

MEMORANDUM

From: The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)
To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: October 22, 2021
Subject: Regulation Changes 2022-23

For Senate approval

1. R-ADM-General Section 4

Motion: That Senate approves the revisions to regulation UG-ADM-General Section 4, English Language Proficiency effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: TBD-1338 R-UG-ADM-General Section 4

2. Senate Guidelines – Academic Year Planning

Motion: That Senate approves the revisions to the Senate Guidelines for the Academic Year as presented.

Attachment: Senate Guidelines – Academic Year Planning

3. 3.1.10 Minimum CGPA requirements for Change of Program Element

Motion: That Senate approves the revisions to regulation R-UG 3.1.10 Changes of Degree and Program effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: TBD-1861 –R-UG-3.1.10 Changes of Degree and Program

4. 3.1.5 Student Categories

Motion: That Senate approves the deletion of regulation R-3.1.5 Student Categories effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: TBD-1856-R-UG-3.1.5 Student Categories

5. R-UG-7.1 Academic Regulations for Certificate Students

Motion: That Senate approves the revisions to regulation R-UG-7.1 Academic Regulations for Certificate Students effective for the 2022/23 Undergraduate as presented.

Attachment: TBD-1900-R-UG-7-1 Academic Regulations for Certificate Students

For Information

1. R-UG-BSW : R-UG-Bachelor of Social Work program regulations
2. Glossary definitions of Special Topics/Selected Topics
3. UG_G_2223_MinorMods_for_SCCASP_Oct5

Date Submitted: 08/31/21 3:40 pm

Viewing: **UG-ADM-General-4 ~~TBD-1338~~ : R-ADM-General-Section 4. English as a Second Language Proficiency Requirements (ESLR)**

Last approved: 03/17/21 10:35 am

Last edit: 09/30/21 3:54 pm

Last modified by: nataliephelan

Changes proposed by: jensugar

In Workflow

1. REGS ADM Review
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

Approval Path

1. 08/31/21 3:41 pm
Jen Sugar (jensugar):
Approved for REGS ADM Review
2. 09/10/21 3:26 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP
3. 09/27/21 12:54 pm
Erika Strathearn (erikastrathearn):
Approved for SCCASP

History

1. Jan 20, 2016 by Sandra Bauer (sandrabauer)
2. Mar 22, 2017 by Sandra Bauer (sandrabauer)
3. May 15, 2017 by Sandra Bauer (sandrabauer)
4. May 29, 2017 by Sandra Bauer (sandrabauer)
5. May 29, 2017 by Sandra Bauer (sandrabauer)
6. Jan 8, 2018 by Jen Sugar (jensugar)
7. Mar 17, 2021 by Jen Sugar (jensugar)

Calendar Pages Using this Program

[General Admissions Requirements and Procedures](#)

Effective Date 2022-23

Workflow majormod

Program Code	UG-ADM-General-4 TBD-1338
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-General-Section 4. English as a Second Language Proficiency Requirements (ESLR)

Program Requirements

4. English ~~as a Second~~ Language **Proficiency Requirements (ESLR)**

The language of instruction at Carleton University is English. **For admission, in their own interest,** students **will need to** ~~whose first language is not English must~~ demonstrate that **their knowledge and use** they can cope with the language demands of **English are strong enough for studies in** an English language **university.** ~~university, and they can do so by following one of two options:~~ **Students can do this by:**

Option 1 ~~In order to be eligible for admission to an undergraduate degree program or as a Special student at Carleton University without any English as a Second Language Requirement, all international applicants as well as Canadian citizens and residents whose first language is not English or French are required:~~ **Demonstrating to present official transcripts to indicate** that they have studied **full-time** for the last three ~~years~~ **years (full-time non-ESL)** in a high school, ~~college, college~~ or university in Canada, the United States, the United ~~Kingdom, Kingdom~~ or any other country in which the primary language is English and where the language of instruction in the relevant educational institution was exclusively **English.** ~~English, or~~

Students choosing this option should note the following:

- **Time spent in English as a Second Language (ESL) courses will not be counted towards meeting these requirements.**
- ~~to present an official minimum 70 band score (with no band below 60) on the Canadian Academic English Language (CAEL) Assessment, or to present an official minimum score of 86 overall on the Internet-based (iBT) Test of English as a Foreign Language (TOEFL) with a minimum score in each component of:~~ **Language requirements will not be waived based** ~~writing – 22, speaking – 22, reading – 20, listening – 20; or 237 on~~ **letters written by educators, or the computer-based Test of English** as a **result of completing senior-level high school English courses.** ~~Foreign Language (TOEFL); or 580 on the paper-based Test of English as a Foreign Language (TOEFL); or~~

OR by submitting an English as a Second Language (ESL) test result.

Option 1

Admission with no English as a Second Language Requirements (ESLR)

Students who demonstrate English language proficiency by submitting transcripts that meet the requirements above, in order to be eligible for admission to an undergraduate degree program or who submit ~~as a Special student at Carleton University without any of the scores shown in Table 1 below,~~ **may be eligible for an offer of admission with no further ESL requirements,** ~~English as a Second Language Requirement, all international applicants as well as Canadian citizens and may begin full-time studies in an undergraduate degree, residents whose first language is not English or as a Special student.~~ **French are required:**

Table 1: minimum test scores required for admission with no ESLR

English Language Test Scores

English Language Test	Score	Type of Offer
Cambridge English Assessment	176 or above C1 Advanced or C2 Proficiency, with minimum 169 in each component	Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.
Canadian Academic English Language Assessment (CAEL)	70 or above overall, with minimum score of 60 in each band	Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.
IELTS (Academic)	6.5 with minimum 6.0 in each band	Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.
Internet-based (iBT) TOEFL	86 or above, with minimum score of 22 in writing and speaking, and minimum 20 in reading and listening	Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.
Pearson Test of English (PTE) Academic	60 or above, with minimum score of 60 in each Communicative Skill	Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.

to present an official minimum score of 6.5 overall on the International English Language Testing System (IELTS) Academic Version, with a minimum score of 6.0 on each band, or to present an official minimum overall score of 60 (with a minimum of 60 on each band), on the Pearson Test of English (Academic), or to have completed ESLA 1900 or ESLA 1905 with a final grade of B- or higher. Applicants whose first language is French must present transcripts to indicate that they have taken four years of *anglais* (English) in a Canadian secondary school in order to be admitted without an English as a Second Language Requirement.

Option 2

Admission with English as a Second Language Requirements (ESLR) — Foundation ESL courses required

Applicants **who do not meet the requirements stated in Option 1, and who submit official English whose first language test scores within the ranges listed in Table 2 below, is not English who do not meet the requirements stated in Option 1** may be offered admission **with to** an **English undergraduate degree program or as a Special student, with an English** as a **Second Language Second Language** Requirement (ESLR). **These applicants may be offered admission to an undergraduate degree program or as a Special student. These applicants are required to present an official overall score between 40 and 69 (with a minimum score in each band of 30 and a minimum average of 40 over writing, reading, and listening) on the Canadian Academic English Language (CAEL) Assessment, or present an official overall score between 61 and 85 (with a minimum score in each component of 15) on the Internet-based (iBT) Test of English as a Foreign Language (TOEFL); or between 173 and 236 on the computer-based TOEFL; or between 500 and 579 on the paper-based TOEFL, or present an official overall score between 5.0 and 6.4 (with a minimum score in each band of 4.5 and a minimum average of 5.0 over writing, reading, and listening) on the International English Language Testing System (IELTS). When they first start** Applicants with language scores within the above ranges may be permitted to begin their **program, these students will be required to take Carleton's ESL Foundation studies by registering in credit ESLA courses(s) and a limited number of credit courses along with a limited number of courses from until their degree program. ESLR is completed. This admission with an ESLR allows students to earn academic credits from degree courses taken while completing the English language requirements.**

Table 2: minimum test scores required for admission with an ESLR

English Language Test Scores		
English Language Test	Score	Type of Offer
Canadian Academic English Language Assessment (CAEL)	40-69 overall, with minimum score of 30 in each band, and a minimum average of 40 over writing, reading, and listening	Offer to undergraduate degree program or Special studies with ESLR. Must complete Foundation ESL courses.
IELTS (Academic)	5.0-6.4, with a minimum score of 4.5 in each band, and a minimum average of 5.0 in writing, reading, and listening	Offer to undergraduate degree program or Special studies with ESLR. Must complete Foundation ESL courses.

English Language Test	Score	Type of Offer
Internet-based (iBT) TOEFL	61-85 overall, with a minimum score of 15 in each section	Offer to undergraduate degree program or Special studies with ESLR. Must complete Foundation ESL courses.

Please note that students beginning their studies with an English Language Requirement (ESLR) are not eligible for admission to the following programs:

- Architectural Studies
- Health Sciences
- Humanities
- Industrial Design
- Information Technology
- International Business
- Journalism
- Journalism and Humanities
- Media Production and Design
- Public Affairs and Policy Management

Students admitted with an ESLR are required to:

1. ~~Students must be registered in and attending the required credit ESLA course(s) to be permitted to register in any other courses. Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses without the required ESLA course registration and those registered in more non-ESL credits than their results indicate.~~ **Complete** Students are expected to complete the ESLR within one calendar year of their ~~first initial~~ enrolment in credit courses.
 - **To satisfy the ESLR, students must earn a minimum grade of B- in either ESLA 1900 Advanced English as a Second Language for Academic Purposes or ESLA 1905 (no longer offered).**
 - **Students can satisfy the ESLR at any time by submitting an approved English Language assessment result that meets the levels stated in Table 1 above.**
 - In exceptional circumstances, permission to continue ~~in a second fall/winter term~~ registration in ESLA courses ~~after may be granted by~~ the **one calendar year deadline has passed (an ESLR extension) will be granted by the University's School of Linguistics and Language Studies (SLaLS). (SLALS).** Registration will be denied to students who have not satisfied the ESLR if they do not show continuous registration, **attendance, and attendance or progress** in their required ESLA courses (as determined by **SLaLS). SLALS).**
2. **Register** ~~Students must be registered in and attend attending~~ the required credit ESLA course(s) every term until the ESLR has been satisfied. ~~to be permitted to register in any other courses:~~
 - **ESLA registration must start in the student's first term of study.**
 - **ESLA registration is required in order to register in any other course(s).**
 - **Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses but not ~~without~~ the required ESLA course registration, ~~registration and~~ those registered in more non-ESLA ~~non-ESL~~ credits than their test results permit, those registered with expired ESLR placements, and those whose ESLA period has not been extended. ~~indicate:~~**
 - **Students who do not achieve the minimum final grade required to advance to the next level of an ESLA course after three attempts **at one level** will not be permitted to register in any credit courses for **one one** calendar year. Such students must take a **SLaLS-approved SLALS-approved** English language proficiency test **before returning to their studies** and **place into a higher ESLA course level before returning to their studies. must register according to their new placement:****

Students considering a break in study ~~of three terms~~ or ~~withdrawing from their ESLA course longer~~ should contact **SLaLS SLALS** to discuss ~~their their~~ ESLR standing. After a break in ~~studies, students may be required to re-take a SLALS-approved English language proficiency test before returning to their~~ studies or ~~lack of completion of an ESLA course for three terms or longer, students may be required to re-take a SLaLS-approved English language proficiency test, and must receive permission to continue registration in ESLA courses before returning~~ ~~register according to their studies. new placement:~~

~~To satisfy the ESLR, students must earn a grade of B- or higher in either Advanced English as a Second Language for Academic Purposes (ESLA 1900) or in Advanced English as a Second Language for Engineering Students (ESLA1905). Students are able to satisfy this requirement at any time during the year by achieving the minimum result required on one of Carleton University's~~

~~approved English as a Second Language assessments. Refer to Option 1 for details on acceptable English language tests.~~ For further information regarding ~~the~~ English **language proficiency requirements as a Second Language Requirement** and admission, contact **Admissions Services (undergraduate degree applicants) or the Registrar's Office (special student applicants)**. ~~Services.~~ For information on English as a Second Language (ESLA) credit **courses, placement, courses** and **ESLR standing, placement**, contact the **School of Linguistics and Language Studies (SLaLS)**. ~~(SLALS)~~

New Resources

No New Resources

Summary

NP July 12/21: in collaboration with J. Sugar and SLALS, new language is proposed for section 4 of the General Admission Requirements, which talks about English language proficiency.

Rationale for change

Clearer language for students and addition of new language tests

Transition/Implementation

Program reviewer
comments

nataliephelan (09/21/21 10:40 am): Changed program code and proposal title.
nataliephelan (09/30/21 3:54 pm): Removed the course link to ESLA 1905 as it has been deleted, but left the reference in plain text for clarity.

Key: 1338

Guidelines for Determining the Academic Year

All terms

1. On an annual basis, SCCASP will determine the academic schedule using the guidelines below.
2. There are at least 62 teaching days each term.
3. [Last day for registration for full \(fall, winter, summer\) and late terms \(fall/winter\): on the tenth teaching day of the full term.](#)
4. [Last day for registration for early terms \(fall, winter, summer\) and late term \(summer\): on the fifth teaching day of the term.](#)
3. ~~Last day for registration: on the tenth teaching day of the term (after each class has met at least twice).~~
4. ~~Last day to withdraw from courses: on the last teaching day of the term or, in summer, part of term.~~ [Fall term: Nov 15 \(full and late\), Oct 1 \(early\); Winter term: Mar 15 \(full and late\), Feb 1 \(early\).; Summer term: Aug 1 \(full and late\), Jun 1 \(early\)](#)
5. The requirements for accreditation of programs will be respected.

Fall Term

6. Academic Orientation – two days before the beginning of the fall term. In some years, the September orientation period may be shortened to one day.
7. In some years, orientation activities and classes may take place before Labour Day, but not earlier than September 1st.
8. Fall Break: The break will normally be in the 7th or 8th full week of the term.
9. ~~December examinations will normally~~ end on or by December 22; in some years examinations may not end until December 23
10. [The Fall term is divided into 2 sub-terms normally consisting of 31 teaching days each](#)
- 9-11. [There are final examination periods in both Oct/Nov and December](#)

Winter Term

- 10-12. ~~Winter classes begin on the first Monday after January 3 provided the calendar permits a minimum 13 day break from end of exams to beginning of term. Otherwise, the start of the winter term will be adjusted to accommodate. .~~
- 11-13. ~~Winter Break: the week of February containing Family Day holiday.~~
14. ~~April examinations ending on or by April 29.~~
15. [The Winter term is divided into 2 sub-terms normally consisting of 31 teaching days each](#)
- 12-16. [There are final examination periods in both Feb/Mar and April](#)

Summer Term

- 13-17. ~~The summer Term is divided into 2 sub-terms normally consisting of:~~ 31 teaching days before July 1 and 31 teaching days after July 1.
- 14-18. ~~There are final examination periods in both June and August.~~

Examination Periods

The schedule will include the following minimum number of days designated for examinations:

<u>Final Examinations</u>	<u>Deferred Examinations</u>
13 days in December ¹	6 days in January
13 days in April ¹	12 days in May
5 7 days in June	3 days in July
5 7 days in August	-3 days in September

¹ in some years there may only be 12 exam days; [normally](#) there ~~may not be~~ a day between the end of classes and the beginning of examinations and examinations may be held on Sundays; normally students with a class on the last day of classes will not have an examination on the first day of exams.

14 business days from the deadline for grades submission are required for graduation processing.

4 days in Oct/Nov 3 days Nov/Dec
4 days in Feb/Mar 3 days Mar/Apr

Revised: Nov 2006; Dec 2010; Nov 2014; January 2017, October 2021

The proposal includes changes to introduce sub-terms (early and late) in the Fall and Winter terms for .25 credit courses

Based on this proposal, the Academic Withdrawal date for all terms is static and will fall after the early feedback guidelines.

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Date Submitted: 10/08/21 10:34 am

Viewing: **TBD-1861 : R-UG-3.1.10 Changes of Degree and Program**

Last approved: 02/25/21 10:17 am

Last edit: 10/14/21 1:01 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. **REGS RO UG Review**
2. **PRE SCCASP**
3. **SCCASP**
4. **Senate**
5. PRE CalEditor
6. CalEditor

Approval Path

1. 10/12/21 4:12 pm
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 10/12/21 4:12 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 10/12/21 4:18 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP
4. 10/14/21 11:14 am
Natalie Phelan
(nataliephelan): Rollback
to REGS RO UG Review
for Senate
5. 10/14/21 1:27 pm
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
6. 10/14/21 1:28 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
7. 10/14/21 2:32 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. May 3, 2019 by Mike
Labreque (mikelabreque)

2. May 14, 2019 by Mike Labreque (mikelabreque)
3. May 14, 2019 by Mike Labreque (mikelabreque)
4. Apr 15, 2020 by Sarah Cleary (sarahcleary)
5. Jun 11, 2020 by Sarah Cleary (sarahcleary)
6. Feb 18, 2021 by Sarah Cleary (sarahcleary)
7. Feb 25, 2021 by Sarah Cleary (sarahcleary)

Calendar Pages Using this Program [Academic Regulations for Degree Students](#)

Effective Date	2022-23
Workflow	majormod minormod
Program Code	TBD-1861
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.1.10 Changes of Degree and Program

Program Requirements

3.1.10 Changes of Degree and Program

Minimum CGPA requirements for Change ~~Application through Registrar's Office Application is made through Carleton Central~~ **(Change of Program Element**

Application is made through Carleton Central (Change application) for change of Program Element application) for change of program applications in the following cases:

- students who wish to change to a different program within the same degree;
- students who wish to add, **drop, drop** or change a Concentration, **Specialization, Specialization** or **Minor. Minor; Not all program combinations are possible.**

Table 1: Minimum CGPAs Required in New Program Element

Program Credits Completed	Minimum CGPA Requirements - COPE		
	Honours	15 Credit Non-Honours	20 Credit Non-Honours
0.0 to 5.5	Overall 4.00	Overall 4.00	Overall 4.00
Between 5.75 and 10.0	Overall 4.00, Major 5.50	Overall 4.00, Major 3.00	Overall 4.00, Major 3.50
Between 10.25 and 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

Not all program combinations are possible. Additional requirements may apply to certain program elements; please ~~Please~~ consult with **the** specific units for **the** ~~the~~ options **available.** ~~available-~~ ~~Application through~~

Co-op Option

Application and Career Services Application is made through the [Co-op Office](#) for admission to and withdrawal from the Co-op Option.

Application through Admissions Services -

The following situations require students to reapply for admission through Admissions Services:

- currently registered students who wish, or who are required, to change their degree;
- students who have been **Required** ~~suspended or debarred and wish to~~ **Withdraw for Two Terms (WT) or Required return to Withdraw for Two Years (WY) and wish to return to** their original program after the required absence from studies at Carleton University (see Section 3.2.3 of the *Academic Regulations of the University*); ~~University~~;
- students who, after completing an undergraduate degree, wish to complete an additional undergraduate degree or certificate;
- students who have left the university and wish to return to a different degree;
- students who have attended another post-secondary institution (except on a letter of permission or exchange program), and wish to transfer obtained credits to their Carleton credential;
- Special Students who wish to be formally admitted to Carleton University (see [Section 15](#) of the *General Admissions Requirements and Procedures*); ~~Procedures~~;
- students who have been away from the university for nine or more consecutive terms.

New Resources	No New Resources
Summary	Adding COPE regulations to the calendar where previously the parameters were not published.
Rationale for change	With ACE no longer checking Major CGPA as a criteria for continuation, the RO feels it's important to make it clear in the calendar that COPE is a process which still makes decisions based on a student's Major CGPA. Publishing this information here is also a benefit for Admissions, as their regulations about admission to second-year standing and beyond ties into the thresholds in this table.

Transition/Implementation

Program reviewer comments	nataliephelan (10/14/21 11:14 am): Rollback: to adjust the title of the new CGPA chart nataliephelan (10/14/21 1:01 pm): In consultation with H. Nemiroff and E. Strathearn, changed the title of the chart to make it clear that these CGPA thresholds are required to be eligible to add/change a program element, i.e. they apply to the requested element. Ready to be re-approved back to the Senate step.
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Key: 1861

A deleted record cannot be edited

Program Delete Proposal

Date Submitted: 09/30/21 4:30 pm

Viewing: **TBD-1856 : R-UG-3.1.5 Student Categories**

Last approved: 05/03/19 10:41 am

Last edit: 09/30/21 4:30 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. REGS RO UG Review
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

Approval Path

1. 10/05/21 4:14 pm
Dotty Nwakanma
(dottynwakanma):
Approved for REGS RO
UG Review
2. 10/05/21 4:36 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 10/12/21 4:12 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. May 3, 2019 by Mike
Labreque (mikelabreque)

Calendar Pages Using this Program [Academic Regulations for Degree Students](#)

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-1856
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO

Degree

Title R-UG-3.1.5 Student Categories

Program Requirements

3.1.5 Student Categories

Undergraduate students 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:

- students admitted with conditions;
- students readmitted with conditions;
- credit ESL students.

Students admitted with Additional Requirements who fail to meet these conditions 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 section 7 *Academic Regulations for Certificate Students* of this Calendar. 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.

New Resources

Summary

Delete the regulation that identifies four categories of UG student.

Rationale for change

The information in this regulation is replicated elsewhere in the calendar, and is itself incomplete (e.g. does not refer to post-baccalaureate students). The calendar already has separate sections for Certificate and Special students, and the Admissions regulations speak to the subdivisions of Degree students.

Transition/Implementation n/a

 Program reviewer comments

Key: 1856

Date Submitted: 09/30/21 4:18 pm

Viewing: **TBD-1900 : R-UG-7.1 Academic Regulations for Certificate Students**

Last approved: 05/03/19 11:44 am

Last edit: 10/05/21 11:00 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. REGS RO UG Review
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3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

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Dotty Nwakanma
(dottynwakanma):
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Natalie Phelan
(nataliephelan):
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Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. May 3, 2019 by Mike
Labreque (mikelabreque)

Calendar Pages Using this Program [Academic Regulations for Certificate Students](#)

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-1900
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	

Program Requirements

7.1 Academic Regulations and Requirements for Undergraduate Certificates

In addition to the requirements presented here, students must satisfy the university regulations (see the [Academic Regulations of the University](#) section of this Calendar).

Definition

An undergraduate certificate is defined as a structured set of at least 4.0 undergraduate credits in a particular discipline or area of study that introduces the student to — or extends their knowledge of — that discipline or area of **study. It is normally constituted by a structured set of sequential courses. An undergraduate certificate is a stand-alone credential that may be taken concurrently with a bachelor’s program or independently. study: When taken concurrently, the student is simultaneously considered a Degree Student and a Certificate Student.**

~~An undergraduate certificate is a stand-alone credential that may be taken concurrently with a bachelor’s program or independently. It is normally constituted by a structured set of sequential year-level courses.~~ Program Requirements

- A minimum of 4.0 credits
- Minimum grade requirements may apply
- Consult the individual program entries for details

New Resources	No New Resources
Summary	Adding language about student status when in a concurrent certificate.
Rationale for change	With the proposed deletion of regulation 3.1.5 Student Categories, the statement that a student may be simultaneously a Degree Student and Certificate Student needs to be re-housed. As this regulation is specific to certificates, it is logical that we add that note here. Also minor reordering within the Definition paragraph to enhance readability.
Transition/Implementation	n/a
Program reviewer comments	nataliephelan (10/05/21 11:00 am): Following SCCASP on Oct 5/21, removed duplicated sentence.

New Program Proposal

Date Submitted: 09/17/21 11:17 am

Viewing: **R-UG-BSW : R-UG-Bachelor of Social Work program regulations**

Last edit: 09/29/21 2:01 pm

Last modified by: karenspencer

Changes proposed by: karenspencer

In Workflow

1. REGS RO UG Review
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3. PRE CalEditor
4. CalEditor

Approval Path

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Erika Strathearn
(erikastrathearn):
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(nataliephelan): Rollback
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Natalie Phelan
(nataliephelan):
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Lisa Chow (lisachow):
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CalEditor

Effective Date	2021-22
Workflow	majormod
Program Code	R-UG-BSW
Level	Undergraduate
Faculty	Faculty of Public Affairs
Academic Unit	School of Social Work Regulations: DEPT
Degree	Bachelor of Social Work
Title	R-UG-Bachelor of Social Work program regulations

Program Requirements

Regulations

In addition to the program requirements described here, students in the Bachelor of Social Work (Honours) must satisfy the University regulations, including:

- the continuation requirements for Honours programs, as described in [Section 3.2.6](#) of the *Academic Regulations of the University*; and,
- the graduation requirements for Honours programs, as described in [Section 3.4.6](#) of the *Academic Regulations of the University*.

Students should consult with the School of Social Work when planning their programs and selecting courses.

New Resources	No New Resources
Summary	Adding wording about the continuation and graduation minimums required in the BSW program.
Rationale	NP Sept 15/21: In 21-22, the BSW removed its special APE rules in preparation for ACE. This meant that there were no explicit nor implied references to the minimum graduation CGPAs for the BSW anywhere in the calendar. After discussion with the Director and Associate Dean, it has been confirmed that lowering the graduation requirements was implicit in the deletion of the BSW regulation 3.2.7 - special APE rules. In addition to matching the APE requirements to the standard Honours template, the intention is also to lower the BSW graduation requirements so that they match the requirements for Honours degrees as laid out in section 3.4.6. There has also been discussion around making it more clear that the BSW is an honours degree, so this is an ideal opportunity to add (Honours) to calendar references to the BSW, bringing it in line with language elsewhere in the calendar: B.Comm. (Honours), Journalism (Honours), B.Music (Honours), etc.
Transition/Implementation	The changes are intended to apply to all students in the BSW Program regardless of catalogue term. Once the changes are made, the School of Social Work intends to notify all students of the change.

Program reviewer comments	<p>nataliephelan (09/21/21 11:02 am): After discussion at SCCASP Sept 21/21, it was agreed to treat this as a collateral change as a result of Social Work adopting standard Honours protocols as part of the transition to ACE. The School has stated that the intention was to adopt Honours requirements for both continuation and graduation, and has advised its students accordingly. Implementing this as a late change for 21-22 is beneficial to students as it lowers the graduation minimums, and may mean students at all years in their program can make different choices with regards to repeating/replacing courses to boost their CGPA.</p> <p>nataliephelan (09/21/21 12:06 pm): Rollback: Natalie was confused about what was going to happen next, so rolling back to FPA for David's attention!</p>
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Key: 2122

Date Submitted: 09/14/21 11:18 am

Viewing: **Glossary : Glossary**

Last approved: 08/12/21 11:14 am

Last edit: 09/21/21 9:32 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. **REGS RO UG Review**
2. **PRE SCCASP**
3. **SCCASP**
4. **Senate**
5. PRE CalEditor
6. CalEditor

Approval Path

1. 09/15/21 11:23 am
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 09/15/21 11:28 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 09/27/21 12:54 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. Nov 24, 2017 by Sandra Bauer (sandrabauer)
2. Nov 24, 2017 by Sandra Bauer (sandrabauer)
3. Feb 7, 2018 by Mike Labreque (mikelabreque)
4. Feb 7, 2018 by Mike Labreque (mikelabreque)
5. Feb 7, 2018 by Mike Labreque (mikelabreque)
6. Feb 7, 2018 by Mike Labreque (mikelabreque)
7. Feb 7, 2018 by Mike Labreque (mikelabreque)
8. Apr 30, 2018 by Mike Labreque (mikelabreque)
9. Apr 30, 2018 by Mike Labreque (mikelabreque)
10. Nov 6, 2018 by Mike Labreque (mikelabreque)

11. Feb 19, 2019 by Mike Labreque (mikelabreque)
12. Mar 19, 2019 by Mike Labreque (mikelabreque)
13. Feb 10, 2020 by Sarah Cleary (sarahcleary)
14. Jun 8, 2020 by Sarah Cleary (sarahcleary)
15. Dec 17, 2020 by Sarah Cleary (sarahcleary)
16. Feb 5, 2021 by Sarah Cleary (sarahcleary)
17. May 3, 2021 by Sarah Cleary (sarahcleary)
18. May 20, 2021 by Natalie Phelan (nataliephelan)
19. Aug 12, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Glossary](#)

Effective Date	2022-23
Workflow	majormod minormod
Program Code	Glossary
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	Glossary

Program Requirements

Glossary

The following glossary of definitions is intended to provide explanations of how certain important terms are used throughout the Calendar. In rare cases where a discrepancy may occur between the definition provided in this Glossary and the use of the term in the remainder of the Calendar, the term as used in the remainder of the Calendar takes precedence.

The Glossary is not intended to be exhaustive; students should refer to Carleton's web site for other important information (e.g., [carleton.ca/registrars](https://www.carleton.ca/registrars); [gradstudents.carleton.ca](https://www.carleton.ca/gradstudents)).

Except where noted, all definitions apply to undergraduate and graduate students.

| [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) |

| [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

Notations

Notation

Description

A

Academic Performance Evaluation (APE)	The APE is the annual assessment of student academic standing in undergraduate degree programs and special studies. The possible outcomes of an APE are <i>Good Standing, Academic Warning, Suspension, Continue in Alternate, Continue in General, Dismissed from Program, or Debarment.</i>
Auditing Student	A student who attends a course for interest and not for credit. Formal registration is required.

B

Bachelor's Program	An undergraduate, non-honours academic program of study requiring a minimum of 15.0 credits.
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C

Calendar	The official publication of academic regulations, academic programs and course descriptions as approved by the Senate.
Certificate	An undergraduate certificate is a stand-alone Credential that may be taken concurrently with a bachelor's program or independently. It is normally constituted by a structured set of at least four credits of sequential courses of different levels in a particular discipline or area of study that introduces students to, or extends their knowledge of, that discipline or area of study.
Challenge for Credit	Undergraduate academic course credit gained through examination based on a student's prior learning experience gained through professional or work experience. A successful challenge for credit is noted in the student's record as CH. (An unsuccessful challenge for credit is noted as UCH). A CH is neither included in the CGPA calculation nor used to satisfy the degree program residency requirement. Challenge for Credit is not available in all courses.
Collaborative Specialization	At the graduate level the term "collaborative specialization" refers to an Option added to a degree program that provides an experience in a discipline or intellectual area in addition to that provided in the student's home program and meets the requirements identified by the Quality Council's corresponding definition.
Concentration	A program Element recorded on the transcript and diploma constituted by at least 3.5 credits of required courses at the undergraduate level and 1.5 credits of required courses at the Master's level that concentrates on a particular area of study within the program and provides the student with specific expertise, knowledge and/or practice. At the Doctoral level, a concentration is constituted by at least three curricular academic requirements, excluding the dissertation, residency and language requirements, that form a distinctive area of study related to the concentration.
Co-operative Education	An undergraduate or graduate Option comprising work periods combined with academic study to acquire work-related experience; the co-op option is intended to complement the student's academic study.
Core	A course or group of courses that are a subset of the courses that constitute a major in an undergraduate program. These are courses of special importance to undergraduate programs and are subject to specific CGPA requirements.

Notation	Description
Cotutelle	An Option in any Ph.D. program. Doctoral students undertake to complete the requirements of a Ph.D. program in both their home university and a partner university in another country.
Course	A course is a unit of teaching that may count as credit towards a Credential. Courses typically last one academic term and focus on one subject area with a prescribed sequence of units of study (lectures, seminars, tutorials, workshops, laboratories, assignments, essays, tests, examinations and so on). Courses are delivered by one or more instructors and have a fixed roster of students.
Course Numbering	Courses have unique eight-character alphanumeric course codes, titles and descriptions. The credit value is indicated in square brackets following the course number. The first number in a course designation (e.g. 0000, 1000, 2000, 3000, 4000) indicates the knowledge level of a course and not the year of registration or year standing one requires to enroll in it. One can enroll in any course provided one meets the prerequisites. Prerequisites come in many forms and combinations such as but not limited to year standing, completion of other courses, registration in a specific program, permission of the Department, and specific CGPA requirements. 0000-level courses are those that may be required to satisfy prerequisites. 1000-level courses are typically introductory or foundation level courses. 2000-level and 3000-level courses are typically intermediate to upper-intermediate level courses. 4000-level courses are typically advanced level courses. 5000 and 6000-level are graduate level courses.
Course Outline	Instructors are required to provide students in each course a written Course Outline (distributed in class or electronically), on or before the first teaching day for undergraduate courses, and before the last date for late registration for graduate courses. The course outline must specify all the elements that will contribute to the final grade, as well as the overall grade breakdown for the course. Courses that do not contribute to the fulfilment of graduation requirements within the student's program:
Courses Set Aside	<ol style="list-style-type: none"> 1. Extra to the Degree (ETD): Passed credits that are in excess of the required credits; 2. No Credit for Degree (NCD): Passed credits that are ineligible for credit in the student's program; 3. Forfeit: Repeated courses, course equivalencies, preclusions, and courses placed in this category by an academic standing committee or an appeal committee.
Credential	An academic qualification awarded by the University Senate upon successful completion of an academic program. All credentials are either degrees (bachelors, masters, or doctoral), diplomas, or certificates.
Credit	The academic value of a course (for example, 0.0, 0.5, 1.0, et cetera).
Credits Not in the Major	Credits Not in the Major are credits that must be taken in programs that require Credits Not in the Major from disciplines and intellectual areas other than those which constitute the discipline, disciplines or intellectual area of the major in such programs. Credits Not in the Major constitute one form of restricted electives.
Cumulative Grade Point Average (CGPA)	The key assessment tool for undergraduate Academic Performance Evaluation, and graduate and undergraduate graduation requirements and distinctions. The CGPA may be used in assessments for scholarships, medals and other milestones. The CGPA is the average of grade points earned on all courses required for and counting towards graduation from the student's current program (overall CGPA), or the average of grade points earned on a subset of such courses (for example, those constituting the Major or a Minor) at the time the CGPA is calculated.
D	
Degree	A Credential at the Bachelor, Master or Doctoral level awarded by the University Senate upon the successful completion of a prescribed set and sequence of program requirements at a specified standard of performance.

Notation**Description**

Post-baccalaureate Diploma: a stand-alone undergraduate credential for candidates already possessing a bachelor's degree intended to: (a) qualify candidates for consideration for entry into a Master's program; (b) bring a candidate who already possesses a bachelor's degree up to a level of a bachelor's degree of 20.0 credits or more in another discipline; (c) provide a candidate who already possesses a twenty-credit bachelor's degree in the same discipline the opportunity to bring their previous studies to current equivalents and/or to examine alternative areas; or, (d) provide a candidate with a professional undergraduate credential for which the prior completion of an undergraduate degree program is appropriate.

Post-baccalaureate diplomas are normally constituted by at least three and a maximum of five credits of advanced undergraduate courses.

Diploma**Graduate Diploma:**

Type 1: Awarded when a candidate admitted to a master's program leaves the program after completing a certain proportion of the requirements. Students are not admitted directly to a Type 1 Diploma.

Type 2: Offered concurrently with a master's or doctoral degree, the admission to which requires that the candidate be already admitted to the master's or doctoral degree program. A Type 2 Diploma represents an additional, usually interdisciplinary, qualification of 2 to 3 credits.

Type 3: A stand-alone, direct-entry program of 2 to 3 credits, generally developed by a unit already offering a related master's (and sometimes doctoral) degree, and designed to meet the needs of a particular clientele or market.

Dual Degree

A Dual Degree program is a joint partnership at the undergraduate or Master's level where a co-enrolment agreement exists between Carleton and another post-secondary institution. Students simultaneously complete a program at both institutions, receiving two diplomas. Students must meet the admission criteria and must fulfill all the program requirements of both institutions within the normal time to completion.

E**Element**

Elements are: (i) Undergraduate: majors, minors, concentrations, and specializations; there are a maximum number of elements that may be taken in conjunction with a program at the undergraduate level; (ii) Graduate: concentrations.

Elements are recorded on the transcript and the diploma.

Equivalency

Courses that are of equal credit value and which are considered to be similar enough that they always preclude one another and may serve interchangeably for the other in terms of prerequisites, co-requisites, and program requirements. These will be identified in the calendar as 'Also Listed As', and are commonly referred to as 'cross-listed courses'.

Experiential Learning

Experiential learning is the application of theory and academic content to real-world experiences within the classroom, the community, or the workplace. It may be undertaken independently or in teams. It advances learning outcomes and encourages reflection and application of skills and knowledge in contexts that prepare students for the workplace and civil society.

F**Field**

A Field occurs only at the graduate level, and is defined as an identifiable area of research activity undertaken by a group of faculty of sufficient number.

Notation	Description
Flex Term	Flex Term refers to the timing of delivery of 'asynchronous' on-line courses that are currently restricted to special students and in which they may register at any time. Special students may engage with the material of these courses at their own pace. The delivery of 'asynchronous' on-line courses does not therefore conform to the usual beginning and end of Carleton University terms.
Formative Assessment	Formative assessments are those assessments of a student's work carried out during the course that act to provide feedback and guidance to the student in addition to assessing the student's performance.
Free Elective	Free electives are any approved credit course normally at the 1000-level or higher – including courses from the discipline, disciplines or intellectual areas that identify the major of the degree program in question – that may be taken to make up the number of credits required for the degree program in question.
H	
Honours Bachelor's Program	An undergraduate Bachelor's program requiring a minimum of 20.0 credits that may demand a higher academic standard than a non-honours program. Pathways to completion may be constituted by a thesis, research essay, capstone project, or other significant project.
I	
Internship	<p>An internship is constituted through a course or sequence of courses that provides students with work experience directly related to the subject matter of their degree program. There are two types of undergraduate internships:</p> <ol style="list-style-type: none"> 1. Program Internship: an Option constituted by a structured sequence of at least 4.0 credits of courses of different levels in an honours bachelors program taken in a work environment off-campus. A program internship provides students with extensive professional work experience directly related to the subject matter of their program. 2. Course Internship: an individual course within a degree program taken in a work environment either on- or off-campus that provides students with professional work experience directly related to the subject matter of their program.
L	
Learning Outcomes	Learning outcomes are discipline-specific statements that describe the observable skills or abilities associated with the essential knowledge, behaviours, and/or values all students are expected to acquire by the end of a course or program of study.
Letter of Permission	A formal document issued by the University Registrar approving a student to register in a course at another institution in lieu of a Carleton course in the student's academic program. The Letter of Permission must be issued before the student takes the course for credit in a Carleton program at another institution.
M	
Major	A program Element recorded on the transcript and diploma. The major is constituted by the required course credits in one or more defined disciplines or intellectual areas that define the principle focus of a student's undergraduate program and constitute the basis for the calculation of the Major CGPA.
Major CGPA	The Major CGPA is calculated as the average grade points earned on the courses that constitute the major.

Notation	Description
Mention Francais	An undergraduate Option noted on the transcript denoting specified courses taken in French, which may be used to fulfil program requirements.
Minor	A program Element at the undergraduate level recorded on the transcript and diploma. A minor is a structured set of credits that form a distinct subset of a program or intellectual area. Each Minor requires at least 4.0 and at most 5.0 credits. Access to minors may be restricted. A minor introduces a student to, or extends their knowledge of, a discipline or intellectual area.
O	
Option	An optional addition to or component of a program with requirements distinct from those of an Element: (i) Undergraduate: co-operative education, study abroad, Mention Francais, program internship; (ii) Graduate: co-operative education, Cotutelle (in Ph.D. programs), Dual Master's Degree (in master's programs), collaborative specialization. Options may be taken in addition to elements and are recorded on the transcript and the diploma.
P	
Pathway	A pathway through a program is a route to completion such as: stream, thesis, research essay, research project, or course only. Pathways may be chosen in addition to Elements and Options, and are not recorded on the diploma but are recorded on the transcript.
Practical Assessments	Practical assessments are those assessments, such as exams or term work, of a student's work where the tasks and conditions are similar to what they would experience in a work environment and are designed to complement their academic skills and competencies.
Prerequisite	A required course or courses that must be completed successfully before registering in the course that requires the prerequisite.
Preclusion	Courses that contain sufficient content in common that credit may not be earned for more than one of the courses. Courses that preclude one another are not necessarily considered equivalent and may or may not be interchangeable to fulfil program or specific element requirements.

Notation**Description**

A specified combination of academic requirements in a discipline or intellectual area of study which leads to a credential (for example, B.A. in Philosophy, Ph.D. in History, M.Sc. in Chemistry, Graduate Diploma in Public Policy and Program Evaluation, Certificate in the Teaching of English as a Second Language).

There are five types of programs at the undergraduate level:

1. Single-Discipline Program: A Single-Discipline program is a program of at least 15.0 credits in which the courses that constitute the program's major are drawn overwhelmingly from one discipline or intellectual area.
2. Thematic Program: A Thematic program is an interdisciplinary program of at least 15.0 credits that concentrates on a particular interdisciplinary intellectual area or theme, and draws on courses within its major from at least three disciplines or intellectual areas.
3. Single-Discipline Honours Program: A Single-Discipline Honours program is a program of at least 20.0 credits in which the courses that constitute the program's major are drawn overwhelmingly from one discipline or intellectual area. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.
4. Combined Honours Program: A Combined Honours program is a program of at least 20.0 credits in which a student fulfils the requirements for combined honours majors in two such majors from two different programs. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.
5. Thematic Honours Program: A Thematic Honours program is an interdisciplinary program of at least 20.0 credits that concentrates on a particular interdisciplinary intellectual area or theme, and draws on courses within its major from at least three disciplines or intellectual areas. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.

Program

R

Restricted electives are courses required to fulfil elective requirements in an undergraduate program that are not free electives. The courses that may fulfil restricted elective requirements in any program are in other words prescribed by the program.

Restricted Elective

Students should refer to individual program descriptions to determine the courses that may fulfil restricted elective requirements for a program.

S**Selected Topics**

Selected Topics courses normally fall within a narrow range of topics within a common theme indicated by the course title. They are non-repeatable.

Notation	Description
<p>SpecializationAt the graduate level only collaborative specializations exist. See definition for 'collaborative specialization'. At the undergraduate level, the term 'specialization' is reserved for specific areas of concentration in programs in which the courses constituting the program's specializations are delivered overwhelmingly by academic units other than the academic unit administering the program.</p>	<p>Students not admitted to a program or a degree leading to a Credential.</p>
<p>Special Topics</p>	<p>Special Topics courses are normally selected from a broad range of topics within a discipline. Their topics vary widely from year-to-year. They are repeatable. At the undergraduate level, the term 'specialization' is reserved for specific areas of concentration in programs in which the courses constituting the program's specializations are delivered overwhelmingly by academic units other than the academic unit administering the program.</p>
<p>Specialization</p>	<p>At the graduate level only collaborative specializations exist. See definition for 'collaborative specialization'.</p> <p>Full-time status for tuition fee purposes:</p> <ol style="list-style-type: none"> Undergraduate students are full-time when registered in a 60% course load per term as defined by the student's academic program: for example, registered in at least 1.5 credits per term in a 2.5 credit normal term course load. Undergraduate students should consult the website of the Academic Advising Centre to determine their eligibility for various Provincial and University services according to the number of credits taken each term. Graduate students are normally admitted and must stay continuously registered as full-time. Students may apply to the Dean of Graduate and Postdoctoral Affairs for exemption from full-time status in exceptional circumstances (for example, medical circumstances); exemptions are normally granted for one term.
<p>Status</p>	<p>Part-time status for tuition fee purposes:</p> <ol style="list-style-type: none"> Undergraduate students are part-time when registered in less than a 60% course load per term as defined by the student's academic program (for example, registered in less than 1.5 credits per term). Graduate students may be admitted as part-time students and will be required to continue and complete their program as part-time; a part-time student is not eligible to register in more than 1.25 credits per term, including audit courses.
<p>Stream</p>	<p>A Pathway within an undergraduate program normally constituted by at least 1.5 credits of courses that facilitate concentration on a particular area of study within the program. Streams are not recorded on the diploma but are recorded on the transcript.</p>
<p>Summative Assessment</p>	<p>Summative assessments are those assessments of a student's work carried out at the end of a course or the end of specific components of a course whose sole purpose is to constitute a judgement on a student's performance in the course or a specific component of the course.</p>

T

Notation	Description
Transfer Credit	Academic credit granted for individual courses successfully completed at another institution, either upon admission (admitted with advanced standing from secondary school, or transfer from college or university) or while registered with a Letter of Permission or on exchange.
Transcript	The official record of a student's academic registration and accomplishments at Carleton University.
U	
Undeclared Students	Undergraduate students admitted to a degree who have not chosen a program ('declared a major') within that degree; normally, students are required to choose a program ('declare a major') before reaching second-year standing.
W	
Withdrawal	<p>A formal process for discontinuing studies in a course or a program.</p> <p>Undergraduate students who wish to drop all courses and terminate their registration in the academic program must follow the procedure available through the Registrar's Office. Students who have been away from the University for nine or more consecutive terms will be withdrawn and must re-apply for admission.</p>
	<p>Graduate students who wish to drop all courses and terminate their registration in the academic program must notify their department in writing of their intention to withdraw. Students who do not register for three consecutive terms or do not register continuously in their thesis, research essay, or independent research project will be withdrawn and must re-apply for admission.</p>
New Resources	No New Resources
Summary	NP Sept 1/21: adding two new items to the glossary, following discussion at the 2021 SCCASP retreat.
Rationale for change	NP Sept 1/21: SCCASP has identified the need to properly define the terms "Special Topics" and "Selected Topics", so that these definitions can be applied universally across units. This will remove confusion over the nature of the various "topics courses" and help units determine what type of courses they are truly offering. Adding the definitions to the glossary will also help students understand the nature of the courses.
Transition/Implementation	NP Sept 1/21: once approved, there will need to be a review of course offerings at the UG and GR level, with outreach to units who may need to make changes as a result of the firm definitions.
Program reviewer comments	nataliephelan (09/21/21 9:32 am): Corrected an error with the Specialization definition, which cropped up during my initial edit.

Key: 1808

MINOR MODS - COURSES

Code	Title	Status	Course Level	Faculty	Summary
ARCC 2100	ARCC 2100: Design and the Environment	Added	UG	ENG	Addition of a new course.
ARCH 3601	ARCH 3601: Architectural Discourse I	Added	UG	ENG	Addition of a new course.
ARCH 4002	ARCH 4002: Canadian Architecture	Edited	UG	ENG	Change of course description.
ARCH 4601	ARCH 4601: Architectural Discourse II	Added	UG	ENG	Addition of a new course.
ARCN 2105	ARCN 2105: Introduction to Computer Modeling	Edited	UG	ENG	Change of course title, removal of prerequisite, and change of class format.
ARCS 3303	ARCS 3303: Urbanism Studio 2: Urbanism in the Core	Deleted	UG	ENG	Deletion of a course.
ARCS 4304	ARCS 4304: Urbanism Studio 5: Global Perspectives	Deleted	UG	ENG	Deletion of a course.
ARCU 4300	ARCU 4300: Theories of Urbanism	Edited	UG	ENG	Change of course title and description
PSYC 5000	Introduction to Program Evaluation	Added	GR	AS	New course created as permanent offering of a former Special Topics.
PSYC 5005	Psychology of Solitude	Added	GR	AS	New course created as permanent offering of a former Special Topics.
PSYC 5027	Sex Offenders	Added	GR	AS	New course created as permanent offering of a former Special Topics.
PSYC 5028	Police Psychology	Added	GR	AS	New course created as permanent offering of a former Special Topics.
PSYC 5905	Applied Community Mental Health and Well-Being	Added	GR	AS	New course to serve as captone in Mental Health and Well-being concentration.

MINOR MODS - PROGRAMS AND REGULATIONS

Code	Title	Status	Level	Faculty	Summary
MA-47	M.A. Psychology	Edited	GR	AS	Add PSYC 5000 (new course) to subrequirement #4.
TBD-1961	M.A. Psychology with Concentration in Mental Health and Well-Being	Edited	GR	AS	Add PSYC 5905 (new course) to subrequirement #6. Add note about process to have concentration displayed on transcript.
TBD-1744	M.A. Psychology with Specialization in Data Science	Edited	GR	AS	Add PSYC 5000 (new course) to subrequirement #4.
PHD-47	Ph.D. Psychology	Edited	GR	AS	Add PSYC 5000 (new course) to subrequirement #4.
PHD-47M	Ph.D. Psychology with Concentration in Quantitative Methodology	Edited	GR	AS	Add PSYC 5000 (new course) to subrequirement #4.