

MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate
From: David Mendeloff, Chair of SCCASP
Date: October 31st, 2025
Subject: Regulation Changes 2026/27

For Senate approval

1. Update to the advanced standing admission requirements for students transferring from other institutions into the Nursing program.

Motion: That Senate approves the revisions to Regulations TBD-2262 R-ADM-Program-Nursing B.Sc.N. effective for the 2026/27 Undergraduate Calendar as presented.

Attachment: R-ADM-Program-Nursing B.Sc.N.

2. Introduction of a new general admission regulation to permit direct entry into a Ph.D. program for exceptional applicants holding only an honours bachelor's degree.

Motion: That Senate approves the revisions to Regulations R-GR-2 Graduate General Regulations 2. Admission Requirements and Eligibility effective for the 2026/27 Graduate Calendar as presented.

Attachment: Graduate regulations package for Oct 2025 Senate approval

3. Clarification of the graduate regulations pertaining to the granting of advanced standing upon admission, accelerated pathways, advanced entry, and transfer of credit after admission.

Motion: That Senate approves the revisions to Regulations R-GR-6 Graduate General Regulations: 6. Advanced Standing (Transfer of Credit) effective for the 2026/27 Graduate Calendar as presented.

Attachment: Graduate regulations package for Oct 2025 Senate approval

4. Removal of the limit on number of audited courses that can be taken by students in graduate programs.

Motion: That Senate approves the revisions to Regulations R-GR-7 General Regulations: 7 Registration and Course Selection effective for the 2026/27 Graduate Calendar as presented.

Attachment: Graduate regulations package for Oct 2025 Senate approval

5. Clarification of the continuous enrolment requirement: Students in programs requiring a Master's or Ph.D. thesis must now register in their thesis in their first term of study.

Motion: That Senate approves the revisions to Regulations R-GR-8 Graduate General Regulations 8. Continuous Registration effective for the 2026/27 Graduate Calendar as presented.

Attachment: Graduate regulations package for Oct 2025 Senate approval

6. Clarification of the time limits for Ph.D. program completion; introduction of a new definition of doctoral candidacy and course obsolescence.

Motion: That Senate approves the revisions to Regulations R-GR-13 General Regulations 13. Time Limits for Program Completion effective for the 2026/27 Graduate Calendar as presented.

Attachment: Graduate regulations package for Oct 2025 Senate approval

For Information

1. *Attachment: UG_2627_MinorMods_2025Oct21*
2. *Attachment: GR_2627_MinorMods_2025Oct21*
 - a. *Of note, the chart includes the new MERM courses associated with the new program Master of Mineral Exploration and Resource Management*

Program Change Request

Date Submitted: 10/14/25 9:02 am

Viewing: **TBD-2262 : R-ADM-Program-Nursing B.Sc.N.**

Last approved: 04/24/25 2:43 pm

Last edit: 10/14/25 9:02 am

Last modified by: jenniferelliott

[Changes proposed by: jenniferelliott](#)

In Workflow

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

Approval Path

1. 10/14/25 9:15 am
Jen Sugar (jensugar):
Approved for REGS ADM
Review

History

1. Dec 9, 2024 by Natalie Phelan (nataliephelan)
2. Dec 9, 2024 by Angel Wagner (angelwagner)
3. Apr 24, 2025 by Jennifer Elliott (jenniferelliott)

Calendar Pages Using this Program [Nursing](#)
[Nursing](#)

Effective Date	2026-27
Workflow	majormod
Program Code	TBD-2262
Level	Undergraduate
Faculty	Faculty of Science
Academic Unit	Nursing Regulations: Admissions
Degree	
Title	R-ADM-Program-Nursing B.Sc.N.

Program Requirements

Admissions Information

Admission requirements are based on the Ontario High School System. Prospective students can view the admission requirements through the Admissions website at admissions.carleton.ca. The overall average required for admission is determined each year on a program-by-program basis. Holding the minimum admission requirements only establishes eligibility for consideration; higher averages are required for admission to programs for which the demand for places by qualified applicants exceeds the number of places available. All programs have limited enrolment and admission is not guaranteed. Some programs may also require specific course prerequisites and prerequisite averages and/or supplementary admission portfolios. Consult admissions.carleton.ca for further details.

Note: If a course is listed as *recommended*, it is not mandatory for admission. Students who do not follow the recommendations will not be disadvantaged in the admission process.

Degree

- Bachelor of Science in Nursing (B.Sc.N.) (Honours)
- Bachelor of Science in Nursing (B.Sc.N.)

Admission Requirements

First Year

Bachelor of Science in Nursing (B.Sc.N.) (Honours)

The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include English, Advanced Functions, Biology, and Chemistry.

Applicants will also be asked to complete a supplementary application that will assist in the evaluation of their suitability for the program. Detailed information about the supplementary application can be found at admissions.carleton.ca.

Bachelor of Science in Nursing (B.Sc.N.)

No direct entry; access is restricted.

Advanced Standing

There will be a limited number of spaces maintained for **Carleton** students who wish transferring from other degree programs to transfer from Carleton or elsewhere, the Bachelor of Science Nursing. Applications for admission will be assessed on their merits. Applicants must have completed at least 4.0 credits at Carleton or elsewhere Carleton in order to be considered. Normally, offers are made to students with an overall CGPA of 9.00 (B+) or higher.

Applicants will also be required to complete a supplementary application which will assist in the evaluation of their suitability for the program. Detailed information about the supplementary application can be found at admissions.carleton.ca.

Students should note that credit will be granted only for those subjects assessed as being appropriate for the program selected. Students will not receive credit for courses graded below C-. Transfer students should note that a limited number of transfer credits will be awarded and students should expect to be admitted with first year standing. C-. Credit for core nursing courses completed elsewhere will not be eligible for transfer.

New Resources	No New Resources
Summary	Updated Advanced Standing admission requirements for transfer students from outside of Carleton to apply.
Rationale for change	To allow for transfer students from other domestic and international institutions with previous post-secondary to apply for the Nursing program.
Transition/ Implementation	N/A

Program reviewer
comments

Key: 2262

Program Change Request

Date Submitted: 05/16/25 1:07 pm

Viewing: **R-GR-2 : R-GR-2 Graduate General Regulations 2. Admission Requirements and Eligibility**

Last approved: 06/12/24 2:25 pm

Last edit: 05/16/25 1:46 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

In Workflow

1. REGS RO GR Review
2. GRAD Dean
3. PRE SCCASP
4. SCCASP
5. Senate
6. CalEditor

Approval Path

1. 05/16/25 1:50 pm
Natalie Phelan
(nataliephelan):
Approved for REGS RO
GR Review
2. 09/17/25 12:43 pm
Natalie Phelan
(nataliephelan):
Approved for GRAD Dean
3. 10/03/25 9:41 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Nov 15, 2017 by Sandra Bauer (sandrabauer)
4. Feb 21, 2018 by mikelabreque
5. May 31, 2018 by mikelabreque
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Apr 12, 2024 by Sandra Bauer (sandrabauer)
8. Apr 12, 2024 by Sandra Bauer (sandrabauer)
9. Apr 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations \(Graduate\)](#)

Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-2
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-2 Graduate General Regulations 2. Admission Requirements and Eligibility

Program Requirements

2. Admission Requirements and Eligibility

2.1 General Requirements

Graduates of recognized universities will be considered for admission to Graduate Studies at Carleton University. The University's general policy on admission is outlined below, but all applicants should refer to the departmental websites for details concerning the specific or additional requirements of each academic unit.

2.2 Eligibility

The eligibility of a candidate for admission into one of the graduate programs is based upon:

- the performance of the candidate and the assessment provided by their referees as a measure of the likelihood that the candidate can successfully complete the course of study and research defined by the Senate of the University for the given degree;
- the capacity of the graduate academic unit to provide a program of study and research that would meet the expectations of the candidate as defined in their statement of academic interests and ambitions;
- the availability of a faculty member competent to supervise the candidate's academic program of study and research.

2.3 Qualifying-Year Program

Applicants who do not qualify for direct admission to the master's program may be admitted to a qualifying-year program.

Admission to the qualifying-year program does not imply automatic admission to the master's program. At the end of the qualifying-year program the student will be required to apply for entry into the master's program, at which time the academic

unit will determine the student's eligibility to enter the program. If successful, the student will be informed of this decision by the Vice Provost (Graduate Studies).

Applicants who require 3.0 credits or more of additional requirements to enter the master's program must complete a qualifying year.

Credits taken to fulfil the requirements of the qualifying-year program may not be used for credit for the master's degree. Courses taken extra to the program requirements of the qualifying year and which have been successfully completed may be considered for credit towards the master's degree.

2.4 Master's Program

For admission to the master's program, applicants must hold an honours bachelor's degree, or the equivalent, with, normally, B+ or better in the honours subject and B- or better overall. Applicants must also be recommended by the academic unit in which they plan to undertake their studies.

2.5 Doctoral Program

For admission to the Ph.D. program, applicants must ordinarily hold a master's degree, or the equivalent, from a recognized university, normally with an average of B+ or better in courses (including thesis where applicable) and normally with no grade below B-.

2.5.1 Direct Entry Ph.D.

Certain academic units offer direct entry to the Ph.D. program, for exceptional applicants holding an honours bachelor's degree in a relevant field, or the equivalent, normally with an average of A- or better and with demonstration of independent thought, extensive research experience, and advanced study. The academic unit may have additional requirements for applicants pursuing direct entry; consult the admission regulations on the individual program pages for information. Students admitted to a direct entry Ph.D. will follow the direct entry Ph.D. program requirements listed on the academic unit's program page.

2.6 Restriction on Degrees

Carleton University does not restrict the number of degrees (bachelor's, master's, Ph.D.) that may be taken in any one discipline at Carleton University, but some academic units may restrict the number to two.

2.7 Graduate Diploma Programs

For admission to the diploma programs, applicants are advised to consult with the academic unit offering the diploma.

New Resources	No New Resources
Summary	Adding a general admission regulation to cover direct entry from bachelor's into the PhD.
Rationale for change	Graduate Studies is working on an initiative to introduce a new admission pathway into the PhD, for interested departments who wish to admit students holding a bachelor's degree directly into the doctoral program. For units that wish to participate, they will write a program-specific admission regulation that stipulates the requirements for consideration for direct entry; this is a general regulation which establishes a baseline admission pathway for the university.
Transition/Implementation	Targeting 26-27 to launch the first direct entry pathways for those units who are ready to move quickly.

Program reviewer
comments

Key: 1792

Program Change Request

Date Submitted: 04/09/25 3:31 pm

Viewing: **R-GR-6 : R-GR-6 Graduate General Regulations: 6. Advanced Standing (Transfer of Credit) ~~Transfer of Credit~~**

Last approved: 06/12/24 4:29 pm

Last edit: 10/20/25 4:12 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. CalEditor
2. REGS RO GR Review
3. GRAD Dean
4. PRE SCCASP
5. SCCASP
6. Senate
7. CalEditor

Approval Path

1. 04/09/25 4:40 pm
Natalie Phelan
(nataliephelan):
Approved for CalEditor
2. 04/10/25 8:17 am
Natalie Phelan
(nataliephelan):
Approved for REGS RO
GR Review
3. 04/24/25 10:43 am
Natalie Phelan
(nataliephelan):
Approved for GRAD Dean
4. 04/29/25 11:11 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
5. 05/08/25 2:20 pm
erikastrathearn:
Approved for SCCASP
6. 08/28/25 3:56 pm
Natalie Phelan
(nataliephelan): Rollback
to REGS RO GR Review
for Future Cycle
7. 09/03/25 3:33 pm
Natalie Phelan
(nataliephelan):
Approved for REGS RO
GR Review
8. 09/17/25 12:43 pm
Natalie Phelan
(nataliephelan):
Approved for GRAD Dean

9. 10/03/25 9:41 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Feb 21, 2018 by mikelabreque
4. Apr 7, 2022 by Sandra Bauer (sandrabauer)
5. Apr 12, 2024 by Sandra Bauer (sandrabauer)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Jun 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations \(Graduate\)](#)

Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-6
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-6 Graduate General Regulations: 6. Advanced Standing (Transfer of Credit) Transfer of Credit

Program Requirements

6. Transfer of Credit

6.1 [Advanced Standing \(Transfer of Credit upon Admission\)](#) ~~Transfer of Credit~~ ~~on Admission~~

Graduate courses completed at another institution or at Carleton University ~~that have not been used to fulfil the requirements of another degree program~~ may be [accepted, on a case-by-case basis](#), ~~accepted~~ in partial fulfilment of Carleton's degree

requirements. Credit for such work will be determined in each case by Graduate Studies on the recommendation of the program concerned.

Research Essay, Research Project, and Coursework students ~~Master's candidates~~ will be permitted to transfer the equivalent of up to 40 per cent of their coursework credit requirements on admission. In addition, if these students are a master's candidate ~~is~~ granted transfer of credit for 40 per cent of their coursework credit requirements, their remaining credits at Carleton must be at the 5000-level. ~~5000-level.~~

Master's Thesis and Ph.D. students ~~Doctoral candidates~~ may be given advanced standing for work completed at other universities, but must ~~normally~~ register for a minimum of three terms ~~one year~~ of full-time studies thereafter at Carleton and fulfil Carleton's ~~the~~ thesis and milestone ~~comprehensive examination~~ requirements. Students admitted with transfer of credits in a Ph.D. program will ~~may~~ be required to achieve doctoral candidacy at Carleton. ~~pass a qualifying examination upon entry.~~

A candidate who has completed credits as a special student will only be permitted to transfer such credits for degree credit in their program, with the permission of the Vice Provost (Graduate Studies).

Special students enrolled in a graduate level course are subject to the special student regulations outlined in the Undergraduate Calendar.

6.2 Accelerated Pathway

Certain master's programs offer an Accelerated Pathway, whereby students enrolled Up to 1.0 credit of Carleton courses at the 5000-level or higher, completed by a student registered in a participating Carleton ~~the final year of study at a Carleton University~~ undergraduate honours degree ~~or equivalent~~ may take up to 1.0 credit of approved Carleton courses at the 5000- or 6000-level (as determined by both academic units) that will be applied towards their undergraduate studies and, upon admission, will count towards the graduate program of study. ~~considered for advanced standing in a Carleton University master's degree, if the latter offers an Accelerated Pathway.~~ Students ~~Students who are considered for participation in an Accelerated Pathway~~ must be approved by ~~obtain authorization from~~ the academic unit offering the Accelerated Pathway to which they are considering applying. ~~this master's program.~~ Eligibility for the Accelerated Pathway and course selection are determined by the academic unit offering the graduate program; consult the individual program pages in the Graduate Calendar for program-specific information.

Carleton master's programs with an Accelerated Pathway

- Anthropology
- Applied Linguistics and Discourse Studies
- Biomedical Engineering (M.A.Sc.)
- Civil Engineering
- Computer Science
- Design
- Digital Media
- Earth Sciences
- Electrical and Computer Engineering
- English
- Environmental Engineering
- European, Russian and Eurasian Studies
- Geography (M.A. and M.Sc.)
- Infrastructure Protection and International Security
- International Affairs
- Linguistics
- Migration and Diaspora Studies
- Music and Culture
- Networking Technology
- Physics
- Political Management
- Political Science
- Public Policy and Administration

- [Sociology](#)
- [Women's and Gender Studies](#)

6.3 Advanced Entry Option

Certain master's or PhD programs have an alternate admission pathway called an Advanced Entry Option, which systematically removes a practicum, foundational course requirement, or overlap in required courses, for example, in a collaborative specialization. This reduces the credits required for completion of the master's or PhD program. Students admitted into an Advanced Entry Option will follow the program requirements as defined in the Graduate Calendar. All courses taken as part of the Accelerated Pathway must be at the 5000 level or higher. Details are specified in the corresponding "About the Program" section of the Calendar. ~~Advanced Entry 6.2 Transfer of Credit After Admission~~ In the case where a student who is determined at the discretion of the academic unit offering the ~~already enrolled in a~~ graduate program; consult the individual program pages in the Graduate Calendar for program-specific information. at Carleton University is admitted to another graduate program, the rules in 6.1 do not apply. The admitting program will determine which credits transfer to the new program.

Carleton's master's or PhD programs with an Advanced Entry Option

- [Anthropology with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Architecture \(M.Arch.\)](#)
- [Clinical Trials \(M.Sc.\)](#)
- [English with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Health: Science, Technology and Policy \(M.Sc.\)](#)
- [International Affairs with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Journalism \(M.J.\)](#)
- [Linguistics \(Ph.D.\)](#)
- [Management \(Ph.D.\)](#)
- [Political Science with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Public Policy and Administration \(M.P.P.A.\)](#)
- [Sociology with Collaborative Specialization in African Studies \(Ph.D.\)](#)

6.4 Transfer of Credit After Admission

In the case where a student who is already enrolled in a graduate program at Carleton University is admitted to another graduate program at Carleton University, the limits in Section 6.1 do not apply. The admitting program will determine which credits transfer to the new program.

A student who completes a course at a different institution while maintaining their registration status in their Carleton University graduate program may seek transfer credit for the course. Before taking courses at a different institution, students must seek prior approval from their home department. Granting ~~All courses taken as part~~ of such transfer credit is determined ~~the Accelerated Pathway must be~~ at the discretion of the academic unit offering the graduate program ~~5000 level~~ or in consultation with the Vice Provost (Graduate Studies). ~~higher.~~

6.5 ~~6.3~~ Concurrent Enrolment

Students may not be concurrently enrolled in multiple master's or multiple doctoral degrees, except in those programs with explicit co-enrolment policies.

New Resources

No New Resources

Summary

Refining definitions of the pathways to graduate admission, and miscellaneous clean-up.
1. Changed section title to Advanced Standing (Transfer of Credit); Advanced Standing is common terminology used around campus so we feel this clarifies what is under discussion here. Inserted "on an ad hoc basis" to indicate that there is no strict template for the granting of advanced standing, in contrast to Advanced Entry which does specify what requirements may be removed.

2. Changed "one year" to "three terms" and removed "normally" to better align with timeframe definitions for graduate students.
3. Accelerated Pathway definition has been edited for clarity, and to highlight that the 5000-level courses count in both the UG and GR degrees.
4. List of programs with an Accelerated Pathway added, as a central location to find this information, to be maintained by the Graduate Calendar Editor.
5. Advanced Completion is renamed to Advanced Entry, to reflect that it is an admission pathway. Wording edited to highlight that students under Advanced Entry follow a standardised set of program requirements, which differ from those followed under regular entry.
6. List of programs with Advanced Entry added, as a central location to find this information, to be maintained by the Graduate Calendar Editor.
7. Added note on transfer credit after admission. Although Grad Studies doesn't have a letter of permission process, units are able to grant LOP-type credit on a case-by-case basis if the student maintained their status in the Carleton grad program at the time the course was taken elsewhere.
8. Clarification on which type of student is eligible for what type of transfer credit, in section 6.1. This aligns with Grad Studies' shift to grouping master's thesis and PhD students together - see also continuous enrolment regulation - versus all other types of master's structures.

Rationale for change

The Accelerated Pathway and Advanced Entry (formerly Completion) Option have existed for many years, but we have not had a centralised location for their definitions. Instead, the relevant program pages have housed the definitions, and a recent uptick in enquiries from around campus as to these options prompted this edit to the general regulations. The list of relevant programs will be compiled in full after the regulation is approved; partial lists are included here to demonstrate formatting.

Transition/Implementation

There will be numerous collateral changes to various programs resulting from the new Advanced Entry Option name, which will be carried out by the Graduate Calendar Editor.

Program reviewer comments

- nataliephelan (04/29/25 8:59 am):** Changed to 26-27; this will allow us time to enact all the collateral changes at the same time that the new definitions are published, instead of playing catch-up.
- nataliephelan (04/29/25 9:05 am):** Added full list of programs with one or other of the admission options. This was requested by Grad Council.
- nataliephelan (05/08/25 8:56 am):** Following SCCASP on May 6 2025, made some small edits to clean up and clarify language.
- nataliephelan (08/28/25 3:56 pm):** Rollback: Adding residency info.
- nataliephelan (10/07/25 9:53 am):** Some wording edits as per SCCASP Oct 7 2025.

Key: 1796

Program Change Request

Date Submitted: 10/09/25 6:47 am

Viewing: **R-GR-7 : R-GR-7 General Regulations:
7. Registration and Course Selection**

Last approved: 06/12/24 4:29 pm

Last edit: 10/09/25 6:47 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

In Workflow

1. REGS RO GR Review
2. GRAD Dean
3. PRE SCCASP
4. SCCASP
5. Senate
6. CalEditor

Approval Path

1. 10/14/25 9:19 am
Natalie Phelan
(nataliephelan):
Approved for REGS RO
GR Review
2. 10/15/25 12:20 pm
Natalie Phelan
(nataliephelan):
Approved for GRAD Dean
3. 10/20/25 10:07 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Nov 15, 2017 by Sandra Bauer (sandrabauer)
4. Feb 21, 2018 by mikelabreque
5. Jun 15, 2018 by Sandra Bauer (sandrabauer)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Apr 17, 2024 by Sandra Bauer (sandrabauer)
8. Jun 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations \(Graduate\)](#)

Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-7
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-7 General Regulations: 7. Registration and Course Selection

Program Requirements

7. Registration and Course Selection

7.1 The Calendar Year

Carleton University divides the calendar year into three terms; each term comprises about thirteen weeks of lectures or seminars. The first term of the academic year is designated as the fall term; the second term of the academic year is designated as the winter term; and the third term of the calendar year is designated as the spring/summer term. The precise dates of registration for the fall, winter, and spring/summer terms are specified in the [Academic Year section of this Calendar](#).

7.2 Course/Program Approval

Initial course/program registration and any subsequent course changes must be approved by the program's graduate supervisor/associate chair (graduate affairs). This approval is also required for any undergraduate student who wishes to register in a graduate-level course.

Credit will be granted only for those courses and research activities for which the candidate is formally registered. An unregistered student is not entitled to attend lectures, tutorials, or seminars, and is not entitled to thesis supervision, examination privileges, or access to research facilities. Students will receive no credit for any work completed during a term in which they were not registered.

7.3 Student Records Information

Names

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

Addresses

Incorrect address information will delay the receipt of awards and student information. Students must update the following address information at [Carleton Central](#):

- permanent or mailing address (used for registration information)
- mailing address (used for all mail during the academic session)
- telephone number for permanent address and for mailing address

Disclosure of Information

Carleton University is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Advanced Education and Skills Development under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M. 19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

Further information on the collection and use of student-level enrolment-related data can be obtained from the [Ministry of Colleges and Universities website](#).

In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), all personal and academic information is considered confidential and will not be disclosed to a third party without the authorization of the person to whom the information pertains. In addition, the University will disclose at the time of collection of personal information the purpose for which that information will be used. Further information is available at the [Carleton University Privacy Office](#).

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 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.

7.4 Course Selection

Students proceeding to a graduate degree or diploma must arrange their program according to the regulations of Graduate Studies and their program.

The course and thesis requirements of each graduate program are organized or defined in units of credits: 1.0 credit is typically made up of three hours of lectures or seminars a week for two terms, or the equivalent; 0.5 credit is typically made up of three hours of lectures or seminars a week for one term, or the equivalent; 0.25 credit is typically made up of three hours of lectures or seminars a week for six weeks, or the equivalent.

7.5 Evaluation

To gain standing in a course, a student must meet the course requirements for attendance, term work, and examinations. Instructors will inform their classes by distributing written notices, before the last day for late registration, of the elements and their weighting that will contribute to the final grade, including (where applicable) attendance, class participation, essays, tests, laboratories, studio-workshops, other course-related work assignments, and final examinations.

7.6 Tutorial or Reading Courses

Tutorial or Reading Courses are arranged to allow students to take full advantage of all the resources of the University in areas or fields of a very highly specialized nature. Such arrangements are subject to the approval of the academic unit's graduate supervisor/associate chair (graduate affairs).

7.7 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.

The student should discuss with the instructor the conditions and expectations under which as an auditing student they may be permitted to participate, including attendance and participation in class discussions and group work, and the submission of any material.

A request to change course registration from audit to credit status, or credit to audit, must be received by Graduate Studies no later than the last day to add a course (of that duration) in the term. Students must satisfy all registration requirements to register in the course for academic credit. Students may not retroactively appeal to change the registration status from audit to credit but may subsequently re-register in the course for credit.

~~Graduate students are limited to a maximum of 1.0 course-weight audit registration per program.~~

7.8 Course Numbering System

Each course is designated by an eight-character alphanumeric code. The first four letters indicate the academic unit under whose auspices the course is offered. The four numerical digits identify the specific course. The credit value is indicated in square brackets following the course number.

7.9 Status

Full- or part-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in and complete their program as full-time students and will be assessed full-time fees for the duration of their program. Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students and will be assessed part-time fees for the duration of their program.

A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

7.10 Change of Status from Full- Time to Part-Time

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by:

- writing to Graduate Studies stating the reason(s) for seeking exemption from the full-time registration requirements stated in 7.9
- completing a Change of Registration Status Form, accompanied by a statement from the departmental graduate supervisor/associate chair (graduate affairs) - and the thesis supervisor, if applicable - in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons.)

Exemptions are normally granted for a term.

7.11 Off-Campus Research

Graduate students may participate in a program or research at another institution or in the field. Written permission for off-campus study or research must be obtained prior to departure, through the graduate academic unit in which the student is registered. Registration must be maintained while approved off-campus activities are completed.

7.12 Cotutelle

Doctoral students may arrange to undertake a cotutelle in which they will complete the requirements of a Ph.D. program in both their home university and a partner university in another country.

Under such an arrangement, doctoral students conduct their dissertation research collaboratively, sequentially, and for roughly equal amounts of time in both universities. They are supervised in their dissertation research by a faculty member from each of the universities. The dissertation is then examined by a committee whose members are drawn from both institutions.

Students who undertake a cotutelle are not subject to general regulation 7.11.

Requests for permission to undertake a cotutelle must be made in accordance with Carleton University's Cotutelle Policy. More information can be found in the official [Carleton University Cotutelle Policy](#).

7.13 Dual Master's Degree

Master's students may undertake a Dual Master's Degree pathway in which they would complete the requirements of a master's program in both their home university and a partner university.

Students who undertake a Dual Master's Degree pathway are not subject to general regulation 7.11.

Requests for permission to undertake a Dual Master's Degree pathway must be made in accordance with Carleton University's Dual Master's Degree Policy. More information can be found in the official [Carleton University Dual Master's Degree Policy](#).

7.14 Inter-University Cooperation in Graduate Instruction

Under certain circumstances, it is permissible for a student admitted to a graduate degree program and registered at one university to follow an approved graduate-level credit course at another university. All interested students should consult the chair/director of their academic unit prior to registration in order to obtain further information on procedures and conditions of eligibility. In order for this procedure to be valid, students must be officially registered at their home institution.

7.15 University of Ottawa

Carleton University and the University of Ottawa have developed a number of joint programs at the graduate level. Where formal joint programs do not exist, a graduate student may be permitted to follow up to 2.0 credits at the 5000- or 6000-level at the University of Ottawa. Reciprocal arrangements exist among academic units at both universities. All interested students should consult their program graduate supervisor/associate chair (graduate affairs), prior to registration, in order to obtain further information on particular departmental conditions of eligibility and procedures. Students must be officially registered at their home institution.

New Resources	No New Resources
Summary	Remove the limit on number of audited courses grad students can take.
Rationale for change	By removing the maximum number of AUD credits for graduate students, disciplines where students may benefit from auditing courses are free to do so in consultation with the graduate supervisor. All other regulations around audited courses remain the same.

Transition/Implementation Effective in fall 2026, for all graduate students regardless of catalogue year.

Program reviewer
comments

nataliephelan (10/15/25 12:20 pm): Approved at Grad Council October 15 2025.

Key: 1797

Program Change Request

Date Submitted: 09/02/25 8:39 am

Viewing: **R-GR-8 : R-GR-8 Graduate General Regulations 8. ~~R-GR-~~ ~~General Regulations:8.~~ Continuous Registration**

Last approved: 06/12/24 4:30 pm

Last edit: 09/03/25 3:37 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

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1. REGS RO GR Review
2. GRAD Dean
3. PRE SCCASP
4. SCCASP
5. Senate
6. CalEditor

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Natalie Phelan (nataliephelan):
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2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Jul 13, 2023 by Sandra Bauer (sandrabauer)
4. Apr 12, 2024 by Sandra Bauer (sandrabauer)
5. May 1, 2024 by Sandra Bauer (sandrabauer)
6. Jun 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations \(Graduate\)](#)

Effective Date 2026-27

Workflow	majormod
Program Code	R-GR-8
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	<u>R-GR-8 Graduate General Regulations 8.</u> R-GR-GeneralRegulations:8. Continuous Registration

Program Requirements

8. Continuous Registration

8.1 Loss of Status

Any student who remains unregistered in their degree program for three continuous terms (twelve months) will lose their graduate status.

8.2 Continuous Enrolment

Thesis Students ~~Registration in Thesis, Research Essay, or Independent Research Project~~

Any student (full-time or part-time), registered in after initial registration in a program of study that requires a master's or Ph.D. thesis, research essay or independent research project, must maintain this registration in all successive terms (including the term in which the student is examined) until their thesis, research essay or independent research project is completed. thesis is required ~~Students should note that approval to enrol register in that thesis the thesis, research essay or independent research project is given on the understanding that the student will be in regular contact with their first term of registration supervisor, and must maintain registration that thesis research will be actively pursued in all successive terms (including the term in which the student is examined) until their thesis is completed. each term of registration.~~ Completion is defined as ~~means~~ submission of a final grade to Graduate Studies after any modifications or revisions.

~~modifications/revisions.~~

Research Essay or Research Project Students

Any student (full-time or part-time), after initial registration in a research essay or research project, must maintain this registration in all successive terms (including the term in which the student is examined) until their research essay or research project is completed. Completion is defined as submission of a final grade to Graduate Studies after any modifications or revisions.

Students should note that approval to register in a thesis, research essay, or research project is given on the understanding that the student will be in regular contact with their supervisor and that research will be actively pursued in each term of registration.

~~Students should note that approval to register in the thesis, research essay or independent research project is given on the understanding that the student will be in regular contact with their supervisor, and that thesis research will be actively pursued in each term of registration.~~Note: a Regularly Scheduled Break as described for immigration purposes does not supersede this requirement.

8.3 Deposit of Thesis

In the case of a thesis, registration must be maintained until the thesis is electronically deposited with Graduate Studies. Should a thesis not be deposited with Graduate Studies by the last day for late registration in a given term, the student will be required to register for that term.

8.4 Reinstatement

Students whose files have been closed as a result of failure to observe continuous registration requirements or who have lost their status for non-registration for three continuous terms must apply for reinstatement within the term they lose their status if they wish to continue their studies. If reinstated, students must pay a reinstatement charge plus the equivalent of 1.0 credit tuition fees for each term in which they failed to register, as well as for the current term of registration.

8.5 Exemption from Registration

Students who have valid reasons for not registering for a term may apply for permission to remain unregistered by:

- writing to the Vice Provost (Graduate Studies) prior to the registration period stating the reasons for seeking exemption from registration;
- completing an Exemption from Registration form accompanied by a statement from the program graduate supervisor/associate chair (graduate affairs) - and from their thesis supervisor, if applicable - confirming that they will not be on campus for the term, will not use any University facilities (library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence;
- while exempt from registration, students will not be registered in a program, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University. In the case of external awards, the regulations of the particular granting agency will apply.

It is understood that such an exemption from registration will be granted only in exceptional cases (for example, medical reasons).

Exemptions are normally granted for one term.

When exemption from registration for a term or terms has been approved by the Vice Provost (Graduate Studies), this period will be exempt from the overall time limit for completion of the program.

An administrative fee per term for an exemption will be charged to the student's account.

8.6 Off-Campus Registration

Students who have been permitted to study off campus while registered full-time at Carleton must register using [Carleton Central Web Registration](#).

8.7 Course Changes

A course change is defined as the addition or deletion of one or more individual courses by a registered graduate student. This is the acceptable procedure for revising or correcting a graduate student's registration. Some course changes must be approved by the student's program graduate supervisor/associate chair (graduate affairs).

The deadline dates for course changes are stipulated in the [Academic Year](#) section of this Calendar.

8.8 Withdrawal

Graduate students wishing to terminate their registration in a graduate program (that is, drop all courses) must notify their department in writing of their intent to withdraw.

Withdrawal Credit

When a student officially withdraws, a full refund will be issued if notification is received within the refund period. Students are encouraged to examine the financial and award implications of withdrawal. Refund deadline information is available at [the Business Office](#).

Mid-Term Transfer of Program

There is no procedure at Carleton University for direct "mid-term" transfer from one graduate program to another. Similarly, there can be no direct transfer to or from undergraduate or special student status. Any [student candidate](#) who elects to change programs after registration (before the last day of late registration) will be required to withdraw from the first program and then register in the second.

New Resources	No New Resources
Summary	Section 8.2 updated to clarify continuous enrolment requirement. Thesis students are now required to register in their first term of study (rationale for this change specifically: encourage students to progress through program within time limit and reduce time to completion).
Rationale for change	This change to the way students register for research programs will obviate the need for registering for non-coursework milestones, such as the comprehensive exam and the qualifying paper. The problem is that these milestones do not neatly correspond to terms. This requires an amount of juggling of in-process grades and registrations that are incidental for a particular student but add up to an enormous amount of valueless work for graduate administrators, associate deans, graduate supervisors, and graduate services officers once scaled up to the entire university.
Transition/Implementation	For audit purposes, students will now only register in milestones in the term in which they complete said milestone.

Program reviewer
comments

Key: 1798

Program Change Request

Date Submitted: 09/02/25 8:41 am

Viewing: **R-GR-13 : R-GR-13 Graduate General Regulations 13. ~~R-GR-~~ ~~General Regulations: 13.~~ Time Limits for Program Completion**

Last approved: 06/12/24 4:33 pm

Last edit: 10/24/25 8:38 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

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2. GRAD Dean
3. PRE SCCASP
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6. CalEditor

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7. Apr 12, 2024 by Sandra Bauer (sandrabauer)
8. Jun 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations (Graduate)
Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-13
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-13 Graduate General Regulations 13. R-GR-GeneralRegulations:13. Time Limits for Program Completion

Program Requirements

13. Time Limits for Program Completion

13.1 General Remarks

There are maximum time limits for the completion of programs. Students may also be subject to time constraints prescribed by individual programs to ensure orderly and timely progress through their programs.

13.2 Master's Program -

Full-time Studies

All master's students admitted as full-time students must normally complete their degree requirements within six terms ~~two calendar years~~ after the date of initial registration, unless their program states otherwise and regardless of any subsequent change of status to part-time. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Part-time Studies

All master's students admitted as part-time students must normally complete their degree requirements within 18 terms ~~six calendar years~~ after the date of initial registration, unless their program states otherwise. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed timelines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in removal from the program. ~~termination.~~

13.3 Doctoral Program

All Ph.D. Full-time All Ph.D. students Terms of non-registration are subject equated to full-time registration terms when calculating the Continuous Enrolment requirement described in Section 8.2 of the Graduate Calendar. overall time to program

completion:~~students admitted as full-time students and admitted on the basis of a master's degree must complete the Ph.D. Full-time Studies~~

~~At the end of degree requirements within six calendar years of full-time registration in a Carleton after the date of initial Ph.D. program, students admitted as full-time students and admitted on the basis of a formal extension master's degree must be requested through the Office of Graduate Studies.~~

complete the Ph.D.:~~registration unless their specific program provides for a different timelimit. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion. Part-time Studies~~

All Ph.D. students admitted as part-time students are expected to must complete their program of study the degree requirements within nine calendar years (27 terms), ~~after the date of initial Ph.D. registration.~~ Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed timelines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in removal from the program. ~~termination.~~

Doctoral Candidacy

A Ph.D. student who has completed all of their program milestones except the Ph.D. thesis shall be given the status of Ph.D. Candidate. It is expected that full-time Ph.D. students will advance to candidacy by the end of their third year (ninth term) of study. Failure to achieve candidacy by the end of the third year of study will result in loss of status and removal from the program. In exceptional circumstances, at the end of the third year, a student may apply for a formal extension of one year (three terms) through the Office of Graduate Studies.

Part-time Ph.D. students must achieve candidacy by the end of their fifth year (15th term) of study.

13.4 Leave of Absence

When exemption from registration for a term or terms has been approved by the Vice Provost (Graduate Studies), this period will be exempt from the overall time limit allowed for completion of the program.

Leave of Absence requests are made using the Graduate Studies Academic/Registration Change Form.

13.5 Extension of Time Limit

Students will submit requests for an extension of time limits to the academic department for review. ~~review. The department must then submit the request to Graduate Studies following Graduate Studies Program Extension Policies and Procedures.~~ The department must then submit the request to Graduate Studies following Graduate Studies Program Extension Policies and Procedures.

13.6 Course Obsolescence

At the time of graduation, all courses taken at Carleton (or taken at another institution for which a student received advanced standing at Carleton) must have been completed within the previous 10 calendar years. Individual departments may impose a shorter duration, which will be specified on the individual program pages in the Graduate Calendar.

New Resources

No New Resources

Summary

1. Section 13.3 is updated to clarify PhD program duration in full- and part-time cases.
2. A new sub-section added to 13.3 to define doctoral candidacy.
3. New 13.6 introduces an expiry timeframe for courses.
4. Miscellaneous style and vocabulary edits.

Rationale for change

1. The new language reflects both the intention and reality of PhD studies at Carleton, namely that programs are designed to be completed in four years full-time, with the reality that we routinely allow up to six years of FT registration. Clarifying the time limit and strengthening the language of the regulation will allow us to enforce deadlines and tackle concerns over time to completion. 2. Carleton has not previously defined doctoral candidacy, although it is common practice in the sector and will provide a further mechanism to reduce time to completion and keep students moving through their program. 3. This further promotes time to completion, as well as recognising that graduate courses are intended to teach cutting-edge material, which eventually ceases to be cutting-edge.

Transition/Implementation

Time limits, candidacy timelines, and course obsolescence will be applied as written for all students with a catalog year of 202630 and beyond. For students admitted prior to 202630: Doctoral candidacy: will be applied to all Carleton students, regardless of their catalog year, from fall 2029 onwards. This gives a three year grace period for all existing students to achieve candidacy. As of fall 2029 (September 1st 2029) the candidacy regulation will be applied to all doctoral students uniformly.

Time limits: the absolute limits described here reflect the current practice. All students at the end of their time limit will be required to seek a formal extension through Graduate Studies as of fall 2026.

Course obsolescence: as of fall 2029, all students will be subject to this regulation; therefore current students with old courses on their record will be given a grace period to graduate using said courses, even if they would normally violate the 10 year age limit.

Program reviewer comments

nataliephelan (09/17/25 12:43 pm): At the request of Grad Council on Sept 17 2025, removed the wording regarding full-time PhD program length. Other mechanisms within this package of regulation changes are sufficient to address time to completion concerns.

nataliephelan (10/21/25 10:39 am): Discussion at SCCASP on Oct 21 2025: small change to wording for part time PhD time limit, to match the language to that used in the full time PhD section above.

nataliephelan (10/21/25 10:42 am): Discussion at SCCASP on Oct 21 2025: the committee requested adding "studies" to the sub-headings for full- and part-time time limits. A sentence referring to full-time PhD funding packages has been removed, as its antecedent was removed in an earlier edit, leaving the funding statement unmoored.

Key: 1803