Carleton University

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 pre-requisites 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

<u>For Information</u>

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

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

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)
4. Mar 30, 2017 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)

Calendar Pages Using this Program	[Business Commerce](#)
Effective Date	2024-25
Workflow	majormod
Program Code	TBD-1363
Level	Undergraduate
Faculty	Sprott School of Business
Academic Unit	School of Business Regulations: Admissions
Degree	
Title	R-ADM-Program-B.Com.

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 <u>Academic Continuation Evaluation</u> 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 Sprott 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

Transition/Implementation

Program reviewer
comments

Key: 1363

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

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

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

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

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)

Calendar Pages Using this Program	Information Technology Information Technology
Effective Date	2025-26
Workflow	majormod ~~minormod~~
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 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:**~~**For Optical Systems & Sensors:** the six 4U or M courses must include <u>one of</u> 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.

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!

Key: 1371

Program Change Request

A deleted record cannot be edited

<div align="center">

Program Delete Proposal

</div>

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	majormod ~~minormod~~

Program Code	TBD-1597
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-C.P.W.

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

Summary	Associated with CERT-CPRW. The Professional Writing certificate is being deleted, so the admission regulation is no longer needed.
Rationale for change	Collateral from deletion of certificate.
Transition/Implementation	n/a

Program reviewer comments

Key: 1597

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)
6. Jun 13, 2017 by Sandra
   Bauer (sandrabauer)

7. Jun 13, 2017 by Sandra Bauer (sandrabauer)
8. Jul 17, 2017 by Sandra Bauer (sandrabauer)
9. Apr 6, 2023 by Caitlin MacGregor (caitlinmacgregor)
10. Apr 28, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	Co-operative Education Architectural Studies
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	TBD-1569
Level	Undergraduate
Faculty	Faculty of Engineering and Design
Academic Unit	Regulations: COOP Azrieli School of Architecture and Urbanism Co-op Office
Degree	
Title	R-UG-COOP-B.Architectural Studies Admission and Continuation Requirements

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. ~~9.0.~~ 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:

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

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: Katie LeBlanc <KatieLeBlanc@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

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!

The information in this message, including any attachments, is privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify Carleton University immediately by reply email at the contact listed above and permanently delete the original transmission from us, including any attachments, without making a copy. Carleton University is fully compliant with the Freedom of Information and Protection of Privacy Act and appreciates your cooperation in this matter.

From: Piper Bernbaum <PiperBernbaum@cunet.carleton.ca>
Sent: Wednesday, November 1, 2023 3:01 PM
To: Katie LeBlanc <KatieLeBlanc@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 Katie, Caitlin, Rocio,

Just wanted to follow up to see if the change proposal was received and if there is anything else you need from us at this time.

Thanks again and wishing you all well as we enter November!

Best
Piper

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.
Program reviewer comments	

Key: 1569

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 (pascalgin): 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)

3. Apr 17, 2019 by Mike Labreque (mikelabreque)
4. Aug 19, 2022 by Caitlin MacGregor (caitlinmacgregor)
5. Apr 14, 2023 by Caitlin MacGregor (caitlinmacgregor)
6. Apr 28, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	Co-operative Education Geomatics
Effective Date	2024-25
Workflow	majormod ~~minormod~~
Program Code	TBD-1760
Level	Undergraduate
Faculty	Faculty of Science Faculty of Arts and Social Sciences
Academic Unit	Regulations: COOP Department of Geography and Environmental Studies Co-op Office
Degree	
Title	~~R-UG-COOP-B.Sc.~~R-UG-COOP-BA, BSc Geomatics Admission and Continuation Requirements

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 workterm:B.A.students: GEOG 2005/ ENST 2005, GEOG 2006/ ENST 2006, and a 0.5 credit from ENST 3900, GEOG 3000, GEOG 3010, or GEOG 3030;B.Sc.~~ Successfully completed, by the start-date of the first work term, ~~students:~~ GEOG 2006/ENST 2006 and a 0.5 credit ~~from~~ 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:

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

| Winter | S | Winter | S | Winter | S | Winter | W | Winter | S |
| Summer | | Summer | | Summer | W | Summer | W | | |

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	

Key: 1760

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

1. Apr 6, 2018 by Mike Labreque (mikelabreque)
2. Apr 6, 2018 by Mike Labreque (mikelabreque)
3. Mar 9, 2020 by Sarah Cleary (sarahcleary)
4. Apr 6, 2023 by Caitlin MacGregor (caitlinmacgregor)
5. May 3, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	Co-operative Education Media Production and Design
Effective Date	2024-25
Workflow	majormod minormod
Program Code	TBD-1817
Level	Undergraduate
Faculty	Faculty of Public Affairs
Academic Unit	Regulations: COOP School of Journalism and Communication (JOUR) (COMM) Co-op Office
Degree	
Title	R-UG-COOP-B.M.P.D. Admission and Continuation Requirements

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:

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

Approved Shared Content from /shared/workstudylegend/
Last Approved: Nov 30, 2022 11:51am

Legend
S: Study
W: Work

New Resources

No New Resources

Summary

From: Katie Graham <KatieGraham@cunet.carleton.ca>
Sent: Monday, November 20, 2023 9:13 AM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>; Katie Graham
<KatieGraham@cunet.carleton.ca>; Pam Lamba <PamLamba@cunet.carleton.ca>
Cc: Katie LeBlanc <KatieLeBlanc@cunet.carleton.ca>
Subject: Re: Media Production & Design - Work Study Pattern Follow-up

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 Katie 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.

Key: 1817

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
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1844
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO

Degree

Title   R-UG-2.1.2 Full- and Part-time Study

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	
Program reviewer comments	**nataliephelan (11/22/23 8:50 am):** Note wording updated per SCCASP discussion Nov 21.2023. **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