

# Special Studies (Non-Degree)

300 Tory Building  
1125 Colonel By Drive  
Ottawa, Ontario, Canada K1S 5B6  
Tel.: (613) 520-3500  
Fax: (613) 520-3502  
Web site: www.carleton.ca/registrar

---

## Special Students

---

Any eligible person interested in pursuing learning opportunities as a non-degree student may apply for special student studies. Registration in credit courses is subject to course enrolment limits, prerequisite courses and/or departmental approval.

Registrarial services for special students are provided through the Registrar's Office.

---

## Proficiency in English

---

Special students are required to meet the University English Language Proficiency Requirements.

---

## Course Load

---

Special students may normally 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 5.0 credits during the fall/winter session and in 2.0 credits in the summer session under either of the following conditions:

1. 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*
2. 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.

---

## 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 a graduate degree is urged to contact the Faculty of Graduate Studies and Research prior to registration as a Special student. Special students enrolled in graduate-level courses are subject to Special student regulations and English language proficiency requirements outlined in the Undergraduate Calendar.

---

## Academic Performance Evaluation

---

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 accumulated 2.0 credits worth of attempts. Subsequent evaluations occur when the student has completed an additional 2.0 credits worth of attempts or more.

Special students who have completed at least 2.0 credits of attempts and at most 3.5 credits at the time of the Academic Performance Evaluation are considered to be in Good Standing if their CGPA is at least 3.0. Otherwise they will receive a status of *Academic Warning*.

---

## Visiting Students

---

Students who wish to attend Carleton to receive credits toward a degree program taken elsewhere are eligible to register at Carleton as Special students. Students must provide Continuing Education with a Letter of Permission from their home university well in advance of the session for which they plan to register.