



**Carleton**  
UNIVERSITY

# **Graduate Student Handbook**

2018-19



**DEPARTMENT OF PSYCHOLOGY**

# Chair's Welcome

Welcome grad students!

On behalf of the Department of Psychology, I want to say how excited we are that you have chosen Carleton! The Department of Psychology's grad program is one of the largest at Carleton with over 150 students. You are part of a great group! I am looking forward to meeting each of you and getting to know a little about the research that you will be doing.

I hope you will find your time at Carleton and in the Department, one of the most memorable and positive experiences you will have. Please know that my door is always open if you have any questions or want to chat. Enjoy your time with us, it will go quickly.

Best of luck!

A handwritten signature in black ink, appearing to read 'Joanna', written in a cursive style.

Joanna Pozzulo, Ph.D., C.Psych.  
Professor and Chair,  
Department of Psychology

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# Introduction

The Department of Psychology offers four distinct programs: a Master's program in Psychology, a Master's program in Psychology with Specialization in Data Science, a PhD program in Psychology, and a PhD program in Psychology with Concentration in Quantitative Methodology. In addition to pursuing the Master's program in Psychology, where relevant to the student's area of interest, a student may apply to complete the Master with Specialization in Data Science. Similarly, a doctoral student may apply for the PhD with Concentration in Quantitative Methodology. See the Graduate Calendar for information on these options. [calendar.carleton.ca/grad/](http://calendar.carleton.ca/grad/)

**Stay Connected:**  
[Carleton.ca/psychology](http://Carleton.ca/psychology)



[@CU Psychology](https://twitter.com/CUPsychology)



[Facebook.com/CUPsychology](https://Facebook.com/CUPsychology)

# Meet the Administrative Team

## **Departmental Chair: Dr. Joanna Pozzulo**

B552 Loeb, 520-2600 ext 3280

- Instructor issues, appeals

## **Assistant to the Chair: Lea Hamilton**

B552 Loeb, 529-2600 ext 2166

- First point of contact to set a meeting with the Chair

## **Associate Chair: Dr. Tina Daniels**

B549 Loeb, 520, 2600 ext 2686

- TA assignments, academic integrity

## **Graduate Supervisor: Dr. Michael Wohl**

B559 Loeb, 520-2600 ext 2908

- Academic advising, supervisor relations, requests for extension

## **Departmental Administrator: June D. Callender**

B553 Loeb, 520-2600 ext 2645

- Office keys

## **Graduate Administrator: Etelle Bourassa**

B557 Loeb, 520-2647

- Any questions or concerns related to your program

## **Graduate Assistant: TBD**

B555 Loeb, 520-2600 ext 4017

- Administrative support

# Program Requirements

## **M.A.**

- **Coursework:** 2.5 credits in PSYC at the 5000-level or above, must include PSYC 5410 and 5411
- **Thesis:** 2.5 credits, must be defended at an oral presentation
- **Pro-Seminar:** PSYC 5906 is a required, non-credit course taken in the 1<sup>st</sup> year of the program

*\*any course taken outside the Department of Psychology and all transfer credit requests must be approved by the Graduate Supervisor*

## **Specialization in Data Science**

Students admitted to the M.A. may decide to pursue a Specialization in Data Science

- **Coursework:** 2.5 credits, must include PSYC 5410 and 5411 and DATA 5000
- **Thesis:** 2.5 credits, must be in the area of data science and be defended at an oral presentation
- **Pro-Seminar:** PSYC 5906 is a required, non-credit course

*\*students must receive at least an A grade in each of the courses included in the Specialization i.e. PSYC 5410 and 5411, and DATA 5000.*

## **Time Limits**

Full-time: 6 terms – 2 years from initial registration

Part-time: 18 terms – 6 years from initial registration

Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

## **Apply to Graduate**

You must apply to graduate online at Carleton Central by:

- March 1st for Spring Convocation (June)
- September 1st for Fall Convocation (November)
- December 1st for Winter Convocation (February-no ceremony, however all Winter graduates are invited to June convocation)

## **Prospectus**

All master's students must successfully defend a prospectus before proceeding to the defense of their thesis. A completed Prospectus Examination Approval Form must be approved by the Graduate Chair at least two weeks prior to the exam date. Copies of the prospectus must be provided to the committee members as well as the Graduate Administrator at least two weeks prior to the exam date. You will find the Prospectus Examination Approval and Procedures form on the 'Forms' section of the website.

## **Academic Standing**

A grade of B- or better must normally be obtained in each course credited towards the Master's degree. However, grades of A- and above are expected. Master's students who fail to achieve a weighted GPA of B- (7.0) after 2 terms of study, or to maintain it subsequently, will be required to withdraw from the program. Candidates must also achieve a standing of "satisfactory" in the Pro-Seminar in Psychology, the MA thesis and its oral defence.

## **Continuous Thesis Registration**

All graduate students (full-time or part-time) must maintain continuous registration in the thesis (PSYC 5909) after initial registration. Students must be registered in their thesis by the third (Summer) term in the program.

## **PSYC 5900 and 5901**

Students in the M.A. program are normally allowed to take up to a maximum of 3 half-credits in total of PSYC 5900 or PSYC 5901 courses. Approval for topics of these courses must be obtained from the Graduate Chair. Only 2 of the 3 half-credits can be completed under the same supervisor. Students register in PSYC 5900/5901 only in the term that they will submit their paper.

# Program Requirements

## Ph.D.

- **Coursework:** 3.0 credits in PSYC at the 5000-level or above, must include PSYC 5410 and 5411, and 0.5 credit in advanced PSYC statistics course
- **Thesis:** 7.0 credits, must be defended at an oral presentation
- **Pro-Seminar:** PSYC 6906 and 6907 are required, non-credit courses, taken in the 1<sup>st</sup> and 2<sup>nd</sup> year of the program

*\*any course taken outside the Department of Psychology and all transfer credit requests must be approved by the Graduate Supervisor*

## Concentration in Quantitative Methodology

Students admitted to the Ph.D. may decide to pursue the Concentration in Quantitative Methodology

- **Coursework:** 3.0 credits in PSYC at the 5000-level or above, must include PSYC 5410 and 5411, and 1.0 credit in advanced PSYC statistics course, and PSYC 6410
- **Thesis:** 7.0 credits, must be defended at an oral presentation
- **Pro-Seminar:** PSYC 6906 and 6907 are required, non-credit courses, taken in the 1<sup>st</sup> and 2<sup>nd</sup> year of the program

*\*students must receive at least an A grade in each of the courses included in the Concentration (i.e. 5410 and 5411, and 2 other PSYC statistics courses).*

*Registration in PSYC 6410 will occur after the other 2.0 credits have been completed and after a proposed research project has been approved by the Department.*

## Time Limits

Full-time: 15 terms – 5 years from initial registration

Part-time: 27 terms – 9 years from initial registration

Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.



## **Prospectus**

Doctoral students are required to successfully defend a prospectus by the end of the 7th term of study for full-time students or 10th term of study for part-time students. A completed Prospectus Examination Approval Form must be approved by the Graduate Chair at least two weeks prior to the date of the examination. Copies of the prospectus must be submitted to all committee members, as well as the Graduate Administrator at least two weeks prior to the examination date. You will find the Prospectus Examination Approval and Procedures form on the 'Forms' section of the website.

## **Academic Standing**

Candidates must obtain a grade of B- in each credit; however grades of A- and above are expected. Candidates must also achieve a standing of "satisfactory" in the Pro-Seminar in Psychology I and II, the PhD thesis and its oral defence.

## **Continuous Thesis Registration**

All graduate students (full-time or part-time) must maintain continuous registration in the thesis (PSYC 6909) after initial registration.

## **PSYC 6900 and 6901**

There is no limit to the number of PSYC 690x courses that doctoral students can take towards their degree however only a maximum of two courses may be done with the same supervisor. Approval for topics for PSYC 690x courses must be obtained from the Graduate Chair.

## **Apply to Graduate**

You must apply to graduate online at Carleton Central by:

- March 1st for Spring Convocation (June)
- September 1st for Fall Convocation (November)
- December 1st for Winter Convocation (February-no ceremony, however all Winter graduates are invited to June convocation)

# Policies

## Registration

Tuesday, September 18 is the last day for registration and course changes for the fall-term and fall/winter courses. Registration deadlines are firm.

Registration is not automatic, you must register every July/August (for Fall and Winter) and May (for Summer). Late registration carries a fee. Registration can also be done in December/January for the Winter term.

## Admission and Funding Policies

All students need to be aware of and comply with the terms and conditions surrounding their admission and funding offers. Refer to this link for clarification: [gradstudents.carleton.ca/new-grad-students/terms/](http://gradstudents.carleton.ca/new-grad-students/terms/)

## Electronic Communication

The University provides each student with an email address and uses this as an official channel of communication with the student. A message sent to a student's university-provided email address constitutes an official communication to the student. Students are responsible for monitoring their University email address and their mailbox on a regular basis for as long as they are active in the academic affairs of the university. Requests from students regarding academic or administrative issues must be sent from the student's university-provided email address.

## Audit Course

Graduate students must have approval from the course instructor and their program graduate supervisor/associate chair (graduate affairs) to audit a course.

- Full-time students are not charged an additional fee.
- Part-time students may only take 1.25 credits per term.
- Graduate students are limited to a maximum of 1.0 course-weight audit registration per program.

# Program Changes

## **Leave of Absence**

A leave of absence is an exemption from registration for 1 term for medical reasons, and up to 3 terms for maternity leave.

Students must apply in writing by completing an Academic/Registration Change Form.

While on leave, students are not to be on campus, will have no access to university resources (i.e. library, labs), or their supervisor. Funding is also suspended while on leave.

## **Change in Status**

Graduate students who are admitted as full-time students are required to remain full-time students for the duration of their program.

In exceptional cases a student may be approved to switch to part-time (e.g. for medical reasons). Students must apply in writing by completing an Academic/Registration Change Form.

## **Extension**

If a student is unable to complete their program by their time-limit, they may apply for an extension using an Extension Request Form. In it, they must explain what has been completed to date, as well a detailed timeline plan for completion. There is no guarantee that an extension will be granted.

## **WDN – notation**

WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (noted in the Academic Year section of the Calendar each term). Students may withdraw on or before the last day of classes.

# Funding

## Internal

Type	Selection
Teaching Assistantship (TAship)	Incoming students with GPAs over 10.0 may be offered a paid TA position. <i>*Note that this is taxable income.</i>
Research Assistantship (RAship)	Supervisors may offer their students a Research Assistant position at any time during their program based on funds available and need.
Entrance Scholarship	Offers to incoming students with GPAs in the top percentile may include an entrance scholarship.
Departmental Scholarship	Offers to incoming students with GPAs in the top percentile may include a departmental scholarship.
Graduate Student Travel/Research Bursary	Students must apply for the bursary through the department. Applications are available online via Carleton Central. Go to Student Services > Awards and Financial Assistance > Graduate Online Application Forms.
Donor-Funded Awards	Students will be notified annually when applications for these awards are due. Students apply via Carleton Central.

## **Travel**

### **Graduate Student Travel/Research Bursary**

The Faculty of Graduate and Postdoctoral Affairs provides a small budget to distribute to students who are travelling either, 1) to present a paper at an academic conference, or 2) for research purposes. Students apply for these funds, in the case of conference travel, upon receiving an email from the organization stating that their paper has been accepted. Normally, students are allowed to apply for a travel bursary once per fiscal year (i.e., from May 1 until April 30 of the following calendar year). Those who plan to travel for two different purposes in a single fiscal year (e.g., research and a conference) should probably choose to apply for support for the more expensive trip, since funds are allocated according to the budget required for the travel. Travel grants provided through the Department may change annually, but these have recently ranged from \$200 to \$500, depending on the annual budget allocation from FGPA and the student's travel expenses. In addition to a budget and other supporting documentation, the application requires a statement of support (e.g., an email) from the student's Supervisor.

### **Pickering Travel Fund**

Students in the developmental research area should apply for Pickering travel funding instead of the Graduate Student Travel/Research Bursary. Students eligible for Pickering will have access to apply for this travel fund in Carleton Central.

### **P.D. McCormack Travel Fund**

Students who have received P.D. McCormack funding at the time of admission (cognitive research area students) should apply for P.D. McCormack Travel Funding instead of the Graduate Student Travel/Research Bursary. The P.D. McCormack Travel Bursary Application can be found on the Forms section of the website.

## External

### OGS

Students must apply for the *Ontario Graduate Scholarship (OGS)* at the institution where they plan to be registered in a Masters or Doctoral program in the following year. Note that each institution will have its own forms and deadlines. Our application instructions and forms can be found at: [gradstudents.carleton.ca/awards-and-funding/external-awards/ogs/](http://gradstudents.carleton.ca/awards-and-funding/external-awards/ogs/)

OGS applications must be submitted by **November 15**, for the following year's award. The online application can be found in Carleton Central under Awards and Financial Assistance, Graduate Online Application Forms).

### Tri-Council

<b>Submission Deadlines</b>	<b>M.A.</b>	<b>Ph.D.</b>
SSHRC	December 1, 2018	October 12, 2018
NSERC	December 1, 2018	September 28, 2018
CIHR	December 1, 2018	October 1, 2018 due directly to the agency

**Masters Competition use the Research Portal:** The *Canadian Institute of Health Research (CIHR)*, the *Natural Sciences and Engineering Research Council (NSERC)*, and the *Social Sciences and Humanities Research Council (SSHRC)* implemented a harmonized Canada Graduate Scholarship (CGS) Master's Award. Please refer to the [Tri-Agency website](#) for comprehensive information on the harmonized application and complete eligibility criteria.

# Job Opportunity Resources

## **Enrichment Mini-Course Program (EMCP)**

Each year, Carleton University offers a week-long series of mini-courses students in grades 8-11 (Ontario) and Sec. 2-5 (Québec). These mini-courses are taught by instructors and graduate students. This is an excellent opportunity to develop your teaching skills and test out classroom materials. More information can be found here:

[carleton.ca/emcp/](http://carleton.ca/emcp/)

## **Career Advising:**

As a Carleton student you have access to career counselling from Career Services for FREE! Visit [Carleton.ca/career](http://Carleton.ca/career) for information on the resources available.

## **Jobs Postings:**

[canada.ca/en/public-service-commission/jobs/services/gc-jobs.html](http://canada.ca/en/public-service-commission/jobs/services/gc-jobs.html)

[charityvillage.com](http://charityvillage.com)

[psychoneuroxy.com](http://psychoneuroxy.com)

# The Defence: What should I expect

## Prospectus

Prior to conducting the research that will be included in their thesis, students are required to write and defend their prospectus. A prospectus is a proposal that justifies the need for the research based on the existing literature, and outlines the design of the study or studies that will address the identified gaps in knowledge. At the prospectus, the student will give a 15 minute talk, followed by 2 rounds of questions from the committee. In each round, each committee member will have 15 minutes to ask the student questions.

In examining the thesis proposal, your committee will consider:

- Has a viable and original dissertation topic been identified?
- Has the central research question or problematic been clearly identified? Has its significance been justified?
- Does the proposal identify a theoretical field through which the research will be framed and analyzed?
- Does the proposal evidence a competent understanding and appreciation of the topic under consideration and the relevant scholarly literature?
- Will the method/s chosen allow the candidate to address the central research questions/problematic?
- Is the research plan (in terms of timing, access to material, logical flow) doable within a MA/PhD thesis?
- Will this project make an original contribution to the field?  
(doctoral level only)

The prospectus will be evaluated and deemed: “Accepted as Submitted”, “Accepted with Recommendations”, “Accepted in Principle, but with recommendations of a major substantive nature requiring additional work and/or another meeting of the Committee”, or “Not Accepted”



## **Final Thesis**

The final defence will be evaluated on a Satisfactory/Unsatisfactory basis. Please consult the Thesis Examination Policy, Faculty of Graduate Studies for more information about the thesis defence.

### **M.A.**

Students are required to undertake an oral examination of their thesis. The thesis supervisor, external/internal examiners and committee members will pose two rounds of questions. Thesis defences are technically examinations, but they should also be seen as great opportunities for the discussion and recognition of the student's MA research. If you have any concerns about the Thesis defence, please talk to your Thesis supervisor.

The examination will normally last no more than 2 hours.

### **Ph.D.**

Students are required to undertake an oral examination of their thesis. The candidate will describe their research with a brief presentation (15 minutes), based on the prospectus and focusing on the significance and the logic of the research. The thesis supervisor, external, internal/external examiners, and committee members will pose 2 rounds of questions. Taken together, these dialogues with the candidate will constitute an organized assessment of the thesis document and the oral defence. The examination has two main goals: a) in reference to the prospectus, to assess the candidate's abilities to produce new knowledge without the supervisor's input in the chosen topic of research, and b) to assess the candidate's abilities and preparation both in the research specialty and in broader topics which logically support and provide conceptual perspective for the doctoral research.

The examination will normally last no more than 3 hours.

# Responsibilities of Supervisors

(these apply to co-supervisors and sole supervisors alike)

To be familiar with the regulations and standards of the Faculty of Graduate and Postdoctoral Affairs, and the department, especially as they pertain to the conduct of research and the production of the thesis, and to ensure that the student is aware of these regulations and standards.

To be aware of and abide by the university's policies on conflict of interest, sexual harassment, and research ethics.

To assist the student in identifying a suitable research topic and (where appropriate) setting up a program of study.

To assist the student in the interpretation of research materials.

To be available for regular and timely consultations with students and to provide notification of lengthy absences and the support mechanisms available under these circumstances.

To convene meetings of the advisory committee as agreed with the student.

To agree to continue supervision when on sabbatical or other type of leave, or to assist the student in making arrangements for supervision during the period of the leave. To assist students in seeking financial support, especially in writing letters of good quality in support of scholarship and fellowship applications (e.g. well-written, informative, typed, on university letterhead), and to inform a student if a supportive letter cannot be written.

To agree with the student on a reasonable schedule for the completion of each portion of the research and thesis.

To indicate clearly when a draft thesis is in acceptable condition for examination or, if it is clear that the thesis will not be examinable, to advise the student in a timely fashion. In the case of disagreement between the supervisor and the student as to whether the thesis should move to defence, the student does have the right to proceed to examination without the supervisor's support.

To complete the supervisor's section of the annual audit form required by the Faculty of Graduate and Postdoctoral Affairs.

To discuss with the student as early as feasible, any potential joint authorships or joint ownership of data or patents which might arise, provide a written version of any understandings reached on these matters, and also ensure that student contributions to publications are adequately acknowledged. (Granting agencies and major journals have guidelines which cover some or all of these items.)

To discuss with the student any potential copyright issues related to external material reproduced in the thesis.

To maintain regular communication with the student

# Responsibilities of Students

To choose, with the supervisor's help, a research topic which the supervisor considers to be suitable and which he/she is competent to supervise.

To work systematically and within agreed deadlines, as far as possible, in order to meet the program deadlines specified by the regulations of the Faculty of Graduate and Postdoctoral Affairs.

To be well prepared for meetings with the supervisor.

To agree with the supervisor on a reasonable schedule for the completion of each portion of the research and thesis.

To submit to the supervisor all research materials, as requested, and, at the agreed times, drafts of parts of the thesis for comment.

To give serious attention to the advice and direction of the supervisor.

To realize that the supervisor has duties and commitments that may delay access at short notice or slow down the return of a draft.

To acknowledge direct assistance of material drawn from other scholars and researchers.

To produce a thesis which meets the specifications and standards of the Faculty of Graduate and Postdoctoral Affairs and the department.

To submit the thesis to the judgment of the department via the examination procedures specified and to abide by the judgment of the examiners, subject to any appeal on grounds of procedural irregularities.

To respect copyright regulations when reproducing external material in the thesis.

To maintain regular communication with the supervisor.

# Student Support Services

The Faculty of Graduate and Postdoctoral Affairs offers a variety of workshops and services to support graduate students in their development of research and writing skills, teaching skills, career planning, and overall wellness. All services and workshops are listed on this website: [carleton.ca/gradpd/](http://carleton.ca/gradpd/)

Students with disabilities have access to the Paul Menton Centre services that assist in making graduate studies accessible to students with disabilities, including short-term limitations arising from injuries or illnesses: [carleton.ca/pmc/students/support-services-and-resources/](http://carleton.ca/pmc/students/support-services-and-resources/) .

The International Student Services Office provides international students with access to mentoring, updated visa regulation information, opportunities to meet other international graduate students and other services that are specific to the needs of international students. [carleton.ca/isso/](http://carleton.ca/isso/)

Graduate students have access to the on-campus Health and Counselling Service clinic. The physicians and counsellors have experience in dealing with the situations that graduate students face and are there for you, whether you need the flu shot, help for dealing with stress, or have any other medical concerns. Their website is [carleton.ca/health/](http://carleton.ca/health/), for appointments, please call (613) 520-6674.

Graduate students have access to the Carleton University Athletics Centre with its diverse offerings of athletic, dance, and yoga classes, workout facilities, recreational leagues, and a pool: [athletics.carleton.ca](http://athletics.carleton.ca)

# Sample MA

	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 1</b>	ANOVA Pro-Seminar	Regression Pro-Seminar	Course* Thesis Research
	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
<b>Year 2</b>	Course* Thesis research Defend prospectus	Course* Thesis research	Defend thesis
<p>*in addition to the mandatory ANOVA and Regression courses, MA students must take 3 additional courses, these may include content courses, practicum, independent research and directed studies, and may be taken in any term of the program</p>			

# Sample PhD

<b>Year 1</b>	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
	Pro-Seminar I ANOVA Thesis research	Pro-Seminar I Regression Thesis research	Course* Thesis research
<b>Year 2</b>	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
	Pro-Seminar II Course* Thesis research	Pro-Seminar II Course* Thesis research	Thesis research
<b>Year 3</b>	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
	Defend prospectus Thesis research	Course* Thesis research	Thesis research
<b>Year 4</b>	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
	Thesis research	Thesis research	Thesis research
<b>Year 5</b>	<b>Fall</b>	<b>Winter</b>	<b>Summer</b>
	Thesis research	Thesis research	Defend Thesis
<p>*PhD student must complete 6 courses: ANOVA, Regression, and 1 more advanced statistics course, as well as 3 more courses at the 5000 or 6000 level. If students have already taken ANOVA and Regression they do not need to re-take them, but they still must replace their credit value with 2 PSYC courses.</p>			

# Psychology Graduate Student Conference (PGSC)

The PGSC is an annual, grad student-run conference showcasing the incredible and diverse research that is being conducted in the graduate Psychology program at Carleton University. Students may present their work as a long talk, a blitz talk, or a poster.

The PGSC takes place early in the Winter term. Watch your email for a Call for Abstracts in the Fall term.





# Psychology Graduate Students' Association (PGSA)

[pgsacarleton.weebly.com](http://pgsacarleton.weebly.com)

The aim of the PGSA is to promote a balance between academic and social aspects of student life while raising awareness of issues facing graduate students, thus working towards a cohesive community of psychology graduate students at Carleton University.

# Graduate Students' Association (GSA)

[gsa.carleton.ca](http://gsa.carleton.ca)

The Graduate Students' Association is governed by a Council ([gsacarleton.ca/council/](http://gsacarleton.ca/council/)) made up of graduate student representatives from each Department.

*Did you know?*

- The GSA is Local 78 of the Canadian Federation of Students ([cfs-fcee.ca](http://cfs-fcee.ca))
- The GSA administers your health plan ([gsacarleton.ca/healthplan/](http://gsacarleton.ca/healthplan/))
- The GSA offers low cost printing and photocopying.
- The GSA can make you an International Student Card ([gsacarleton.ca/isiccards/](http://gsacarleton.ca/isiccards/))

# Important Dates & Deadlines

## **September 5, 2018**

Fall term begins.

Fall and fall/winter classes begin.

## **September 18, 2018**

Last day of registration for fall term and fall/winter courses.

Last day to change courses or sections (including auditing) for fall term and fall/winter courses.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2018 and must register for the fall 2018 term.

## **September 30, 2018**

Last day to withdraw from fall term and fall/winter courses with a full fee adjustment (financial withdrawal). Withdrawals after this date will create no financial change to fall term fees and will result in a permanent notation of WDN appearing on your official transcript.

## **October 5, 2018**

December examination schedule (fall term final and fall/winter mid-terms) available online.

## **October 8, 2018**

Statutory holiday. University closed.

## **October 22-26, 2018**

Fall break. Classes are suspended.

## **November 25, 2018**

Winter Payment Deadline.

**December 1, 2018**

Last day for receipt of applications from potential winter (February) graduates.

**December 7, 2018**

Fall term ends. Classes follow a Monday schedule.

Last day for academic withdrawal from fall term courses.

Last day to pay any remaining fall tuition fees to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

**December 9 – 21, 2018**

Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.

**December 25, 2018-January 1, 2019**

University closed.

**January 7, 2019**

Winter term classes begin.

**January 18, 2019**

Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2019 and must register for the winter 2019 term.

**January 31, 2019**

Last day for a fee adjustment when withdrawing from winter term courses or the winter portion of two-term courses (financial withdrawal). Withdrawals after this date will create no financial change to winter term fees and will result in a permanent notation of WDN appearing on your official transcript.

**February 15, 2019**

April examination schedule available online.

**February 18, 2019**

Statutory holiday. University closed.

**February 18-22, 2019**

Winter Break. Classes are suspended.

**March 1, 2019**

Last day for receipt of applications from potential spring (June) graduates.

**April 7, 2019**

Last day to pay any remaining balance on your Student Account to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay summer 2019 course selection.

**April 9, 2019**

Winter term ends.

Last day of winter term and fall/winter classes.

Last day for academic withdrawal from winter term and fall/winter courses.

**April 12-27, 2019**

Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week.

**April 19-21, 2019**

Statutory holiday. University closed. No examinations take place.

**May 10, 2019**

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2019 and must register for the summer 2019 term.

# Resources

## **Mailroom B542 Loeb**

- Full time students share a mailbox with 1 other student
- Part-time students share 4 mailboxes

## **Grad Lab A620 Loeb**

- 30 computers

## **Grad Lounge C665 Loeb**

- Study carrels, couches
- Student space

**[carleton.ca/psychology/gradforms](http://carleton.ca/psychology/gradforms)**





## **Contact Us**

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