

## MEMORANDUM

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

**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** March 31, 2023  
**Subject:** Regulation Changes 2023-2024

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### For Senate approval

1. Program-specific co-op regulations for the Faculty of Science

**Motion: That Senate approves the revisions to Regulation TBD-1584: R-UG-COOP-B.C.S Admission and Continuation Requirements effective for the 2023/24 Undergraduate Calendar as presented.**

Attachment: *TBD-1584: R-UG-COOP-B.C.S Admission and Continuation Requirements*

2. 3.2.7 Special ACE rules for BIB – removal of language core CGPA

**Motion: That Senate approves the revisions to Regulation TBD-1953: R-UG-3.2.7 ACE for BIB effective for the 2023/24 Undergraduate Calendar as presented.**

Attachment: *TBD-1953: R-UG-3.2.7 ACE for BIB*

3. B.A.S. program regulations – addition of time limit

**Motion: That Senate approves the revisions to Regulation R-UG-B.A.S. program regulations effective for the 2023/24 Undergraduate Calendar as presented.**

Attachment: *R-UG-B.A.S. program regulations*

### For Information

- UG\_G\_2324\_MinorMods\_for\_SCCASP\_Mar07
- UG\_G\_2324\_CoursesPrograms\_MinorMods\_for\_SCCASP\_Mar21
- UG\_G\_2324\_EditorialCollateral\_changes\_Mar07

Date Submitted: 09/23/22 10:48 am

# Viewing: **TBD-1584 : R-UG-COOP-B.C.S. ~~R-UG-COOP-B.C.S.~~ Admission and Continuation Requirements**

Last approved: 07/18/17 12:28 pm

Last edit: 10/05/22 11:44 am

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

## In Workflow

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

## Approval Path

1. 10/07/22 3:13 pm  
Caitlin MacGregor  
(caitlinmacgregor):  
Approved for REGS COOP UG Review
2. 10/10/22 9:08 pm  
Michel Barbeau  
(michelbarbeau):  
Approved for COMP ChairDir UG
3. 01/20/23 10:43 am  
Julia Wallace  
(juliawallace): Approved for SCI FCC
4. 02/09/23 10:31 am  
Michel Barbeau  
(michelbarbeau):  
Approved for COMP FBoard
5. 02/16/23 12:10 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE SCCASP
6. 03/13/23 12:30 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 5, 2017 by Sandra Bauer (sandrabauer)
- 4. Apr 21, 2017 by Sandra Bauer (sandrabauer)
- 5. Jul 18, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Co-operative Education](#)  
[Computer Science](#)

Effective Date 2023-24

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

Program Code TBD-1584

Level Undergraduate

Faculty [Faculty of Science](#) ~~Not Applicable~~

Academic Unit Regulations: COOP  
[School of Computer Science](#)  
[Co-op Office](#)

Degree

Title [R-UG-COOP-B.C.S.](#) ~~R-UG-COOP-BCS~~ Admission and Continuation Requirements

## Program Requirements

In addition to the following:

1. ~~A major CGPA of 8.00 or higher and an overall CGPA of 8.00 or higher; Successfully completed 3.0 required credits in Computer Science, including one of COMP 2402 or COMP 2404;~~ Registered as a full-time student in the [B.CS Honours or Major program](#);
2. ~~Bachelor of Computer Science program (2.0 credits);~~ [Successfully completed 5.0 or more credits;](#)
3. [Successfully completed, by the start-date of the first work term, COMP 2404;](#)
4. [Obtained an Overall A major CGPA of at least 8.00 or higher and a Major an overall CGPA of at least 8.00. 8.00 or higher; These CGPAs must be maintained throughout the duration of the degree.](#)

[B.CS Bachelor of Computer Science](#) Honours and Major students must successfully complete four (4) work terms to obtain the Co-op [Designation](#). ~~designation:~~

Co-op Work Term Course: [COMP 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	W	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	S
Summer		Summer	W	Summer	W	Summer	W		

New Resources No New Resources

## Summary

## EMAIL 1

From: Mark <lanthier@scs.carleton.ca>  
Sent: February 23, 2022 2:03 PM  
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
Subject: Re: Optional Work term for Computer Science Co-op students

I don't think we need to offer DSRI as a co-op placement. Lets just remove the option altogether.

On 2022-02-23 1:28 p.m., Caitlin MacGregor wrote:

Thanks, Mark. I appreciate you getting back to me, and appreciate your support on this.

One quick question: does the School of Computer Science offer students DSRI's (similar to B.Sc students?) Or is that unique to Science?

Caitlin

From: Mark <lanthier@scs.carleton.ca>  
Sent: February 22, 2022 5:32 PM  
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
Subject: Re: Optional Work term for Computer Science Co-op students

Caitlin,

After discussing this with our director and undergraduate advisor, we are in favour of removing this optional term as you suggest.

Mark

On 2022-02-16 2:20 p.m., Caitlin MacGregor wrote:

Dear Mark,

I hope the winter term is going well for you and your students!

My apologies for the long email. I'm currently reviewing Co-op's work-study patterns and, as you are the Co-op Faculty Advisor for Computer Science, I wanted to get your feedback on something. Many Co-op programs, Computer Science included, feature something called an "Optional" Co-op work term. For Computer Science students, it falls during the summer after first year (please see highlighted section below). I am fairly new to Co-op, but my understanding is that, historically, high-achieving students who were admitted with a guaranteed summer internship with the School of Computer Science were given special permission to "count" that internship as a Co-op work term before they were officially admitted to the Co-op Program in the fall of second year. Is this your understanding as well? Or was there perhaps another reason for it that I'm not aware of?

With the exponential growth of the Co-op Program over the last several years, we have identified some issues with "Optional" work terms and feel it may be time to consider removing them from official work-study patterns:

1. The Undergraduate Calendar does not explain who they are for (i.e., students with department internships, if that was the original intent). As such, our office receives requests from regular students asking to "count" various employment experiences towards Co-op before they are even eligible for admission to the Co-op Program. Because the "Optional" work term is part of the official work-study pattern, we allow it if the student meets certain criteria. The purpose and benefit of the "Optional" Co-op work term is difficult to explain, however, so the back-and-forth exchanges with students are quite time consuming. The approval process, moreover, is administratively onerous.
2. We are concerned that students approved for "Optional" Co-op work terms – particularly those in non-internship positions – are not adequately prepared for professional work, and do not fully understand the expectations and requirements of the Co-op Program, as they

have yet to take the mandatory COOP 1000 course.

3. We do not see the need for students to secure an "Optional" Co-op work term prior to admission to the Co-op Program. The Computer Science work-study pattern already features five official work terms, and students only need to complete four of them to obtain the Co-op Designation upon graduation. Moreover, for every Co-op work term a student completes, he or she must pay a work term fee (well over \$400) and submit a detailed report at the end – which begs the question why students would even want to pursue an "Optional" work term before officially starting the Co-op Program. There is nothing preventing them from working in a non-Co-op capacity in the summer after first year.

4. Not every Co-op program features an "Optional" work term, so the rules are different for Computer Science students compared to (for example) Cognitive Science students. Out of fairness to all participants, we would like our Co-op regulations to be as consistent as possible across programs.

Having said all of that, my question to you is as follows: are you comfortable with us removing the "Optional" work term from the Computer Science work-study pattern altogether? If you or your department have any reservations, I'd be more than happy to set up a meeting so that we can discuss other options. As any work-study pattern change will have to go through the Undergraduate Calendar, this wouldn't take effect until the 2023-24 school year.

Thank you for your time!

Caitlin

#### EMAIL 2

From: Mark Lanthier <lanthier@scs.carleton.ca>  
 Sent: September 22, 2022 11:10 AM  
 To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
 Cc: Edina Storfer <EdinaStorfer@CUNET.CARLETON.CA>; scs ug advisor <scs.ug.advisor@cunet.carleton.ca>  
 Subject: Re: Calendar changes for 2023/24

Dear Caitlin,

After consulting with the curriculum committee, we have decided to make the following change.

Please change FROM this:

"Successfully completed 3.0 required credits in Computer Science, including one of COMP 2402 or COMP 2404."

TO this:

"Successfully completed COMP 2404"

If you have any questions, please feel free to reach out to me.

Mark Lanthier

(Associate Director - Undergraduate)

School of Computer Science

On 2022-09-16 8:59 a.m., Caitlin MacGregor wrote:

Dear Mark,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Bachelor of Computer Science Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.

Currently, the Calendar specifies that your students must have "Successfully completed 3.0 required credits in Computer Science, including one of COMP 2402 or COMP 2404."

First, and this may surprise you, it is not possible for our administration team to check whether students have completed a specific number of credits within their Major without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. It is, however, possible for our office to produce Banner reports that check for completion of (or registration in) specific courses. For these reasons, would you be open to removing the 3.0 credit requirement and replacing it with the following?

1. Successfully completed, by the start of the first work term, one of COMP 2402 or COMP 2404. It is strongly recommended that students complete all second-year Computer Science requirements prior to entering their first work term.”

It should be noted that the vast majority of Computer Science Co-op students will have completed at least 3.0 credits in their Major by the end of second year anyway, so removing this requirement from the Calendar will likely not have much of an impact.

For your reference, the full Computer Science Co-op entry as it’s currently written can be found here: Co-operative Education < Carleton University.

Can you please let me know your thoughts by September 23? I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October. Rest assured that you will have final approval in Courseleaf.

Should you have any questions or would like to chat further, I’m available any time.

Many thanks,

Caitlin MacGregor

Rationale for change

Removing the "Optional First Year" work term from the official B.CS work-study pattern, as it allowed any B.CS student to work in a Co-op capacity before being admitted to the Program (something we discourage, unless they are DSRI recipients). At the same time, we are clarifying Co-op's admission rules and are removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.

Transition/Implementation

Students admitted to the B.CS in Fall, 2022 will still be permitted the Optional First-Year Work Term in Summer, 2023, as these changes will not come into effect until Fall, 2023.

For the sake of fairness and leniency, students admitted to the B.CS PRIOR to fall, 2023 will only have to complete COMP 2404 as a pre-req for Co-op as outlined in the Co-op section of 2023 Calendar.

Program reviewer comments

**nataliephelan (02/09/23 10:11 am):** At request of M. Barbeau and J. Wallace, moved to COMP FBoard for approval as is traditional for Comp Sci proposals.

Key: 1584

# Program Change Request

Date Submitted: 03/08/23 1:24 pm

Viewing: **TBD-1953 : R-UG-3.2.7 Bachelor of International Business**

Last approved: 12/22/21 2:39 pm

Last edit: 03/08/23 1:24 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. 03/13/23 12:30 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
2. 03/14/23 2:47 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP

## History

1. May 15, 2019 by Mike  
Labreque (mikelabreque)
2. Apr 15, 2020 by Sarah  
Cleary (sarahcleary)
3. Jul 6, 2021 by Howard  
Nemiroff  
(howardnemiroff)
4. Dec 22, 2021 by Natalie  
Phelan (nataliephelan)

Calendar Pages Using this Program [Business](#)

Effective Date	2023-24
Workflow	<a href="#">majormod</a> <del>minormod</del>
Program Code	TBD-1953
Level	Undergraduate

Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	Not Applicable
Title	R-UG-3.2.7 Bachelor of International Business

## Program Requirements

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### Academic Continuation Evaluation for Bachelor of International Business

Students in B.I.B. are Honours students.

Students in the Bachelor of International Business follow the Academic Continuation Evaluation (ACE) regulations governing Honours programs ([see Section 3.2](#) of the *Academic Regulations of the University*), with the following additions and amendments.

~~The B.I.B. defines a Language Core consisting of the required 4.0 credits in the language of specialization.~~ 10.5 credits through completion:

- At each ACE assessment, B.I.B. students must meet the minimum Overall ~~Overall, Major,~~ and Major Language Core CGPAs required for graduation. A B.I.B. student not meeting either ~~any one of the~~ Overall ~~Overall, Major,~~ or Major Language Core CGPA graduation requirements will be required to leave the B.I.B. program with the decision *Continue in Alternate* (CA). Note that if the student meets the minimum requirements to be *Eligible to Continue* (EC) as per progression requirements in the B.Com. (Honours), the student is eligible to transfer through Admissions Services. See [admissions.carleton.ca](https://admissions.carleton.ca) for more details. The student will then follow the appropriate continuation path as laid out in the B.Com. (Honours) requirements.

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New Resources	No New Resources
Summary	Removing reference to the language core CGPA from BIB's ACE regulation.
Rationale for change	The BIB program has restructured its language assessment, meaning they are no longer assessing a language core CGPA. Students must still satisfy a language requirement for graduation and this is reflected in the Business program regulations, but the reference must be removed from the ACE rules as students will no longer be tested for continuation against their language performance.

### Transition/Implementation

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Program reviewer comments

Key: 1953



# Program Change Request

## New Program Proposal

Date Submitted: 10/17/22 5:18 pm

Viewing: **R-UG-BAS : R-UG-B.A.S. program regulations**

Last edit: 03/09/23 1:58 pm

Last modified by: nataliephelan

[Changes proposed by: hollykleinswormink](#)

### In Workflow

1. ARCH ChairDir UG
2. ENG Dean
3. ARCH FCC
4. ARCH FBoard
5. PRE SCCASP
6. SCCASP
7. SQAPC
8. Senate
9. PRE CalEditor
10. CalEditor

### Approval Path

1. 10/17/22 6:42 pm  
Federica Goffi  
(federicagoffi): Approved for ARCH ChairDir UG
2. 11/07/22 9:33 pm  
Jerome Talim  
(jerometalim): Approved for ENG Dean
3. 11/07/22 11:18 pm  
Federica Goffi  
(federicagoffi): Approved for ARCH FCC
4. 11/07/22 11:19 pm  
Federica Goffi  
(federicagoffi): Approved for ARCH FBoard
5. 02/02/23 2:00 pm  
Natalie Phelan  
(nataliephelan): Approved for PRE SCCASP

Effective Date	2023-24
Workflow	majormod
Program Code	R-UG-BAS
Level	Undergraduate
Faculty	Faculty of Engineering and Design

Academic Unit	Azrieli School of Architecture and Urbanism Regulations: DEPT
Degree	Bachelor of Architectural Studies
Title	R-UG-B.A.S. program regulations

## Program Requirements

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### B.A.S. Regulations

#### Time Limit

The Bachelor of Architectural Studies degree must be completed within seven calendar years of initial registration. Students who do not complete their program within this limit will be withdrawn from the B.A.S. degree.

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New Resources	No New Resources
Summary	Implementing a time limit for completion of the BAS degree.
Rationale	We would like to implement a 7 year time limit for all students in the BAS. This would ensure that students are actively working toward graduation from the program. For students who have not completed the program in 7 years they will have the option to appeal the decision and be given an extension if the committee votes to approve the appeal.
Transition/Implementation	N/A
Program reviewer comments	<b>nataliephelan (03/09/23 1:58 pm):</b> Following feedback from SCCASP and discussion with J. Voordouw, wording has been edited to remove reference to the WT ACE decision.

Key: 2160