

MEMORANDUM

From the Senate Committee on
Curriculum, Admission and Studies Policy

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: November 24, 2017
Subject: **18-19 Calendar Regulations and Academic Year Changes**

Senate approval:

1. 3.5 Minimum Credits to be included under Concentration and Specialization, R-UG 4.6

Motion: That SCCASP recommend to Senate the approval of the Calendar location stating the 3.5 minimum credits in a concentration and specialization in R-UG.4.6 as presented.

- Attachment: *R-UG-4.6 Program Structure (3.5 minimum credits in Concentration)*

2. CAEL Scoring changes in UG and GR Calendars

Motion: That SCCASP recommend to Senate the approval of CAEL scoring changes as presented.

*** Conditional upon SCCASP approval of changes made to the Graduate Calendar at the November 21, 2017 SCCASP meeting.**

- Attachment: *TBD-1338 R-ADM Section 4 (ESLR);* TBD-1793 GR 3.6 Proficiency in English*

Senate Information:

1. Recommended Courses

- Different degree programs list courses that are recommended along with those that are mandatory prerequisites in the Admissions section of the Calendar. Students should be informed that they will not be disadvantaged during admission process if they elect to not take these courses.
- Attachment: *R-ADM-Program-Header (Recommended courses)*

Changes saved but not submitted

Viewing: **TBD-1288 : R-UG-4.6 Program Structure**

Last approved: 03/20/17 10:29 am

Last edit: 11/02/17 3:53 pm

Last modified by: carolgariepy

History

1. Sep 25, 2015 by Sandra Bauer (sandrabauer)
2. Sep 25, 2015 by Sandra Bauer (sandrabauer)
3. Mar 20, 2017 by Lisa Ralph (lisaralph)

Calendar Pages Using this Program [General Regulations and Definitions](#)

Effective Date	2018-19
Workflow	minormod majormod
Program Code	TBD-1288
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.6 Program Structure

Program Requirements

4.6 Program Structure

Program Elements

The courses that make up a program are separated into certain standard categories that give the program its structure, allow effective assessment of the student's progress and permit the inclusion of additional notations on the transcript and diploma.

Major

In most programs certain course credits are identified as constituting the Major. The Major specifies the required course credits in one or more defined disciplines, themes, or fields that are the principal focus of a student's program. The Academic Performance Evaluation described below makes use of this distinction by calculating a Major average as well as an Overall average. A Combined Honours program may be structured with two Majors, one in each contributing discipline or, in some cases, as a single Major. A multidisciplinary program is structured as a single Major drawing together courses from several disciplines.

Note that the use of the term Major as a program element, above, is distinct from the degree program called Major (e.g. B.Sc.Major).

Core

Some programs specify a limited set of credits that constitute a Core. These are courses of special importance to the program and are subject to specific CGPA requirements.

Concentration or Specialization

A Concentration or Specialization is a defined set of courses which provides a student with specific expertise, knowledge and/or practice and so further distinguishes the program in a recognizable way. The credits in the concentration or specialization may or may not be part of the Major. **The minimum number of credits for a concentration or specialization at the undergraduate level is 3.5.** Successful completion of a concentration or specialization is recorded on the diploma.

Stream

A Stream is a pattern of courses within the program that guides the student's studies and is distinctive from other patterns, but does not result in a designation on the diploma.

Additions to a Program

Option

An Option is an addition to a program, the pursuit of which does not affect eligibility for the degree without the Option. Registration in the Option does not change the degree requirements. An example is the Co-operative Education Option.

Other additions to a program that do interact with program requirements include: *Mention : français* (see the Academic Regulations for the Bachelor of Arts), concurrent certificates and concurrent diplomas.

Minor

A Minor is a defined set of courses in a discipline or field that either introduces or extends knowledge of that discipline or field. A Minor may have its own admission requirements. Minors are only available to students already registered as Carleton degree students. Each Minor requires at least 4.0 and at most 5.0 credits. In some circumstances, credits in excess of those required for the main degree may be required to complete the Minor. A maximum of two credits may count toward both the Minor and the Major or Majors of a student's program.

New Resources

Summary Added 3.5 as the minimum number of credits for concentration and specialization.

Rationale for change This is to reflect the SCCASP approval of this item, November 1, 2016.

Transition/Implementation

Program reviewer comments

Date Submitted: 11/06/17 10:18 am

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

Last approved: 05/29/17 4:04 pm

Last edit: 11/06/17 10:18 am

Last modified by: jensugar

Changes proposed by: jensugar

In Workflow

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

Approval Path

1. 11/07/17 11:21 am
Jen Sugar (jensugar):
Approved for REGS ADM Review
2. 11/15/17 3:33 pm
Sandra Bauer (sandrabauer): Approved for PRE SCCASP
3. 11/16/17 9:27 am
Dan Begin (danbegin):
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)

Calendar Pages Using this Program [General Admissions Requirements and Procedures](#)

Effective Date	2018-19
Workflow	majormod minormod
Program Code	TBD-1338
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-General-Section 4. English as a Second Language Requirements (ESLR)

Program Requirements

4. English as a Second Language Requirements (ESLR)

The language of instruction at Carleton University is English. In their own interest, students whose first language is not English must demonstrate that they can cope with the language demands of an English language university, and they can do so by following one of two options:

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:

1. to present official transcripts to indicate that they have studied for the last three years (full-time non-ESL) in a high school, college or university in Canada, the United States, the United 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, or
2. to present an official minimum 70 band score (with no band below **60**) ~~on 30~~ on the Canadian Academic English Language (CAEL) Assessment, or
3. 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: writing - 22, speaking - 22, reading - 20, listening - 20; or 237 on the computer-based Test of English as a Foreign Language (TOEFL); or 580 on the paper-based Test of English as a Foreign Language (TOEFL), or
4. 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
5. to present an official minimum score of 85 with a minimum of 80 in each band on the Michigan English Language Assessment Battery (MELAB), or
6. 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
7. 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

Applicants whose first language is not English who do not meet the requirements stated in Option 1 may be offered admission to an undergraduate degree program or as a Special student, with an English as a Second Language Requirement (ESLR). These applicants are required to:

1. present an official overall score between **40** ~~30~~ and 69 ~~on the Canadian Academic English Language (CAEL) Assessment (with a minimum no band below 30); an overall score of 30 must also have 40 in each band of 30 writing or 50 in reading or listening, or 50 in speaking and a minimum average of 40 over writing, reading, and listening) on the Canadian Academic English Language (CAEL) Assessment in reading or listening, or~~
2. 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
3. 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).

Applicants with language scores within the above ranges may be permitted to begin their studies by registering in credit ESLA courses(s) and a limited number of credit courses until their ESLR is completed.

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.

Students are expected to complete the ESLR within one calendar year of their initial enrolment in credit courses. In exceptional circumstances, permission to continue in a second fall/winter term registration in ESLA courses may be granted by the University's School of Linguistics and Language Studies (SLALS).

Date Submitted: 11/15/17 5:43 pm

Viewing: **TBD-1793 : R-GR-General Regulations: 3. Application for Admission**

Last approved: 11/15/17 5:24 pm

Last edit: 11/15/17 5:43 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

In Workflow

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

Approval Path

1. 11/16/17 12:00 pm
James Opp (jamesopp):
Approved for REGS RO
GR Review
2. 11/16/17 2:15 pm
Leslie Macdonald-Hicks
(lesliemacdonaldhicks):
Approved for GRAD
FBoard

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)

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

Effective Date	2018-19
Workflow	majormod minormod
Program Code	TBD-1793
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 3. Application for Admission

Program Requirements

3. Application for Admission

3.1 Accommodation Policy for Students with Disabilities

Carleton University has a Senate-approved policy on academic accommodation for students with disabilities. For more information, consult the Paul Menton Centre for Students with Disabilities at <http://www2.carleton.ca/pmc>

3.2 Application Forms

Applications for admission to the Faculty of Graduate and Postdoctoral Affairs should be made through the online applications available at <https://gsapplications.carleton.ca>

To cover administrative costs, a non-refundable application fee (CDN or US funds) is required with each application.

3.3 Deadlines

Normally, students are admitted to commence study in the fall term. However, some departments, institutes or schools may consider applicants to commence in the winter term or the spring/summer term.

For information on the specific deadlines for applications (with or without financial assistance), please visit the online application site by selecting the "Online Application Account" link from the Faculty of Graduate and Postdoctoral Affairs website at <https://gsapplications.carleton.ca>. In the online application site, application deadlines can be found on the left-hand navigation panel under "Program Deadlines."

Students applying to joint programs with the University of Ottawa should note that application procedures, especially deadlines, are different in the two institutions, and they should contact the individual institution for information.

3.4 Transcripts

Official transcripts of the applicant's entire university record must be sent to the Faculty of Graduate and Postdoctoral Affairs. All foreign documents, e.g., transcripts, must be translated into English and be notarized.

3.5 Letters of Reference

All applications must be supported by a minimum of two confidential letters of recommendation. The total number of referees required for your application depends on the program to which you are applying. A suitable referee is an individual who is fully knowledgeable and aware of your education and abilities. Referees should be academic in nature where possible. Professional referees will only be accepted in situations where the applicant's professional experience is most relevant. You will need to supply the names of your referees, and their email address, in the online application.

3.6 Proficiency in English

Proficiency in English is necessary to pursue graduate studies at Carleton University. All applicants whose first language is not English must satisfy this requirement in one of the following ways:

1. To present an official overall score of 70 on the Canadian Academic English Language (CAEL) **Assessment with a minimum score of 60 in each band; Assessment;** or
2. To present an official Test of English as a Foreign Language (TOEFL) score of 580 on the paper-based test (PBT), or an overall score of 86 on the internet-based test (IBT) with a minimum score in each component of: writing-22; speaking-22; reading-20; and listening-20; or
3. To present an official overall International English Language Testing System (IELTS) score of 6.5, with a minimum of 6.0 in each band score; or
4. To present an official minimum score of 60 on the Pearson Test of English (Academic); or
5. To have completed [ESLA 1900](#) or [ESLA 1905](#) at Carleton University with a final grade of B- or higher; or
6. To present official certification (transcripts) to indicate that they have completed an undergraduate or graduate degree within the past three years in a university in Canada, the United States, the United Kingdom or any other country in which the primary

Date Submitted: 11/06/17 10:34 am

Viewing: **R-ADM : R-ADM-Program-Header**

Last approved: 04/24/17 1:56 pm

Last edit: 11/06/17 10:34 am

Last modified by: jensugar

Changes proposed by: jensugar

In Workflow

1. REGS ADM Review
2. PRE SCCASP
3. SCCASP
4. Senate
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Approval Path

1. 11/07/17 11:21 am
Jen Sugar (jensugar):
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2. 11/15/17 3:23 pm
Sandra Bauer
(sandrabauer): Approved
for PRE SCCASP
3. 11/16/17 9:27 am
Dan Begin (danbegin):
Approved for SCCASP

History

1. Mar 29, 2017 by Sandra
Bauer (sandrabauer)
2. Mar 30, 2017 by Sandra
Bauer (sandrabauer)
3. Mar 30, 2017 by Sandra
Bauer (sandrabauer)
4. Mar 30, 2017 by Sandra
Bauer (sandrabauer)
5. Apr 24, 2017 by Sandra
Bauer (sandrabauer)

Calendar Pages Using this
Program

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[Philosophy](#)
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[English](#)
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[Law](#)
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[Political Science](#)

[Earth Sciences](#)
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[Arts](#)
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Effective Date	2018-19
Workflow	majormod minormod
Program Code	R-ADM
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-Header

Program Requirements

Admissions Information