Carleton University

MEMORANDUM

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

To: Senate
From: **Daniel Siddiqi**, Chair of SCCASP
Date: June 7th, 2024
Subject: **Regulation Changes 2025/26**

<u>For Senate approval</u>

1. Admission regulation for new Nursing program

   > **Motion: That Senate approves the revisions to Regulation TBD-2262 R-ADM-Program-BScN effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-2262 R-ADM-Program-BScN

2. Edit to admission regulation for BIT

   > **Motion: That Senate approves the revisions to Regulation TBD-1371 R-ADM-BIT effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-1371 R-ADM-BIT

3. Program regulations for new Nursing program.

   > **Motion: That Senate approves the revisions to Regulation TBD-2267 R-UG-Nursing effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-2267 R-UG-Nursing

4. Admission regulation for new Cybersecurity program

   > **Motion: That Senate approves the revisions to Regulation TBD-2259 R-ADM-Program-BCSec effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-2259 R-ADM-Program-BCSec

5. Co-op admission and continuation requirements for new Cybersecurity program

   > **Motion: That Senate approves the revisions to Regulation TBD-2261 R-UG-COOP-BCSec Adm and Cont Requirements effective for the 2025/26 Undergraduate Calendar as presented.**

   Attachment: TBD-2261 R-UG-COOP-BCSec Adm and Cont Requirements

6. Admission regulation for new Data Science program

> **Motion: That Senate approves the revisions to Regulation TBD-2269 R-ADM-Program-BDS effective for the 2025/26 Undergraduate Calendar as presented.**

Attachment: TBD-2269 R-ADM-Program-BDS

7. Updates to various graduate regulations, due to changes to graduate governance

> **Motion: That Senate approves the revisions to Regulation R-GR-General Regulations: 1. Administration of Regulations effective for the 2024/25 Graduate Calendar as presented.**

Attachment: GradRegsBinderforSenate_20240528

For Information

1. *Attachment: UG_2425_MinorMods_for_SCCASP_May07*
2. *Attachment: TBD-1892 R-UG-5.4 Grading System*
3. *Attachment: UG_2526_MinorMods_for_SCCASP_May282024*

Program Change Request

New Program Proposal

Date Submitted: 04/19/24 2:33 pm

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

Last edit: 04/19/24 2:33 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

Approval Path

1. 05/02/24 1:38 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM
   Review

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2262
Level	Undergraduate
Faculty	Faculty of Science
Academic Unit	Nursing Regulations: Admissions
Degree	
Title	R-ADM-Program-B.Sc.N.

Program Requirements

Admissions Information

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

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

Degree

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

Admission Requirements

First Year

Bachelor of Science in Nursing (B.Sc.N.) (Honours)
The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include English, Advanced Functions, Biology, and Chemistry.

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

Bachelor of Science in Nursing (B.Sc.N.)
No direct entry; access is restricted.

Advanced Standing

Admission to the Bachelor of Science in Nursing program is direct entry only. All students will enter in first year.

New Resources	No New Resources
Summary	Assoc with NP Nursing BScN TBD-2253.
Rationale	
Transition/Implementation	
Program reviewer comments	

Key: 2262

Changes saved but not submitted

History

Viewing: **TBD-1371 : R-ADM-Program-B.I.T.**

Last approved: 03/20/24 3:56 pm

Last edit: 05/03/24 4:06 pm

Last modified by: nataliephelan

History

1. Jan 21, 2016 by Sandra Bauer (sandrabauer)
2. Mar 24, 2016 by Janice O'Farrell (janiceofarrell)
3. Mar 17, 2017 by Sandra Bauer (sandrabauer)
4. Apr 5, 2018 by Sandra Bauer (sandrabauer)
5. May 1, 2020 by Sarah Cleary (sarahcleary)
6. Jun 9, 2021 by Natalie Phelan (nataliephelan)
7. Mar 31, 2022 by Natalie Phelan (nataliephelan)
8. Apr 4, 2023 by Natalie Phelan (nataliephelan)
9. Mar 20, 2024 by Jen Sugar (jensugar)

Calendar Pages Using this Program	Information Technology Information Technology
Effective Date	2025-26
Workflow	majormod
Program Code	TBD-1371
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: BIT Admissions
Degree	
Title	R-ADM-Program-B.I.T.

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 Information Technology (B.I.T.)

The Bachelor of Information Technology is offered jointly with Algonquin College.

Admission Requirements

First Year

To be eligible for admission to the first year of the Bachelor of Information Technology, the applicant must have the Ontario Secondary School Diploma (OSSD) or equivalent, including a minimum of six 4U or M courses.

For Information Resource Management: the six 4U or M courses must include English and one of Advanced Functions or Calculus and Vectors or Mathematics of Data Management. 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.

For Interactive Multimedia and Design: the six 4U or M courses must include Advanced Functions. In addition, candidates for BIT in Interactive Multimedia and Design must submit a portfolio of any kind of creative work as part of their application. that demonstrates the applicant's creativity and aptitude in design work. Detailed information about the portfolio requirements can be found at admissions.carleton.ca

For Network Technology: the six 4U or M courses must include one of Advanced Functions or Calculus and Vectors or Mathematics of Data Management (Calculus and Vectors recommended).

For Optical Systems & Sensors: the six 4U or M courses must include one of Advanced Functions or Calculus and Vectors or Mathematics of Data Management (Calculus and Vectors recommended). Additionally, 4U Physics is strongly recommended.

Advanced Standing

Applications for advanced standing towards the program leading to the Bachelor of Information Technology degree will be evaluated for advanced standing on an individual basis upon admission to the program. Advanced standing will be granted only for those subjects assessed as being appropriate for the program selected. Students will not receive credit may request that additional courses be considered for courses graded below C-. advanced standing.

Such requests may be made only once, and must be received by the BIT Joint Council (comprised of instructors from Carleton University and Algonquin College) by August 30 of the year in which the student is admitted to theprogram.Requests must follow the submission format outlined on the BIT web site.Only university- and college-level courses in which a student has achieved a grade of C- or higher are eligible to be considered for AdvancedStanding.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 one of the programs of the Information Technology degree stated in this section;
3. be eligible for 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 Co-operative Education Regulations section of this Calendar.

New Resources	No New Resources
Summary	
Rationale for change	
Transition/Implementation	
Program reviewer comments	

Key: 1371

Program Change Request

New Program Proposal

Date Submitted: 04/23/24 1:57 pm

Viewing: **TBD-2267 : R-UG-Nursing**

Last edit: 05/28/24 10:59 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. **NURS ChairDir UG**
2. **SCI FCC**
3. **SCI FBoard**
4. **PRE SCCASP**
5. **SCCASP**
6. SQAPC
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 04/23/24 2:43 pm
   Ethan Hermer
   (ethanhermer):
   Approved for NURS
   ChairDir UG
2. 04/30/24 3:27 pm
   Julia Wallace
   (juliawallace): Approved
   for SCI FCC
3. 04/30/24 3:41 pm
   Julia Wallace
   (juliawallace): Approved
   for SCI FBoard
4. 05/08/24 12:46 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
5. 05/16/24 10:14 am
   Natalie Phelan
   (nataliephelan): Rollback
   to PRE SCCASP for
   SCCASP
6. 05/16/24 10:16 am
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

Effective Date	2025-26
Workflow	majormod

Program Code	TBD-2267
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-Nursing

Program Requirements

Regulations

In addition to the requirements listed here, students in the B.Sc.N. must satisfy the University Regulations (see the *Academic Regulations of the University* section of this Calendar).

Graduation

Students are required to pass all clinical practicums to graduate from the B.Sc.N.

Residency Requirement

To be eligible to graduate from the B.Sc.N., students must present a minimum of 13.5 residency credits in their degree program.

Transferability of credits will be assessed on a case-by-case basis.

Transfer of Credit Subsequent to Admission

Students in the B.Sc.N. program will not be permitted to participate in the International Exchange Program. B.Sc.N. students can take elective courses on a Letter of Permission (LOP) with the approval of the department. Students are not permitted to take non-elective B.Sc.N. program courses or NURS courses on LOP or through the University of Ottawa Exchange program.

Senate Policy on Nursing Professional Suitability and the Carleton University Bachelor of Science in Nursing Conduct Policy

The regulations, procedures, and sanctions concerning Academic Offences and Offences of Conduct of Carleton University apply to student discipline on-campus. These regulations are described in the Carleton University Undergraduate Calendar.

In addition, students in the Bachelor of Science in Nursing (Honours) are expected to conform to the College of Nurses of Ontario/Ordre Des infermièrs de l'Ontario Practice Standard's and Practice Guidelines, and the Canadian Nurses Association's Code of Ethics for Registered Nurses both on- and off-campus. Students who violate these codes of ethics may be required, in accordance with the Senate Policy on Nursing Professional Suitability, to withdraw from the program with either the status *Continue in Alternate* (CA) or the status *Dismissed from Program* (DP).

Furthermore, students are expected to follow the directives laid out in the Carleton University Bachelor of Science in Nursing Conduct Policy both on- and off-campus.

New Resources	No New Resources
Summary	Assoc with NP TBD-2253 Nursing BScN.
Rationale	
Transition/Implementation	

| Program reviewer comments | **nataliephelan (05/16/24 10:14 am):** Rollback: Test
nataliephelan (05/28/24 10:59 am): Per SCCASP discussion, edited the wording of the first paragraph under Conduct Policy subheading, for clarify as to which regulations apply in which circumstances. |

Key: 2267

New Program Proposal

Date Submitted: 04/01/24 3:04 pm

Viewing: **TBD-2259 : R-ADM-Program-B.Cyber.**

Last edit: 05/28/24 10:42 am

Last modified by: nataliephelan

Changes proposed by: jensugar

Approval Path

1. 04/01/24 3:06 pm Jen Sugar (jensugar): Approved for REGS ADM Review
2. 05/21/24 11:25 am Natalie Phelan (nataliephelan): Approved for PRE SCCASP
3. 05/21/24 11:27 am Natalie Phelan (nataliephelan): Approved for SCCASP
4. 05/21/24 11:28 am Natalie Phelan (nataliephelan): Rollback to SCCASP for Senate
5. 05/28/24 12:31 pm Erika Strathearn (erikastrathearn): Approved for SCCASP

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2259
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-B.Cyber.

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 Cybersecurity (B.Cyber.) (Honours)

Admission Requirements

First Year

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 Advanced Functions, and Calculus and Vectors.

Advanced Standing

Applications for admission beyond first year will be assessed on their merits. Students must typically present a minimum CGPA of 7.00 (B-) in order to be considered for admission. Advanced standing will be granted only for those subjects assessed as being appropriate for the program and the stream selected. Students will not receive credit for courses graded below C-.

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 Cybersecurity 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 Co-operative Education Regulations section of this Calendar.

New Resources   No New Resources

Summary   Assoc with NP Cybersecurity BCyber Honours.

Rationale   Deleted comments about admissions averages for entry to year 1. Averages are not listed in
                            the calendar only prerequisites. They change from year to year and are listed elsewhere such
                            as the website and VB etc..

Transition/Implementation

Program reviewer   **nataliephelan (05/21/24 11:28 am):** Rollback: Approved by mistake!
comments   **nataliephelan (05/28/24 10:42 am):** Per M. DeRosa, changed the degree name to B.Cyber.

Key: 2259

New Program Proposal

Date Submitted: 05/21/24 11:09 am

Viewing: **TBD-2261 : R-UG-COOP-B.Cyber. Admission and Continuation Requirements**

Last edit: 05/28/24 10:43 am

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

Approval Path

1. 05/21/24 11:16 am Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
2. 05/21/24 11:26 am Natalie Phelan (nataliephelan): Approved for PRE SCCASP
3. 05/28/24 12:32 pm Erika Strathearn (erikastrathearn): Approved for SCCASP

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2261
Level	Undergraduate
Faculty	Faculty of Science
Academic Unit	Regulations: COOP Institute of Data Science
Degree	
Title	R-UG-COOP-B.Cyber. Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Cyber. Honours program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, COMP 2108 and COMP 2401, and at least two of COMP 2109, COMP 2404, and COMP 2406;
4. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.Cyber. Honours students must successfully complete four (4) work terms to obtain the Co-op Designation.

Co-op Work Term Course: CSEC 3999
Work/Study Pattern:

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 TBD-2258 Cybersecurity BCyber Honours. Excerpt from the memo of support provided by the Co-op Office: Re: Support for Creation of Co-op Option in Bachelor of Cybersecurity, Honours The Co-operative Education Office supports the creation of a co-op option in the Bachelor of Cybersecurity, Honours. This co-op option will be advertised in the 2025-26 undergraduate academic calendar. For Bachelor of Cybersecurity, Honours students, the first opportunity to participate in a co-op work term will be the Summer 2027 term (summer following second year). To graduate with the Co-op Designation, students must complete a minimum of four (4) work terms. Please contact me for further information. Thank you, Katie LeBlanc Manager, Co-operative Education
Rationale	N/A
Transition/Implementation	N/A
Program reviewer comments	nataliephelan (05/28/24 10:43 am): Per M. DeRosa, changed the degree name to B.Cyber.

Key: 2261

Program Change Request

New Program Proposal

Date Submitted: 05/09/24 1:59 pm

Viewing: **TBD-2269 : R-ADM-Program-B.D.S.**

Last edit: 05/09/24 1:59 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

Approval Path

1. 05/10/24 3:14 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM
   Review
2. 05/21/24 11:21 am
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2269
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-B.D.S.

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 Data Science (B.D.S.) (Honours)

Admission Requirements

First Year

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 Advanced Functions, and Calculus and Vectors.

Advanced Standing

Applications for admission beyond first year will be assessed on their merits. Students must typically present a minimum CGPA of 7.00 (B-) in order to be considered for admission. Advanced standing will be granted only for those subjects assessed as being appropriate for the program and the stream selected. Students will not receive credit for courses graded below C-.

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 Data Science 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 Co-operative Education Regulations section of this Calendar.

New Resources	No New Resources
Summary	Assoc with NP Data Science B.D.S. (TBD-2250)
Rationale	
Transition/Implementation	
Program reviewer comments	

Key: 2269

SCCASP
May 28, 2024

2024-25
Graduate Regulations
Index of Changes

Page 1 of 1

Code	Title	Summary (summary)
R-GR-1	R-GR-General Regulations: 1. Administration of the Regulations	1. Change all "Faculty of Graduate and Postdoctoral Affairs" to "Graduate Studies". 2. Change Dean to Vice-Provost (Graduate Studies).
R-GR-2	R-GR-General Regulations: 2. Admission Requirements and Eligibility	Change FGPA references to Graduate Studies, and Dean of FGPA to Vice Provost (Graduate Studies).
R-GR-3	R-GR-General Regulations: 3. Application for Admission	Change FGPA references to Graduate Studies and revise details regarding degrees from English-speaking universities.
R-GR-4	R-GR-4 Admissions Procedure	Change references to FGPA and Dean of FGPA to Graduate Studies and Vice Provost (Graduate Studies)
R-GR-5	R-GR-5 General Regulations: 5. Program Requirements	Change references to FGPA to Graduate Studies.
R-GR-6	R-GR-6 General Regulations: 6. Transfer of Credit	Change references to FGPA/Dean to Graduate Studies/Vice Provost (Graduate Studies).
R-GR-7	R-GR-7 General Regulations: 7. Registration and Course Selection	1) Replace references to FGPA, Dean of FGPA with Graduate Studies, Vice Provost (Graduate Studies) 2) 7.11 - update off-campus policy
R-GR-8	R-GR-General Regulations: 8. Continuous Registration	Change FGPA to Graduate Studies, Dean to Vice Provost (Graduate Studies)
R-GR-9	R-GR-General Regulations: 9. Examinations and Term Work	Rename section and incorporate information about deferred term work. Update FGPA references to Graduate Studies, update links.
R-GR-10	R-GR-10 General Regulations: 10. Grading System	IP grade - remove reference to GFB
R-GR-11	R-GR-General Regulations: 11. Academic Standing	Change references to Dean/FGPA to Vice Provost(Graduate Studies)
R-GR-12	R-GR-General Regulations: 12. Thesis Requirements	Update references to FGPA, Dean to Graduate Studies, Vice Provost (Graduate Studies)
R-GR-13	R-GR-General Regulations: 13. Time Limits for Program Completion	Throughout: Update references to FGPA, Dean to Graduate Studies, Vice Provost 13.4, 13.5 Adjust incorrect heading (13.4), update links
R-GR-15	R-GR-General Regulations: 15. Academic Petitions and Appeals	Update and amalgamate sections 21 and 15
R-GR-16	R-GR-General Regulations: 16. Program Review	Change Dean FGPA to Vice Provost (Graduate Studies)
R-GR-17	R-GR-General Regulations: 17.0 Records Retention Policy	Change FGPA to Graduate Studies
R-GR-21 (new)	R-GR-General Regulations: 21. Graduation	Change reference to FGPA to relevant faculty board, update dates. Renumber section.
R-GR-21 (old)	R-GR-General Regulations: 21. Appeals and Petitions	Delete this section and renumber subsequent sections.

Program Change Request

Date Submitted: 04/19/24 3:33 pm

Viewing: **R-GR-1 : R-GR-General Regulations: 1. Administration of the Regulations**

Last approved: 04/19/24 3:11 pm

Last edit: 04/19/24 3:33 pm

Last modified by: sandrabauer

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

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Nov 15, 2017 by Sandra Bauer (sandrabauer)
4. Feb 21, 2018 by Mike Labreque (mikelabreque)
5. May 31, 2018 by Mike Labreque (mikelabreque)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Apr 19, 2024 by Sandra Bauer (sandrabauer)
8. Apr 19, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	<u>General Regulations</u>
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-1
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 1. Administration of the Regulations

Program Requirements

1. Administration of the Regulations

1.1 General Administration

The following regulations apply to all graduate degree and graduate diploma programs administered by ~~the Faculty of~~ Graduate <u>Studies.</u> ~~and Postdoctoral Affairs.~~

1.2 Student Responsibility

1. It is the student's responsibility to remain informed of all rules, regulations and procedures required by their program and by ~~the Faculty of~~ Graduate <u>Studies.</u> ~~and Postdoctoral Affairs.~~ Ignorance of regulations will not be accepted as a justification for waiving such regulations and procedures.

   Any exceptions to the rules, regulations and procedures must be approved in writing by the <u>Vice-Provost (Graduate Studies).</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs.~~

   Students are responsible for establishing and maintaining contact with their academic unit's graduate supervisor/associate chair (graduate affairs) and, if appropriate, thesis/research supervisor.
2. To receive their degree or graduate diploma students must fulfil:
   1. all the requirements of the academic unit in which they are registered, including completion of an application for graduation,
   2. all regulations of ~~the Faculty of~~ Graduate <u>Studies,</u> ~~and Postdoctoral Affairs,~~
   3. all University regulations,
   4. all financial obligations to the University.

New Resources	No New Resources
Summary	1. Change all "Faculty of Graduate and Postdoctoral Affairs" to "Graduate Studies". 2. Change Dean to Vice-Provost (Graduate Studies).
Rationale for change	To reflect changes associated with the restructuring of FGPA and graduate curriculum management.
Transition/Implementation	
Program reviewer comments	

Key: 1791

Program Change Request

Date Submitted: 04/25/24 11:31 am

Viewing: **R-GR-2** ~~TBD-1792~~ : R-GR-General Regulations: 2. Admission Requirements and Eligibility

Last approved: 04/12/24 11:58 am

Last edit: 04/25/24 11:31 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

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

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-2 ~~TBD-1792~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	

Program Requirements

2. Admission Requirements and Eligibility

2.1 General Requirements

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

2.2 Eligibility

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

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

2.3 Qualifying-Year Program

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

Admission to the qualifying-year program does not imply automatic admission to the master's program. At the end of the qualifying-year program the student will be required to apply for entry into the master's program, at which time the academic unit will determine the student's eligibility to enter the program. If successful, the student will be informed of this decision by the Vice Provost (Graduate Studies). ~~Dean of the Faculty of Graduate and Postdoctoral Affairs.~~

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

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

2.4 Master's Program

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

2.5 Doctoral Program

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

below B-.

2.6 Restriction on Degrees

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

2.7 Graduate Diploma Programs

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

New Resources	No New Resources
Summary	Change FGPA references to Graduate Studies, and Dean of FGPA to Vice Provost (Graduate Studies).
Rationale for change	To reflect FGPA restructuring.
Transition/Implementation	n/a

Program reviewer comments

Program Change Request

Date Submitted: 04/25/24 4:59 pm

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

Last approved: 04/12/24 12:02 pm

Last edit: 05/03/24 2:11 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

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)
11. Apr 5, 2024 by Sandra Bauer (sandrabauer)
12. Apr 12, 2024 by Sandra Bauer (sandrabauer)
13. Apr 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-3 ~~R-GR-ADM~~

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 Studies ~~and Postdoctoral Affairs~~ should be made through the online applications available at Carleton 360.

A ~~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 academic units 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 Studies. ~~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 reference. ~~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. ~~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~~

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: 22 (writing), 22 (speaking), 20 (reading), and 20 (listening); 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 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
6. To have completed ESLA 1900 at Carleton University with a final grade of B- or higher. ~~higher; or~~

Exemptions

Applicants who meet one of the following criteria are normally not required to submit proof of English Language Proficiency (ELP), unless otherwise required by an individual program:

- most recent degree and transcripts are from a Canadian institution
- ~~To~~ present official transcripts ~~certification (transcripts)~~ to indicate completion of ~~that they have completed~~ an undergraduate or graduate degree from an educational institution at which English was ~~within~~ the primary language of instruction in ~~past three years in~~ a ~~university in Canada, the United States, the United Kingdom or any other~~ country listed on our ELP exemption list

Additionally, applicants may petition Graduate Studies to be exempt from ELP test requirements if they demonstrate: ~~in which the primary language is English, and where the language of instruction in the relevant educational institution was exclusively English.~~

- Employment for at least three years in a position in which English was the language ~~FGPA reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level~~ of business in a country listed on our ELP exemption list

Graduate Studies reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level of English language ~~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	Change FGPA references to Graduate Studies and revise details regarding degrees from English-speaking universities.
Rationale for change	To reflect FGPA restructuring and clarify language to reflect existing practice.
Transition/Implementation	n/a
Program reviewer comments	

Key: 1793

Program Change Request

Date Submitted: 04/25/24 5:04 pm

Viewing: **TBD-1794 : ~~R-GR-GeneralRegulations:4.~~R-GR-4 Admissions Procedure**

Last approved: 04/12/24 12:06 pm

Last edit: 04/25/24 5:04 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	TBD-1794
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	~~R-GR-GeneralRegulations:4.~~R-GR-4 Admissions Procedure

Program Requirements

4. Admissions Procedure

4.1 General Procedure

All applications for admission will be examined and evaluated by the academic unit in which the applicant wishes to study. All supporting documents (transcripts, letters of reference, etc.) must be received before any application can receive formal consideration.

Recommendations for admission will be forwarded to the <u>Vice Provost (Graduate Studies)</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs~~ for consideration. The official offer of admission comes from the <u>Vice Provost (Graduate Studies).</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs.~~ Any correspondence from academic units with regard to acceptance is not official.

4.2 Admission Validity for New Students

The Statement of Standing on Admission is valid **only** for the term stipulated on the form. If the applicant fails to register for this term, their admission and registration eligibility will lapse automatically and they must re-apply for admission.

4.3 Revocation of Admission or Registration

Applications for admission or registration will be revoked if the University determines that the applicant has provided incomplete or misleading information.

New Resources	No New Resources
Summary	Change references to FGPA and Dean of FGPA to Graduate Studies and Vice Provost (Graduate Studies)
Rationale for change	To reflect FGPA restructuring.
Transition/Implementation	n/a
Program reviewer comments	

Program Change Request

Date Submitted: 04/25/24 5:07 pm

Viewing: **R-GR-5** ~~TBD-1795~~ : **R-GR-5 General** ~~R-GR-General~~ Regulations: 5. Program Requirements

Last approved: 09/14/23 12:04 pm

Last edit: 04/25/24 5:07 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

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. May 31, 2018 by Mike Labreque (mikelabreque)
5. May 3, 2021 by Sandra Bauer (sandrabauer)
6. Apr 7, 2022 by Sandra Bauer (sandrabauer)
7. Jul 13, 2023 by Sandra Bauer (sandrabauer)
8. Sep 14, 2023 by Sandra Bauer (sandrabauer)
9. Sep 14, 2023 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-5 ~~TBD-1795~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	

Title	R-GR-5 General ~~R-GR-General~~ Regulations: 5. Program Requirements

Program Requirements

---

5. Program Requirements

5.1 General Information

Program descriptions and details of courses can be found in subsequent sections of this Calendar. Prospective applicants should note particularly the admission requirements, the fields in which advanced study and research may be undertaken, and the program requirements, in addition to the general regulations of ~~the Faculty of~~ Graduate Studies, ~~and Postdoctoral Affairs,~~ which are detailed in this section.

5.2 Qualifying-Year Program

Students in the qualifying year will ordinarily register in 5.0 credits at the senior undergraduate level. Of these 5.0 credits, normally no more than 1.0 credit at the 2000-level and no more than 2.0 credits at the 5000-level may be taken. Credits taken to fulfil the requirements of the qualifying-year program may not be used for credit towards the master's degree.

5.3 Graduate-level Course Requirements

Normally, all courses taken for credit toward a master's degree must be at the graduate level. Optionally, up to 20 per cent of the total credits for a degree may be taken at the 4000 level to satisfy elective requirements, with the approval of the program.

Ordinarily, all courses taken for credit toward the Ph.D. degree must be at the 5000- or 6000-level.

Note: the Ontario Universities Council on Quality Assurance requires that no more than one-third of a graduate student's coursework be in classes where undergraduate students predominate. This is called the Two-thirds Requirement. Normally, any graduate course with a 4000-level cross-list will be counted as a course that does not satisfy the Two-thirds Requirement.

5.4 Language Requirements

Some graduate programs require a reading knowledge of one or more languages other than English. Language requirements will be prescribed by programs according to their regulations and the needs of their students. Language requirements must be completed within the time limit allowed for the completion of the student's program.

New Resources	No New Resources
Summary	Change references to FGPA to Graduate Studies.
Rationale for change	To reflect FGPA restructuring
Transition/Implementation	n/a
Program reviewer comments	

Key: 1795

Program Change Request

Date Submitted: 04/25/24 5:12 pm

Viewing: **R-GR-6** ~~TBD-1796~~ : **R-GR-6 General** ~~R-GR-General~~ Regulations: 6. Transfer of Credit

Last approved: 04/12/24 12:10 pm

Last edit: 05/03/24 10:23 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

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

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-6 ~~TBD-1796~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-6 General ~~R-GR-General~~ Regulations: 6. Transfer of Credit

Program Requirements

6. Transfer of Credit

6.1 Transfer of Credit on Admission

Graduate courses completed at another institution or at Carleton University that have not been used to fulfil the requirements of another degree program may be accepted in partial fulfilment of Carleton's degree requirements. Credit for such work will be determined in each case by ~~the Faculty of~~ Graduate Studies ~~and Postdoctoral Affairs~~ on the recommendation of the program concerned.

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

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

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

~~Dean.~~

Special students enrolled in a graduate level course are subject to the special student regulations outlined in the Undergraduate Calendar ~~at http://calendar.carleton.ca/undergrad/~~.

Up to 1.0 credit of Carleton courses at the 5000 level or higher, completed by a student registered in the final year of study at a Carleton University undergraduate honours degree or equivalent may be considered for advanced standing in a Carleton University master's degree, if the latter offers an Accelerated Pathway.

Students who are considered for participation in an Accelerated Pathway must obtain authorization from the academic unit offering this master's program. All courses taken as part of the Accelerated Pathway must be at the 5000 level or higher. Details are specified in the corresponding "About the Program" section of the Calendar.

6.2 Transfer of Credit After Admission

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

6.3 Concurrent Enrolment

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

New Resources	No New Resources
Summary	Change references to FGPA/Dean to Graduate Studies/Vice Provost (Graduate Studies).
Rationale for change	To reflect FGPA restructuring.
Transition/Implementation	n/a
Program reviewer	**sandrabauer (05/03/24 10:23 am):** adjusted link presentation for accessibility purposes

comments

Program Change Request

Date Submitted: 04/25/24 6:00 pm

Viewing: **R-GR-7** ~~TBD-1797~~ : **R-GR-7 General** ~~R-GR-General~~ Regulations: 7. Registration and Course Selection

Last approved: 04/17/24 3:40 pm

Last edit: 05/03/24 10:29 am

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

History

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

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-7 ~~TBD-1797~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-7 General ~~R-GR-General~~ Regulations: 7. Registration and Course Selection

Program Requirements

7. Registration and Course Selection

7.1 The Calendar Year

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

7.2 Course/Program Approval

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

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

7.3 Student Records Information

Names

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

Addresses

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

~~https://central.carleton.ca:~~

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

Disclosure of Information

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

information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Colleges and Universities website. website:

https://www.ontario.ca/page/ministry-colleges-universitiesIn accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), all personal and academic information is considered confidential and will not be disclosed to a third party without the authorization of the person to whom the information pertains. In addition, the University will disclose at the time of collection of personal information the purpose for which that information will be used. Further information is available at the Carleton University Privacy Office.

For further information, please see https://carleton.ca/privacy/Electronic Communication

The University provides each student with an email address and uses this as an official channel of communication with the student. A message sent to a student's university-provided email address constitutes an official communication to the student. Students are responsible for monitoring their University email address on a regular basis for as long as they are active in the academic affairs of the university. Requests from students regarding academic or administrative issues must be sent from the student's university-provided email address.

7.4 Course Selection

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

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

7.5 Evaluation

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

7.6 Tutorial or Reading Courses

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

7.7 Audit Course

Graduate students must have approval from the course instructor and their program graduate supervisor/associate chair (graduate affairs) to audit a course.

- Full-time students are not charged an additional fee.
- Part-time students may only take 1.25 credits per term.

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

any material.

A request to change course registration from audit to credit status, or credit to audit, must be received by ~~the Faculty of~~ Graduate Studies ~~and Postdoctoral Affairs~~ no later than the last day to add a course (of that duration) in the term. Students must satisfy all registration requirements to register in the course for academic credit. Students may not retroactively appeal to change the registration status from audit to credit ~~credit,~~ but may subsequently re-register in the course for credit. Graduate students are limited to a maximum of 1.0 course-weight audit registration per program.

7.8 Course Numbering System

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

7.9 Status

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

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

~~Students who are unsure of their status should contact the office of the Faculty of Graduate and Postdoctoral Affairs for assistance at613-520-2525.~~7.10 Change of Status from Full- Time to Part-Time

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

Students who have valid reasons for changing ~~are unsure of their~~ status from full-time to part-time prior to registration for a term may apply for permission by: ~~should contact the office of the Faculty of Graduate and Postdoctoral Affairs for assistance at 613-520-2525.~~

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

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

Exemptions are normally granted for a term.

7.11 Off-Campus Research

Graduate students may participate in a program ~~arrange to undertake full-time studies~~ or research at another institution or in ~~in~~ the field. ~~Such activity may apply to only a part of the totalprogram.The off-campus period may not normally exceed twelvemonths.~~Written ~~Requests for~~ permission for ~~to undertake full-time~~ off-campus study or research must be obtained prior to departure, through ~~submitted to~~ the ~~Dean of the Faculty of Graduate and Postdoctoral Affairs with the approval of the department~~ graduate academic unit in which the student is registered. ~~supervisor/associate chair (graduate affairs).~~ Registration must be maintained while approved off-campus activities are completed.

7.12 Cotutelle

~~7.12 Cotutelle~~

~~Such requests should include the followinginformation:a detailed statement of the research proposal or program of studies; and the specific arrangements that are proposed for the supervision and direction of the work;an explanation of the reasons why the work cannot be satisfactorily undertaken while on campus at Carleton University;a description of the studies and/or research facilities that are available at the proposed off-campus location;a written statement from a responsible official (for example, the on-site supervisor or director) of the external institution confirming that the proposed arrangements are satisfactory and that the candidate will be able to undertake research or studies;a time schedule for the proposed studies or research work;a statement of the candidate's expected sources of financialsupport.Once the Faculty of Graduate and Postdoctoral Affairs grants approval, the student is expected to register prior todeparture.~~Doctoral students may arrange to undertake a cotutelle in which they will complete the requirements of a Ph.D. program in both their home university and a partner university in another country.

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

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

Requests for permission to undertake a cotutelle must be made in accordance with Carleton University's Cotutelle Policy. More information can be found in the official <u>Carleton University Cotutelle <ins>Policy.</ins></u> ~~Policy.~~

7.13 Dual Master's Degree

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

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

Requests for permission to undertake a Dual Master's Degree pathway must be made in accordance with Carleton University's Dual Master's Degree Policy. More information can be found in the official <u>Carleton University Dual Master's Degree Policy</u>.

7.14 Inter-University Cooperation in Graduate Instruction

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

7.15 University of Ottawa

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

New Resources	No New Resources
Summary	1) Replace references to FGPA, Dean of FGPA with Graduate Studies, Vice Provost (Graduate Studies) 2) 7.11 - revise off-campus policy
Rationale for change	1) to reflect restructuring of FGPA 2) to bring into line with current practice
Transition/Implementation	n/a

Program reviewer
comments

sandrabauer (05/03/24 10:29 am): adjusted link presentation for accessibility

Program Change Request

Date Submitted: 05/01/24 3:09 pm

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

Last approved: 05/01/24 2:51 pm

Last edit: 05/03/24 11:34 am

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

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Jul 13, 2023 by Sandra Bauer (sandrabauer)
4. Apr 12, 2024 by Sandra Bauer (sandrabauer)
5. May 1, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-8
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 8. Continuous Registration

Program Requirements

8. Continuous Registration

8.1 Loss of Status

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

8.2 Continuous Registration in Thesis, Research Essay, or Independent Research Project

Any student (full-time or part-time), after initial registration in a thesis, research essay or independent research project, must maintain this registration in all successive terms (including the term in which the student is examined) until their thesis, research essay or independent research project is completed. Completion means submission of a final grade to ~~the Faculty of~~ Graduate Studies ~~and Postdoctoral Affairs~~ after modifications/revisions. Students should note that approval to register in the thesis, research essay or independent research project is given on the understanding that the student will be in regular contact with their supervisor, and that thesis research will be actively pursued in each term of registration.

Note: ~~Note:~~ a Regularly Scheduled Break as described for immigration purposes does not supersede this requirement.

8.3 Deposit of Thesis

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

8.4 Reinstatement

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

8.5 Exemption from Registration

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

- writing ~~Writing~~ to the Vice Provost (Graduate Studies) ~~Dean of the Faculty of Graduate and Postdoctoral Affairs~~ prior to the registration period stating the reasons for seeking exemption from registration;
- ~~by~~ completing an Exemption from Registration form accompanied by a statement from the program graduate supervisor/associate chair (graduate affairs) - and from their thesis supervisor, if applicable - confirming that they will not be on campus for the term, will not use any University facilities (library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence;
- while ~~While~~ exempt from registration, students will not be registered in a program, nor ~~with the Faculty of Graduate and Postdoctoral Affairs, neither~~ will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University. In the case of external awards, the regulations of the particular granting agency will apply.

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

Exemptions are normally granted for one term.

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

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

8.6 Off-Campus Registration

Students who have been permitted to study off campus while registered full-time at Carleton must register using Carleton Central Web Registration. at https://carleton.ca/registrar/registration/

8.7 Course Changes

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

The deadline dates for course changes are stipulated in the Academic Year section of this Calendar.

8.8 Withdrawal

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

Withdrawal Credit

When a student officially withdraws, a full refund will be issued if notification is received within the refund period. Students are encouraged to examine the financial and award implications of withdrawal. Refund deadline information is available at the Business Office. and online at https://carleton.ca/studentaccounts/

Mid-Term Transfer of Program

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

New Resources	No New Resources
Summary	Change FGPA to Graduate Studies, Dean to Vice Provost (Graduate Studies)
Rationale for change	To reflect restructuring of FGPA.
Transition/Implementation	
Program reviewer comments	**sandrabauer (05/03/24 11:34 am):** links reformatted for accessibility

Key: 1798

Program Change Request

Date Submitted: 05/02/24 1:18 pm

Viewing: **R-GR-9 : R-GR-General Regulations: 9. Examinations and Term Work** ~~Examinations~~

Last approved: 04/17/24 4:13 pm

Last edit: 05/24/24 2:39 pm

Last modified by: sandrabauer

Changes proposed by: sandrabauer

Approval Path

1. 05/21/24 9:22 am
   Sandra Bauer
   (sandrabauer): Approved
   for REGS RO GR Review

History

1. Nov 15, 2017 by Sandra
   Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 12, 2024 by Sandra
   Bauer (sandrabauer)
4. Apr 17, 2024 by Sandra
   Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-9
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	

Program Requirements

---

9. Examinations and Term Work

9.1 General Remarks

Final examinations in courses will be held at the times indicated in the academic schedule. Graduate students must obtain grades that meet the standards outlined in Section 11, Academic Standing, and that satisfy the specific requirements of the program concerned.

9.2 Examination Regulations

Students writing tests and examinations should be aware of the rules governing examination conduct. These rules include those listed in the Academic Integrity section of this Calendar and information about policy and procedures for writing examinations distributed at the final examination.

For examinations scheduled during the official examination period, it may be necessary to schedule examinations during the day for classes held in the evening and vice versa, or on Saturday and Sunday.

All tests and examinations are subject to the following rules:

1. Tests or examinations given in class may not exceed the time allotted for the class.
2. The schedule for any term tests or examinations to be held outside class time must be communicated in the course outline. Students who are unable to write during this scheduled time must be accommodated before the last day of classes.
3. If there is a final examination in the summer term, it will be held during the official examination period;
4. If there is a final examination or an end-of-term examination in a multi-term course, this examination will be held in the official examination period;
5. No summative tests or final examinations may be held during the last two weeks of fall or winter terms, or during the last week of each half of the summer term;
6. Formative tests or examinations may be held during the last two weeks of classes of fall or winter terms, or during the last week of each half of the summer term, provided they do not total more than 15% of the final grade. The purpose of formative tests or examinations is to provide feedback to students on a component of the course content.
7. No tests or examinations may be held between the end of classes in a term and the beginning of formally scheduled examinations;
8. Normally, final take-home examinations in any term will be assigned on or before the last day of classes and are due on the last day of the official examination period. Final take-home examinations not set according to this normal practice must be formally scheduled by Scheduling and Examination Services and are subject to overload rules. In all cases the rules for take-home examinations must be well communicated to students by course instructors.
9. Students are not required to write with an exam conflict (defined as two examinations scheduled at the same time) nor in an exam overload, defined as (i) 3 or more examinations scheduled in 3 consecutive time slots, (ii) 4 or more examinations scheduled in 5 consecutive time slots, or (iii) 5 or more examinations scheduled in 7 consecutive time slots, where a time slot refers to the morning, afternoon, or evening time slot on an exam day.

9.3 Special/Deferred Final Examinations

Students who In some situations, students are unable to write a final examination complete term work because of extenuating illness or other circumstances as defined in beyond their control, which forces them to delay submission of the Academic

Consideration Policy may apply for accommodation. ~~work.~~ Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it ~~where a student~~ is not possible able to offer a deferred examination, and with the approval ~~complete term work due to illness or injury for a significant period~~ of ~~time/or long term,~~ the Dean, an alternate accommodation ~~instructor and/or student~~ may be made. ~~elect to consult with the Registrar's Office (undergraduate courses) Graduate Registrar (graduate courses) to determine appropriate action.~~

The application for a deferral must:

1. be made in writing to the Course Instructor ~~Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and in all cases this must occur~~ no later than three (3) ~~(3.0)~~ working days after the original final examination or the ~~term work was due. The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the altered~~ due date of the take-home examination; and

2. ~~must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.~~be fully supported by appropriate documentation. In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must include the University's **Self-Declaration Form**. Additional documentation is required in cases of extenuating circumstances lasting longer than five (5) days and must be supported by a medical note specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred Medical Certificate Form can be found here.

Missed Deferred Examinations

Students will not be given a deferral of a deferred examination.

Students granted a deferred final examination who are then unable to write the deferred final examination will receive the earned grade in the course (which may be an F).

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may appeal to receive the notation of Withdrawn (WDN) for the course as assigned by the appropriate appeal committee.

Students may not petition for a WDN if they attended the deferred examination but did not complete it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations below. The self-declaration form is not sufficient documentation for this application.

NOTE: If a student would be unable to pass the course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result. If a student is passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted.

Students who have obtained approval for a deferred examination in a Carleton University Online course will have access to course materials after the end of the academic term of the original course.

Deferred final examinations in graduate courses are scheduled by the course's instructor.

Early Departure from Final Examinations

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. Students who do not write a final examination because of extenuating circumstances/emergency beyond their control may apply to write a deferred examination.

Students are expected to complete a final examination once begun. If the student experiences a significant deterioration of health while the examination is in progress, it may be possible to submit a petition to apply to write a deferred examination.

A significant deterioration during an exam is a situation whereby the student requires immediate and/or emergency medical attention. In such circumstances, a student will be required to seek appropriate documentation to confirm that the medical situation caused significant, acute symptoms during the examination that completely prohibited the student from completing the exam, describing the specific impacts on the student's ability to continue the exam.

The student must then petition the course instructor within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

Minor illnesses and ongoing chronic illnesses under medical management will normally not be considered valid grounds for granting a deferred final examination.

9.4 Deferred Term Work

In some situations, students are unable to complete term work because of illness or other circumstances beyond their control, which forces them to delay submission of the work.

1. Students who claim illness, injury or other extraordinary circumstances beyond their control as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor and in all cases this must occur no later than three (3.0) working days after the term work was due.
2. Normally, any deferred term work will be completed by the last day of term.
3. In cases where the term work is due on the last day of classes, the alternate arrangement must be made no later than three days after the last day of classes.
4. Normally, any deferred term work will be completed by the last day of term. In the event that the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date.
5. Term work cannot be deferred by the Registrar or Graduate Studies.
6. In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Studies (graduate courses) to determine appropriate action.
7. ~~In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) Graduate Registrar (graduate courses) to determine appropriateaction.~~If a student is concerned the instructor did not respond to the request for academic accommodation or did not provide reasonable accommodation, the student should consult with the department/school/institute chair/director. If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word **after** the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word **prior** to the academic withdrawal deadline, the student may elect to withdraw from the course(s).
8. Furthermore, if academic accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Studies ~~Registrar~~ (graduate courses).

9.5 ~~9.4~~ Master's Examinations

In addition to any examination which may be required in individual courses, or comprehensive examinations in required fields of specialization, a master's candidate who is writing a thesis will be expected to undertake an oral defence of the thesis. When the degree is taken by course work, a comprehensive examination may be required. It is important to note that individual programs may have specific requirements.

9.6 ~~9.5~~ Doctoral Examinations

Doctoral candidates may be asked to pass a qualifying examination at the beginning of their residency at Carleton University.

A comprehensive examination covering prescribed fields will normally be undertaken at least one year prior to the thesis defence. This examination (oral or written, or both) may include any material considered fundamental to a proper comprehension of the field of study.

After the thesis has been received and accepted for examination, a final oral examination on the subject of the thesis and related fields will be held.

The thesis examination must be conducted according to the principles and practices prescribed by ~~the Faculty of~~ Graduate Studies. ~~and Postdoctoral Affairs at: https://gradstudents.carleton.ca/resources-page/thesis-requirements/~~

9.7 ~~9.6~~ Unsatisfactory Comprehensive Grades

If the comprehensive examination is graded Unsatisfactory, the program may permit the candidate to repeat the examination. If the comprehensive examination is graded Unsatisfactory for a second time, students must make an appeal to remain in their program through their program graduate supervisor/associate chair (graduate affairs) to ~~the Faculty of~~ Graduate Studies. ~~and Postdoctoral Affairs.~~

New Resources	No New Resources
Summary	Rename section, clarify wording and incorporate information about deferred term work. Update FGPA references to Graduate Studies, update links.
Rationale for change	To reflect FGPA restructuring and provide information about existing practices re deferral of graduate term work.
Transition/Implementation	n/a
Program reviewer comments	**sandrabauer (05/03/24 11:44 am):** reformatted links/accessibility **sandrabauer (05/24/24 2:39 pm):** Following feedback from GFB, 9.4 wording clarified further.

Key: 1799

Program Change Request

Date Submitted: 04/29/24 4:17 pm

Viewing: **R-GR-10 : R-GR-10 General Regulations: 10. Grading System**

Last approved: 04/29/24 2:17 pm

Last edit: 05/03/24 12:47 pm

Last modified by: sandrabauer

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

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Dec 22, 2017 by Mike Labreque (mikelabreque)
4. Feb 21, 2020 by Dotty Nwakanma (dottynwakanma)
5. Aug 24, 2021 by Sandra Bauer (sandrabauer)
6. Aug 26, 2021 by Sandra Bauer (sandrabauer)
7. Sep 28, 2021 by Sandra Bauer (sandrabauer)
8. Oct 11, 2022 by Sandra Bauer (sandrabauer)
9. Apr 29, 2024 by Sandra Bauer (sandrabauer)
10. Apr 29, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-10
Level	Graduate
Faculty	Not Applicable

Program Requirements

10. Grading System

10.1 Letter Grades

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 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.

10.2 Other Grading Notations

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

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.
CLP	Current Letter of Permission. An interim notation.

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.
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 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.
SAT	Satisfactory performance in an ungraded program requirement, option or course taken on Letter of Permission or International Exchange. SAT has no impact on the CGPA calculation.
UNS	Unsatisfactory performance in an ungraded program requirement, option or course taken on a Letter of Permission or International 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).

10.3 Release of Grades

Students may access grades through the Carleton Central Student registration system at http://carleton.ca/registrar/registration as soon as the grades are available after the end of the fall and winter terms of the fall/winter session and after the end of the spring/summer session.

10.4 Change of Grade

Final grades are posted after grades are approved. Once posted, final grades may only be changed through informal or formal appeals of grade processes (see General Regulation 15 of the Graduate calendar).

Any instructor-initiated changes beyond the formal and informal appeal process must be completed by the instructor and approved by the faculty dean, or designate within 6 months of the last day of the exam period.

Any changes beyond this 6 month period must be initiated after consultation with the faculty dean or designate.

Unless an appeal has been initiated prior to the awarding of a degree, grades that have been used towards the awarding of a degree are not eligible for a change of grade.

10.5 Transcripts

Students are advised that no official transcripts will be released by the University until all outstanding accounts have been paid.

New Resources	No New Resources
Summary	IP grade - remove reference to GFB
Rationale for change	FGPA restructuring, plus, courses including their grading schemes are approved by Senate/Senate committees.
Transition/Implementation	n/a

Program reviewer comments

Program Change Request

Date Submitted: 04/29/24 4:24 pm

Viewing: **R-GR-11 : R-GR-General Regulations: 11. Academic Standing**

Last approved: 04/12/24 11:08 am

Last edit: 05/03/24 10:37 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Mar 9, 2020 by Sandra Bauer (sandrabauer)
4. Jun 10, 2021 by Natalie Phelan (nataliephelan)
5. Apr 5, 2024 by Sandra Bauer (sandrabauer)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-11
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 11. Academic Standing

Program Requirements

11. Academic Standing

11.1 Qualifying-Year

Students should note that admission to the master's program from qualifying year is governed by the admission requirements in Section 2, Admission Requirements and Eligibility.

11.2 Graduate Diploma Programs

Type 2 Graduate Diplomas

Students enrolled in Type 2 (concurrent) graduate diplomas are governed by the academic standing regulations of their primary degree (master's or doctoral).

Type 3 Graduate Diplomas

Type 3 (stand-alone, direct entry) graduate diplomas are governed by master's degree academic standing regulations.

11.3 ~~11.3~~ Master's Programs

A grade of B- or better must normally be obtained in each course credited towards the master's degree. A candidate may, with the support of the departmental graduate supervisor/associate chair (graduate affairs) and the approval of the <u>Vice Provost (Graduate Studies),</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs,~~ be allowed a grade of C+ in 1.0 credit. Some programs do not permit the C+ option and apply a B- minimum rule.

Full-Time Continuation

Full-time master's students who fail to achieve a weighted GPA of 7.0 after two terms of study, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the <u>Vice Provost (Graduate Studies)</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs~~ for permission to continue in the program.

Part-Time Continuation

Part-time master's students who fail to achieve or maintain a weighted GPA of 7.0 after completing 2.0 credits, or to maintain it subsequently, will be required to withdraw from the program. In the event of special or extenuating circumstances, the student may apply through the program graduate supervisor/associate chair (graduate affairs) to the <u>Vice Provost (Graduate Studies)</u> ~~Dean of the Faculty of Graduate and Postdoctoral Affairs~~ for permission to continue in the program.

11.4 Doctoral Programs

Doctoral students must obtain a grade of B- or better in each course credited towards the degree.

11.5 Doctoral Progress Reporting

Doctoral students must make consistent progress in their studies and must document their progress by completing an annual progress report that details the previous year's achievements and the objectives for the following year. Students must complete their progress report in consultation with their supervisor and committee. Reports must be submitted to the program graduate chair/director or equivalent for review and approval.

In the event that progress is deemed unsatisfactory, the program director or equivalent may recommend to the Vice Provost (Graduate Studies) ~~Dean of the Faculty of Graduate and Postdoctoral Affairs~~ that the student be required to withdraw.

11.6 Religious Accommodation

Carleton University accommodates students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal request to the instructor(s) in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist. Instructors will make reasonable accommodation in a way that shall avoid academic disadvantage to the student.

Students unable to reach a satisfactory arrangement with their instructor(s) should contact the Office of Equity and Inclusive Communities ~~Services at http://www.carleton.ca/equity/~~. Instructors who have questions or wish to verify the nature of the religious event or practice involved should also contact this office.

New Resources	No New Resources
Summary	Change references to Dean/FGPA to Vice Provost(Graduate Studies)
Rationale for change	To reflect restructuring of FGPA
Transition/Implementation	
Program reviewer comments	**sandrabauer (05/03/24 10:37 am):** updated Equity link

Key: 1801

Program Change Request

Date Submitted: 05/02/24 2:53 pm

Viewing: **R-GR=13** ~~TBD-1803~~ : **R-GR-General Regulations: 13. Time Limits for Program Completion**

Last approved: 04/12/24 11:26 am

Last edit: 05/03/24 11:30 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Jan 16, 2018 by Sandra Bauer (sandrabauer)
4. Mar 19, 2019 by Mike Labreque (mikelabreque)
5. Mar 9, 2020 by Sandra Bauer (sandrabauer)
6. Apr 7, 2022 by Sandra Bauer (sandrabauer)
7. Apr 12, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR=13 ~~TBD-1803~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 13. Time Limits for Program Completion

Program Requirements

13. Time Limits for Program Completion

13.1 General Remarks

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

13.2 Master's Program

Full-time

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

Part-time

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

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

13.3 Doctoral Program

Full-time

All Ph.D. students admitted as full-time students and admitted on the basis of a master's degree must complete the Ph.D. degree requirements within six calendar years after the date of initial Ph.D. registration unless their specific program provides for a different time limit. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Part-time

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

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

13.4 Leave of Absence ~~Exemption from Time Limit~~

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

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

~~For Exemption from Time Limit procedure/forms please visit:~~
~~http://gradstudents.carleton.ca/forms-policies/~~ 13.5 Extension of Time Limit

Students will submit requests for an extension of time limits to the academic department for review. The department must then submit the request to Graduate Studies ~~FGPA~~ following Graduate Studies Program Extension Policies and Procedures. ~~the specific procedures as outlined here: https://gradstudents.carleton.ca/program-extension-policy-and-procedures/~~

New Resources	No New Resources
Summary	Throughout: Update references to FGPA, Dean to Graduate Studies, Vice Provost 13.4, 13.5 Adjust incorrect heading (13.4), update links
Rationale for change	To reflect FGPA restructuring, and editorial
Transition/Implementation	

Program reviewer comments	

Program Change Request

Date Submitted: 05/02/24 3:44 pm

Viewing: **R-GR-15** ~~**TBD-1805**~~ : **R-GR-General Regulations: 15.** <u>**Academic Petitions and Appeals**</u> ~~**Grade Review**~~

Last approved: 02/04/22 10:56 am

Last edit: 05/28/24 11:47 am

Last modified by: sandrabauer

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

Calendar Pages Using this Program	<u>General Regulations</u>
Effective Date	2024-25
Workflow	<u>majormod</u> ~~minormod~~
Program Code	<u>R-GR-15</u> ~~TBD-1805~~
Level	Graduate

Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 15. Academic Petitions and Appeals ~~Grade Review~~

Program Requirements

15.0 Grade Review

The Senate ~~Within one month~~ of the University establishes academic rules ~~release of grades or the announcement of examination by committee (comprehensive examination, research essay or thesis) results, a graduate student may request, through the Faculty of Graduate~~ and regulations which are designed to ensure ~~Postdoctoral Affairs,~~ that academic standards are upheld and that all students are treated fairly and equitably. In this regard, a student may submit a petition, which is a formal request for accommodation with regard to normal rules and regulations of the University. ~~one or more of their grades or results be reviewed.~~ Additionally, students may formally appeal ~~The average grade of~~ the outcome of a petition. ~~re-readers will replace the original of the reviewed work.~~

Definition of terms:

- A **petition** is the initial request for
    a. accommodation with respect to rules or regulations;
    b. review of a final grade in a course;
    c. review of process for examination by committee (or other non-coursework milestones);
    d. ~~The results of examination by committee (including comprehensive, research essay or thesis examinations) will only be reviewed on procedural grounds.~~review ~~Grades for other courses will be reviewed through the submission~~ of the decision to deny the award ~~all or part~~ of a degree or the required withdrawal of the student. ~~the written coursework to two re-readers.~~
- An **appeal** is the formal process by which as student may challenge the decision on a petition.

15.1 Rules, regulations, and deadlines

The University understands that extenuating circumstances beyond a student's control can occur and adversely affect a student's ability to meet academic obligations. In those instances, a student may submit a petition, which is a formal request for accommodation with regard to normal rules, regulations and deadlines.

There are two types of circumstances that might warrant a request for an exception to published rules, regulations or deadlines. One type of petition concerns personal circumstances such as illness, unanticipated occupational commitments, or other unanticipated serious events. The second type concerns whether a rule or regulation has been properly or fairly applied to a student's record.

Petition: a graduate student seeking accommodation with respect to an academic regulation, rule or deadline submits a petition in writing to Graduate Studies.

Appeal: a graduate student may challenge the decision on a petition. Within 10 working days of the decision of the original petition, students may initiate an appeal in writing to the Associate Vice-Provost (Graduate Student Affairs). It is the student's responsibility to ensure that the appeal submission is complete and includes all relevant matters which the Associate Vice Provost should consider in rendering their decision. If the Vice Provost decides not to proceed with the appeal, the student will be informed of the reasons for the decision. If the Vice Provost proceeds with the appeal, the student will be given a concise explanation of the decision and will work with all parties to implement any needed remedy.

15.2 Coursework grade appeals

Within 20 working days of the release of final grades, students may request that one or more of their grades be reviewed.

Appeal: a graduate student may submit a formal appeal of grade when the petition has not addressed their concerns. The appeal must be submitted to the faculty dean with required supporting documentation and **using this policy.**

~~The average grade of the re-readers will replace the original of the reviewedwork.~~Upon receiving a formal appeal from the student, the faculty dean may decide ~~Parts of grades based on non-written work (e.g., participation) will~~ not to proceed with the appeal if, in the opinion of the dean, reasonable grounds have not been established as a basis ~~be reviewed. The process~~ for the appeal. ~~the conduct of reviews can be found at http://gradstudents.carleton.ca/wp-content/uploads/Grade-Appeal-Procedures.pdf~~ Circumstances which may result in a decision not to proceed may include, for example, cases where the dean determines that the petition has adequately addressed the student's concerns or where the dean determines that a reasonable expectation of error or bias in the original grade has not been established. If the dean decides not to proceed with the appeal, the student will be informed of the reasons for the decision.

In proceeding with an appeal, the faculty will proceed with their own internal grade appeal processes. After due consultation, the dean, as chief academic officer of the faculty, will assign the grade. The decision of the dean is final. As a result of this formal appeal process the original grade may be raised, lowered or left unchanged. The student will be given a concise explanation of the decision.

15.3 Examination by committee or other non-coursework milestones

Within 20 working days ~~The results~~ of the announcement of examination by committee (comprehensive examination, qualifying paper, thesis, or ~~by committee (including comprehensive,~~ research essay) or other non-coursework milestones, students may request review of the process of examination. Such reviews ~~essay or thesis examinations)~~ will only be conducted ~~reviewed~~ on procedural grounds.

Petition: the student must contact their department chair to petition for a procedural review.

Appeal: a student may submit a formal appeal when the petition has not addressed their concerns. The appeal must be submitted to Graduate Studies with required supporting documentation and **using this policy**.

Upon receiving a formal appeal from Graduate Studies, the Associate Vice-Provost (Graduate Student Affairs) may decide not to proceed with the appeal if, in their opinion, reasonable grounds have not been established as a basis for the appeal. If the Associate Vice Provost (Graduate Student Affairs) decides not to proceed with the appeal, the student will be informed of the reasons for the decision.

In proceeding with an appeal, the Associate Vice Provost (Graduate Student Affairs) will send a final decision to the student and the faculty dean (and all parties involved) and will work with all parties to implement any needed remedy.

15.4 Denial of degree

Petition: assuming that a graduate student has exhausted all avenues of appeal and petition with their dean or the Associate Vice Provost (Graduate Student Affairs), a graduate student may petition to the Vice Provost (Graduate Studies) to review the decision of the University to deny the awarding of the degree or the required withdrawal of the student, only on the grounds that they have been denied a degree or forced to withdraw because of some mistake, error, or improper conduct by the University, its officers, or employees.

Appeal: A graduate student may appeal decisions of the Associate Vice Provost (Graduate Student Affairs), with explicit evidence, to the Senate Graduate Student Appeal Committee (GSAC). Such petitions must be based on the following:

a. The misapplication of an academic regulation contained in the graduate calendar, or
b. The inappropriateness of the application of a regulation contained in the graduate calendar in the particular circumstances of the student.

New Resources	No New Resources
Summary	Update language, including due dates
Rationale for change	To reflect graduate restructuring and current practice
Transition/Implementation	
Program reviewer comments	**sandrabauer (05/03/24 10:10 am):** added links **sandrabauer (05/28/24 9:25 am):** Under Appeal: change 14 days to 10 working days. /SCCASP **sandrabauer (05/28/24 11:47 am):** 15.3 - change 30 days to 20 working days. per DS/SCCASP

Program Change Request

Viewing: **R-GR-16** ~~**TBD-1806**~~ : **R-GR-General Regulations: 16. Program Review**

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

Last edit: 05/03/24 9:22 am

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

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-16 ~~TBD-1806~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 16. Program Review

Program Requirements

16.0 Program Review

A graduate student has the right to request a review of decisions made concerning their status or any other ruling relating to their program. All such requests are to be made in writing to the Vice Provost (Graduate Studies). ~~Dean of the Faculty of Graduate and Postdoctoral Affairs.~~

New Resources	No New Resources
Summary	Change Dean FGPA to Vice Provost (Graduate Studies)
Rationale for change	To reflect restructuring of FGPA.
Transition/Implementation	

Program reviewer comments	**sandrabauer (05/03/24 9:22 am):** Changed program code

Program Change Request

Date Submitted: 05/03/24 9:25 am

Viewing: **R-GR-17 : R-GR-General Regulations: 17.0 Records Retention Policy**

Last approved: 05/03/24 9:24 am

Last edit: 05/03/24 9:25 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. May 3, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-17
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 17.0 Records Retention Policy

Program Requirements

17.0 Records Retention Policy

Since 2005 the University has implemented a records retention policy which provides for the destruction of student file folders and their contents after a period of five years has elapsed since the last registration. This policy applies to those students who

are formally admitted and registered in degree programs. Further information on this policy can be obtained by contacting ~~the Faculty of~~ Graduate <u>Studies.</u> ~~and Postdoctoral Affairs.~~

New Resources	No New Resources
Summary	Change FGPA to Graduate Studies
Rationale for change	FGPA restructuring
Transition/Implementation	

Program reviewer comments

Program Change Request

Date Submitted: 05/03/24 9:36 am

Viewing: **R-GR-21** ~~R-GR-22~~ : **R-GR-General Regulations: 21.** ~~22.~~**Graduation**

Last approved: 05/03/24 9:32 am

Last edit: 05/03/24 11:47 am

Last modified by: sandrabauer

Changes proposed by: sandrabauer

History

1. Jul 20, 2017 by Sandra Bauer (sandrabauer)
2. Jul 20, 2017 by Sandra Bauer (sandrabauer)
3. Nov 15, 2017 by Sandra Bauer (sandrabauer)
4. Apr 2, 2019 by Mike Labreque (mikelabreque)
5. May 3, 2024 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	General Regulations
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	R-GR-21 ~~R-GR-22~~
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 21. ~~22.~~Graduation

Program Requirements

21. ~~22.~~Graduation

21.1 ~~22.1~~ Conferring of Degrees

On the recommendation of the relevant faculty board ~~Faculty of Graduate~~ and ~~Postdoctoral Affairs and~~ with the approval of the Senate of the University, degrees are conferred by the Chancellor in the spring and fall of each year.

21.2 ~~22.2~~ Application Deadlines

Candidates may have their degrees certified in February each year; they must apply by November 30. ~~December 1.~~ Students expecting to graduate at the Spring Convocation must apply for graduation in the Graduate and Postdoctoral Affairs office by April 1. Those expecting to graduate at the Fall Convocation must apply by August 31. ~~September 1.~~

New Resources	No New Resources
Summary	Change reference to FGPA to relevant faculty board, update dates. Renumber section.
Rationale for change	To reflect FGPA restructuring and update the deadlines. Section 21 was deleted (amalgamated under new section 15)
Transition/Implementation	
Program reviewer comments	**sandrabauer (05/03/24 11:47 am):**

Key: 1770