



REGISTRAR'S OFFICE

The Academic Year – ~~2017-18~~ 2018-2019 Dates and Deadlines

This schedule contains the dates prescribed by the University Senate for academic activities. Dates relating to fee payment, cancellation of course selections, late charges, and other fees or charges will be published in the Important Dates and Deadlines section of the Registration Website (carleton.ca/registration).

The academic year is divided into three terms:

Summer term: May - August

Fall term: September - December

Winter term: January – April

Courses are offered in the following patterns:

Early summer: May - June

Late summer: July - August

Full summer: May - August

Fall term: September - December

Winter term: January - April

Fall/winter: September - April

Courses are offered during the day and in the evening.

Date	Activity
FALL TERM 2017 FALL TERM 2018	
September 1, 2017 September 1, 2018	Last day for receipt of applications from potential fall (November) graduates.
September 4, 2017 September 3, 2018	Statutory holiday. University closed.
September 5, 2017 September 4, 2018	Academic orientation (undergraduate and graduate students).
	Orientation for new Teaching Assistants.
	All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.

Date	Activity
September 6, 2017 September 5, 2018	Fall term begins. Fall and fall/winter classes begin.
September 15-17, 2017 September 14-16, 2018	Full and late summer term deferred final examinations to be held.
September 19, 2017 September 18, 2018	Last day of registration for fall term and fall/winter courses.
	Last day to change courses or sections (including auditing) for fall term and fall/winter courses.
	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2017 <u>2018</u> and must register for the fall 2017 <u>2018</u> term.
September 30, 2017 September 30, 2018	Last day to withdraw from fall term and fall/winter courses with a full fee adjustment. <u>Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</u>
October 6, 2017 October 5, 2018	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 9, 2017 October 8, 2018	Statutory holiday. University closed.
October 15, 2017 October 15, 2018	Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.
October 23-27, 2017 October 22-26, 2018	Fall break, no classes.
November 10, 2017 November 9, 2018	Last day to request Formal Examination Accommodation Forms for December examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

Date	Activity
November 15, 2017 <u>November 15, 2018</u>	Last day for receipt of applications for admission to an undergraduate degree program for the winter term.
November 24, 2017 <u>November 23, 2018</u>	Last day for summative tests or final examinations or formative tests or examinations totalling totaling more than 15% of the final grade before the official examination period (see examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 1, 2017 <u>December 1, 2018</u>	Last day for receipt of applications from potential winter (February) graduates.
	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
December 8, 2017 <u>December 7, 2018</u>	Fall term ends.
	Last day of fall term classes.
	Classes follow a Monday schedule.
	Last day for take home examinations to be assigned, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day for academic withdrawal from fall term courses.
	Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.
	Last day for receipt of applications for undergraduate degree program transfers for winter term.
December 9, 2017 <u>December 8, 2018</u>	No classes or examinations take place.

Date	Activity
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December 10-22, 2017 December 9-21, 2018	Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held.
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Examinations are normally held all seven days of the week.

December 22, 2017 December 21, 2018	All take home examinations are due on this day, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
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December 25 through January 1, 2018 inclusive December 25 through January 1, 2019 inclusive	University closed.
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Date	Activity
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WINTER TERM 2018 WINTER TERM 2019	
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January 2, 2018 January 2, 2019	University reopens.
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January 8, 2018 January 7, 2019	Winter term classes begin.
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January 19, 2018 January 18, 2019	Last day for registration for winter term courses.
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Last day to change courses or sections (including auditing) for winter term courses.

	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2018 <u>2019</u> and must register for the winter 2018 <u>2019</u> term.
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January 19-21, 26-28, 2018	Fall term deferred final examinations will be held.
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Date	Activity
<u>January 18-20, 25-27, 2019</u>	
<u>January 31, 2018</u> <u>January 31, 2019</u>	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment. <u>Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</u>
<u>February 1, 2018</u> <u>February 1, 2019</u>	Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the fall/winter session.
<u>February 16, 2018</u> <u>February 15, 2019</u>	April examination schedule available online.
<u>February 19, 2018</u> <u>February 18, 2019</u>	Statutory holiday. University closed.
<u>February 19-23, 2018</u> <u>February 18-22, 2019</u>	Winter Break, no classes.
<u>March 1, 2018</u> <u>March 1, 2019</u>	Last day for receipt of applications from potential spring (June) graduates.
	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
	Last day for receipt of applications to Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, Bachelor of Journalism and Humanities, and the Bachelor of Music degree programs for the fall/winter session.
	Last day for receipt of applications for admission to an undergraduate program for the summer term.
	Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).

Date	Activity
<u>March 9, 2018</u> <u>March 15, 2019</u>	Last day to request Formal Examination Accommodation Forms for April examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
<u>March 27, 2018</u> <u>March 26, 2019</u>	Last day for summative tests or final examinations, or formative tests or examinations totalling more than 15% of the final grade, in winter term or fall/winter courses before the official examination period (see Examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
March 30, 2018	Statutory holiday. University closed.
<u>April 1, 2018</u> <u>April 1, 2019</u>	Last day for receipt of applications for admission to an undergraduate program for the fall/winter session, from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.
<u>April 11, 2018</u> <u>April 9, 2019</u>	Winter term ends.
	Last day of fall/winter and winter term classes.
	Classes follow a Friday schedule.
	Last day for take home examinations to be assigned, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day for academic withdrawal from fall/winter and winter term courses.
	Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter term courses.
<u>April 12-13, 2018</u> <u>April 10-11, 2019</u>	No classes or examinations take place.

Date	Activity
<p>April 14-26, 2018 April 12-27, 2019</p>	<p>Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week.</p>
<p>April 19-21, 2019</p>	<p>Statutory holiday. University closed. No examinations take place.</p>
<p>April 26, 2018 April 27, 2019</p>	<p>All take home examinations are due on this day, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p>
<p>May 1, 2018 May 1, 2019</p>	<p>Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.</p>
<p>May 11, 2018 May 6, 2019</p>	<p>Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2018 and must register for the summer 2018 term.</p>
<p>May 18-29, 2018 May 17-29, 2019</p>	<p>Fall/winter and winter term deferred final examinations will be held.</p>
<p>May 20, 2019</p>	<p>Statutory holiday. University closed. No examinations take place.</p>
<p>June 1, 2018 June 1, 2019</p>	<p>Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due February 1 or March 1 or April 1.</p>
<p>SUMMER TERM 2018 SUMMER TERM 2019</p>	
<p>March 1, 2018 March 1, 2019</p>	<p>Last day for receipt of applications for admission to an undergraduate degree program for the summer term.</p>
<p>May 1, 2018 May 1, 2019</p>	<p>Last day for receipt of applications for undergraduate degree program transfers for the summer term.</p>
<p>May 7, 2018 May 6, 2019</p>	<p>Early summer and full summer classes begin.</p>

Date	Activity
<p>May 11, 2018 May 10, 2019</p>	<p>Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2018<u>2019</u> and must register for the summer 2018<u>2019</u> term.</p>
<p>May 14, 2018 May 13, 2019</p>	<p>Last day for registration and course changes (including auditing) for early summer courses.</p>
<p>May 18, 2018 May 17, 2019</p>	<p>Last day for registration and course changes (including auditing) for full summer courses.</p>
<p>May 18-29, 2018 May 17-29, 2019</p>	<p>Fall/winter and winter term deferred final examinations will be held.</p>
<p>May 21, 2018 May 20, 2019</p>	<p>Statutory holiday. University closed. No examinations take place.</p>
<p>May 25, 2018 May 24, 2019</p>	<p>Last day to withdraw from early summer and full summer courses with a full fee adjustment. <u>Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</u></p>
<p>June 1, 2018 May 31, 2019</p>	<p>Last day to request Formal Examination Accommodation Forms for June examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</p>
<p>June 12, 2018 June 11, 2019</p>	<p>Last day for summative tests or final examinations, or formative tests or examinations totalling totaling more than 15% of the final grade, for early summer courses before the official examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).</p>
<p>June 19, 2018 June 18, 2019</p>	<p>Last day of early summer classes. (NOTE: full summer classes resume July 3<u>July 2</u>.)</p>
	<p>Last day for take home examinations to be assigned, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p>
	<p>Last day for academic withdrawal from early summer courses.</p>

Date	Activity
	Last day for handing in term assignments, subject to any earlier course deadline.
June 20-21, 2018 June 19-20, 2019	No classes or examinations take place.
June 22-28, 2018 June 21-27, 2019	Final examinations in early summer courses and mid-term examinations in full summer courses may be held. Examinations are normally held all seven days of the week.
June 28, 2018 June 27, 2019	All take home examinations are due on this day, with the exception of those conforming to the Examinations regulations in the Academic Regulations University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
July 2, 2018 July 1, 2019	Statutory holiday. University closed.
July 3, 2018 July 2, 2019	Late summer classes begin. Full summer classes resume.
July 10, 2018 July 9, 2019	Last day for registration and course changes (including auditing) for late summer courses.
July 20-22, 2018 July 19-21, 2019	Early summer term deferred final examinations to be held.
July 23, 2018 July 22, 2019	Last day to withdraw from late summer courses with a full fee adjustment. <u>Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</u>
July 26, 2019	Last day to request Formal Examination Accommodation Forms for August examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
August 1, 2018 August 1, 2019	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
August 6, 2018 August 5, 2019	Statutory holiday. University closed.

Date	Activity
August 8, 2018 August 7, 2019	Last day for summative tests or final examinations, or formative tests or examinations totalling - totaling more than 15% of the final grade, before the official examination period (see Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
August 15, 2018 August 14, 2019	Last day of late summer and full summer classes.
Classes follow a Monday schedule.	
	Last day for take home examinations to be assigned, with the exception of those conforming to the Examination Regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
	Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term.
	Last day for handing in term assignments, subject to any earlier course deadline.
August 16-17, 2018 August 15-16, 2019	No classes or examinations take place.
August 18-24, 2018 August 17-23, 2019	Final examinations in late summer and full summer courses may be held. Examinations are normally held all seven days of the week.
August 24, 2018 August 23, 2019	All take home examinations are due on this day, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
September 14-16, 2018 September 13-15, 2019	Full and late summer term deferred final examinations to be held.

Academic Nomenclature

It is proposed that Carleton adopt a consistent, uniform classification to describe and categorize programs of study. The use of a common terminology or vocabulary to describe the hierarchy and nesting of various academic opportunities reduces confusion and potential risk of misunderstanding in applying academic rules and regulations, promoting successful and timely progression and graduation. The following nomenclature uses terms consistently and every pursuit of study and academic rule or regulation may be mapped to this structure.

Credential

An academic qualification awarded by the University Senate upon successful completion of an academic program. All credentials are either degrees (bachelor's, master's, or doctoral), diplomas, or certificates.

Program

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

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.

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.

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 transcript or diploma.

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Element

~~A mandatory or optional set of courses, or other academic activity, that may form part of a program.~~ 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.

Option

An optional addition to or component of a program with ~~distinct~~ 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.

Pathway

A pathway through a program ~~that~~ is a route to completion such as: (e.g., stream, thesis, research essay, research project, or course only; accelerated pathway from bachelor's program to master's program); or a focused area of study constituting a route to completion that is not recognized as a concentration or specialization. Pathways may be chosen in addition to elements and Options, and ~~but~~ are not recorded on the transcript or diploma.