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

To: Senate
From: Daniel Siddiqi, Chair of SCCASP
Date: January 26, 2024
Subject: Date changes for Convocation

For Senate approval

1. **TBD-1363 R-ADM-Program-BCOM – change to admission requirement.**
   
   **Motion:** That Senate approves the revision to admission requirement for **TBD-1363 R-ADM-Program-BCOM** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1363 R-ADM-Program-BCom

2. **TBD-1371 R-ADM-Program-BIT – change to admission requirement for the OSS program in BIT**

   **Motion:** That Senate approves the revision to admission requirement for **TBD-1371 R-ADM-Program-BIT** effective for the 2025/26 Undergraduate Calendar as presented.

   Attachment: TBD-1371 R-ADM-Program-BIT

3. **TBD-1596 R-ADM-Program-PBD Professional Writing – deletion of admission regulation in tandem with deletion of program**

   **Motion:** That Senate approves the revision to regulation **TBD-1596 R-ADM-Program-PBD** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1596 R-ADM-Program-PBD Professional Writing

4. **TBD-1597 R-ADM-Program-CPW - deletion of admission regulation in tandem with deletion of program**

   **Motion:** That Senate approves the revision to regulation **TBD-1597 R-ADM-Program-CPW** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1597 R-ADM-Program-CPW

5. **TBD-1569 R-UG-COOP-BAS Adm and Cont Requirements – change to the overall CGPA requirement for BAS co-op**

   **Motion:** That Senate approves the revision to regulation **TBD-1569 R-UG-COOP-BAS Adm and Continuation Requirements** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1569 R-UG-COOP-BAS Adm and Cont Requirements
6. **TBD-1760 R-UG-COOP-BA, BSc Geomatics Adm and Cont Requirements** – change to the course prerequisites for BA Geomatics co-op

   **Motion:** That Senate approves the revision to regulation **TBD-1760 R-UG-COOP-BA, BSc Geomatics Adm and Continuation Requirements** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1760 R-UG-COOP-BA, BSc Geomatics Adm and Cont Requirements

7. **TBD-1817 R-UG-COOP-BMPD Adm and Cont Requirements** - change to the work-study pattern for Media Production and Design co-op

   **Motion:** That Senate approves the revision to regulation **TBD-1817 R-UG-COOP-BMPD Adm and Continuation Requirements** effective for the 2024/25 Undergraduate Calendar as presented.

   Attachment: TBD-1817 R-UG-COOP-BMPD Adm and Cont Requirements

8. **TBD-1844 R-UG-2.1.2 Full- and Part-time Courses** – addition of Regularly Scheduled Break language for undergrad students

   **Motion:** That Senate approves the revision to regulation **TBD-1844 R-UG-2.1.2 Full- and Part-time Study** effective for the 2023/24 Undergraduate Calendar as presented.

   Attachment: TBD-1844 R-UG-2.1.2 Full- and Part-time Study

   **For Information**

   1. Attachment: G_2425_MinorMods_for_SCCASP_Dec05
   2. Attachment: G_2425_MinorMods_for_SCCASP_Jan16
   3. Attachment: UG_2425_MinorMods_for_SCCASP_Nov21
   4. Attachment: UG_2425_MinorMods_for_SCCASP_Dec05
   5. Attachment: UG_2425_MinorMods_for_SCCASP_Jan16
   6. Attachment: Microcredentials_for_SCCASP_Jan16_2024
   7. Attachment: TBD-1871 R-UG-3.2.4
Program Change Request

Date Submitted: 11/10/23 12:21 pm

Viewing: **TBD-1363 : R-ADM-Program-B.Com.**

Last approved: 07/21/23 2:13 pm

Last edit: 11/24/23 1:16 pm

Last modified by: nataliephelan

Changes proposed by: jensugar

In Workflow

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

Approval Path

1. 11/10/23 12:35 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM Review
2. 11/16/23 1:25 pm
   Natalie Phelan (nataliephelan):
   Approved for PRE SCCASP
3. 11/21/23 4:33 pm
   Erika Strathearn (erikastrathearn):
   Approved for SCCASP

History

1. Jan 21, 2016 by Sandra Bauer (sandrabauer)
2. Apr 4, 2016 by Janice O'Farrell (janiceofarrell)
3. Oct 17, 2016 by Sandra Bauer (sandrabauer)
5. Feb 12, 2020 by Jen Sugar (jensugar)
6. May 3, 2021 by Sarah Cleary (sarahcleary)
7. Mar 31, 2022 by Natalie Phelan (nataliephelan)
8. Apr 4, 2023 by Jen Sugar (jensugar)
9. Jul 21, 2023 by Jen Sugar (jensugar)
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 Commerce (B.Com.) (Honours)
- Bachelor of Commerce (B.Com.)

Admission Requirements

First Year

Bachelor of Commerce (B.Com.) (Honours)
The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include English (or anglais), Advanced Functions, and either Calculus and Vectors or Mathematics of Data Management. Note that Calculus and Vectors is preferred.

Applicants submitting an English language test to satisfy the requirements of the English Language Proficiency section of this Calendar may use that test to also satisfy the 4U English prerequisite requirement.
Bachelor of Commerce (B.Com.)
No direct entry; access is restricted.

Advanced Standing

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

Students may also be assessed for admission to second and subsequent years if they present with a minimum of 3 out of the following 6 courses (or equivalent): BUSI 1001, BUSI 1002, ECON 1001, ECON 1002, BUSI 1800, and MATH 1009 with no individual grade below C + and with a Major CGPA of 7.00 or higher. Note that MATH 1007, MATH 1004, MATH 1052, or MATH/ECON 1401 and MATH/ECON 1402 (both required) are acceptable for transfer in lieu of MATH 1009.

Advanced standing will be granted only for those courses that are determined to be appropriate.

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

Bachelor of Commerce (B.Com.)
No direct entry. Access is restricted to students in the Bachelor of Commerce (Honours) and Bachelor of International Business (Honours). (See Regulations for Business.)

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 Commerce (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
Edit from Sprot to reflect course changes.

Note from Natalie: I edited the rationale email to add curly brackets around the text to be deleted. When the email was pasted into Courseleaf, the formatting was removed so the strike-through does not show up, which created confusion.

Rationale for change
From Maria Walt -------- Good morning, Jen. As promised, here is the information for the advanced standing change for 202430. The strikethrough text should be removed – ECON 1401 has been approved to substitute MATH 1009. There is a preclusion between both courses. The preclusion between ECON 1402 and MATH 1009 has been removed – it is not required here for admission anymore. Students may also be assessed for admission to second and subsequent years if they present with a minimum of 3 out of the following 6 courses (or equivalent): BUSI 1001, BUSI 1002, ECON 1001, ECON 1002, BUSI 1800, and MATH 1009 with no individual grade below C + and with a Major CGPA of 7.00 or higher. Note that MATH
1007, MATH 1004, MATH 1052, or MATH/ECON 1401 {{and MATH/ECON 1402 (both required)}} are acceptable for transfer in lieu of MATH 1009. Please let me know if you have any questions about this change. Sincerely, Maria
Program Change Request

Date Submitted: 12/05/23 12:30 pm

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

Last approved: 04/04/23 2:55 pm

Last edit: 12/05/23 12:30 pm

Last modified by: jensugar

Changes proposed by: jensugar

In Workflow
1. REGS ADM Review
2. BIT FCC
3. BIT FBoard
4. PRE SCCASP
5. SCCASP
6. Senate
7. PRE CalEditor
8. CalEditor

Approval Path
1. 11/10/23 12:36 pm
   Jen Sugar (jensugar): Approved for REGS ADM Review
2. 11/10/23 1:32 pm
   Omair Shafiq (omairshafiq): Approved for BIT FCC
3. 11/10/23 1:36 pm
   Omair Shafiq (omairshafiq): Approved for BIT FBoard
4. 11/16/23 1:25 pm
   Natalie Phelan (nataliephelan): Approved for PRE SCCASP
5. 11/21/23 4:34 pm
   Erika Strathearn (erikastrathearn): Rollback to PRE SCCASP for SCCASP
6. 11/22/23 10:34 am
   Natalie Phelan (nataliephelan): Rollback to REGS ADM Review for PRE SCCASP
7. 11/30/23 11:50 am
   Natalie Phelan (nataliephelan): Rollback to Initiator
8. 12/05/23 12:31 pm
   Jen Sugar (jensugar): Approved for REGS ADM Review
Calendar Pages Using this Program

Information Technology

Information Technology

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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. 12/05/23 2:34 pm
   Omair Shafiq (omairshafiq): Approved for BIT FCC
10. 12/05/23 2:36 pm
    Omair Shafiq (omairshafiq): Approved for BIT FBoard
11. 01/11/24 11:09 am
    Natalie Phelan (nataliephelan): Approved for PRE SCCASP
12. 01/16/24 11:53 am
    Erika Strathearn (erikastrathearn): Approved for SCCASP
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 work 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), Functions. 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 on an individual basis upon admission to the program. Students may request that additional courses be considered.
for 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 the program. Requests must follow the submission format outlined on the [BIT web site](https://nextcalendar.carleton.ca/courseleaf/approve/?role=admin).

Only university- and college-level courses in which a student has achieved a grade of C- or higher are eligible to be considered for Advanced Standing.

**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**

- Prerequisite change request from FED

**Rationale for change**

- Re-submitting now that Algonquin has acknowledged changes

**Transition/Implementation**

**Program reviewer comments**

- erikastrathearn (11/21/23 4:34 pm): Rollback: Requires letter of agreement from Algonquin.
- nataliephelan (11/22/23 10:34 am): Rollback: Rolling back to ADM as Jen will be in contact with Suzanne re: letter of support.
- nataliephelan (11/30/23 11:50 am): Rollback: Please update and resubmit!
Program Change Request

Program Delete Proposal

Date Submitted: 09/25/23 12:40 pm

Viewing: TBD-1596 : R-ADM-Program-P.B.D. Professional Writing

Last approved: 04/04/23 3:43 pm

Last edit: 09/25/23 12:40 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. 09/25/23 12:52 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM Review
2. 12/01/23 3:00 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE SCCASP
3. 12/07/23 12:10 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for SCCASP

History

1. Jan 9, 2018 by Sandra Bauer (sandrabauer)
2. Apr 26, 2021 by Jen Sugar (jensugar)
3. Apr 4, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program
- Applied Linguistics and Discourse Studies
- English
- Post-Baccalaureate Diploma in Professional Writing

Effective Date
2024-25

Workflow
majormod minormod

Program Code
TBD-1596
Level: Undergraduate
Faculty: Not Applicable
Academic Unit: Regulations: Admissions
Degree: 
Title: R-ADM-Program-P.B.D. Professional Writing

Program Requirements

Diploma

- Post-Baccalaureate Diploma in Professional Writing

To be eligible for admission to the Post-Baccalaureate Diploma in Professional Writing students must normally present an honours undergraduate degree with a GPA of 8.00 or higher.

New Resources

Summary: Associated with DIP-PRWPB deletion. The Professional Writing post-bacc is being deleted, so the corresponding admission regulation is not needed.
Rationale for change: Collateral from deletion of the post-bacc.
Transition/Implementation: n/a

Program reviewer comments

Key: 1596
Program Change Request

A deleted record cannot be edited

Program Delete Proposal

Date Submitted: 09/25/23 12:42 pm

Viewing: TBD-1597 : R-ADM-Program-C.P.W.

Last approved: 04/19/22 12:50 pm

Last edit: 09/25/23 12:42 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. 09/25/23 12:52 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM Review
2. 12/01/23 3:00 pm
   Natalie Phelan (nataliephelan):
   Approved for PRE SCCASP
3. 12/07/23 12:10 pm
   Erika Strathearn (erikastrathearn):
   Approved for SCCASP

History

1. Jan 5, 2018 by Sandra Bauer (sandrabauer)
2. Jun 9, 2021 by Natalie Phelan (nataliephelan)
3. Dec 10, 2021 by Natalie Phelan (nataliephelan)
4. Apr 19, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

Applied Linguistics and Discourse Studies
Certificate in Professional Writing (C.P.W.)

Effective Date
2024-25

Workflow

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### Program Requirements

#### Admission Requirements

To be eligible for admission to the Certificate in Professional Writing, applicants must present:

- Second-year standing in any Honours degree, excluding the English BA Honours Concentration in Creative Writing or the English BA Honours Concentration in Drama Studies;
- A Major CGPA of 7.50 or higher;
- A statement of purpose and a sample of their academic or professional writing, and;
- Permission of the Professional Writing Program.

### New Resources

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<td>Associated with CERT-CPRW. The Professional Writing certificate is being deleted, so the admission regulation is no longer needed.</td>
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Program Change Request

Date Submitted: 11/06/23 3:02 pm

Viewing: TBD-1569 : R-UG-COOP-B.Architectural Studies Admission and Continuation Requirements

Last approved: 04/28/23 10:31 am

Last edit: 11/06/23 3:02 pm

Last modified by: caitlinmacgregor

Changes proposed by: caitlinmacgregor

In Workflow

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

Approval Path

1. 11/06/23 3:13 pm
   Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
2. 11/07/23 10:21 am
   Anne Bordeleau (AnneBordeleau): Approved for ARCH ChairDir UG
3. 11/16/23 1:25 pm
   Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 11/21/23 4:34 pm
   Erika Strathearn (erikastrathearn): Approved for SCCASP

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Apr 4, 2017 by Sandra Bauer (sandrabauer)
4. Apr 4, 2017 by Sandra Bauer (sandrabauer)
5. Apr 4, 2017 by Sandra Bauer (sandrabauer)

https://nextcalendar.carleton.ca/courseleaf/approve/?role=admin
Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A.S. program;
2. Obtained third-year standing;
3. Obtained an Overall CGPA of at least 8.0. This CGPA must be maintained throughout the duration of the degree.

B.A.S. students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: ARCN 3999 [0.0]

Work/Study Pattern:

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New Resources

No New Resources

Summary

From: Piper Bernbaum <PiperBernbaum@cunet.carleton.ca>
Sent: Monday, November 6, 2023 2:28 PM
To: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>; Katie LeBlanc <KatieLeBlanc@cunet.carleton.ca>
Cc: Rocio Alvarez <RocioAlvarez@cunet.carleton.ca>; Johan Voordouw <JohanVoordouw@CUNET.CARLETON.CA>; Anne Bordeleau <AnneBordeleau@cunet.carleton.ca>; Holly Klein-Swormink <HollyKleinswormink@CUNET.CARLETON.CA>
Subject: Re: Process to lower the CGPA requirement

Hi Caitlin,

Thanks for the note.

Yes – to confirm – we want to change the overall CGPA requirement for admission to Co-op from a 9.0 to an 8.0 at the Azrieli School of Architecture & Urbanism. I am also CC’ing Anne Bordeleau, Johan Voordouw, and Holly Klein-Swormink as part of this confirmation as well.

Please let me know if you need anything further!

Best,

Piper

From: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>
Date: Monday, November 6, 2023 at 2:21 PM
To: Kae LeBlanc <KaeLeBlanc@cunet.carleton.ca>, Piper Bernbaum <PiperBernbaum@cunet.carleton.ca>
Cc: Rocio Alvarez <RocioAlvarez@cunet.carleton.ca>
Subject: RE: Process to lower the CGPA requirement

Hi Piper,

Thank you for the clear proposal. I will enter the change into Courseleaf right away. Before doing so, I just need a very quick confirmation email from you indicating that Architecture would like to lower the minimum Overall CGPA requirement for admission to Co-op from a 9.0 to an 8.0.

Thanks,

Caitlin

From: Katie LeBlanc <KatieLeBlanc@cunet.carleton.ca>
Sent: Friday, November 3, 2023 2:36 PM
To: Piper Bernbaum <PiperBernbaum@cunet.carleton.ca>
Cc: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>; Rocio Alvarez <RocioAlvarez@cunet.carleton.ca>
Subject: RE: Process to lower the CGPA requirement

Hi Piper,

Thank you for this follow-up. We’ve reviewed and signed your proposal, with no changes. If you could sign and return the attached, Caitlin will then begin the process for incorporating the new eligibility CGPA into the 2024-25 calendar.

Have a lovely weekend!

Katie
Rationale for change

- Provide Co-op opportunities to a greater range of students, thereby addressing issues of equity. - An Overall CGPA of 8.0 is a more achievable goal for many BAS students who would excel in the world of work (but who are not the absolute top performers in the classroom). - Greater student satisfaction. Many BAS students want access to professional work experiences.

Transition/Implementation

As of fall 2024, all Architecture students, regardless of catalogue year, will be admissible to Co-op with an 8.0 Overall CGPA.

Katie LeBlanc (she/her)
Manager
Co-operative Education

Secure your spot and showcase your organization at Carleton University's Virtual Winter Career Fair on January 24!

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Program Change Request

Date Submitted: 10/20/23 2:40 pm

Viewing: TBD-1760 : R-UG-COOP-B.Sc R-UG-COOP-BA, BSc Geomatics Admission and Continuation Requirements

Last approved: 04/28/23 10:12 am

Last edit: 10/20/23 2:40 pm

Last modified by: caitlinmacgregor

Changes proposed by: caitlinmacgregor

In Workflow

1. REGS COOP UG Review
2. GEOG ChairDir UG
3. AS FCC
4. AS FBoard
5. PRE SCCASP
6. SCCASP
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/20/23 2:46 pm
   Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
2. 10/25/23 1:36 pm
   Scott Mitchell (scottmitchell): Approved for GEOG ChairDir UG
3. 11/03/23 2:51 pm
   Sarah Mohammed (sarahmohammed): Approved for AS FCC
4. 11/18/23 1:32 pm
   Pascal Gin (pascalglin): Approved for AS FBoard
5. 12/01/23 3:00 pm
   Natalie Phelan (nataliephelan): Approved for PRE SCCASP
6. 12/07/23 12:11 pm
   Erika Strathearn (erikastrathearn): Approved for SCCASP

History

1. Jul 18, 2017 by Sandra Bauer (sandrabauer)
2. Jul 18, 2017 by Sandra Bauer (sandrabauer)

https://nextcalendar.carleton.ca/courseleaf/approve/?role=admin
Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Geomatics program or the B.Sc. Honours Geomatics program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, B.A. students: GEOG 2006/ENST 2006, and a 0.5 credit from ENST 3900, GEOG 3000, GEOG 3010, or GEOG 3030; B.Sc. students: Successfully completed, by the start-date of the first work term, students: GEOG 2006/ENST 2006 and a 0.5 credit from ENST 3900, GEOG 3000, GEOG 3010, or GEOG 3030;
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

**B.A., B.A.**: Honours and B.Sc. Honours Geomatics students must successfully complete three (3) work terms to obtain the Co-op Designation.

**Work Term Course**: GEOM 3999

**Work/Study Pattern:**

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</tbody>
</table>
New Resources

No New Resources

Summary

Rationale emails:
From: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>
Sent: Tuesday, October 17, 2023 9:31 AM
To: John Milton <JohnMilton@cunet.carleton.ca>
Cc: Mariela Lamont <MarielaLamont@cunet.carleton.ca>; Natalie Phelan <NataliePhelan@CUNET.CARLETON.CA>
Subject: RE: Question about GEOG 2005

Hi John,

Thank you for the thorough explanation. Not to worry. The important thing is that we’re all on the same page. 😊

Given what you have written below, I believe the only required Calendar change is the removal of GEOG 2005 from the BA Hons Geomatics Co-op pre-requisites. Once we do this, the pre-reqs for BA and B.Sc Geomatics will be the exact same.

....

-------------

From: John Milton <JohnMilton@cunet.carleton.ca>
Sent: Monday, October 16, 2023 7:35 AM
To: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>
Subject: RE: Question about GEOG 2005

Good morning Caitlin, Natalie and Mariela,

....

This is where we stand regarding the inclusion of ENST/GEOG 2005 as a mandatory course in our undergraduate degree programs:

...

4. B.A. (Hon)/B.Sc. (Hon) in Geomatics – ENST/GEOG 2005 is NOT a mandatory course and therefore it should not be a requirement for co-op

...

Does that cover everything Caitlin?

All the best,
John

Rationale for change

Summary: unification of the co-op pre-reqs for the BA and BSc Geomatics programs. Separate items under list number 3 no longer required. GEOG 2005 not a mandatory course for either BA or BSc students, so removing from the co-op pre-reqs list.

Transition/Implementation

Waiving GEOG 2005 for BA Geomatics students. This Calendar update matches what we currently do in practice.

Program reviewer comments
Program Change Request

Date Submitted: 11/22/23 10:26 am

Viewing: TBD-1817 : R-UG-COOP-B.M.P.D. Admission and Continuation Requirements

Last approved: 05/03/23 10:38 am

Last edit: 11/22/23 10:26 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

Approval Path

1. 11/21/23 11:39 am
   Natalie Phelan (nataliephelan): Rollback to Initiator
2. 11/21/23 11:45 am
   Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 11/21/23 3:01 pm
   Benjamin Woo (benjaminwoo): Rollback to Initiator
4. 11/22/23 11:57 am
   Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
5. 12/15/23 5:18 pm
   Allan Thompson (allanthompson): Approved for JOUR ChairDir UG
6. 01/11/24 11:09 am
   Natalie Phelan (nataliephelan): Approved for PRE SCCASP
7. 01/16/24 11:53 am
   Erika Strathearn (erikastrathearn): Approved for SCCASP

History
Calendar Pages Using this Program

Co-operative Education
Media Production and Design

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</table>

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.M.P.D. Honours program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, **MPAD 2002**;
4. Obtained an Overall CGPA of at least 9.0. This CGPA must be maintained throughout the duration of the degree.

B.M.P.D. Honours students must successfully complete three (3) work terms to obtain the Co-op Designation.

**Work Term Course:** **MPAD 3999**

**Work/Study Pattern:**

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</table>
Hi Caitlin,

Thank you for the detailed email. We would like to move forward with the proposed change – however, I understand I delayed responding and that might affect if the change is possible for next calendar year. Can we still get this moved forward?

Cheers,

Katie

From: Caitlin MacGregor <CaitlinMacGregor@cunet.carleton.ca>
Date: Monday, November 13, 2023 at 11:36 AM
To: Katelyn Graham <katelyngraham@cunet.carleton.ca>, Pam Lamba <PamLamba@cunet.carleton.ca>
Cc: Katie LeBlanc <KatieLeBlanc@cunet.carleton.ca>
Subject: Media Production & Design - Work Study Pattern Follow-up

Hi Kae and Pam,

Thanks for meeting with me recently to discuss MPAD’s Co-op work-study pattern. To summarize, I believe these are the concerns you identified:

- MPAD students would like to work earlier than winter of third year (which is currently their first opportunity – see their W/S pattern directly below). The department supports this. You indicated that your students find it somewhat de-motivating that the first entry point is the winter of second year, but the first work term is not until the winter of third year.
- MPAD students and faculty rather dislike that year three is broken up (fall being a study term and winter being a work term) because two of your compulsory classes are meant to be taken sequentially (one right after the other). Students who work in the winter have to wait a whole year to take “Part II” of the class in question. This is not ideal from a pedagogical standpoint.

I have raised your concerns with Katie LeBlanc, Manager of the Co-op Program, as well as some of our Business Development Coordinators, who are familiar with hiring trends. After some discussion, we feel the best way to address your department’s concerns is to amend the MPAD work-study pattern so that it matches the Bachelor of Communications and Media Studies (see second W/S pattern below). This would mean that MPAD students’ first opportunity to take COOP 1000 would be fall of second year, and their first work term would be summer after second year. In total, this pattern features two summer work terms, one fall, and one winter. As you know, your students need to complete three co-op work terms in order to achieve the Co-op Designation upon graduation.

A couple of things to be aware of: as I mentioned during our meeting, summer job searches, generally speaking, are the most competitive. Moreover, if you decide to match B.CoMS’ pattern exactly, your students would be in competition with them for some of the same jobs. Having said that, MPAD students’ summer track record is very good:
Summer 2023: 10 out 12 students were employed  
Summer 2022: 12 out of 15 students were employed  
Summer 2021: 9 out of 10 students were employed  

Given these impressive employment rates, the Co-op Office would support MPAD changing its work-study pattern to match B.CoMS’. If you would like to go ahead with this change for the 2024-25 school year, please let me know as soon as possible. The Undergraduate Calendar editor has asked me for final Courseleaf submissions within the next week or so.

Should you have any questions, please don’t hesitate to let me know.

Rationale for change

Adjusting MPAD’s work-study pattern so that students can work earlier (summer after second year, rather than winter of third year). This aligns with the department’s and their students’ wishes. Admission requirements remain the same.

Transition/Implementation

Students admitted to Co-op in fall 2024 and after will receive this work-study pattern. Students admitted prior to this will have the older work-study pattern. Department and Co-op will communicate this to students.

Program reviewer comments

nataliephelan (11/21/23 11:39 am): Rollback: To add summary!
benjaminwoo (11/21/23 3:01 pm): Rollback: I don’t have the authority to approve changes to B.MPD programs, which are housed with the Journalism sub-unit of the School of Journalism and Communication. I think this should properly be directed to Allan Thompson, program head for Journalism.
Program Change Request

Date Submitted: 11/16/23 3:15 pm

Viewing: **TBD-1844 : R-UG-2.1.2 Full- and Part-time Study**

Last approved: 05/03/19 9:55 am

Last edit: 11/24/23 2:06 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

Approval Path

1. 11/24/23 1:40 pm
   Erika Strathearn (erikastrathearn):
   Approved for REGS RO UG Review
2. 11/24/23 2:06 pm
   Natalie Phelan (nataliephelan):
   Approved for PRE SCCASP
3. 12/07/23 12:10 pm
   Erika Strathearn (erikastrathearn):
   Approved for SCCASP

History

1. May 3, 2019 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program

- Registration, Evaluation and Student Records

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Program Requirements

2.1.2 Full- and Part-time Study

When responding to a legitimate request from an external agency that has not supplied its own definition, the following definitions are used:

1. A **full-time undergraduate student** is one who is registered in at least 1.5 credits per academic term.
2. A **full course load** is the normal maximum course load as defined by the student’s program and is evaluated term by term.

### 2.1.2.1 Regularly Scheduled Break (Undergraduate)

For immigration purposes, the summer term (May to August) is considered a regularly scheduled break approved by the University. Students should resume full-time studies in September.

**Note:** a regularly scheduled break as described for immigration purposes does not supersede the requirement to register in co-op, a practicum, an internship, or for continuous registration in a thesis course.

New Resources

No New Resources

Summary

Adding language to the undergraduate calendar regulations about regularly scheduled breaks for immigration purposes.

Rationale for change

ISSO identified a need to have formal RSB language in the UG calendar (already added to grad calendar).

Transition/Implementation


**nataliephelan (11/24/23 10:19 am):** Per SCCASP Nov 21.2023, changed to 23-24 eff date so it can go into live calendar immediately.

**nataliephelan (11/24/23 2:06 pm):** Approved at SCCASP on November 21.2023.

Key: 1844