Carleton University

MEMORANDUM

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

To: Senate
From: **Daniel Siddiqi**, Chair of SCCASP
Date: April 5th, 2024
Subject: **Regulation Changes 2025/26**

For Senate approval

1. Business program regulations, incorporating graduation pathways for the BAcc.

   > **Motion: That Senate approves the revisions to regulation TBD-1598 R-UG-Business effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-1598 R-UG-Business

2. Bachelor of Accounting – *New Program Proposal*

   > **Motion: That Senate approves the revisions to admission regulation TBD-2249 R-ADM-Program-BAcc effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-2249 R-ADM-Program-BAcc

3. Bachelor of Accounting – New Coop Regulations

   > **Motion: That Senate approves the revisions to regulation TBD-1540 R-UG-COOP-BCom BAcc Adm and Cont Requirements effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-1540 R-UG-COOP-BCom BAcc Adm and Cont Requirements

4. PBD Cognitive Science – *clarification of course selection and residency requirements*

   > **Motion: That Senate approves the revisions to regulation TBD-1602 R-ADM-Program-PBD Cognitive Science effective for the 2024/25 Undergraduate Calendar as presented.**

   Attachment: TBD-1602 R-ADM-Program-PBD Cognitive Science

5. General Regulations 3 Application for Admission – *change to English Language Proficiency section*

   > **Motion: That Senate approves the revisions to regulation R-GR-ADM R-GR-General Regulations 3 Application for Admission effective for the 2024/25 Graduate Calendar as presented.**

   Attachment: R-GR-ADM R-GR-General Regulations 3 Application for Admission

<u>For Information</u>

1. *Attachment: UG_2425_MinorMods_for_SCCASP_Mar19*
2. *Attachment: Microcredentials_2425_for_SCCASP_Mar19*
3. *Attachment: G_2425_MinorMods_for_SCCASP_20240305*

Program Change Request

Date Submitted: 03/14/24 10:08 am

Viewing: **TBD-1598 : R-UG-Business**

Last approved: 06/01/23 9:35 am

Last edit: 03/14/24 10:08 am

Last modified by: nataliephelan

<u>Changes proposed by: nataliephelan</u>

Approval Path

1. 03/14/24 10:39 am
   Erika Strathearn
   (erikastrathearn):
   Approved for REGS RO
   UG Review
2. 03/14/24 11:49 am
   Rebecca Renfroe
   (rebeccarenfroe):
   Approved for BUS FCC
3. 03/14/24 11:50 am
   Rebecca Renfroe
   (rebeccarenfroe):
   Approved for BUS FBoard
4. 03/18/24 4:16 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
5. 03/20/24 2:25 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for SCCASP

History

1. Apr 11, 2017 by Sandra
   Bauer (sandrabauer)
2. Apr 11, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 11, 2017 by Sandra
   Bauer (sandrabauer)
4. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)

5. Apr 26, 2021 by Sarah
   Cleary (sarahcleary)
6. Dec 22, 2021 by Natalie
   Phelan (nataliephelan)
7. Feb 7, 2022 by Natalie
   Phelan (nataliephelan)
8. Feb 7, 2022 by Natalie
   Phelan (nataliephelan)
9. Apr 29, 2022 by Natalie
   Phelan (nataliephelan)
10. Jun 1, 2023 by Natalie
    Phelan (nataliephelan)

Calendar Pages Using this Program	Business
Effective Date	2025-26
Workflow	majormod minormod
Program Code	TBD-1598
Level	Undergraduate
Faculty	Sprott School of Business
Academic Unit	School of Business Regulations: DEPT
Degree	
Title	R-UG-Business

Program Requirements

Regulations

In addition to the program requirements described here, students must satisfy the University regulations (see the *Academic Regulations of the University* section of this Calendar).

Students should consult with the School when planning their program and selecting courses.

Courses Used Towards Streams

Any courses completed toward the fulfilment of a Stream offered by the Sprott School of Business cannot be counted toward the fulfilment of any additional Stream(s), or toward any Concentration, offered by the Sprott School of Business.

Bachelor of Commerce and Bachelor Students require completion of Accounting

Students require completion of BUSI 1800 and and BUSI 2800 to be eligible for registration in BUSI 3102, BUSI 3103, and and BUSI 3309.

~~Graduation(B.Com.~~Graduation (B.Com., B.Acc., and B.I.B.)

Bachelor of Commerce

- A B.Com. (Honours) student who meets all of the Overall CGPA requirement of 5.0, the Major CGPA graduation requirement of 6.5, and the Concentration CGPA graduation requirement of 6.5 will graduate with B.Com. Honours with a concentration notation
- A B.Com. (Honours) student who meets both the Overall CGPA requirement of 5.0 and the Major CGPA graduation requirement of 6.5, but not the Concentration CGPA graduation requirement of 6.5 will graduate with B.Com. Honours without a concentration notation
- A B.Com. (Honours) student who meets the Overall CGPA graduation requirement of 5.0 and a Major CGPA of 5.0, regardless of the Concentration CGPA will graduate with B.Com. with neither a concentration nor an Honours notation

Bachelor of International Business

- A B.I.B. student who meets all of the Overall CGPA requirement of 5.0, the Major CGPA requirement of 6.5, the Core CGPA requirements of 6.5, and the Concentration CGPA requirement of 6.5 will graduate with B.I.B. Honours with a concentration notation
- A B.I.B. student who meets the Overall CGPA requirement of 5.0, the Major CGPA requirement of 6.5 and Core CGPA requirement of 6.5, but not the Concentration CGPA requirement of 6.5 will graduate with B.I.B. Honours without a concentration notation
- A B.I.B. student who meets the Overall CGPA requirement of 5.0 but not the Major CGPA requirement of 6.5 or the Core CGPA requirement of 6.5 is eligible to transfer through Admissions Services to the B.Com. with neither a concentration nor an Honours notation and will then follow the appropriate graduation path as laid out in the B.Com. requirements. See admissions.carleton.ca for more details.

Bachelor of Accounting

- A B.Acc. student who meets the Overall CGPA requirement of 5.0 and the Major CGPA requirement of 6.5 will graduate with B.Acc. Honours
- A B.Acc. student who meets the Overall CGPA requirement of 5.0 but not the Major CGPA requirement of 6.5 is eligible to transfer through Admissions Services to the B.Com. with neither a concentration nor an Honours notation and will then follow the appropriate graduation path as laid out in the B.Com. requirements. See admissions.carleton.ca for more details.

New Resources	No New Resources
Summary	Assoc with NP Bachelor of Accounting (TBD-2229). Adding the graduation pathways for the BAcc program to the Business program regulations page.
Rationale for change	BAcc students have access to the same exit pathway as the other Business programs, via BCom non-honours.
Transition/Implementation	n/a
Program reviewer comments	

Key: 1598

Program Change Request

New Program Proposal

Date Submitted: 03/13/24 9:27 am

Viewing: **TBD-2249 : R-ADM-Program-B.Acc.**

Last edit: 03/19/24 12:57 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

Approval Path

1. 03/13/24 9:47 am
   Jen Sugar (jensugar):
   Approved for REGS ADM
   Review
2. 03/18/24 4:18 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
3. 03/20/24 2:24 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for SCCASP

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2249
Level	Undergraduate
Faculty	Sprott School of Business
Academic Unit	School of Business Regulations: Admissions
Degree	
Title	R-ADM-Program-B.Acc.

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 Accounting (B.Acc.) (Honours)

Admission Requirements

First Year

Bachelor of Accounting (B.Acc.) (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 (or *anglais*), Advanced Functions, and either Calculus and Vectors or Mathematics of Data Management. Note that Calculus and Vectors is preferred.

Applicants submitting an English language test to satisfy the requirements of the English Language Proficiency section of this Calendar may use that test to also satisfy the 4U English prerequisite requirement.

Advanced Standing

Bachelor of Accounting (B.Acc.) (Honours)
Applications for admission to the second or subsequent years will be assessed on their merits. Applicants must present an overall CGPA of 9.00 (B+) or higher.

Students may also be assessed for admission to second and subsequent years if they present with a minimum of 3 out of the following 6 courses (or equivalent): BUSI 1001, BUSI 1002, ECON 1001, ECON 1002, BUSI 1800, and MATH 1009 with no individual grade below C + and with a Major CGPA of 7.00 or higher. Note that MATH 1007, MATH 1004, MATH 1052, or ECON 1401 are acceptable for transfer in lieu of MATH 1009. Advanced standing will be granted only for those courses that are determined to be appropriate

Applications by B.Com. (Honours) and B.I.B. (Honours) students for admission to the second or subsequent years of B.Acc. (Honours) will be assessed on their merits. Students must present a Major CGPA and an Overall CGPA consistent with the Academic Continuation Evaluation requirements for B.Acc. (Honours) students. Advanced standing will be granted for those courses determined to be appropriate.

Co-op Option

Direct Admission to the First Year of the Co-op Option
Applicants must:

1. meet the required overall admission cut-off average and prerequisite course average. These averages may be higher than the stated minimum requirements;

2. be registered as a full-time student in the Bachelor of Accounting (Honours) program;

3. be eligible to work in Canada (for off-campus work placements).

Meeting the above requirements only establishes eligibility for admission to the program. The prevailing job market may limit enrolment in the co-op option.

Note: continuation requirements for students previously admitted to the co-op option and admission requirements for the co-op option after beginning the program are described in the <u>Co-operative Education Regulations</u> section of this Calendar.

New Resources	No New Resources
Summary	Assoc with NP B.Acc. Hons. Admission regulations for the new B.Acc degree.
Rationale	Based upon B.Com. regulations, to be added to 25-26 calendar.
Transition/Implementation	New program so no transition.

Program reviewer comments

Key: 2249

Program Change Request

Date Submitted: 03/13/24 1:27 pm

Viewing: **TBD-1540 : ~~R-UG-COOP-B.Com.~~ B.Acc.** ~~R-UG-COOP-B.COM.~~ **Admission and Continuation Requirements**

Last approved: 04/28/23 10:36 am

Last edit: 03/13/24 1:27 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan]

In Workflow

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

Approval Path

1. 03/13/24 2:10 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 03/18/24 4:18 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
3. 03/20/24 2:25 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for SCCASP

History

1. Mar 28, 2017 by Sandra
   Bauer (sandrabauer)
2. Jun 6, 2017 by Sandra
   Bauer (sandrabauer)
3. Jul 18, 2017 by Sandra
   Bauer (sandrabauer)
4. Apr 6, 2023 by Caitlin
   MacGregor
   (caitlinmacgregor)
5. Apr 28, 2023 by Natalie
   Phelan (nataliephelan)

Calendar Pages Using this Program	Business Co-operative Education

Effective Date	2025-26

Workflow	majormod ~~minormod~~
Program Code	TBD-1540
Level	Undergraduate
Faculty	Sprott School of Business
Academic Unit	School of Business Regulations: COOP ~~Co-op Office~~
Degree	
Title	R-UG-COOP-B.Com. B.Acc. ~~R-UG-COOP-B.COM.~~Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Com. ~~B.Com Honours program;~~ Honours or B.Acc. Honours programs;
2. Successfully completed 5.0 or more credits. It is strongly recommended that students complete all second-year Business requirements prior to entering their first work term;
3. Obtained an Overall CGPA of at least 6.50 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Com Honours and B.Acc. ~~B.Com~~ Honours students must successfully complete at least three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: BUSI 3999
Work/Study Patterns:

B.Acc., B.com. with concentration in Accounting

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	W	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	S		

B.com. with concentration in Business analytics

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

b.com. with concentration in Entrepreneurship

Year 1	Year 2	Year 3	Year 4	Year 5

Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	W		

b.com. with concentration in ~~AccountingBusiness analyticsEntrepreneurship~~ Finance, International Business, Marketing, Supply Chain, and students without a **concentration**

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	W	Winter	S	Winter	
Summer		Summer	W	Summer	W	Summer	W		

b.com. ~~concentrationInformation Systems, Management~~ **with concentration in Information Systems, Management**

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**
Fall	S	Fall	S	Fall	S	Fall	S	Fall	W
Winter	S	Winter	S	Winter	W	Winter	S	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

New Resources	No New Resources
Summary	Assoc with NP B.Acc. Honours (TBD-2229). Establishing co-op regulations for the new B.Acc. program.
Rationale for change	To be added to the 25-26 calendar. The B.Acc. will have the same co-op requirements as the existing B.Com. hence editing them into this existing proposal. The B.Acc. will follow the same work/study pattern as students in B.Com. with conc in Accounting.
Transition/Implementation	n/a
Program reviewer comments	

Key: 1540

Program Change Request

Date Submitted: 02/02/24 3:16 pm

Viewing: **TBD-1602 : R-ADM-Program-P.B.D. Cognitive Science**

Last approved: 06/22/20 10:57 am

Last edit: 02/02/24 3:16 pm

Last modified by: jensugar

[Changes proposed by: jensugar](#)

In Workflow

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

Approval Path

1. 03/11/24 9:27 am
   Natalie Phelan
   (nataliephelan):
   Approved for CalEditor
2. 03/11/24 9:30 am
   Jen Sugar (jensugar):
   Approved for REGS ADM
   Review
3. 03/11/24 9:41 am
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
4. 03/20/24 2:25 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for SCCASP

History

1. Apr 13, 2017 by Sandra
   Bauer (sandrabauer)
2. May 9, 2017 by Sandra
   Bauer (sandrabauer)
3. May 9, 2017 by Sandra
   Bauer (sandrabauer)
4. Jun 22, 2020 by Sarah
   Cleary (sarahcleary)

Calendar Pages Using this Program	[Post-Baccalaureate Diploma in Cognitive Science](#) [Cognitive Science](#)

Effective Date	2024-25

Workflow	minormod
Program Code	TBD-1602
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Department of Cognitive Science Regulations: Admissions
Degree	
Title	R-ADM-Program-P.B.D. Cognitive Science

Program Requirements

Diploma

- **Post-Baccalaureate Diploma in Cognitive Science**

Admission to this program requires the permission of the Department of Cognitive Science. Normally, students are required to have completed an undergraduate degree with a minimum B average or higher to be admitted. Applications will be reviewed on a case-by-case basis.

Students with prior studies in Cognitive Science must consult with the department when choosing courses, to ensure the residency requirement (Section 2.2.2/3.4.1) is met.

New Resources	No New Resources
Summary	Change in consultation with Cog Sci (Mark MacLeod and Melissa Lett)
Rationale for change	The unit wants to ensure that students know they would need to complete at least 3.0 cr of the 4 credit PBD. Because there is overlap in the courses in the 15 credit degree and the PBD, students are reading the requirements to mean they they could finish the 15 cr Cog Sci degree, and then register for the PBD and take only the Honours thesis/project and then graduate with the PBD credential. With this change, the unit would come up with a course pattern for students that would meet the requirements of the credential

Transition/Implementation

Program reviewer
comments

Key: 1602

Date Submitted: 02/20/24 3:44 pm

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

Last approved: 08/15/23 10:32 am

Last edit: 02/28/24 1:07 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. PRE CalEditor
7. CalEditor

Approval Path

1. 02/20/24 3:53 pm
   Sandra Bauer
   (sandrabauer): Approved
   for REGS RO GR Review
2. 02/28/24 10:02 am
   Sandra Bauer
   (sandrabauer): Approved
   for GRAD FBoard
3. 02/28/24 10:11 am
   Sandra Bauer
   (sandrabauer): 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. Jan 4, 2018 by Sandra
   Bauer (sandrabauer)
5. May 15, 2018 by Mike
   Labreque (mikelabreque)
6. May 31, 2018 by Mike
   Labreque (mikelabreque)
7. May 31, 2018 by Mike
   Labreque (mikelabreque)
8. Jun 10, 2021 by Natalie
   Phelan (nataliephelan)
9. Dec 19, 2022 by Natalie
   Phelan (nataliephelan)
10. Aug 15, 2023 by Sandra
    Bauer (sandrabauer)

Calendar Pages Using this Program	**General Regulations**

Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-ADM ~~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.

3.2 Application Forms

Applications for admission to the Faculty of Graduate and Postdoctoral Affairs should be made through the online applications available at Carleton 360.

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 at Carleton 360. 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; 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: <u>22 (writing), 22 (speaking), 20 (reading), and 20 (listening); or</u>
3. ~~writing-22; speaking-22; reading-20; and listening-20; or~~ 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. <u>To present an official Duolingo English Test (DET) overall score of 125 with minimum sub-scores of: 130 (literacy), 115 (conversation), 135 (comprehension), and 110 (production); or</u>
6. To have completed <u>ESLA 1900</u> at Carleton University with a final grade of B- or higher; or
7. 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 language is English, and where the language of instruction in the relevant educational institution was exclusively English.

FGPA reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level of English language proficiency.

Note that some programs demand higher levels of competence in English, as specified in their Admissions Requirements in this Calendar.

Applicants whose first language is not English and who do not meet the requirements stated above may be offered admission to a graduate degree program with an English as a Second Language Requirement (ESLR) and/or will be required to take prescribed remedial course work as a condition of continuing in their program.

New Resources	No New Resources
Summary	Add new item 5 for Duolingo, renumber subsequent items. Reformat item 2 (editorial)
Rationale for change	We are adding DuoLingo as a way of fulfilling proficiency requirement.
Transition/Implementation	n/a
Program reviewer comments	

Key: 1793