CU Admin Conference 2022

CourseLeaf – What's New in 2022, FAQ

December 13th 2022

Natalie Phelan
Calendar Editor – Registrar's Office
courseleaf@carleton.ca

Carleton University

What's New (to see) in 22 (-23)

3.2 Academic Progression

3.2.1 Academic Continuation Evaluation for Degree Students

3.2.2 Three Attempts of a Course (Engineering)

3.2.3 Readmission after being Ineligible to Continue

3.2.4 The Cumulative Grade Point Average

3.2.5 Assessment in Program Elements

3.2.6 Minimum CGPA Requirements (Including Specific Requirements for Certain Degree Programs)

3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees

6. ACADEMIC REGULATIONS FOR SPECIAL STUDENTS

6.1 Special Students

6.2 Application

6.3 Proficiency in English

6.4 Course Selection

6.5 Course Load

6.6 Academic Continuation Evaluation for Special Students

6.7 Special Students Enrolling in Graduate-level Courses

Sections 3.2 and 6.6 contain ACE information.

ACE applies to all degree and special students, regardless of their admit term/catalog year.*

*Except some B.Eng students who still follow the 3F rule instead of 3 Attempts.

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What's New (to see) in 22 (-23)

3.4.6 Minimum CGPA Requirements for Graduation

Students in an Honours program who have completed 15.5 credits or more, but have a Major CGPA less than 6.00, will be placed in a corresponding non-honours program where applicable, provided they meet the minimum overall CGPA required for continuation. The student may apply to change this program within the degree, as long as they would be *Eligible to Continue* (EC) in the subsequent program. Honours programs with no corresponding non-honours program will be assessed using the program rules reflected in Section 3.2.7 of the *Academic Regulations of the University*.

Note: students in the Bachelor of International Business (Honours) and Bachelor of Commerce (Honours) must refer to the Program Regulations for Business.

New information in Section 3.4.6 which describes what happens as Honours students approach graduation.

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What's New (to see) in 22 (-23)

5.4.3 First Year Grading Policy

For students entering their first year of studies at Carleton with no previous post-secondary studies the following grading policy shall apply during the **first two terms** of registration in a Carleton undergraduate degree program:

1. Any F or UNS grades earned in any course taken will be automatically converted to NR (No Record). **Note:** NR will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.
2. Any passing grades earned in any course may be converted to a CR (Credit), at the request of the student, to a maximum of 2.0 credits during the first two terms. Students must request conversion prior to the last day of registration for the following term. **Note:** CR will be recorded on the transcript, and the earned grade will be retained for internal use and accessible for other purposes as required.
3. All non-financial WDNs of courses taken under this policy will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.

First year grading leniency is described in Section 5.4.3.

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What's New (to see) in 22 (-23)

Table 1: Minimum CGPAs Required in New Program Element

Program Credits Completed	Honours	15 Credit Non-Honours	20 Credit Non-Honours
0.0 to 5.5	Overall 4.00	Overall 4.00	Overall 4.00
5.75 to 10.0	Overall 4.00, Major 5.50	Overall 4.00, Major 3.00	Overall 4.00, Major 3.50
10.25 to 15.0	Overall 4.00, Major 6.00	Overall 4.00, Major 4.00	Overall 4.00, Major 3.50
15.25 or more	Overall 5.00, Major 6.50	N/A	Overall 4.00, Major 4.00

Section 3.1.9 now has a chart to show minimum CGPAs referenced when changing program elements.

4. EXAMINATIONS

4.1 (Undergraduate) Examination Regulations

4.2 Examination Rules of Conduct

4.3 Deferred Final Examinations

4.4 Deferred Term Work

Sections 4.3 and 4.4 updated to refer to the self-declaration form.

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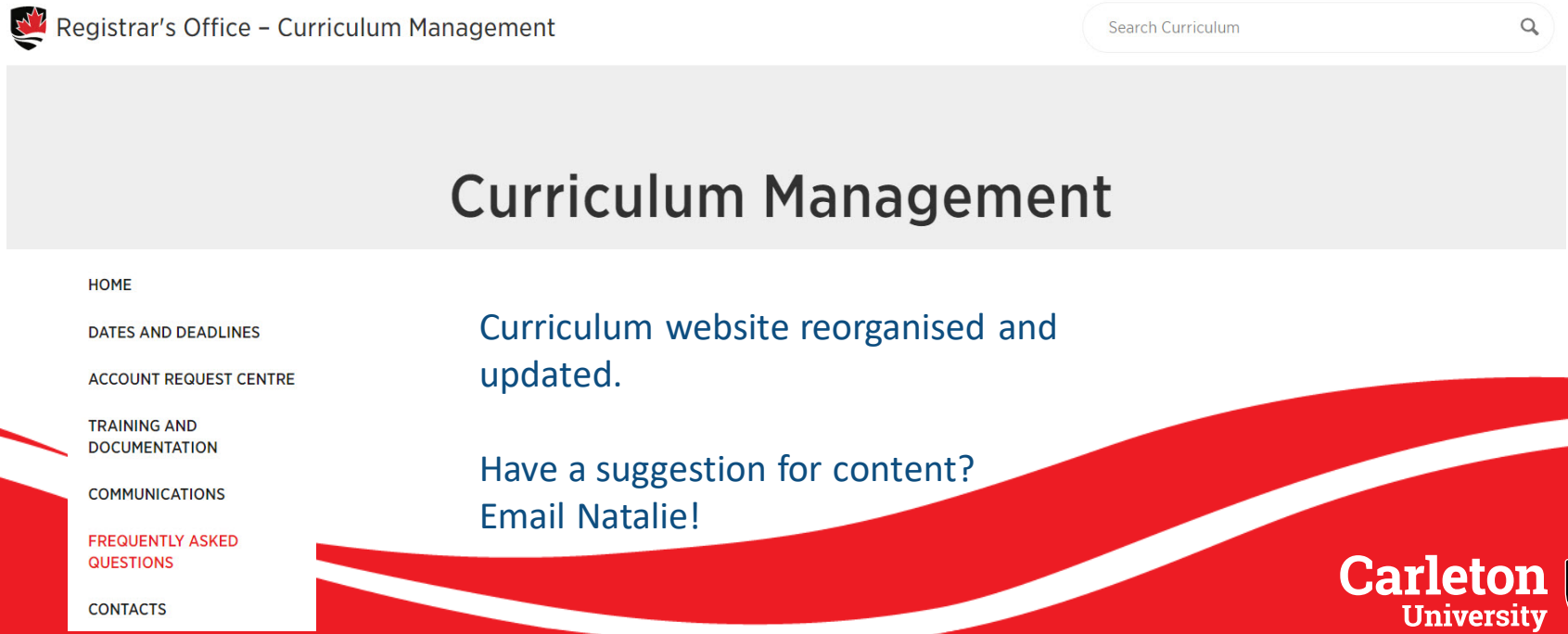
What's New (to see) in 22 (-23)

carleton.ca/curriculum



Curriculum website reorganised and updated.

Have a suggestion for content?
Email Natalie!

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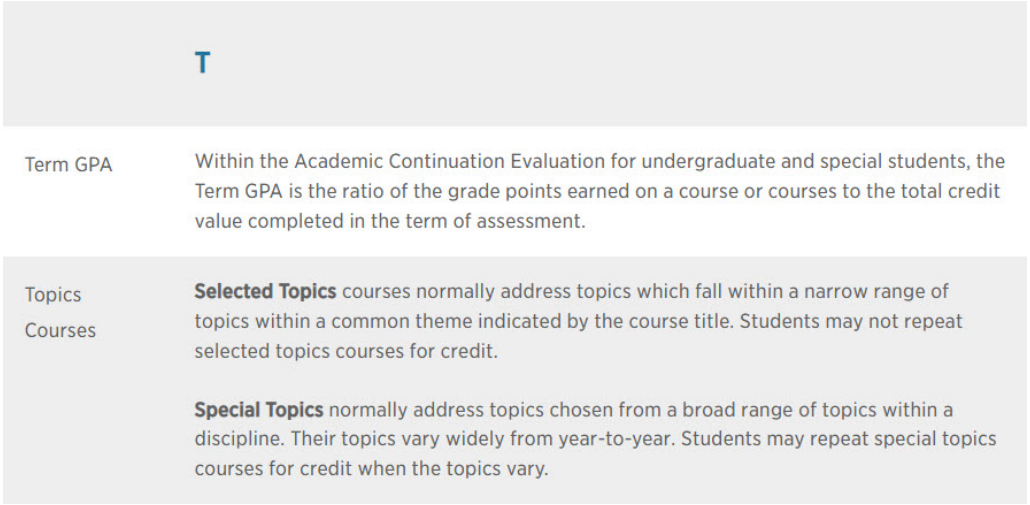
FAQ – selected vs. special topics



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Term GPA	Within the Academic Continuation Evaluation for undergraduate and special students, the Term GPA is the ratio of the grade points earned on a course or courses to the total credit value completed in the term of assessment.
Topics Courses	**Selected Topics** courses normally address topics which fall within a narrow range of topics within a common theme indicated by the course title. Students may not repeat selected topics courses for credit. **Special Topics** normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.

A Courseleaf enhancement to help with question of selected vs. special topics is coming…soon.

We have Glossary definitions!

Review your course offerings to see if they fit into one of the two categories.

Want to change the title or description? Just get in touch; these are collateral changes so don't have to go through workflow if you're "cleaning up".

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FAQ – selected vs. special topics

Selected Topics courses normally address topics which fall within a narrow range of topics within a common theme indicated by the course title. Students may not repeat selected topics courses for credit.

ECON 4209 [0.5 credit]

Selected Topics in the History of Economic Thought

The development of economic thought through time in relation to selected economic problems.

Precludes additional credit for ECON 4105 (no longer offered).

Prerequisite(s): ECON 2030 with a grade of C+ or higher or ECON 2003 (no longer offered) with a grade of C+ or higher, and ECON 2103 with a grade of C+ or higher.

Also offered at the graduate level, with different requirements, as ECON 5209, for which additional credit is precluded.

Lectures and/or seminars three hours a week.

Selected topics cannot be repeated.

Narrow selection of content amid a broader theme.

Try to avoid using the word “special” in the course description!

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FAQ – selected vs. special topics

Special Topics normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.

CGSC 4900 [0.5 credit]

Special Topics in Cognitive Science

The topic of this course will vary from year to year. Students may register in more than one section of CGSC 4900 but may register in each section only once.

Prerequisite(s): each section will have its own prerequisites and permission of the department if is required.

Seminar three hours per week.

A special topics course can be repeated.

Each section of a special topics course needs a title in SSASECT which specifies the subject matter.

Avoid the word “selected” in the course description!

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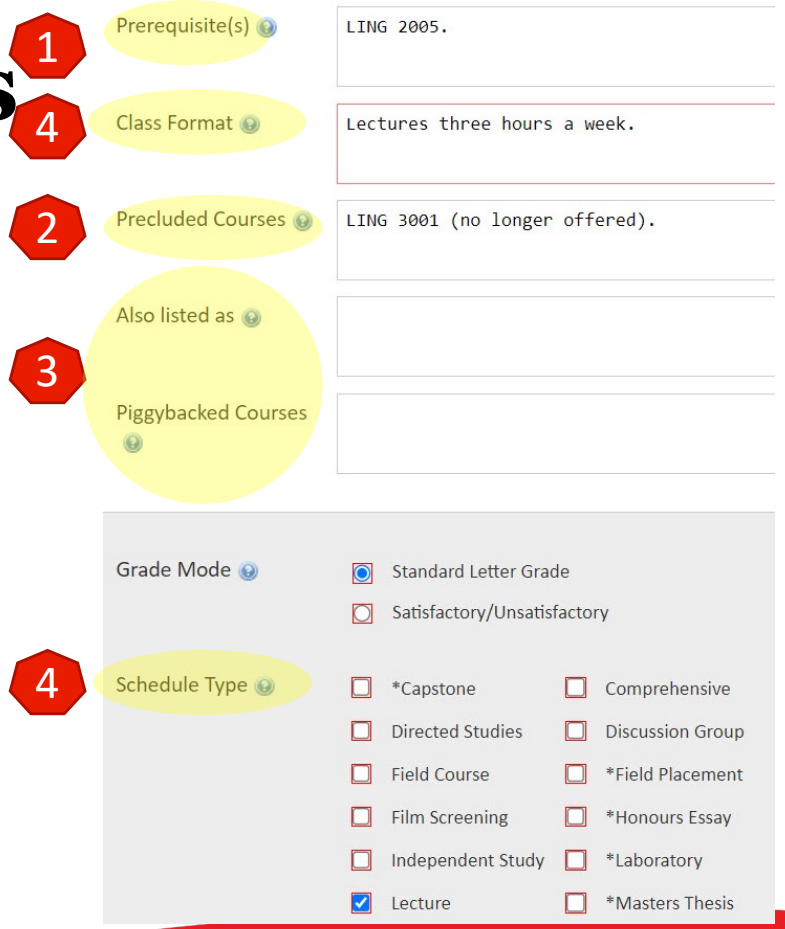
Course considerations

1. Prerequisites: use brackets to group options together, commas for separation, free text is allowed, **end with a period.** Courses no longer offered are **not** included.

2. Preclusions: include (no longer offered) for approx. 7 years after course is deleted. Separate courses with a comma, and **end with a period.** Must be **reciprocated**.

3. Also listed as = cross-list between UG-UG or GR-GR courses. Must be reciprocated, and must have the same title and description. Changing a cross-list relationship requires support of the sister-unit. **End with a period.**
Piggyback = cross-list between a UG and a GR course. **Do not end the statement with a period!**

4. Class Format: free text field, ending with a period.
Schedule Type: check all boxes that correspond with info in the Class Format statement. Feeds into Banner and DCU so accuracy is paramount!



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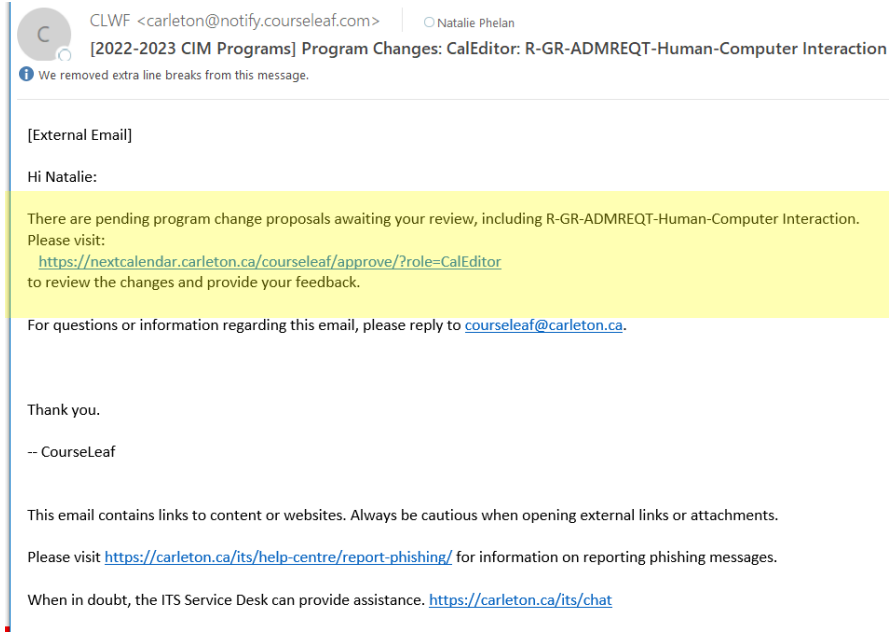
FAQ – Email notifications



CLWF <carleton@notify.courseleaf.com> Natalie Phelan

[2022-2023 CIM Programs] Program Changes: CalEditor: R-GR-ADMREQT-Human-Computer Interaction

We removed extra line breaks from this message.

[External Email]

Hi Natalie:

There are pending program change proposals awaiting your review, including R-GR-ADMREQT-Human-Computer Interaction.
Please visit:
https://nextcalendar.carleton.ca/courseleaf/approve/?role=CalEditor
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to courseleaf@carleton.ca.

Thank you.

-- CourseLeaf

This email contains links to content or websites. Always be cautious when opening external links or attachments.

Please visit https://carleton.ca/its/help-centre/report-phishing/ for information on reporting phishing messages.

When in doubt, the ITS Service Desk can provide assistance. https://carleton.ca/its/chat

- When something reaches a workflow step that you're associated with (also called a role), an email notification is generated for all role members.
- Indicates that someone needs to review and approve the proposal, providing feedback if necessary.
- FYI only:

No approval is necessary; this is for your review only.

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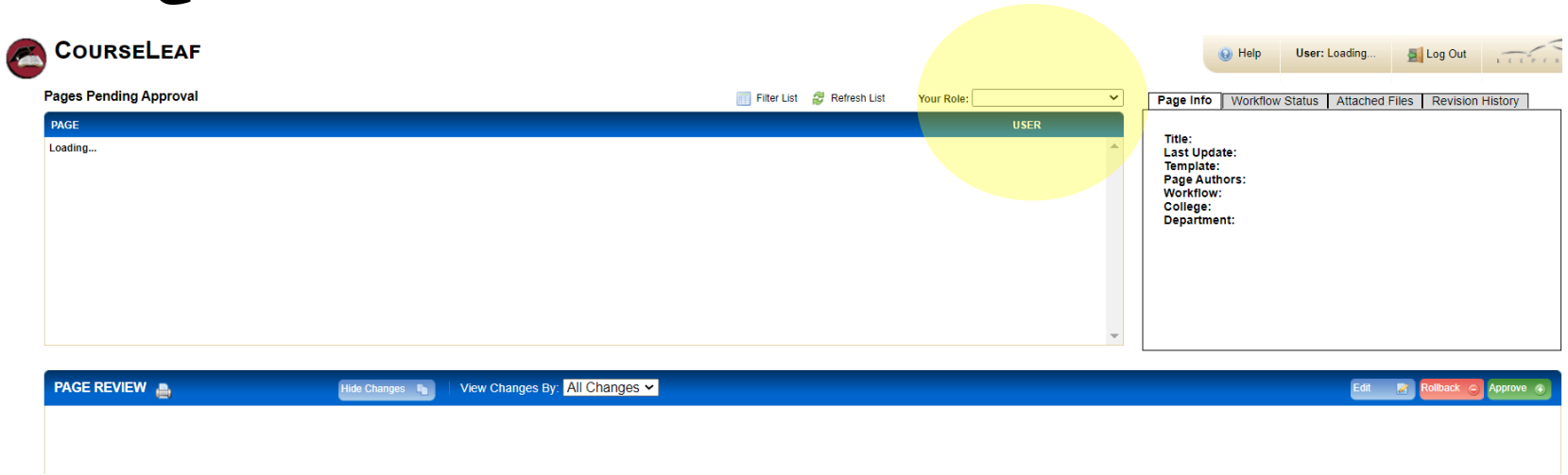
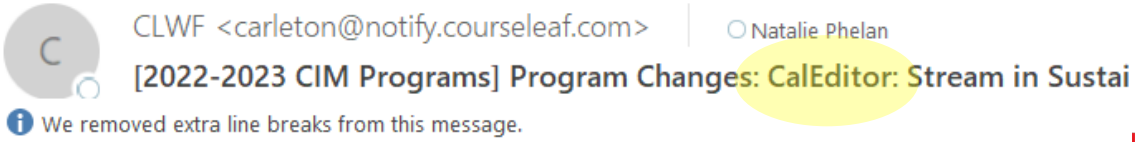
FAQ – Email notifications



- This page loads very slowly!
- Nothing appears? Don't worry!
- Remember to choose the correct role.



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FAQ – Email notifications

- Do all role members *have* to get the email notifications?
  - If you only want one role member to receive emails, let me know and I'll adjust the settings.
- My unit uses a shared inbox; can the emails go there?
  - Absolutely; this is a great option if multiple people need to track curriculum changes and have access to one email account. Let me know where you'd like them to be sent!
- I'm getting notifications for a role I'm no longer associated with?
  - Courseleaf fixes the workflow notifications when a proposal is first submitted into workflow, so if the members change, the emails aren't redirected.

Thank you!

Please enjoy this encore presentation of the 2021 conference session!

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CU Admin Conference 2021

CourseLeaf – Intro, Overview, Tips

December 8th 2021

Natalie Phelan

Calendar Editor – Registrar's Office

courseleaf@carleton.ca

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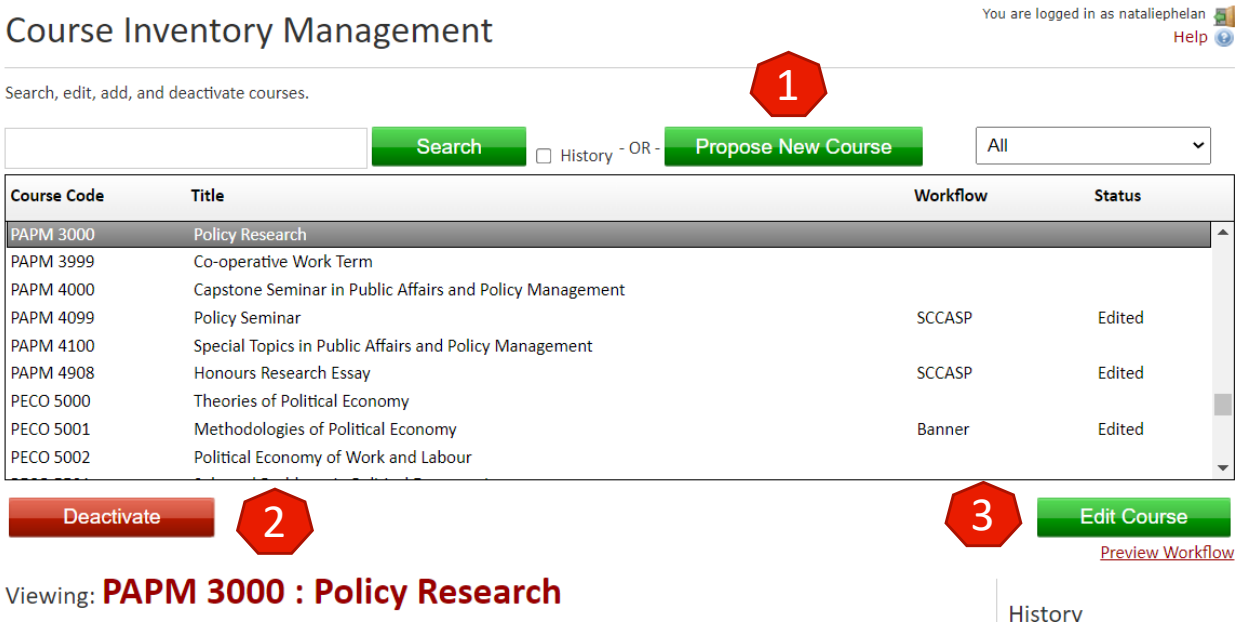
Suggested bookmarks

- CourseLeaf access page → https://carleton.ca/curriculum/courseleaf-access/
- Course Inventory Management → https://nextcalendar.carleton.ca/courseadmin/
- Program Management → https://nextcalendar.carleton.ca/programadmin/
- Next Calendar → https://nextcalendar.carleton.ca/
- CourseLeaf console → https://nextcalendar.carleton.ca/courseleaf/

- Live Calendar → https://calendar.carleton.ca/
- RO intranet site → https://i.carleton.ca/registrar/curriculum-and-calendar/

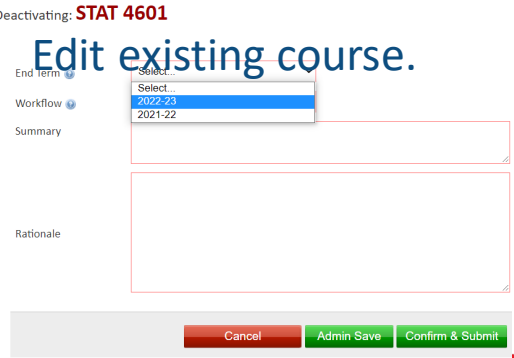
Courses



1. Create a new course. To find an available code, run the GREPORT sch_crse_numbers _not_to_use.

2. Delete a course. Effective the next academic year.

3. Edit existing course.



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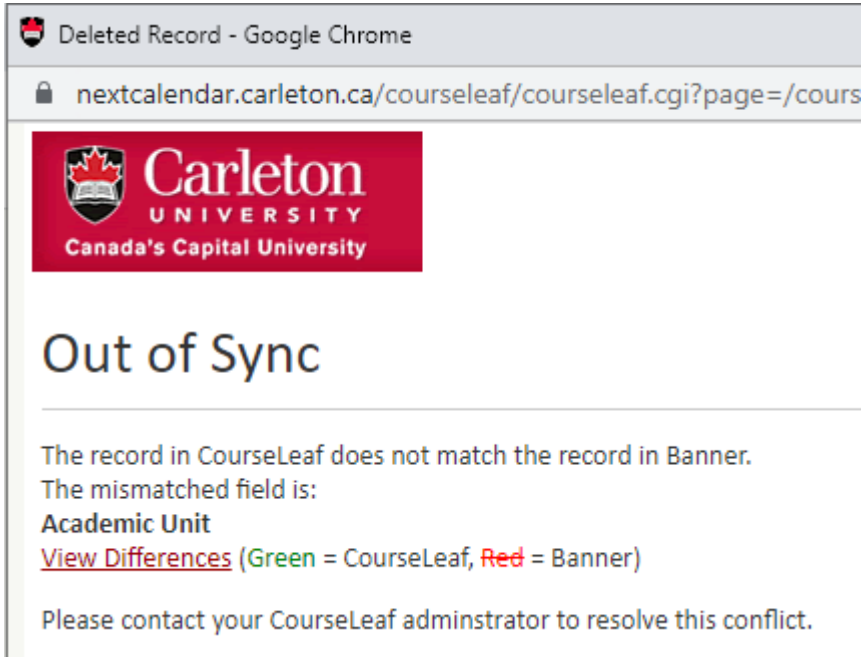
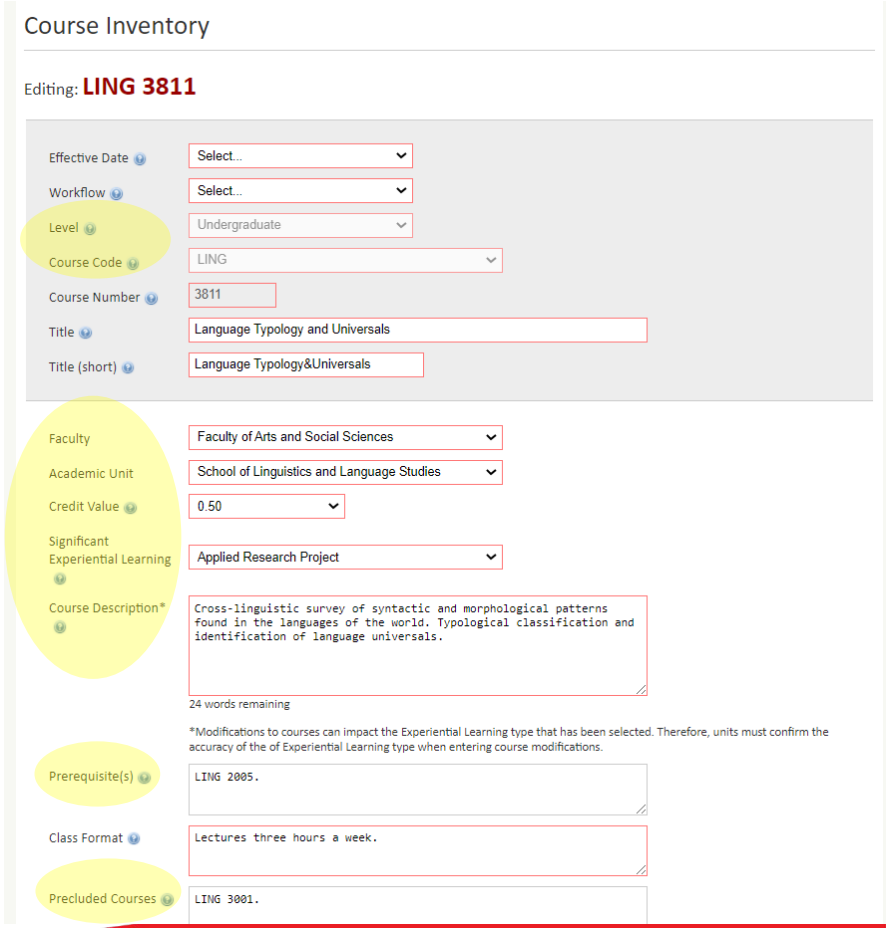
Sync error

- Banner and CourseLeaf sometimes fall out of sync so the record can't be edited.
- To resolve, email courseleaf@carleton.ca with the course code.



Making changes

- Red outline – mandatory field.
- Grey outline – optional field.
- Greyed out – cannot edit.
- Course considerations…
  - Prerequisites: use brackets to group options together, commas for separation, free text is allowed, **end with a period.**
  - Preclusions, cross-lists, and piggybacks must be reciprocated.



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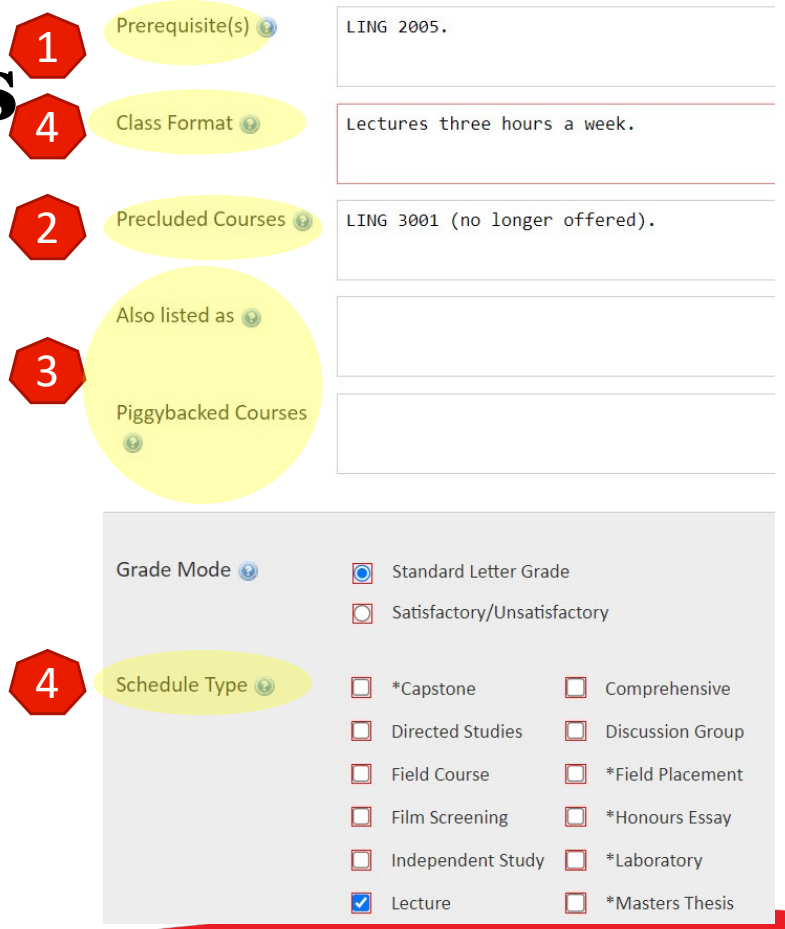

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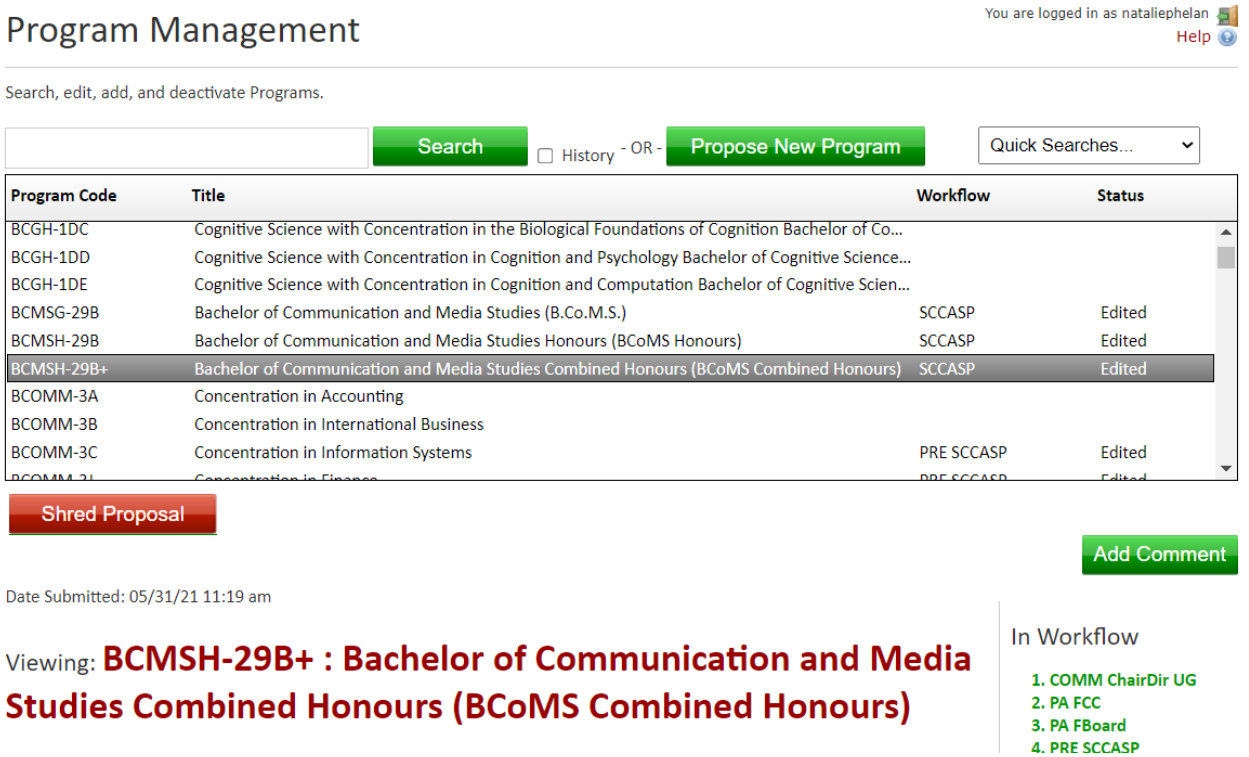
Programs

- Degree requirements
- Minors, concentrations
- Approved electives lists
- Language requirement
- Degree-specific regulations
- University regulations
- Admissions requirements



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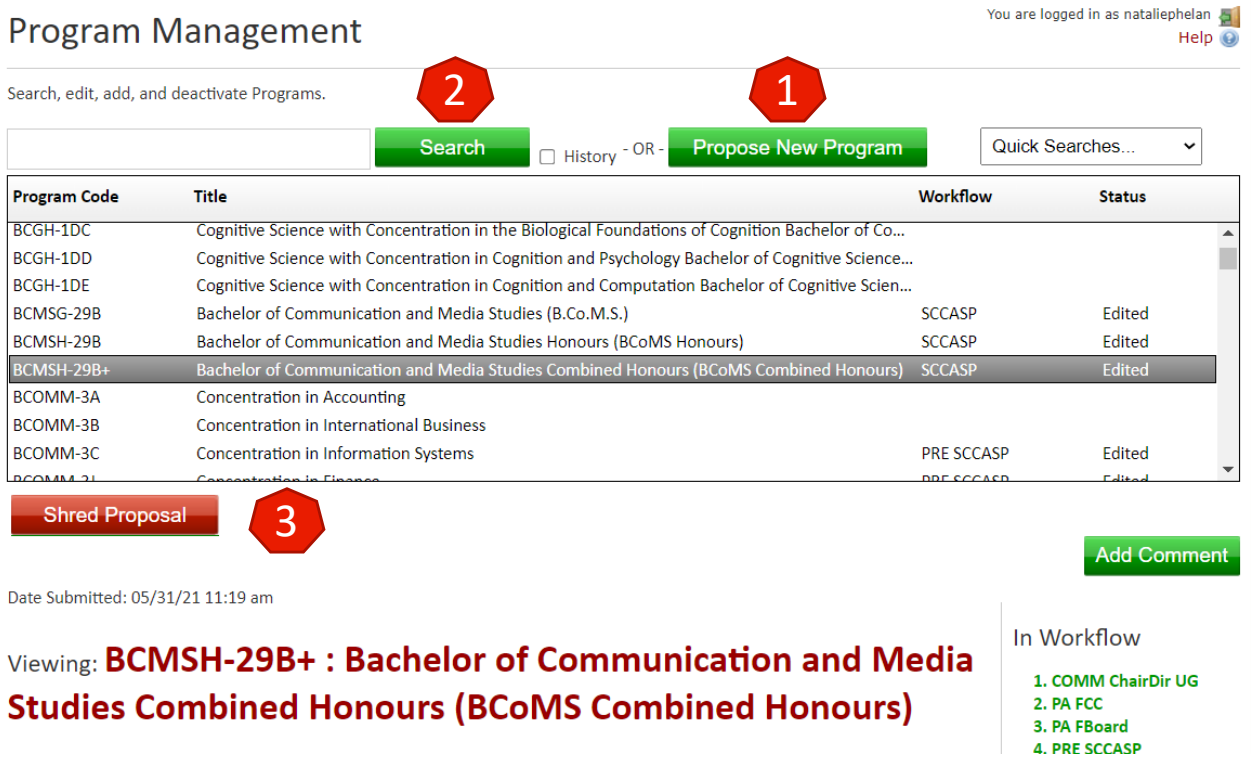
Programs

1. Build a new program or component.
2. Search either by Program Code (must exactly match!) or put asterisks around a word (*communication*).
3. Delete proposed changes and revert back to the last approved version.



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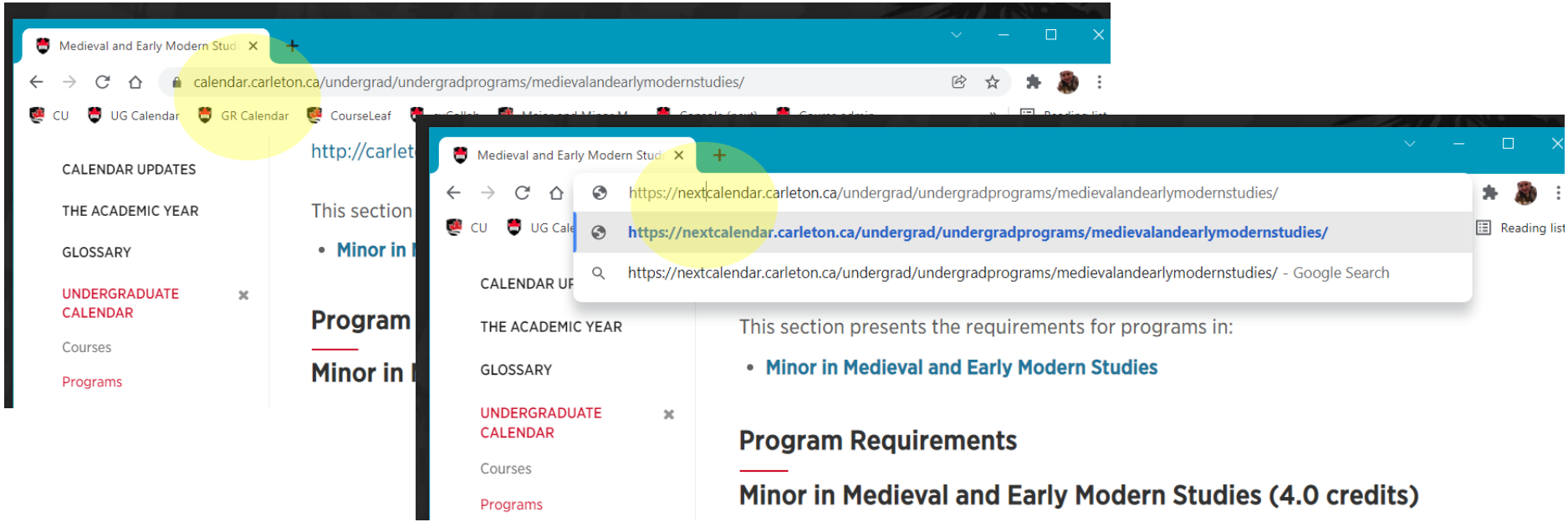
Next Calendar tips



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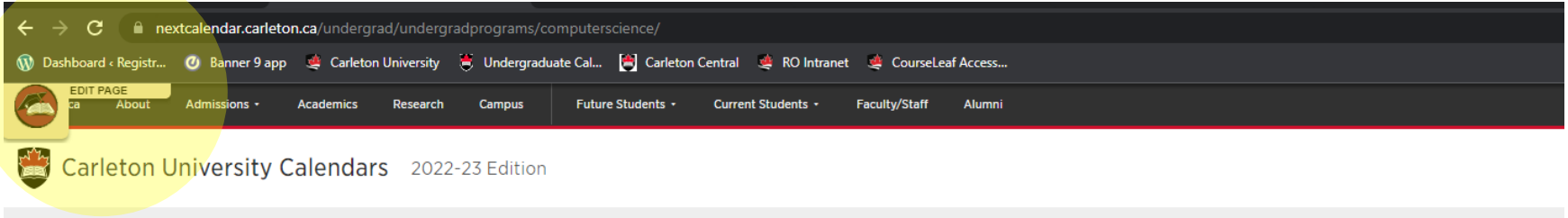
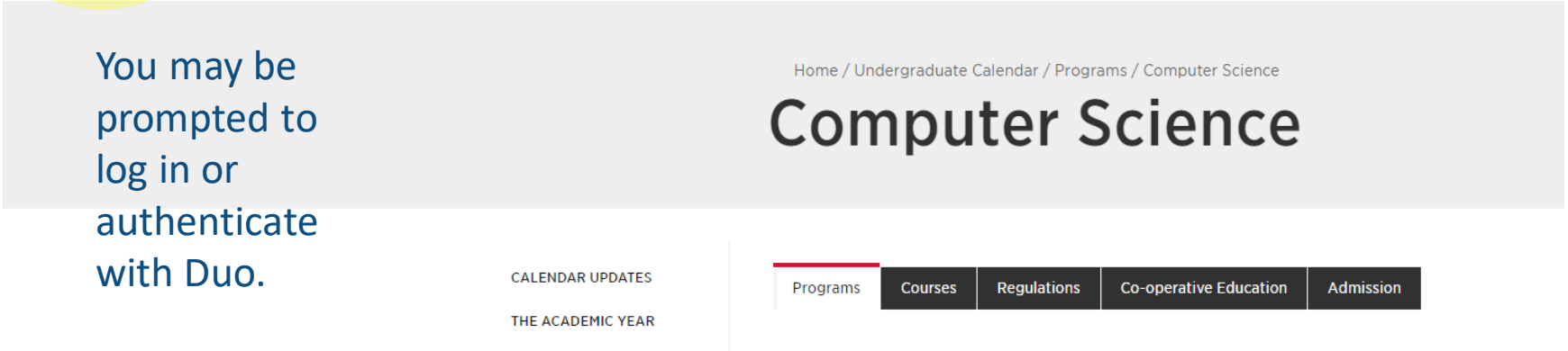
Next Calendar tips



You may be prompted to log in or authenticate with Duo.



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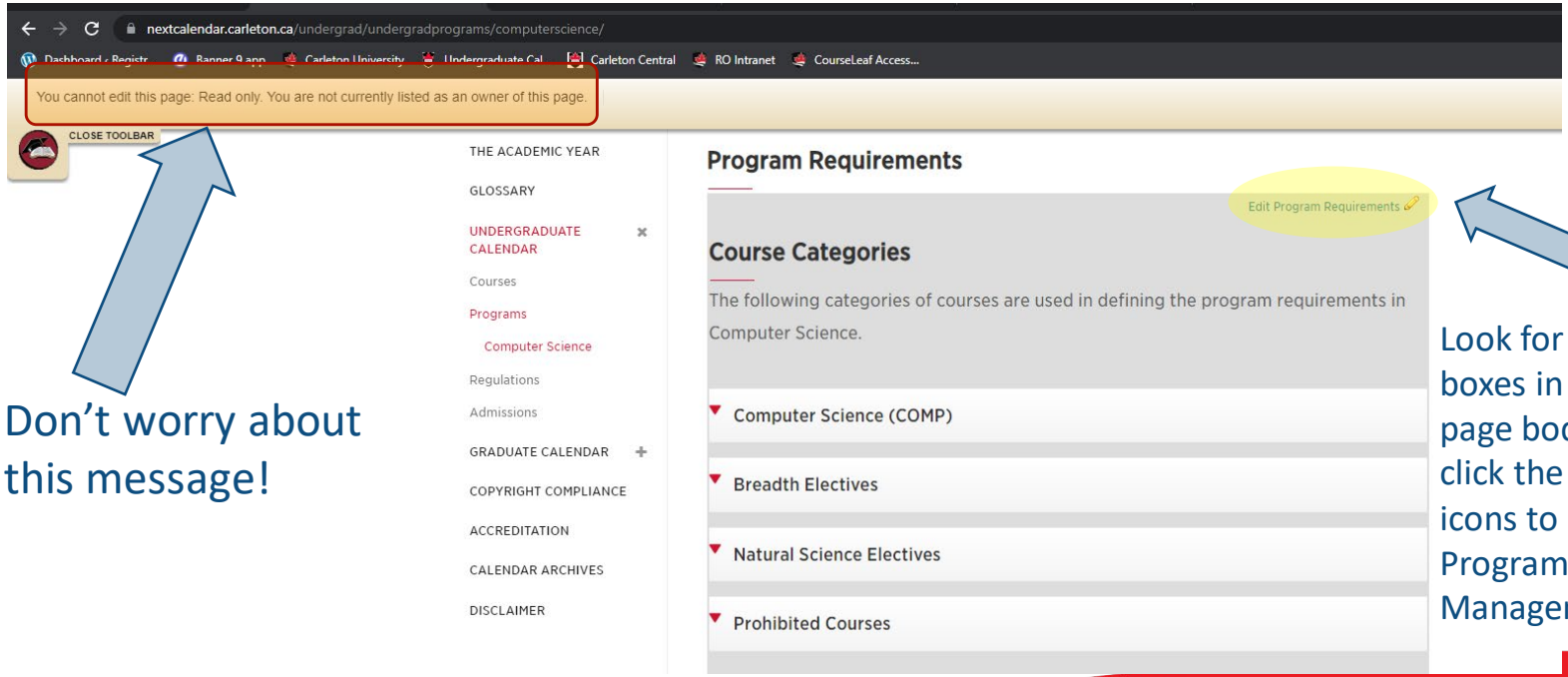
Next Calendar tips



Don't worry about this message!

Look for the grey boxes in the page body, and click the pencil icons to launch Program Management!

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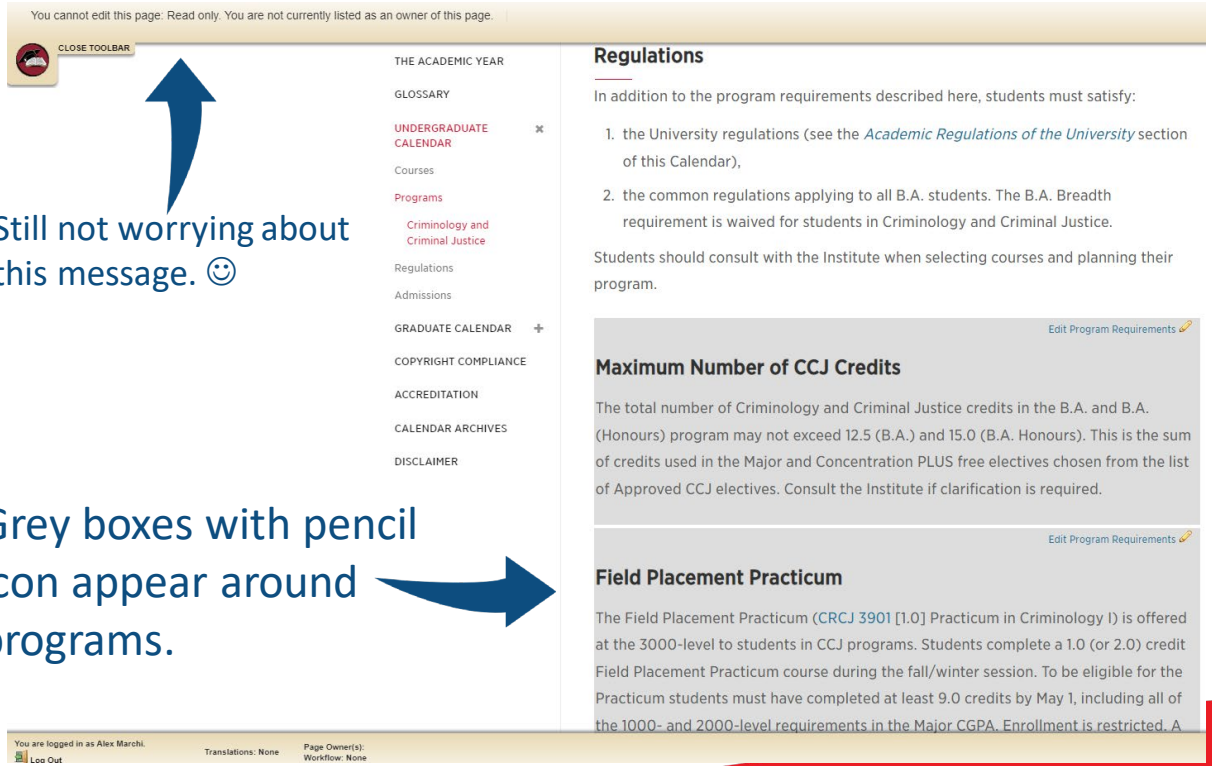
Next Calendar tips



- Still not worrying about this message. ☺
- Grey boxes with pencil icon appear around programs.
- Regulations text is written directly onto the page.
- Contact Calendar Editor to make changes.

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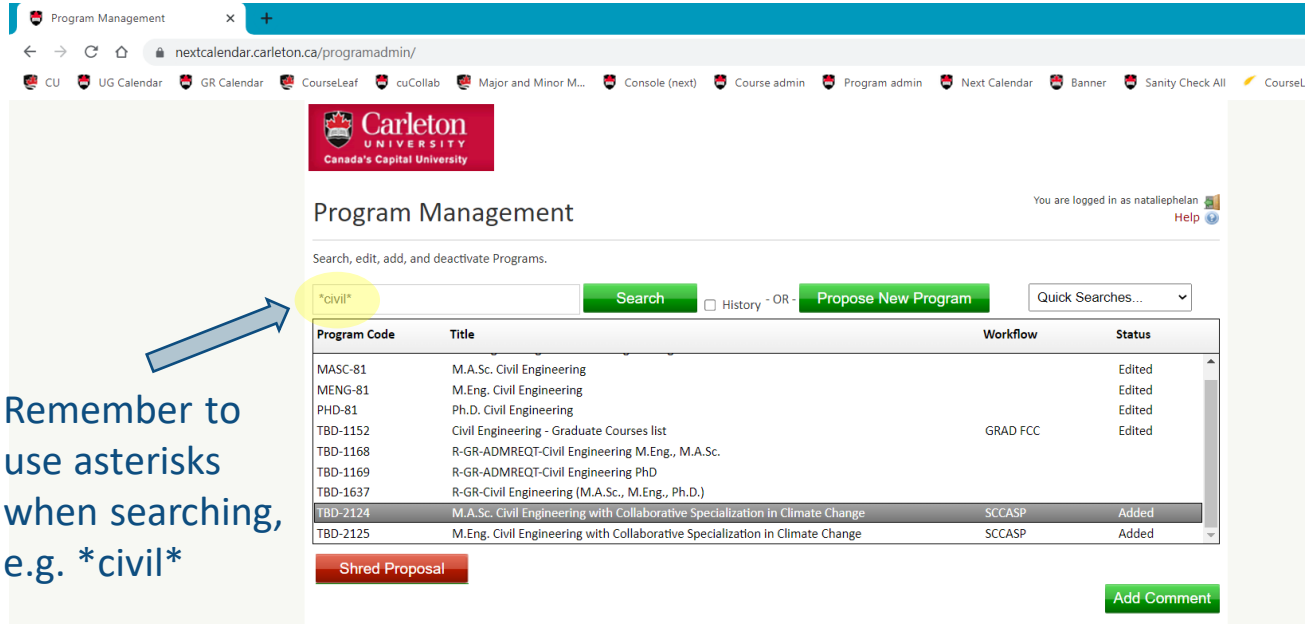
Where is my proposal?



Remember to use asterisks when searching, e.g. *civil*

- Search in Program or Course Management.
- The Workflow column tells you where it is currently.
- Need to make more changes or request a rollback? Email your local Calendar Editor!

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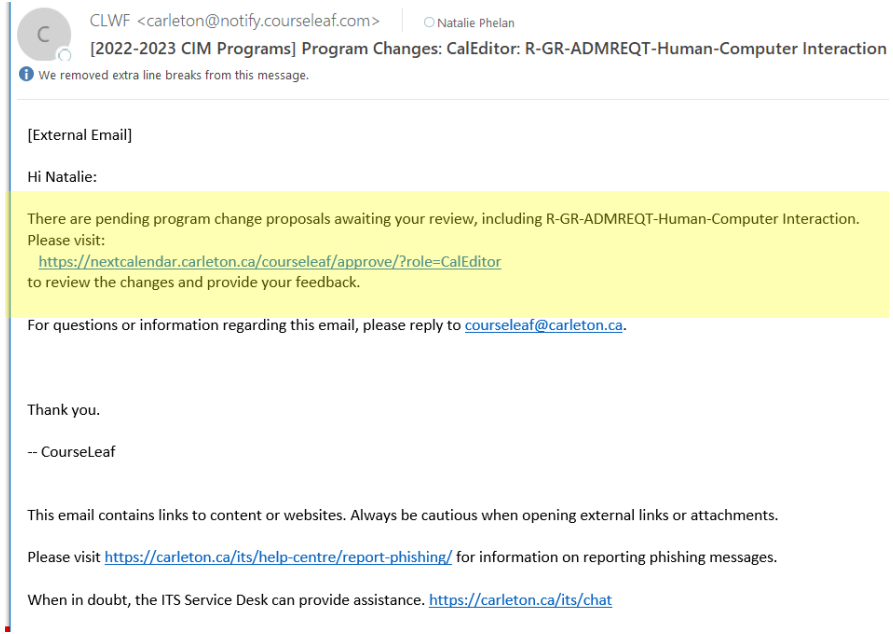
Email notifications



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For questions or information regarding this email, please reply to courseleaf@carleton.ca.

Thank you.

-- CourseLeaf

This email contains links to content or websites. Always be cautious when opening external links or attachments.

Please visit https://carleton.ca/its/help-centre/report-phishing/ for information on reporting phishing messages.

When in doubt, the ITS Service Desk can provide assistance. https://carleton.ca/its/chat

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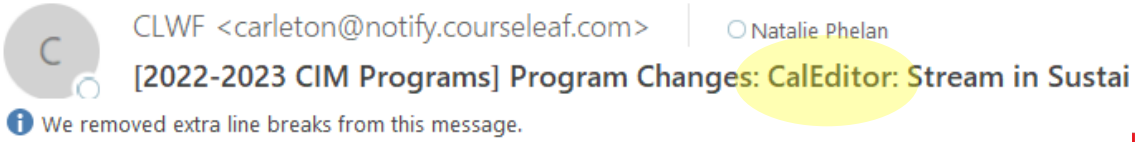

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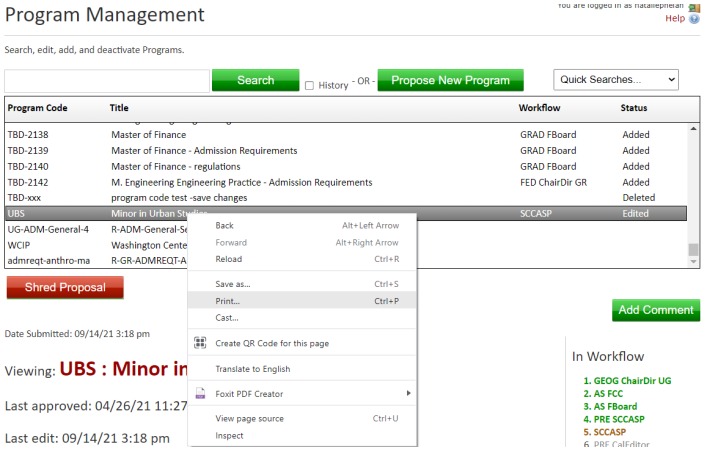
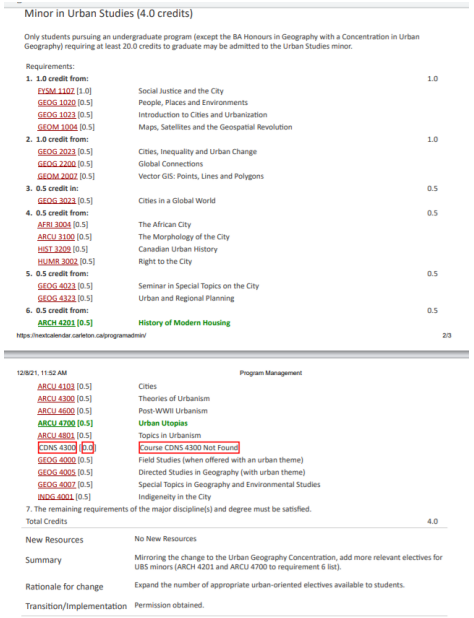
Getting info out of CourseLeaf



- Right click – Print to generate a PDF



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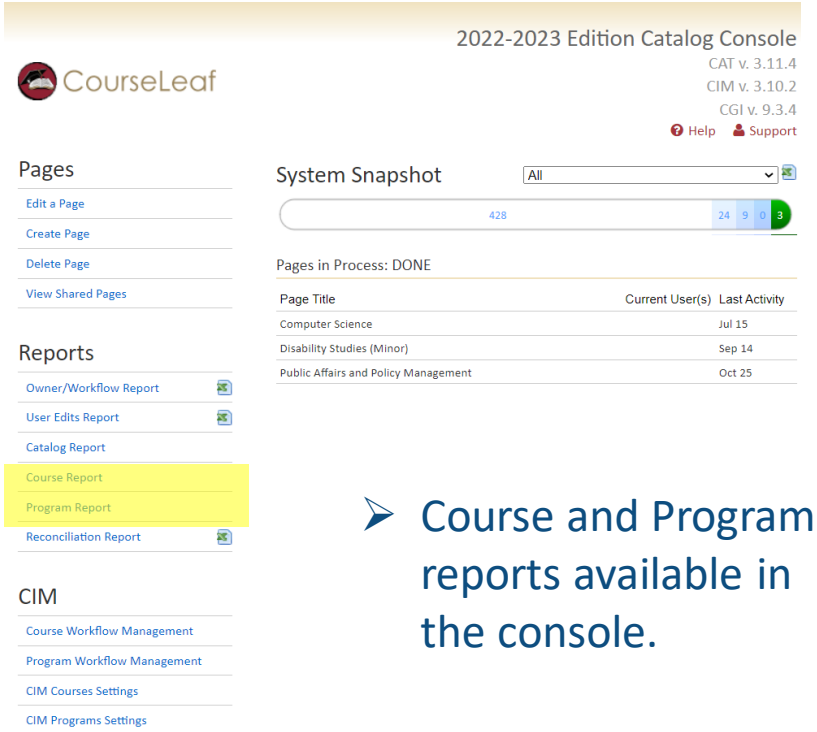
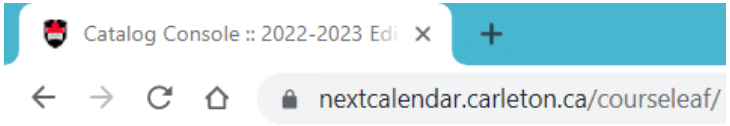
Getting info out of CourseLeaf





- Course and Program reports available in the console.

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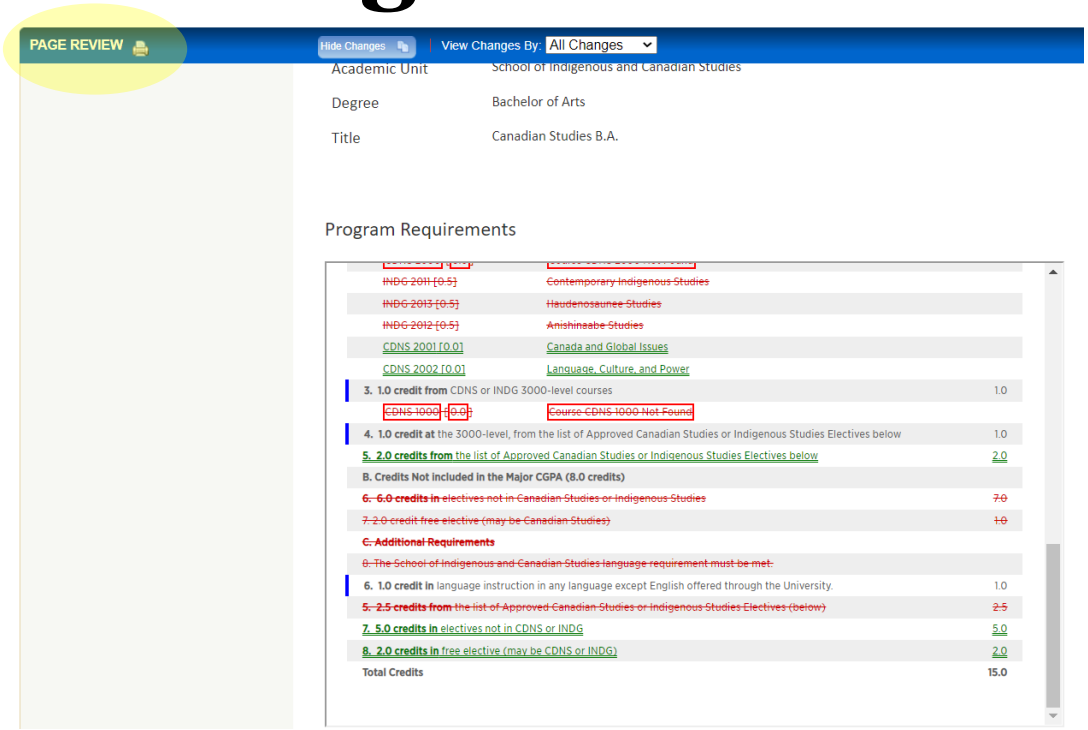
Getting info out of CourseLeaf



- Generate a PDF through the Approve Pages screen.

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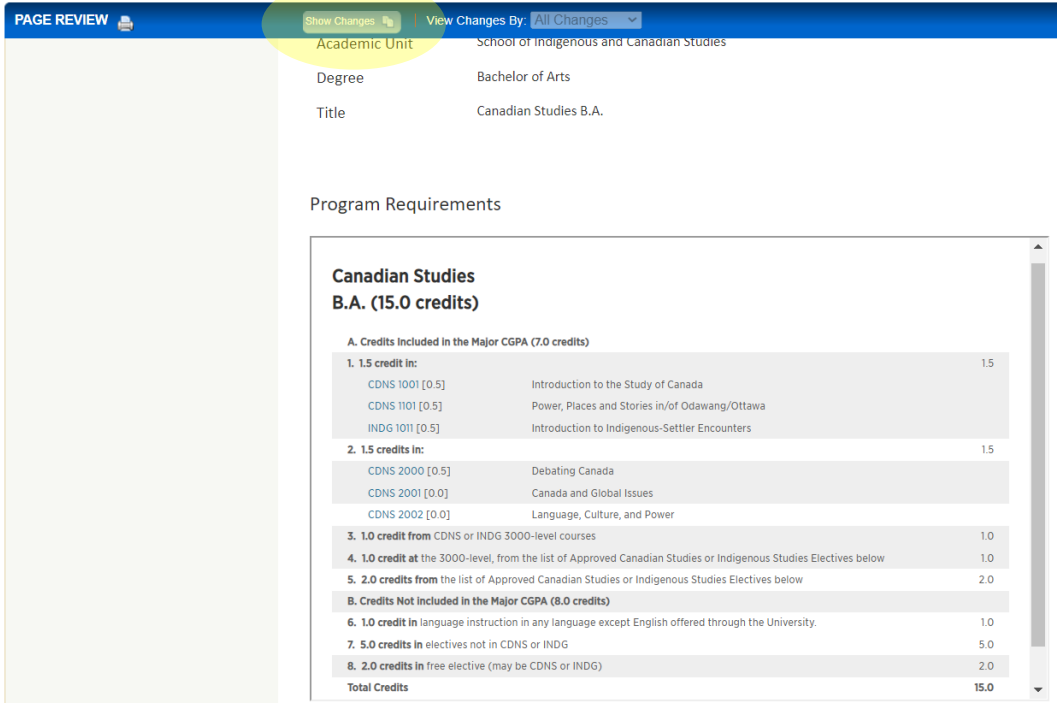
Getting info out of CourseLeaf



- Click here to see a clean version of the proposal.
- The PDF will print without red-green markup as well!

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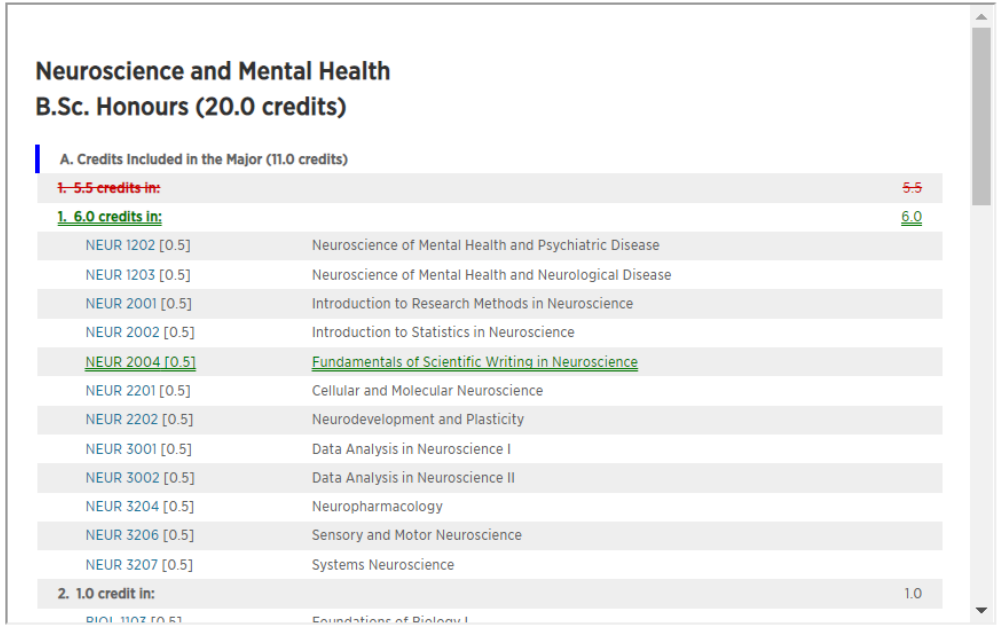
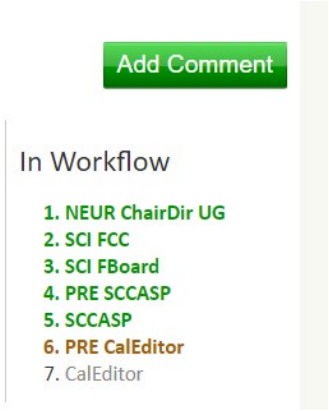
What happens next?



Neuroscience and Mental Health
B.Sc. Honours (20.0 credits)

A. Credits Included in the Major (11.0 credits)		
~~1. 5.5 credits in:~~		~~5.5~~
1. 6.0 credits in:		6.0
NEUR 1202 [0.5]	Neuroscience of Mental Health and Psychiatric Disease	
NEUR 1203 [0.5]	Neuroscience of Mental Health and Neurological Disease	
NEUR 2001 [0.5]	Introduction to Research Methods in Neuroscience	
NEUR 2002 [0.5]	Introduction to Statistics in Neuroscience	
NEUR 2004 [0.5]	Fundamentals of Scientific Writing in Neuroscience	
NEUR 2201 [0.5]	Cellular and Molecular Neuroscience	
NEUR 2202 [0.5]	Neurodevelopment and Plasticity	
NEUR 3001 [0.5]	Data Analysis in Neuroscience I	
NEUR 3002 [0.5]	Data Analysis in Neuroscience II	
NEUR 3204 [0.5]	Neuropharmacology	
NEUR 3206 [0.5]	Sensory and Motor Neuroscience	
NEUR 3207 [0.5]	Systems Neuroscience	
2. 1.0 credit in:		1.0
BIOL 1103 [0.5]	Foundations of Biology I	



- PRE CalEditor is where any curriculum changes that affect the audit are made.
- Transition plan may include exceptions, grandfathering, communication plan, etc.

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Red boxes

- Unit has submitted a request to delete the course.
- When to remove these from your lists?
- Must be removed before the calendar can be published!

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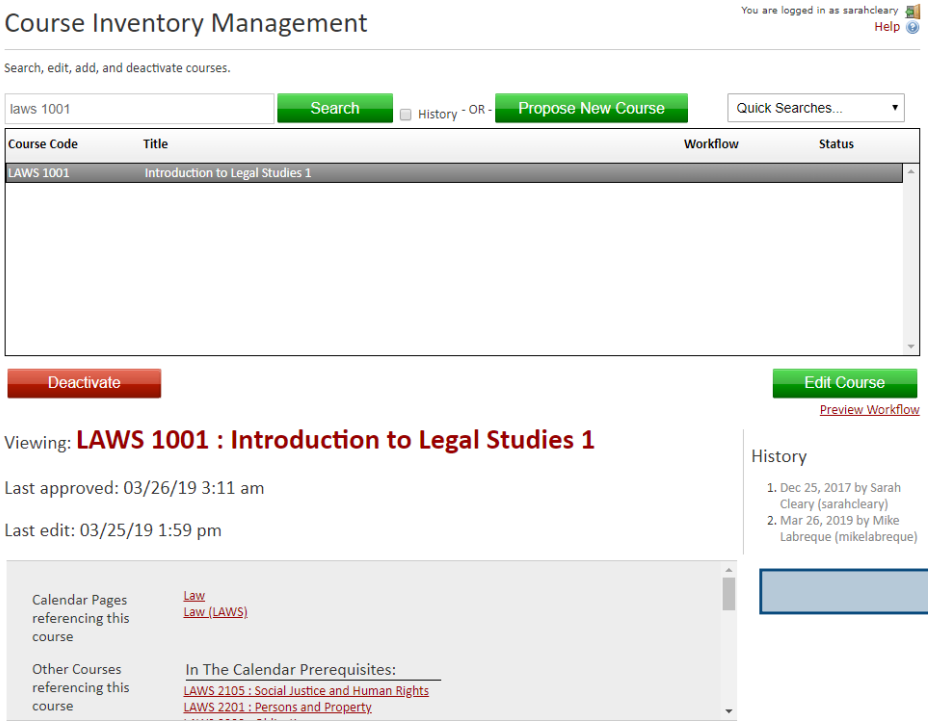
Course Ecosystem



Calendar Pages referencing this course
- Law
- Law (LAWS)

Other Courses referencing this course

In The Calendar Prerequisites:
- LAWS 2105 : Social Justice and Human Rights
- LAWS 2201 : Persons and Property
- LAWS 2202 : Obligations
- LAWS 2301 : Criminal Justice System
- LAWS 2302 : Criminal Law
- LAWS 2501 : Law, State and Constitution
- LAWS 2502 : Law, State and Citizen
- LAWS 2601 : Public International Law
- LAWS 2908 : Approaches in Legal Studies I
- LAWS 3006 : Mediation

Programs referencing this course
- BGInS Specialization in Global Law and Social Justice
- BGInS Stream in Global Law and Social Justice
- Electives-Canadian Studies UG
- Minor in Criminology & Criminal Justice
- CCJ with Concentration in Law B.A. Honours
- CCJ with Concentration in Psychology B.A. Honours
- CCJ with Concentration in Sociology B.A. Honours
- CCJ with Concentration in Law B.A. General
- CCJ with Concentration in Psychology B.A. General
- CCJ with Concentration in Sociology B.A. General
- Law B.A. Honours
- Law B.A. Combined Honours
- Law with Concentration in Law, Policy and Government B.A. Honours
- Law with Concentration in Business Law B.A. Honours
- Law with Concentration in Transnational Law and Human Rights B.A. Honours
- Law with Concentration in Transnational Law and Human Rights B.A. Combined Honours
- Law B.A. General
- Minor in Law

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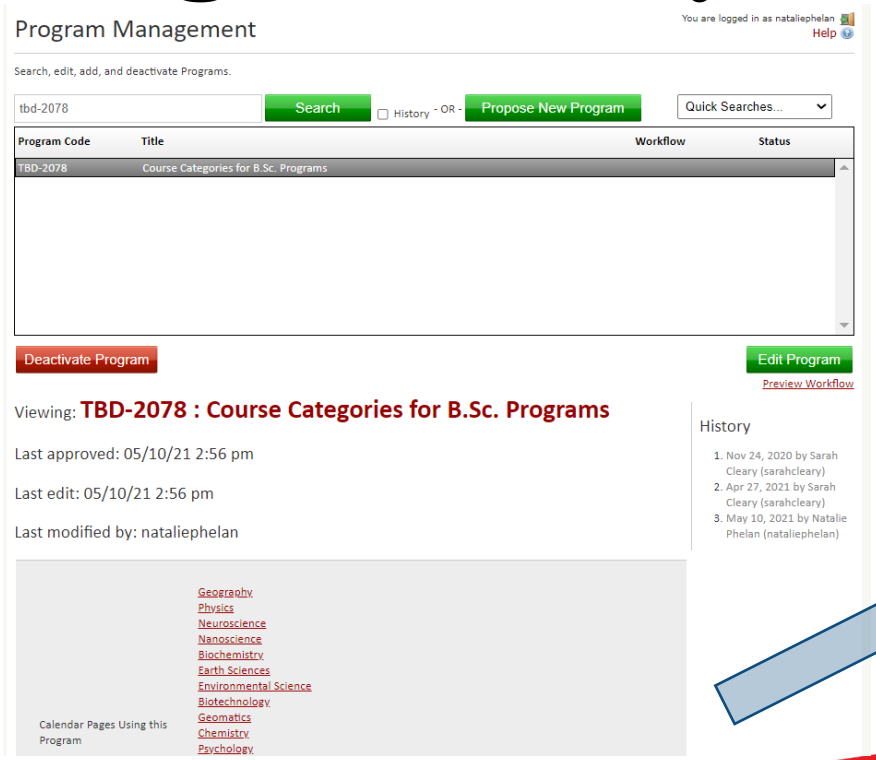
Program Ecosystem



Calendar Pages Using this Program

Geography
Physics
Neuroscience
Nanoscience
Biochemistry
Earth Sciences
Environmental Science
Biotechnology
Geomatics
Chemistry
Psychology
Biology
Mathematics and Statistics
Food Science
Interdisciplinary Science and Practice
Linguistics (Bachelor of Science)
Linguistics
Open Studies
Bachelor of Science Degree

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