

MEMORANDUM

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

To: Senate
From: **Dan Siddiqi**, Chair of SCCASP
Date: September 22, 2023
Subject:

For Senate approval

1. R-ADM-Program-Cert Science Policy

Motion: That Senate approves the revisions to Regulation: TBD-2093 R-ADM-Program-Cert Science Policy Requirements effective for the 2024/25 Undergraduate Calendar as presented.

Attachment: TBD-2093 R-ADM-Program-Cert Science Policy

2. UG-ADM-General-4 English Language Proficiency admission regulation

Motion: That Senate approves the revisions to Regulation: UG-ADM-General-4 English Language Proficiency Requirements effective for the 2024/25 Undergraduate Calendar as presented.

Attachment: UG-ADM-General-4 English Language Proficiency

3. R-UG-3.4.4 Application to Graduate

Motion: That Senate approves the revisions to Regulation: R-UG-3.4.4 Application for Graduation Requirements effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: TBD-1880 R-UG-3.4.4 Application for Graduation

For Information

1. UG_G_2324_MinorMods_for_SCCASP_June06
2. Sprott Micro credential for SCCASP August 2023

Date Submitted: 05/17/23 2:10 pm

Viewing: **TBD-2093 : R-ADM-Program-C.Science Policy**

Last approved: 04/04/23 3:15 pm

Last edit: 06/09/23 9:31 am

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. 05/17/23 2:10 pm
Jen Sugar (jensugar):
Approved for REGS ADM Review
2. 06/05/23 11:02 am
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP

History

1. May 3, 2021 by Sarah Cleary (sarahcleary)
2. Jun 6, 2022 by Jen Sugar (jensugar)
3. Apr 4, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Certificate in Science and Policy](#)

| | |
|----------------|---|
| Effective Date | 2024-25 |
| Workflow | <u>majormod</u> minormod |
| Program Code | TBD-2093 |
| Level | Undergraduate |
| Faculty | Not Applicable |
| Academic Unit | Regulations: Admissions |
| Degree | |
| Title | R-ADM-Program-C.Science Policy |

Program Requirements

Admission Requirements

To be eligible for admission to the Certificate in Science and Policy, applicants require:

- Completion of at least 4.0 credits in any undergraduate degree program with a minimum of a CGPA of 7.00 or higher, or;
- Completion of a college diploma (or equivalent) ~~or a university degree in any discipline~~ with a minimum average grade of B.

Placement in the Science or non-Science pathway will be assessed at the time of admission.

| | |
|---------------------------|---|
| New Resources | No New Resources |
| Summary | Clarification that students from University (concurrent or completed) require a 7.0 and college grads need a B |
| Rationale for change | this was always the intention |
| Transition/Implementation | |
| Program reviewer comments | nataliephelan (06/09/23 9:31 am): As decided at June 6/23 SCCASP meeting, changed to 24-25 as the 23-24 admission cycle is complete. |

Key: 2093

Date Submitted: 07/04/23 2:05 pm

Viewing: **UG-ADM-General-4 : R-ADM-General-Section 4. English Language Proficiency**

Last approved: 11/16/21 1:38 pm

Last edit: 07/18/23 3:15 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. 07/04/23 2:06 pm
Jen Sugar (jensugar):
Approved for REGS ADM Review
2. 07/18/23 3:14 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP

History

1. Jan 20, 2016 by Sandra Bauer (sandrabauer)
2. Mar 22, 2017 by Sandra Bauer (sandrabauer)
3. May 15, 2017 by Sandra Bauer (sandrabauer)
4. May 29, 2017 by Sandra Bauer (sandrabauer)
5. May 29, 2017 by Sandra Bauer (sandrabauer)
6. Jan 8, 2018 by Jen Sugar (jensugar)
7. Mar 17, 2021 by Jen Sugar (jensugar)
8. Nov 16, 2021 by Jen Sugar (jensugar)

Calendar Pages Using this Program

[General Admissions Requirements and Procedures](#)

| | |
|----------------|------------------|
| Effective Date | 2024-25 |
| Workflow | majormod |
| Program Code | UG-ADM-General-4 |

| | |
|---------------|---|
| Level | Undergraduate |
| Faculty | Not Applicable |
| Academic Unit | Regulations: Admissions |
| Degree | |
| Title | R-ADM-General-Section 4. English Language Proficiency |

Program Requirements

4. English Language Proficiency

The language of instruction at Carleton University is English. For admission, students will need to demonstrate that their knowledge and use of English are strong enough for studies in an English language university. Students can demonstrate their English language proficiency in the following ways:

1. ~~Students can do this by:~~ Students can present transcripts to show ~~Demonstrating that~~ they have studied full-time for the last three ~~years in~~ ~~years in~~ a high school, college, or university in Canada, the United States, the United Kingdom, or any other country in which the primary language is English and where the language of instruction in the relevant educational institution was exclusively English. Students choosing this option should note: note the following:

- Time spent in English as a Second Language (ESL) courses will not be counted towards meeting these requirements.
- Language requirements will not be waived based on letters written by educators, or as a result of completing senior-level high school English courses.

2. ~~OR by submitting an English as a Second Language (ESL) test result. Option 1 Admission with no English as a Second Language Requirements (ESLR) Students who demonstrate English language proficiency by submitting transcripts that meet the requirements above, or who submit any of the scores shown in Table 1 below, may be eligible for an offer of admission with no further ESL requirements, and may begin full-time studies in an undergraduate degree, or as a Special student.~~ Table 1: minimum test scores required for admission with no ESLR ~~Students~~ Applicants whose first language is French can must present transcripts to indicate that they have taken four years of ofanglais during the final four years of study (English) in a Canadian secondary school. school in order to be admitted without an English as a Second Language Requirement.

3. Previous Carleton students can demonstrate their English proficiency if they have completed ESLA 1900 with a grade of B- or higher.

4. Students may submit an English language test result (see options below).

Option 1

Admission with no English as a Second Language Requirements (ESLR)

Students who demonstrate English language proficiency by submitting transcripts that meet the requirements above, or who submit any of the scores shown in Table 1 below, may be eligible for an offer of admission with no further ESL requirements, and may begin full-time studies in an undergraduate degree, or as a Special student.

Table 1: Minimum Test Scores Required ~~minimum test scores required for Admission admission with no ESLR~~

| English Language Test | Score | Type of Offer |
|-----------------------|-------|---------------|
|-----------------------|-------|---------------|

| English Language Test | Score | Type of Offer |
|--|---|--|
| Cambridge English Assessment | 176 or above C1 Advanced or C2 Proficiency, with a minimum 169 in each component. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Canadian Academic English Language Assessment (CAEL) | 70 or above, with a minimum score of 60 in each band. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| <u>Duolingo English Test (DET)</u> | <u>120 or above, with no subscore below 95.</u> | <u>Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies.</u> |
| IELTS (Academic) | 6.5 or above, with a minimum score of 6.0 in each band. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Internet-based (iBT) TOEFL | 86 or above, with a minimum score of 22 in writing and speaking, and minimum 20 in reading and listening. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |
| Pearson Test of English (PTE) Academic | 60 or above, with a minimum score of 60 in each Communicative Skill. | Offer to undergraduate degree program or Special studies with no ESLR. May begin full-time studies. |

Option 2

Admission with English as a Second Language Requirements (ESLR) — (~~ESLR~~) — **Foundation ESL course(s)** **courses** required

Applicants who do not meet the requirements stated in Option 1, and who submit official English language test scores within the ranges listed in Table 2 below, may be offered admission with an English as a Second Language Requirement (ESLR). These applicants may be offered admission to an undergraduate degree program or as a Special student. When they first start their program, these students will be required to take one or more of Carleton's ESLA course(s) ~~ESL Foundation courses~~ along with a limited number of courses ~~of courses~~ from their degree program. This admission with an ESLR allows students to earn academic credits from degree courses taken while completing the English language requirements.

Table 2: Minimum Test Scores Required ~~minimum test scores required~~ for Admission ~~admission~~ with an ESLR

| English Language Test | Score | Type of Offer |
|--|---|---|
| Canadian Academic English Language Assessment (CAEL) | 40-69, with a minimum score of 30 in each band, and a minimum average of 40 over writing, reading, and listening. | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |
| <u>Duolingo English Test (DET)</u> | <u>85-115, with no subscore below 65.</u> | <u>Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s).</u> |
| IELTS (Academic) | 5.0-6.4, with a minimum score of 4.5 in each band, and a minimum average of 5.0 in writing, reading, and listening. | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |
| Internet-based (iBT) TOEFL | 61-85, with a minimum score of 15 in each section. | Offer to undergraduate degree program or Special studies with ESLR. Studies must include one or more ESLA course(s). |

Please note that students beginning their studies with an English Language Requirement (ESLR) are not eligible for admission to the following programs:

- Architectural Studies
- Health Sciences

- Humanities
- Industrial Design
- Information Technology
- International Business
- Journalism
- Journalism and Humanities
- Media Production and Design
- Public Affairs and Policy Management
- ~~Students admitted with an ESLR are required to:~~ Post-Baccalaureate Diploma (all)

Students admitted with an ESLR are required to:

1. Complete the ESLR within one calendar year of their first enrolment in credit courses.

- To satisfy the ESLR, students must earn a minimum grade of B- in ESLA 1900 [1.0] Advanced English as a Second Language for Academic Purposes. ~~either ESLA 1900 Advanced English as a Second Language for Academic Purposes or ESLA 1905 (no longer offered):~~
- Students can satisfy the ESLR at any time by submitting an approved English Language assessment result that meets the levels stated in Table 1 above.
- In exceptional circumstances, permission to continue registration in ESLA courses after the one calendar year deadline has passed (an ESLR extension) will be granted by the University's School of Linguistics and Language Studies (SLaLS). Registration will be denied to students who have not satisfied the ESLR if they do not show continuous registration, attendance, and progress in their required ESLA courses (as determined by SLaLS).

2. Register and attend the required credit ESLA course(s) every term until the ESLR has been satisfied.

- ESLA registration must start in the student's first term of study.
- ESLA registration is required in order to register in any other course(s).
- Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses but not the required ESLA course registration, those registered in more non-ESLA credits than their test results permit, those registered with expired ESLA ESLR placements, and those whose ESLR ESLA period has not been extended.
- Students who do not achieve the minimum final grade required to advance to the next level of an ESLA course after three attempts at one level will not be permitted to register in any credit courses for one calendar year. Such students must take a SLaLS-approved English language proficiency test and place into a higher ESLA course level before returning to their studies.

Students considering a break in study or withdrawing from their ESLA course should contact SLaLS to discuss their ESLR standing. After a break in studies or lack of completion of an ESLA course for three terms or longer, students may be required to re-take a SLaLS-approved English language proficiency test, and must receive permission to continue registration in ESLA courses before returning to their studies.

For further information regarding English language proficiency requirements and admission, contact Admissions Services (undergraduate degree applicants) or the Registrar's Office (special student applicants). For information on English as a Second Language (ESLA) credit courses, placement, and ESLR standing, contact the School of Linguistics and Language Studies (SLaLS).

| | |
|---------------------------|--|
| New Resources | No New Resources |
| Summary | Changed in consultation with SLALS |
| Rationale for change | Edits to officially bring in Duolingo after a 2 year pilot project. Also language clean up for the other sections showing the different ways that students can satisfy the English language requirement. |
| Transition/Implementation | n/a |

Program reviewer

Program Change Request

Date Submitted: 07/21/23 11:39 am

Viewing: **TBD-1880 : R-UG-3.4.4 Application for Graduation**

Last approved: 05/03/19 11:33 am

Last edit: 07/21/23 11:39 am

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

History

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

Calendar Pages Using this Program [Academic Regulations for Degree Students](#)

| | |
|----------------|---------------------------------------|
| Effective Date | 2023-24 |
| Workflow | majormod |
| Program Code | TBD-1880 |
| Level | Undergraduate |
| Faculty | Not Applicable |
| Academic Unit | Regulations: RO |
| Degree | |
| Title | R-UG-3.4.4 Application for Graduation |

Program Requirements

3.4.4 Application for Graduation

Students must apply online for graduation via Carleton Central. Online applications must be completed by the following deadlines:

- for Spring Graduation (June): April 1
- for Fall Graduation (November): August 31
- ~~September 1~~ for Winter Graduation (February): November 30 ~~December 1~~

Visit carleton.ca/registrar for further information regarding graduation.

| | |
|---------------------------|--|
| New Resources | No New Resources |
| Summary | Adjustment of two deadlines to apply for graduation. |
| Rationale for change | The fall and winter graduation application deadlines are moved one day earlier to fix a systems issue relating to the implementation of a new process to handle late applications to graduate. |
| Transition/Implementation | Comms to be sent university-wide to reiterate new deadlines and ensure websites are updated. |

Program reviewer
comments

Key: 1880