at least 9.00 on MATH 1002 and MATH 1102 and at least 9.00 on PHYS 1001 and PHYS 1002 or the equivalent mathematics and physics courses.

Bachelor of Science, Combined Honours in Chemistry and Computer Science

Students in the Bachelor of Computer Science or in Combined Computer Science programs are subject to the following regulations.

At each Academic Performance Evaluation, Good Standing requires that the Major CGPA is at least 6.50 and Overall CGPA is at least 5.00. These are also the required minima for graduation.

Students who do not achieve the status Good Standing at any Academic Performance Evaluation will be required to leave the program with the standing Ineligible to Return (ITR).

Bachelor of Social Work

Students in the Bachelor of Social Work program are assessed by the standard process of Academic Performance Evaluation, with the following exception.

Good Standing requires:

1. If the number of credits included in the Overall CGPA is at most 15.0, the Overall CGPA is at least 6.00 and the Major CGPA is at least 6.00.
2. If the number of credits included in the Overall CGPA is at least 15.5, the Overall CGPA is at least 6.00 and the Major CGPA is at least 6.50.

8. Graduation**8.1 Graduation Requirements**

In order for students to receive their degree, they must fulfil:

- a) all the requirements of the department(s), school(s) or institute(s) in which they are taking the degree;
- b) all Faculty regulations;
- c) all University regulations;
- d) all financial obligations to the University.

The student is responsible for meeting graduation requirements.

8.2 Application for Graduation

Students must apply for graduation. Completed applications must be received by the Registrar's Office by the following deadlines:

for Spring Graduation (June)
February 1

for Fall Graduation (November)
September 1

for Winter Graduation (February)
December 1

8.3 Minimum CGPA Requirements for Graduation

Table 3: Standard Minimum CGPA Requirements for Graduation

	Overall	Major or Majors	Concentration or Specialization	Minor
Honours Degrees	5.00	6.50	6.50	6.50
Engineering and Design	4.00	not used	5.00	5.00
General Degrees	4.00	5.00	5.00	5.00

Note: some programs have higher standards.

8.4 Recognition of High Academic Achievement

At graduation, students with high academic achievement may have this accomplishment recognized by a special notation on their transcript and Diploma. To be awarded High Honours, Highest Honours, Distinction or High Distinction, students must satisfy the appropriate regulations of their faculty and in addition the following university rules.

Graduating students in Honours degree programs qualify for graduation with High Honours or with Highest Honours if they:

- have completed a minimum of 10.0 credits toward the degree at Carleton University; (b) have achieved the standards for:

Highest Honours: Major CGPA of 10.00 or better and an Overall CGPA of 8.00 or better;

High Honours: Major CGPA of 9.00 or better and an Overall CGPA of 7.00 or better.

Graduating students in Engineering and Design programs qualify for graduation with Distinction or with High Distinction if they:

- have completed a minimum of half the credits for the degree at Carleton University;
- have achieved the standards for:

High Distinction: Overall CGPA of 9.50 or better;

Distinction: Overall CGPA of 8.00 or better.

Graduating students in General degree programs qualify for graduation with Distinction, if they:

- have completed a minimum of 10.00 credits toward the degree at Carleton University;
- have achieved a Major CGPA of 10.00 or better and an Overall CGPA of 8.00 or better.

C. Academic Regulations for Special Students

9. Regulations

9.1 Academic Performance Evaluation for Special Students

Academic Performance Evaluation for Special students is carried out at the same time as for Degree Students. Special students receive their first Academic Performance Evaluation when the student has completed 2.0 credits since the most recent admission to Special studies. Subsequent evaluations occur when the student has completed an additional 2.0 or more credits.

A Special student who has completed at least 2.0 credits of attempts and at most 3.5 credits at the time of the Academic Performance Evaluation is considered to be in Good Standing if their CGPA is at least 3.0; otherwise they have the status Academic Warning.

A Special student who has completed at least 4.0 credits at the time of the Academic Performance Evaluation is considered to be in Good standing if their CGPA is at least 4.00. A student not in good standing is either on Academic Warning or on Suspension.

Special students will be suspended from Special studies if:

- they are on Academic Warning at the time of a subsequent Academic Performance Evaluation and do not achieve Good Standing at that Academic Performance Evaluation, or
- their CGPA is less than 1.00 at the time of any Academic Performance Evaluation, or
- they have failed a specific course on three occasions, or
- they have accumulated 2.0 or more credits of discredits since admission to Special studies.

A suspended Special student may not return to Special studies for one year. Students who are required by the

University to withdraw from a degree or certificate program are ineligible to register as Special students for one calendar year.

9.2 Course Load

Special students normally may enrol in a maximum of 1.0 credit in each of the summer, fall and winter terms.

Special students who have completed at least 1.0 credit taken at Carleton University and have a CGPA of at least 7.00 may register in a maximum of 1.5 credits in each of the summer, fall and winter terms.

Special students may enrol in 2.5 credits in each of the fall and winter terms and in 2.0 credits in the summer term under either of the following conditions:

- The student is enrolled full time in a degree program at another institution and can present a Letter of Permission authorized by an appropriate official of the institution; or
- The student holds an undergraduate degree from a recognized institution and wishes to pursue further study for professional development or in preparation for entry into graduate study.

9.3 English Language Proficiency

Special students must satisfy the University English language proficiency requirement appropriate for their level of study at Carleton University.

10. Registration

10.1 Course Selection

Anyone wishing to be admitted eventually to a degree program is advised to note the specific Faculty requirements for course selection and the admission requirements for Special and Mature entrants as listed in this Calendar. Special students who have not completed an OSSD or equivalent may need to upgrade their qualifications by enrolling in courses at the 0000-level. Individuals seeking admission who need further information should inquire at Admissions Services.

10.2 Special Students Enrolling in Graduate-Level Courses

Anyone wishing to enrol in a graduate-level course as a Special student must obtain a letter of authorization from the Chair or Supervisor of Graduate Studies of the appropriate department. Anyone considering pursuing a graduate degree is urged to contact the Faculty of Graduate Studies and Research prior to registration as a Special student.

D. Academic Regulations for Certificates and Diplomas

11. Certificates and Diplomas

This section presents the academic regulations governing the following certificates and diplomas:

Certificate in French Language Studies
 Certificate in French Language Teaching and Learning
 Certificate in French Language Translation
 Certificate in Teaching of English as a Second Language
 Certificate in Public Service Studies
 Diploma in Sonic Design

Other non-credit professional and development certificate programs are offered by units of the university; these are not within the scope of this calendar.

12. Admission to Certificate Programs

12.1 Admission Requirements

The admission requirements for the various certificates and diplomas are listed in the Admissions Requirements section of this Calendar.

12.2 Transfer of Credit

In each certificate and diploma, at least 4.0 credits must be taken at Carleton, including all required credits. See also 5.2: Minimum Number of Carleton Credits.

13. Regulations for Certificate Programs

Certificate in French Language Studies

Certificate in French Language Teaching and Learning

Certificate in French Language Translation

- Offered by the Department of French
- The course requirements (6.0 credits) may be found in the French program section of this Calendar.
- Successful completion requires a CGPA of at least 6.50.
- May be taken concurrently with any Honours degree.
- No credit may be used to satisfy the requirements of both certificates.

Certificate in Teaching of English as a Second Language

- Offered by the School of Linguistics and Applied Language Studies
- The course requirements (5.0 credits) may be found in the Linguistics and Applied Language Studies program section of this Calendar.
- Students must pass an English proficiency test.
- Successful completion requires grades of C or better in all courses
- May be taken following successful completion of any undergraduate degree or concurrently with an Honours degree provided the Major CGPA in the Honours program is at least 7.00.

Certificate in Public Service Studies

- Offered by the School of Public Policy and Administration
- The course requirements (6.0 credits) may be found in the School's program section of this Calendar.
- Successful completion requires a C or better in at least half of the credits taken at Carleton.
- May not be taken concurrently with any undergraduate degree.
- Students who have already completed a degree are ineligible.

Diploma in Sonic Design

- Offered by the Department of Music
- The course requirements (5.0 credits) may be found in the Music program section of this Calendar.
- Successful completion requires CGPA at least 6.00.
- May be taken concurrently with B.A. Honours or General.

E. Student Conduct

14. Instructional Offences

The Senate of the University has enacted the following regulations for instructional offences:

Any student commits an instructional offence who:

1. cheats on an examination, test, or graded assignment by obtaining or producing an answer by deceit, fraud or trickery, or by some act contrary to the rules of the examination;
2. submits substantially the same piece of work to two or more courses without the prior written permission of the instructors from all courses involved. Minor modifications and amendments, such as changes of phraseology in an essay or paper, do not constitute a significant and acceptable reworking of an assignment;
3. contravenes the regulations published at an examination or which are displayed on the reverse side of a properly authorized examination booklet;
4. commits an act of plagiarism (which for the purpose of this regulation shall mean to use and pass off as one's own idea or product work of another without expressly giving credit to another);
5. disrupts a class or other period of instruction if he or she:
 - a) is a registered member of the class or period of instruction;
 - b) is warned to discontinue any act or behaviour reasonably judged by the instructor of the course or period of instruction to be detrimental to the class, and having ignored such warning is ordered by the instructor to leave and refuses to leave.

Any student found in violation of these regulations may be:

- a) expelled;
 - b) suspended from all studies at the University;
 - c) suspended from full-time studies;
- and/or:**
- d) awarded a reprimand;
 - e) refused permission to continue or to register in a specific degree program but subject to having met all academic requirements shall be permitted to register and continue in some other program;
 - f) placed on Academic Warning;
 - g) awarded an F or Abs in a course or examination.

Allegations of instructional offence may be investigated by instructors and/or departmental chairs and, in all cases, will be reported to the faculty Dean. The Dean will promptly advise, in writing, the student and the University Ombudsperson of the allegation and of the student's rights. The Dean will review the allegation and, if not resolved at that level, the allegation becomes subject to final disposition by a tribunal appointed by the Senate. Information about procedure governing tribunals is available from the Clerk of Senate, 607 Robertson Hall.

Allegations of Instructional Offence involving students participating in the Carleton/University of Ottawa Exchange program will be investigated according to procedures established at the host institution. The results of such investigations will be forwarded to the home institution for final disposition.

15. Offenses of Conduct: Discrimination and Harassment

15.1 Carleton University's Human Rights Policy

The University has in place policies and procedures to deal with allegations of discrimination and harassment, including sexual harassment. These are outlined in detail in the Carleton University Human Rights Policies and Procedures, effective May 1, 2001. The policy is available at: carleton.ca/equity.

15.2 Unacceptable Conduct

Unacceptable conduct is outlined in the policy and includes discrimination or harassment based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, political affiliation or belief, sex, sexual orientation, gender identity, age, marital status, family status, or disability/handicap within the meaning of the Ontario *Human Rights Code*. Unacceptable conduct also includes threatening, stalking and unwelcome communication either in person or through electronic or other means. For the three policy sections below, the definition of prohibited behaviour is described in the italicized section that follows.

From the *Anti-Racism and Ethnocultural Relations Policy*

"6. The University prohibits discrimination and harassment, including conduct on the basis of race, ancestry, place of origin, colour, ethnic origin and citizenship that:"

From the *Gender Equality Policy*

"6. The University prohibits discrimination and harassment, including conduct on the basis of sex, gender or gender identity that:"

From the *Sexual Orientation Equality Policy*

"5. The University prohibits discrimination and harassment, including conduct on the basis of sexual orientation or perceived sexual orientation that:"

- 5.1 *Is abusive, demeaning or threatening including behaviour such as name calling; derogatory remarks, gestures and physical attacks; or display of derogatory or belittling pictures and graffiti; or*
- 5.2 *Biases administrative and appointment decisions, employment and workplace practices, tenure, promotion, appointment, leave and salary determinations; or*
- 5.3 *Biases academic decisions such as admissions, grading, the application of regulations and requirements and scheduling of academic activities; or*
- 5.4 *Misuses power, authority or in uence; or*
- 5.5 *Discriminates in the provision of goods and services, or access to premises, accommodation and other facilities."*

From the *Sexual Harassment Prevention Policy*

"6. Sexual harassment occurs when an individual engages in sexually harassing behaviour or inappropriate conduct of a sexual nature that is known, or ought reasonably be known, to be unwelcome, and that:

- 6.1 *Interferes with the academic or employment performance or participation in a University-related activity for the person harassed; and/or*
- 6.2 *Is associated with an expressed or implied promise of employment-related or academic-related consequence for the person harassed (including reward, reprisal or condition of study or employment); and/or*
- 6.3 *Provides a basis for academic or employment decisions affecting the person harassed; and/or*

6.4 *Creates an abusive, demeaning, or threatening study, work or living environment for the person harassed; and/or*

6.5 *Excludes the person harassed from rights and/or privileges to which they are entitled.*

7. Sexually harassing behaviour may be physical, verbal or psychological. It may be conveyed directly or by telephone, writing or electronic means. Examples of inappropriate sexual conduct include:

- 7.1 *Unwelcome sexual solicitations, irtations or advances; sexually suggestive comments, gestures, threats or verbal abuse;*
- 7.2 *Unwarranted touching or physical contact of a sexual nature, coerced consent to sexual contact, or sexual assault;*
- 7.3 *Inappropriate display or transmission of sexually suggestive or explicit pictures, posters, objects or graffiti;*
- 7.4 *Leering, compromising invitations, or demands for sexual favours;*
- 7.5 *Degrading, demeaning or insulting sexual comment or content, including unwelcome remarks, taunting, jokes or innuendo about a person's body, sexuality, sexual orientation or sexual conduct;*
- 7.6 *Misuse of position or authority to secure sexual favours;*
- 7.7 *Persistent, unwanted attention or requests for sexual contact after a consensual relationship has ended; or*
- 7.8 *A course of sexualized comment or conduct that interferes with the dignity or privacy of an individual or group."*

15.3 Enforcement

Enforcement of this policy is carried out according to the procedures established in the policy. The procedures include the provision of advice and information to complainants and respondents and allow for various methods of informal resolution, including mediation.

Students with concerns regarding discrimination, harassment, stalking, sexist or racist behaviour, or any other prohibited action as outlined in the Human Rights Policy, should call or meet with a member of Equity Services for advice and guidance on how to handle the situation. This service is confidential and does not compel the student to take any further action.

Formal complaints must be made in writing and directed to the Dean or Vice President responsible for the area where the complaint took place. Staff in Equity Services are available to assist with the preparation of a formal complaint. Complaints must be made within 12 months after the last alleged incident of discrimination or harassment unless exceptional circumstances apply in which case the University Secretary may grant an extension of up to an additional 12 months.

15.4 Formal Procedures

The procedure for formal complaints is outlined below:

1. An allegation shall be made in writing to the Dean of the Faculty in which the program to which the respondent has been admitted belongs or, in the circumstances where the respondent has not been admitted to a program, to the Dean of the Faculty where the majority of courses in which the respondent has registered are administered. An allegation against a student in residence when made by another student in residence which involves the complainant's enjoyment of her/his accommodation shall be made to the Vice-President (Academic). The Dean, or the Vice-President (Academic), as the case may be, shall cause to have an investigation conducted

and, upon receipt of the report of the investigation, shall either 1) dismiss the allegation on the grounds of insufficient evidence or lack of jurisdiction by the University, or 2) accept that the allegation is founded and seek the agreement of the respondent to a remedy, or 3) refer the matter to the President. A Dean's dismissal of the allegation may be appealed, within ten working days, to the Vice-President (Academic) who may, in turn, either 1) again dismiss the allegation, or 2) accept that the allegation is founded and propose a remedy to the respondent, or 3) refer the matter to the President. In the case of students in residence, where the original allegation has been made to the Vice-President (Academic) and is dismissed, appeal shall be directly to the President who may either 1) again dismiss the allegation, or 2) accept that the allegation is founded and propose a remedy to the respondent, or 3) refer the matter to a tribunal appointed by the Senate.

2. In the instance where the matter has been referred to the President, the latter shall decide whether the University shall conduct a hearing before a tribunal appointed by the Senate.

If the allegation is proven, the tribunal shall decide upon one of the following sanctions:

The student may be:

- a) expelled;
- b) suspended for a period of time from all studies at the University;
- c) restricted in his/her use of University facilities;

and/or

- d) given a reprimand.

Should the President decide not to conduct a hearing before a tribunal, the allegation shall be deemed to have been dismissed, but the President shall give written reasons for such a decision, and these reasons shall be communicated to the parties involved.

3. In the instance where the complainant wants redress from the University without the involvement of the respondent, or where the respondent is unknown or is not a member of the University community, and/or where there is a claim that the University has failed or has been negligent in providing a safe, non-hostile environment, the allegation of an offence shall be made in writing to the President, who shall cause an investigation to be conducted. Upon receipt of the report of the investigation, the President may order any relief he/she deems fit, and shall give written reasons for the decision; which reasons shall be communicated to the complainant.

Information about procedure governing tribunals is available from the Clerk of Senate, 607 Robertson Hall.