

## MEMORANDUM

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

To: Senate  
From: Julia Wallace, Chair of SCCASP  
Date: November 29<sup>th</sup>, 2024  
Subject: Regulation Changes 2025/26

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### For Senate approval

1. Amend First Year Grading Policy to allow ESP and IESP students eligibility for consideration

**Motion: That Senate approves the revisions to TBD-1892 R-UG-5.4 Grading System effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: TBD-1892 R-UG-5.4 Grading System*

2. English Language Proficiency

**Motion: That Senate approves the revisions to UG-ADM-General-4 R-ADM-General-Section 4. English Language Proficiency effective for the 2024/25 Undergraduate Calendar as presented.**

*Attachment: UG-ADM-General-4 R-ADM-General-Section 4. English Language Proficiency*

3. Dual Degree Agreement

**Motion: That Senate approves the revisions to TBD-1842 R-UG-2.2.5 Transfer of Credit Subsequent to Admission effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: TBD-1842 R-UG-2.2.5 Transfer of Credit Subsequent to Admission*

4. Engineering regulations, adding the new ECOR 1030 series of courses

**Motion: That Senate approves the revisions to Regulation R-UG-BENG: R-UG-B.Eng effective for the 2025/26 Undergraduate Calendar as presented.**

*Attachment: R-UG-BENG: R-UG-B.Eng*

### For Information

1. Attachment: UG\_2526\_MinorMods\_for\_SCCASP\_October15
2. Attachment: UG\_2526\_MinorMods\_for\_SCCASP\_Nov 5
3. Attachment: GR\_2526\_MinorMods\_2024Nov05
4. Academic Schedule for the 2025-26 year
  - a. Attachment: Schedule-202530 R-UG-Academic Year Fall 2025
  - b. Attachment: Schedule-202610 R-UG-Academic Year Winter 2026
  - c. Attachment: Schedule-202620 R-UG-Academic Year Summer 2026
5. Attachment: UG\_2526\_MinorMods\_for\_SCCASP\_Nov 19

# Program Change Request

Date Submitted: 09/20/24 9:53 am

Viewing: **TBD-1892 : R-UG-5.4 Grading System**

Last approved: 07/10/24 12:09 pm

Last edit: 09/20/24 9:53 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

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

## History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Feb 10, 2020 by Mike Labreque (mikelabreque)
3. Nov 25, 2020 by Sarah Cleary (sarahcleary)
4. May 7, 2021 by Natalie Phelan (nataliephelan)
5. Jul 16, 2021 by Natalie Phelan (nataliephelan)
6. Nov 16, 2021 by Natalie Phelan (nataliephelan)
7. Apr 4, 2022 by Natalie Phelan (nataliephelan)
8. May 10, 2022 by Natalie Phelan (nataliephelan)
9. May 13, 2022 by Natalie Phelan (nataliephelan)
10. Jan 17, 2023 by Natalie Phelan (nataliephelan)
11. Jul 10, 2024 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Grading](#)

|                |   |
|----------------|---|
| Effective Date | 2025-26   |
| Workflow       | <u><a href="#">minormod</a></u> <del>majormod</del> |
| Program Code   | TBD-1892  |
| Level          | Undergraduate                                       |
| Faculty        | Not Applicable                                      |
| Academic Unit  | Regulations: RO                                     |

Degree

Title R-UG-5.4 Grading System

## Program Requirements

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### 5.4 Grading System

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion, is listed below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

| Grade | Point Equivalence | Percentage Conversion |
|-------|-------------------|-----------------------|
| A+    | 12                | 90-100                |
| A     | 11                | 85-89                 |
| A-    | 10                | 80-84                 |
| B+    | 9                 | 77-79                 |
| B     | 8                 | 73-76                 |
| B-    | 7                 | 70-72                 |
| C+    | 6                 | 67-69                 |
| C     | 5                 | 63-66                 |
| C-    | 4                 | 60-62                 |
| D+    | 3                 | 57-59                 |
| D     | 2                 | 53-56                 |
| D-    | 1                 | 50-52                 |
| F     | 0                 | less than 50          |

In cases where the final examination is not written and was not explicitly a requirement to successfully complete the course, the cumulative grade earned on term work without the missing examination will be assigned.

If the grade conversion deviates from the percentage conversion presented above, the faculty member must notify the class in the course outline.

Other grades and notations in current use by the University are as follows:

|     |   |
|-----|---|
| AEG | Aegrotat. Pass standing is granted under special circumstances by an academic appeal committee, in response to an application from or on behalf of a student, on the basis of course work when no further assessment is considered feasible. AEG has no impact on the CGPA calculation. |
| AUD | AUD. No Academic Credit, no impact on CGPA. Audit indicates the course was taken for interest and not for academic credit.  |
| CEX | Current International Exchange. An interim notation.  |
| CH  | Credit granted under challenge for credit policy. CH has no impact on the CGPA calculation.   |
| CLP | Current Letter of Permission. An interim notation.  |
| CR  | Credit granted for a passed course under the First Year Grading Policy (see Section 5.4.3). CR has no impact on the CGPA calculation.   |
| CTN | Continuing. No academic credit and no impact on the CGPA. Assigned by the Registrar's Office to the first half of a course taught consecutively over two terms.   |
| CUO | Current University of Ottawa Exchange. An interim notation.   |

|     |   |
|-----|---|
| CUR | Current registration. An interim notation assigned by the Registrar's Office to indicate the student is currently registered in the course.   |
| DEF | Deferred Final Examination and/or final course work. An interim notation administratively assigned by the Registrar's Office upon approval of a request to write a deferred final examination or defer submission of final course work. DEF must be replaced by a final grade within the prescribed time or be replaced with F.   |
| F   | Failure. The grade of F is assigned when the student has failed to meet the conditions of "satisfactory performance" defined in the Course Outline. F carries 0.0 grade points.   |
| GNA | Grade not available. An interim notation administratively assigned by the Faculty when a grade is not available, and must be replaced with a final grade.   |
| IP  | In Progress – a notation (IP) assigned to a course by a faculty member when: At the undergraduate level, an undergraduate thesis or course has not been completed by the end of the period of registration. At the graduate level, a graduate thesis, research essay, independent research project or comprehensive examination has not been completed by the end of the period of registration. The IP notation may also be used at the graduate level when a research seminar has not been completed by the end of the period of registration provided the research seminar has been approved by Graduate Faculty Board as being eligible for the use of this notation. In the case of re-registration in any of the above courses, the IP notation will remain; a final grade will normally be assigned in the final period of registration. Where there is no re-registration in any of the above courses, the IP notation must be replaced with an appropriate notation or grade within the prescribed time period, or be replaced by a notation of WDN. |
| NR  | Denotes a failed course under the First Year Grading Policy (see Section 5.4.3). The notation does not appear on the transcript but is retained for internal purposes as required. NR has no impact on the CGPA calculation.  |
| SAT | Satisfactory performance in an option or course taken at Carleton, or on Letter of Permission or approved exchange. SAT has no impact on the CGPA calculation.  |
| UCH | Unsuccessful attempt for CH. UCH has no impact on the CGPA calculation.   |
| UNS | Unsatisfactory performance in an option or course taken at Carleton, or on a Letter of Permission or approved exchange. UNS has no impact on the CGPA calculation.  |
| WDN | Withdrawn. Students may withdraw on or before the academic withdrawal deadline (noted in the Academic Year section of the Calendar). No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (also noted in the Academic Year section of the Calendar).  |

The following notations are no longer in use by the University:

|     |  |
|-----|--|
| ABS | Absent from a required final examination. ABS is assigned only when the student is absent from the required final examination and has achieved satisfactory performance during the term as specified in the course outline. ABS is equivalent to an F and it carries 0.0 grade points.   |
| DNC | Did not complete the course. No academic credit or impact on the CGPA calculation. In credit courses, the notation DNC is assigned by the appropriate appeal committee in the case of a student, who, having achieved satisfactory performance during the term, and has been granted a deferred final examination in the course then is unable to write the deferred examination due to continued and documented personal or medical reasons. In the case of audited courses, DNC is assigned by the instructor when the student has registered to audit the course and has not satisfied the requirements for successful audit. |
| EXC | Satisfactory performance on International Exchange, EXC has no impact on the CGPA calculation.   |
| FND | Failure with no deferred final examination allowed. The grade FND is assigned only when the student has failed the course on the basis of inadequate term work as specified in the Course Outline. FND carries 0.0 grade points.   |
| FNS | Failure without access to a supplemental examination because of incomplete term work or unacceptably low standing. No academic credit.   |
| FWS | Failure with access to supplemental examinations.  |
| INC | Incomplete may be assigned to a Graduate course in which the student has been approved to submit an assignment after the final deadline date. Incomplete must be replaced with a letter grade within forty days of the end of classes. If the Incomplete is not changed to a letter grade within forty days of the end of  |

classes, the Incomplete will be changed to a grade of F, which will remain as a permanent entry on the student's record. In exceptional cases students may petition the Dean of the Faculty of Graduate and Postdoctoral Affairs to have the Incomplete remain on the student record. For circumstances that go beyond the forty-day period (i.e. medical), students may apply for a deferral (refer to Special/Deferred Final Examinations, Section 9.3).

- LOP Satisfactory performance on Letter of Permission, LOP has no impact on the CGPA calculation.
- P Pass.
- PWD Pass With Distinction.

**5.4.1** A course is considered to be *completed* when the course registration results in a notation or grade other than WDN, IP, CTN, CUR or AUD, CEX, CLP, DEF, GNA, CUO.

**5.4.2** A course is considered to be *successfully completed* if the course is completed with a passing grade, SAT, CH, AEG, or CR.

**5.4.3 First Year Grading Policy**

For students entering their first year of studies at Carleton with no previous post-secondary studies the following grading policy shall apply during the first two terms of registration in a Carleton undergraduate degree program, the Enriched Support Program, or the Indigenous Enriched Support Program: ~~program:~~

1. Any F or UNS grades earned in any course taken will be automatically converted to NR (No Record). **Note:** NR will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.
2. Any passing grades earned in any course may be converted to a CR (Credit), at the request of the student, to a maximum of 2.0 credits during the first two terms. Students must request conversion within the deadlines published by the Registrar's Office. **Note:** CR will be recorded on the transcript, and the earned grade will be retained for internal use and accessible for other purposes as required.
3. All non-financial WDNs of courses taken under this policy will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.

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|                           |   |
|---------------------------|---|
| New Resources             | No New Resources  |
| Summary                   | Amendment to Section 5.4.3 to allow ESP and IESP to fall under first year grading policy.   |
| Rationale for change      | Discussed at SCCASP Sept 17 2024. To provide the diverse population of students who participate in ESP and IESP with first year leniency. |
| Transition/Implementation | ESP and IESP students will be eligible to convert grades from the fall 2025 semester and beyond.  |

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Program reviewer comments

# Program Change Request

Date Submitted: 10/17/24 4:17 pm

Viewing: **UG-ADM-General-4 : R-ADM-General-Section 4. English Language Proficiency**

Last approved: 10/27/23 11:47 am

Last edit: 10/28/24 4:50 pm

Last modified by: angelwagner

[Changes proposed by: jensugar](#)

## In Workflow

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

## Approval Path

1. 10/17/24 4:19 pm  
Jen Sugar (jensugar):  
Approved for REGS ADM Review

## History

1. Jan 20, 2016 by Sandra Bauer (sandrabauer)
2. Mar 22, 2017 by Sandra Bauer (sandrabauer)
3. May 15, 2017 by Sandra Bauer (sandrabauer)
4. May 29, 2017 by Sandra Bauer (sandrabauer)
5. May 29, 2017 by Sandra Bauer (sandrabauer)
6. Jan 8, 2018 by Jen Sugar (jensugar)
7. Mar 17, 2021 by Jen Sugar (jensugar)
8. Nov 16, 2021 by Jen Sugar (jensugar)
9. Oct 27, 2023 by Jen Sugar (jensugar)

Calendar Pages Using this Program

[General Admissions Requirements and Procedures](#)

Effective Date 2024-25

Workflow majormod

|               |   |
|---------------|---|
| Program Code  | UG-ADM-General-4                                      |
| Level         | Undergraduate   |
| Faculty       | Not Applicable  |
| Academic Unit | Regulations: Admissions                               |
| Degree        |   |
| Title         | R-ADM-General-Section 4. English Language Proficiency |

## Program Requirements

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### 4. English Language Proficiency

The language of instruction at Carleton University is English. For admission, students will need to demonstrate that their knowledge and use of English are strong enough for studies in an English language university. Students can demonstrate their English language proficiency in the following ways:

1. Students can present transcripts to show they have studied full-time for the last three years 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. Students choosing this option should note:
  - Time spent in English as a Second Language (ESL) courses will not be counted towards meeting these requirements.
  - Language requirements will not be waived based on letters written by educators, or as a result of completing senior-level high school English courses.
2. Students whose first language is French can present transcripts to indicate that they have taken four years of *anglais* during the final four years of study in a Canadian secondary school.
3. Previous Carleton students can demonstrate their English proficiency if they have completed [ESLA 1900](#) with a grade of B- or higher.
4. Students may submit an English language test result (see options below).

#### Option 1

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

Students who demonstrate English language proficiency by submitting transcripts that meet the requirements above, or who submit any of the scores shown in Table 1 ~~at: below, may be eligible for an offer of admission with no further ESL requirements, and may begin full-time studies in an undergraduate degree, or as a Special student.~~ [admissions.carleton.ca/esl](https://admissions.carleton.ca/esl), may be eligible for an offer of admission with no further ESL requirements, and may begin full-time studies in an undergraduate degree, or as a Special student.

| English Language Test        | Score   | Type of Offer   |
|------------------------------|---|---|
| Cambridge English Assessment | 176 or above C1 Advanced or C2 Proficiency, with a minimum 169 in each component. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |

| English Language Test                                | Score   | Type of Offer   |
|--|---|---|
| Canadian Academic English Language Assessment (CAEL) | 70 or above, with a minimum score of 60 in each band.   | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Duolingo English Test (DET)                          | 120 or above, with no subscore below 95.  | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| IELTS (Academic)                                     | 6.5 or above, with a minimum score of 6.0 in each band.   | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Internet-based (iBT) TOEFL                           | 86 or above, with a minimum score of 22 in writing and speaking, and minimum 20 in reading and listening. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Pearson Test of English (PTE) Academic               | 60 or above, with a minimum score of 60 in each Communicative Skill.                                      | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |

### ~~Table 1: Minimum Test Scores Required for Admission with no ESLR~~ Option 2

#### Admission with English as a Second Language Requirements (ESLR) — ESL course(s) required

Applicants who do not meet the requirements stated in Option 1, and who submit official English language test scores within the ranges listed in Table 2 ~~at: below, may be offered admission with an English as a Second Language Requirement (ESLR).~~ [admissions.carleton.ca/esl](https://admissions.carleton.ca/esl), may be offered admission with an English as a Second Language Requirement (ESLR). These applicants may be offered admission to an undergraduate degree program or as a Special student. When they first start their program, these students will be required to take one or more of Carleton's ESLA course(s) along with a limited number of courses from their degree program. This admission with an ESLR allows students to earn academic credits from degree courses taken while completing the English language requirements.

| English Language Test                                | Score   | Type of Offer  |
|--|---|--|
| Canadian Academic English Language Assessment (CAEL) | 40-69, with a minimum score of 30 in each band, and a minimum average of 40 over writing, reading, and listening.   | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |
| Duolingo English Test (DET)                          | 85-115, with no subscore below 65.  | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |
| IELTS (Academic)                                     | 5.0-6.4, with a minimum score of 4.5 in each band, and a minimum average of 5.0 in writing, reading, and listening. | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |
| Internet-based (iBT) TOEFL                           | 61-85, with a minimum score of 15 in each section.  | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |

~~Table 2: Minimum Test Scores Required for Admission with an ESLR~~ Please note that students beginning their studies with an English Language Requirement (ESLR) are not eligible for admission to the following programs:

- Architectural Studies
- Health Sciences
- Humanities
- Industrial Design
- Information Technology
- International Business



- Journalism
- Journalism and Humanities
- Media Production and Design
- Public Affairs and Policy Management
- Post-Baccalaureate Diploma (all)

Students admitted with an ESLR are required to:

**1. Complete the ESLR within one calendar year of their first enrolment in credit courses.**

- To satisfy the ESLR, students must earn a minimum grade of B- in [ESLA 1900](#) [1.0] Advanced English as a Second Language for Academic Purposes.
- Students can satisfy the ESLR at any time by submitting an approved English Language assessment result that meets the levels stated in Table 1 above.
- In exceptional circumstances, permission to continue registration in ESLA courses after the one calendar year deadline has passed (an ESLR extension) will be granted by the University's School of Linguistics and Language Studies (SLaLS). Registration will be denied to students who have not satisfied the ESLR if they do not show continuous registration, attendance, and progress in their required ESLA courses (as determined by SLaLS).

**2. Register and attend the required credit ESLA course(s) every term until the ESLR has been satisfied.**

- ESLA registration must start in the student's first term of study.
- ESLA registration is required in order to register in any other course(s).
- Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses but not the required ESLA course registration, those registered in more non-ESLA credits than their test results permit, those registered with expired ESLA placements, and those whose ESLR period has not been extended.
- Students who do not achieve the minimum final grade required to advance to the next level of an ESLA course after three attempts at one level will not be permitted to register in any credit courses for one calendar year. Such students must take a SLaLS-approved English language proficiency test and place into a higher ESLA course level before returning to their studies.

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

For further information regarding English language proficiency requirements and admission, contact [Admissions Services](#) (undergraduate degree applicants) or the [Registrar's Office](#) (special student applicants). For information on English as a Second Language (ESLA) credit courses, placement, and ESLR standing, contact the [School of Linguistics and Language Studies \(SLaLS\)](#).

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|                      |   |
|----------------------|---|
| New Resources        | No New Resources  |
| Summary              | In conjunction with SLALS, requesting the addition of the undergrad admissions website to the regulation in two places and the deletion of the tables with the scores (table 1 and 2)   |
| Rationale for change | Duolingo has made changes to their scoring such that tests written before July 1 2024 will have one set of scores and those written after July 1 will have another. In addition, they are introducing a completely new sub-score division for 2026 admission so the scores will change again in Spring 2025 (for the 2026 admissions cycle). to deal with this we are proposing that students consult the web for the specific scores rather than having the tables in the calendar. There is precedent for this in that the admissions averages (for high school students) are not in the calendar, rather the calendar refers students to the web |

Transition/  
Implementation

Admissions will work with SLALS on implementation and communication to applicants

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Program reviewer  
comments

Key: 1338

# Program Change Request

Date Submitted: 11/07/24 2:31 pm

Viewing: **TBD-1842 : R-UG-2.2.5 Transfer of Credit Subsequent to Admission**

Last approved: 05/22/24 3:56 pm

Last edit: 11/07/24 2:31 pm

Last modified by: angelwagner

[Changes proposed by: angelwagner](#)

## In Workflow

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

## Approval Path

1. 11/12/24 8:46 am  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review

## History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Feb 10, 2020 by Dotty Nwakanma (dottynwakanma)
3. Feb 11, 2021 by Sarah Cleary (sarahcleary)
4. May 16, 2022 by Natalie Phelan (nataliephelan)
5. May 16, 2022 by Natalie Phelan (nataliephelan)
6. Apr 5, 2023 by Natalie Phelan (nataliephelan)
7. May 22, 2024 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

[Registration, Evaluation and Student Records](#)

Effective Date 2025-26

Workflow [majormod](#) [minormod](#)

Program Code TBD-1842

|               |   |
|---------------|---|
| Level         | Undergraduate   |
| Faculty       | Not Applicable  |
| Academic Unit | Regulations: RO                                       |
| Degree        |   |
| Title         | R-UG-2.2.5 Transfer of Credit Subsequent to Admission |

## Program Requirements

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### 2.2.5 Transfer of Credit Subsequent to Admission

#### Letter of Permission

Students who have been formally admitted to a degree, certificate or diploma program may apply to take courses at other recognized post-secondary institutions on Letters of Permission and have the credits transferred to their Carleton programs. The following conditions must be met:

1. the student must have successfully completed at least 3.0 credits or have met the required program residency requirements at Carleton University;
2. the student must present the minimum CGPA requirements for graduation in their credential;
3. the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission are transferred back to Carleton University as SAT (Satisfactory) and are not included in CGPA calculations. A course taken on Letter of Permission and failed is recorded with the grade UNS (Unsatisfactory). Failures are not included in CGPA calculations. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred.

#### University of Ottawa Exchange Agreement

Degree Students may register to take courses at the University of Ottawa to be credited to their Carleton University degree. The following regulations apply:

1. Students with second-year standing and above must be Eligible to Continue (EC) in their most recent Academic Continuation Evaluation (ACE). If the student has not yet received an ACE decision, they must have an overall CGPA of 4.00.
2. For students with first-year standing, a maximum of two half-credit courses may be taken at the University of Ottawa that year.
3. Only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the exchange.
4. The cumulative total number of credits taken at Carleton and counting towards the degree must be greater than the total number of credits taken and/or proposed to be taken at the University of Ottawa.
5. Courses taken on the Exchange Agreement shall not count as courses taken at Carleton under residency requirements.
6. Grades for courses taken on the Exchange Agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs.
7. Approval by Carleton University does not guarantee registration at the University of Ottawa.

Students withdrawing from University of Ottawa exchange agreement courses must notify the University of Ottawa by the appropriate deadlines, or a failing grade of F may be recorded.

### International Exchange Agreements

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. Unless otherwise specified in a specific exchange agreement or Senate-approved program regulation, the minimum academic requirement is second-year standing or higher, and a minimum overall CGPA of 7.00. For details on these exchanges, students should consult the International Student Services Office at least one year in advance of the proposed exchange. Grades for successfully completed courses taken on International Exchange will not be transferred. Successfully completed courses will be recorded as SAT (Satisfactory) and unsuccessfully completed courses will be recorded as UNS (Unsatisfactory). A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree.

### Dual Degree Agreement

Undergraduate students who have been formally admitted to a degree may be eligible to complete concurrent degrees from Carleton University and a partner institution under the Dual Degree Policy and program-specific articulation agreement provided the following regulations are met:

1. the student must be registered in a degree program, in good academic standing program and meet any minimum CGPA requirements outlined by the unit; must be in good academic standing;
2. only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the agreement;
3. courses taken under this agreement shall count as courses taken at Carleton under residency and advanced residency requirements (see 2.2.2/3.4.1 Minimum Number of Residency Credits and 2.2.3/3.4.2 Advanced Credits for more information);
4. ~~grades for~~ courses taken under the this agreement at Carleton will be reported on the Carleton transcript, while courses taken at the partner institution ~~the Carleton transcript and~~ will be reported on that institution's transcript, unless otherwise indicated ~~included~~ in the specific Dual Degree agreement between the institutions; ~~the calculation of the CGPAs;~~
5. for details on the application process, students should consult with the appropriate Academic Department and the Registrar's Office.

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New Resources

No New Resources

Summary

Rationale for change

Transition/  
Implementation

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Program reviewer  
comments

Key: 1842

# Program Change Request

Date Submitted: 10/04/24 3:29 pm

Viewing: **R-UG-BENG : R-UG-B.Eng.**

Last approved: 04/20/22 9:03 am

Last edit: 10/04/24 3:29 pm

Last modified by: angelwagner

[Changes proposed by: angelwagner](#)

## In Workflow

1. REGS RO UG Review
2. ENG FCC
3. ENG FBoard
4. PRE SCCASP
5. SCCASP
6. Senate
7. PRE CalEditor
8. CalEditor

## Approval Path

1. 10/07/24 11:44 am  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
2. 10/08/24 9:23 am  
Samuel Ajila  
(samuelajila): Approved  
for ENG FCC
3. 10/08/24 9:29 am  
Samuel Ajila  
(samuelajila): Approved  
for ENG FBoard

## History

1. Oct 18, 2016 by Sandra Bauer (sandrabauer)
2. Oct 18, 2016 by Sandra Bauer (sandrabauer)
3. Apr 12, 2017 by Sandra Bauer (sandrabauer)
4. May 15, 2017 by Sandra Bauer (sandrabauer)
5. Apr 16, 2019 by Mike Labreque (mikelabreque)
6. Feb 9, 2021 by Sarah Cleary (sarahcleary)
7. Apr 26, 2021 by Sarah Cleary (sarahcleary)
8. Aug 9, 2021 by Natalie

Phelan (nataliephelan)  
9. Apr 20, 2022 by Jerome  
Talim (jerometalim)

Calendar Pages Using this Program [Bachelor of Engineering Degree Engineering](#)

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|                |  |
|----------------|--|
| Effective Date | 2025-26  |
| Workflow       | majormod   |
| Program Code   | R-UG-BENG  |
| Level          | Undergraduate  |
| Faculty        | Faculty of Engineering and Design                      |
| Academic Unit  | Engineering & Design (Faculty of)<br>Regulations: DEPT |
| Degree         |  |
| Title          | R-UG-B.Eng.  |

## Program Requirements

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### Regulations

The regulations presented in this section apply to all Bachelor of Engineering programs.

### Academic Continuation Evaluation

In addition to the requirements presented here, students must satisfy the University regulations common to all undergraduate students including the process of Academic Continuation Evaluation (see [Section 3.2 Academic Progression](#), in the *Academic Regulations of the University*), with the following additions and amendments:

1. In Engineering programs, all credits are included in the Major CGPA, making it identical to the Overall CGPA.
2. Students who are not assigned the status *Eligible to Continue* (EC) or *Academic Warning* (AW) will be required to leave the degree with either the status *Continue in Alternate* (CA) or *Dismissed from Program* (DP).

### Graduation

Students in Engineering programs are covered by the common University regulations regarding graduation, with the following additions and amendments.

1. Students entering an Engineering program with Advanced Standing will receive transfer credit for at most ten of the credits required for their program.
2. To be eligible for graduation, the most recent grade in every course used to meet the requirements of the Bachelor of Engineering degree must be a passing grade.

## Course Load

Regulations regarding Course Load and Overload can be found in the *Academic Regulations of the University* section of this Calendar. The normal course load in Engineering is defined as the number of credits required in the student's program for the current year status of the students. Since the programs in Engineering require more than 20.0 credits in total, the normal course load is more than 5.0 credits in some years of the program. Registration in more than this number of credits constitutes an overload.

## Co-operative Education Programs

All Engineering programs are available with or without participation in the Co-operative Education option.

## Year Status Prerequisites

Year Status in Engineering is used in some course prerequisites to limit access to only those students who have sufficient preparation. In particular, students will not have access to second, third or fourth year engineering, science or mathematics courses until they have achieved second year status. Similarly, to take some specific engineering, science and mathematics courses in third or fourth year, that year status must be achieved. For additional information on prerequisites, see the individual course descriptions.

**2nd year status:** Students may not continue into 2000-level (or higher) engineering courses unless all the following requirements are met:

1. Successful completion of all ECOR 1040 series [or ECOR 1030 series](#) of courses with a minimum grade of C-;
2. Successful completion of [MATH 1004](#), [MATH 1104](#), [CHEM 1101](#) (or [CHEM 1001](#) and [CHEM 1002](#)), and [PHYS 1004](#) (or [PHYS 1001](#) and [PHYS 1002](#));
3. Successful completion of all English as a Second Language Requirements, and any additional requirements as determined in the admission process.

Students may not continue into 3000-level (or higher) engineering courses until they complete all first-year requirements (including [ECOR 1055](#), [ECOR 1056](#), and [ECOR 1057](#)).

**3rd year status:** Students may not take courses with third-year status in Engineering as a prerequisite until successful completion of all first-year requirements and at least 4.0 credits from the second-year requirements of their current program.

**4th year status:** Students may not take courses with fourth-year status in Engineering as a prerequisite until successful completion of all second-year requirements and at least 3.5 credits from the third-year requirements of their current program.

## Time Limit

The Bachelor of Engineering degree must be completed within eight calendar years of initial registration. Students who do not complete their program requirements within this limit will be given the status *Continue in Alternate (CA)*.

## Academic Appeals

The Engineering Committee on Admission and Studies handles all academic appeals.

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New Resources

No New Resources



|                               |   |
|-------------------------------|---|
| Summary                       | Add reference to ECOR 1030 series of courses.   |
| Rationale for change          | ECOR 1040 0.25 credit series of courses are being replaced by ECOR 1030 0.5 credit series, updating to reflect the new series of courses. |
| Transition/<br>Implementation | Transition plan to follow.  |

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Program reviewer  
comments

Key: 1514