

**MEMORANDUM**

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

**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** November 25, 2022  
**Subject:** Regulation Changes 2022-23; 2023-24

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**For Senate approval**

1. R-UG-3.4.6 Minimum CGPAs for Graduation

**Motion: That Senate approves the revisions to Regulation TBD-1882 R-UG-3.4.6 Minimum CGPAs for Graduation effective for the 2023/24 Undergraduate Calendar as presented.**

Attachment: *TBD-1882 R-UG-3.4.6 Minimum CGPAs for Graduation*

2. Self-Declaration Form

**Motion: That Senate approves the use of the Self-Declaration Form effective for the 2022/23 Academic Year as presented.**

Attachment: *Self-declaration for Academic Considerations*

3. R-UG-4.3 Deferred Final Exams

**Motion: That Senate approves the revisions to Regulation TBD-1887 R-UG-4.3 Deferred Final Exams effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-1887 R-UG-4.3 Deferred Final Exams*

4. R-UG-4.4 Deferred Term Work

**Motion: That Senate approves the revisions to Regulation TBD-1888 R-UG-4.4 Deferred Term Work effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-1888 R-UG-4.4 Deferred Term Work*

## For Information

1. Academic Year Schedule 2023-24  
Attachments: *Schedule-202330 R-UG-Academic Year Fall 2023; Schedule-202410 R-UG-Academic Year Winter 2024; Schedule-202420 R-UG-Academic Year Summer 2024*
2. Sprott micro-credentials
3. UG\_G\_2324\_MinorMods\_for\_SCCASP\_Oct18; Nov 1

# Program Change Request

Date Submitted: 10/14/22 2:05 pm

Viewing: **TBD-1882 : R-UG-3.4.6 Minimum CGPA Requirements for Graduation**

Last approved: 05/31/22 12:40 pm

Last edit: 11/15/22 11:45 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

1. REG-RO ChairDir UG
2. REGS RO UG Review
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

## Approval Path

1. 10/14/22 2:19 pm  
Natalie Phelan  
(nataliephelan):  
Approved for REG-RO  
ChairDir UG
2. 10/17/22 12:05 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
3. 10/17/22 1:38 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
4. 11/09/22 12:55 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP
5. 11/15/22 11:43 am  
Natalie Phelan  
(nataliephelan): Rollback  
to SCCASP for PRE  
CalEditor

## History

1. May 3, 2019 by Mike  
Labreque (mikelabreque)
2. Mar 26, 2021 by Sarah  
Cleary (sarahcleary)
3. May 14, 2021 by Natalie  
Phelan (nataliephelan)

4. May 14, 2021 by Natalie Phelan (nataliephelan)
5. Jul 16, 2021 by Natalie Phelan (nataliephelan)
6. May 12, 2022 by Natalie Phelan (nataliephelan)
7. May 31, 2022 by Natalie Phelan (nataliephelan)

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

Effective Date	2023-24
Workflow	<a href="#">majormod</a> <del>minormod</del>
Program Code	TBD-1882
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.4.6 Minimum CGPA Requirements for Graduation

## Program Requirements

### 3.4.6 Minimum CGPA Requirements for Graduation

Students in an Honours program who have completed 15.5 credits or more, but have a Major CGPA less than 6.00, will be placed in a corresponding non-honours program where applicable, provided they meet the minimum overall CGPA required for continuation. The student may apply to change this program within the degree, as long as they would be *Eligible to Continue* (EC) in the subsequent program. Honours programs with no corresponding non-honours program will be assessed using the program rules reflected in [Section 3.2.7](#) of the *Academic Regulations of the University*.

Note: students in the Bachelor of International Business (Honours) and Bachelor of Commerce (Honours) must refer to the [Program Regulations for Business](#).

Table ~~2:~~ [3: Standard Minimum CGPA Requirements for Graduation](#)

	Overall Major(s) Concentration or Specialization Minor			
Honours Degrees	5.00	6.50	6.50	-
Engineering Degrees	5.00	not used	n/a	-
Architecture (Design), B.I.D.	4.00	not used	n/a	-
15 and 20 Credit Non-Honours Degrees	4.00	4.00	4.00	-
BCom Non-Honours Degree	5.00	5.00	n/a	-
Post-Baccalaureate Diploma	6.50			

In order to earn a Concentration or Specialization, students in Honours programs are required to present a Concentration or Specialization CGPA of 6.50 or higher at graduation, and students in 15 and 20 credit Non-Honours programs are required to present a Concentration or Specialization CGPA of 4.00 or higher at graduation.

In order to earn a minor, all students are required to present a Minor CGPA of 4.00 or higher at graduation.

**Note:** ~~Standard Minimum CGPA Requirements for Graduation~~ **Note:** some programs, concentrations, specializations, and minors programs have higher graduation requirements. Consult the specific program requirements for information.

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New Resources	No New Resources
Summary	Due to the proposed change to Minor GPAs, the table (newly renumbered to Table 4) will have the Minor column removed, and a new sentence has been added below to cover the graduation requirements for all Minors.
Rationale for change	
Transition/Implementation	The change to minor GPAs will be retroactive, as this is the most advantageous implementation for students (e.g. Honours students will see their minor CGPA requirements go down, but non-honours students already have a minor requirement of 4.00 thus no change).

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Program reviewer comments	<p><b>nataliephelan (11/01/22 3:05 pm):</b> Following the Nov 1.22 SCCASP meeting: renumbered to Table 2 due to deleting tables from reg. 3.2.6. Submitted request to courseleaf to create new table with only Overall and Major columns. Added a new sentence which refers to conc/spec requirements now that the info has been removed from the table. (This may need further work as I don't think there are any non-hons specializations.)</p> <p><b>nataliephelan (11/09/22 9:20 am):</b> Further edits to notes below table, per Nov 1.22 SCCASP meeting minutes.</p> <p><b>nataliephelan (11/15/22 11:43 am):</b> Rollback: Rolling back so I can add the Senate step; will notify when ready for approval.</p>
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Key: 1882

## Self-declaration for Academic Considerations Information and Instructions

When required, this form is used by students to support a request for academic consideration for missed course work, midterms, or final exams due to short-term incapacitation (illness, injury, or extraordinary circumstances beyond a student's control), normally lasting no more than 10 days. The form replaces the need for a medical note or supporting documentation.

### **Instructions for Students**

When required, complete and submit this form if you are experiencing short-term incapacitation and are temporarily unable to meet your academic obligations.

#### *Course Work or Midterm Examinations*

Consult with your instructor as soon as possible after any missed course work or midterm examination and follow the guidelines laid out by your instructor. Submit this form only if requested by your instructor.

#### *Final Examinations*

This form must accompany a deferral application ([carleton.ca/registrar/deferral](http://carleton.ca/registrar/deferral)) and be submitted to the Registrar's Office no later than 3 days after the scheduled examination or take-home due date.

### **Instructions for Course Instructors**

Accept this form from your students in instances where you would otherwise require a medical note or other documentation. This declaration carries the same authority as an official medical note.

Discretion to determine the nature of the accommodation granted for missed course work remains with the instructor.

You may [contact the Registrar's Office](#) should you have further questions.

Please complete this form in full.

Student name:
Carleton email address:

Student number:
Telephone:

Program:
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Date(s) of missed course component (exam, assignment, course work):
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Date of Onset:
Anticipated Date of Recovery:

Nature of issue (Optional): <i>ex. cold, fever, self-isolation, personal health concern or other</i>
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Please indicate the impacted course(s):
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**Declaration (please read and check each box):**

- I certify that I missed the scheduled course component(s) listed above due to short-term incapacitation as described above. I understand and acknowledge that providing false or misleading information in order to avoid or delay the submission of work or to avoid an exam is a violation of section VI.4 of the [Academic Integrity Policy](#) and is subject to an Academic Integrity review.
- I understand that deferring the course components listed above may result in a negative impact to my academic performance. I will consult with an academic advisor as needed and be sure that I am aware of the academic withdrawal deadline and, as always, assess my continuation in my courses before that deadline.
- I certify that I have read all of the above information and followed all of the steps indicated.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Office Use Only
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# Program Change Request

Date Submitted: 02/10/22 2:28 pm

Viewing: **TBD-1887 : R-UG-4.3 Deferred Final Examinations (~~includes 4.3.1-4.3.3~~)**

Last approved: 05/07/21 3:30 pm

Last edit: 11/16/22 10:28 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

## Approval Path

1. 10/17/22 1:36 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
2. 10/17/22 1:38 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
3. 11/15/22 12:42 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP
4. 11/15/22 12:55 pm  
Natalie Phelan  
(nataliephelan):  
Approved for Senate
5. 11/15/22 12:56 pm  
Natalie Phelan  
(nataliephelan): Rollback  
to Senate for PRE  
CalEditor

## History

1. May 3, 2019 by Mike  
Labreque (mikelabreque)
2. May 14, 2019 by Mike  
Labreque (mikelabreque)
3. May 14, 2019 by Mike  
Labreque (mikelabreque)
4. May 14, 2019 by Mike  
Labreque (mikelabreque)



Calendar Pages Using this Program [Examinations](#)

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Effective Date	2022-23
Workflow	majormod
Program Code	TBD-1887
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.3 Deferred Final Examinations <del>(includes 4.3.1-4.3.3)</del>

## Program Requirements

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### 4.3 Deferred Final Examinations

#### 4.3.1 Deferred Final Examinations

Students who are unable to write a final examination because of incapacitation (illness, injury, emergency, a serious illness/emergency or extraordinary other circumstances beyond a student's control) may their control may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made in writing to the Registrar's Office no later than three (3) working days after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation. be fully supported by appropriate documentation and, in cases of illness, by a medical certificate dated no later than one working day after the examination, or by appropriate documents in other cases. In cases Medical documents must specify the date of short-term incapacitation normally lasting no more than 10 days, students must include the University's self-declaration form, the onset of the illness, the (expected) date of recovery, and the extent to which can be found on the Registrar's Office website. the student was/is incapacitated during the time of the examination. Additional be fully supported by appropriate documentation is required and, in cases of incapacitation lasting longer illness, by a medical certificate dated no later than 10 days and must be supported by a medical note specifying one working day after the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. examination, or by appropriate documents in other cases. The University's preferred medical form can be found at the Registrar's Office [here](#).

#### 4.3.2 Missed Deferred Examinations

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

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

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may appeal to receive one of the notations Aegrotat (AEG) or Withdrawn (WDN) for the course as assigned by the appropriate appeal committee. ~~(Students~~ ~~(Students~~ may not petition for one of these alternate notations if they attended the deferred examination but did not complete it for personal or medical reasons, ~~reasons~~ unless the circumstances satisfy the requirements for Early Departure from Final Examinations in Section section 4.3.3 below.) The self-declaration form below. ~~NOTE: If a student would be unable to pass the course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result. If a student is not sufficient documentation for this application, passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted. NOTE: If Students who have obtained approval for a student would be unable deferred examination in a Carleton University Online (CUOL) course will have access to pass course materials after the course as specified in end of the course outline, regardless of the result academic term of a final examination, a grade of F may still result. the original course: If Aegrotat standing may be considered for applicants for deferred finals but will be granted only if a student is passing substantial proportion of the term work has been completed and is able to is of high quality. AEG denotes a pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted. ~~standing.~~~~

Aegrotat standing may be considered for applicants for deferred finals but will be granted only if a substantial proportion of the term work has been completed and is of high quality. AEG denotes a pass standing.

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

~~Students who have obtained approval for a deferred examination in a Carleton University Online (CUOL) course will have access to course materials after the end of the academic term of the original course.~~ Deferred final examinations are scheduled in the time period approved by Senate. ~~Senate.~~ Please refer to the Academic Schedule for deferred examination dates. Please refer to the Academic Schedule for deferred examination dates.

### 4.3.3 Early Departure from Final Examinations

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. ~~Students~~ ~~Students~~ who do not write a final examination because of incapacitation/emergency illness or other circumstances beyond their control may apply to write a deferred examination. Section ~~Section~~ 4.3.1 above of this calendar outlines the regulations governing deferral of final examinations.

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

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

A student must then petition to the Registrar's Office within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

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

New Resources

No New Resources

Summary

In light of the updated self-declaration form, the university will allow students to use this form in lieu of medical notes for short-term illnesses, in cases where term work or a final

exam/take-home is missed due to said illness. This regulation's wording must be updated to reflect the new option to use a self-declaration form as supporting documentation for a deferral application.

Rationale for change

Transition/Implementation n/a

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Program reviewer  
comments

**nataliephelan (07/15/22 1:02 pm):** Added some formatting changes. Shortened proposal title for simplicity (x.x.x numbered sections have always been nested within their parent x.x).

**nataliephelan (11/09/22 9:09 am):** Edit to point #2 to reflect that a self-dec form must be included as supporting documentation.

**nataliephelan (11/15/22 12:01 pm):** Refinements to wording based on the Nov 15.22 SCCASP meeting.

**nataliephelan (11/15/22 12:56 pm):** Rollback: Mis-clicked!

**nataliephelan (11/16/22 10:28 am):** Eff. 22-23 because the new version of the self-dec form will come into use in winter 2023 term.

Key: 1887

# Program Change Request

Date Submitted: 02/10/22 2:37 pm

Viewing: **TBD-1888 : R-UG-4.4 Deferred Term Work**

Last approved: 05/07/21 3:33 pm

Last edit: 11/16/22 10:29 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

## Approval Path

1. 10/17/22 1:36 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
2. 10/17/22 1:38 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
3. 11/15/22 1:20 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP

## History

1. May 3, 2019 by Mike  
Labreque (mikelabreque)
2. Apr 17, 2020 by Sarah  
Cleary (sarahcleary)
3. May 7, 2021 by Natalie  
Phelan (nataliephelan)

Calendar Pages Using this Program [Examinations](#)

Effective Date	2022-23
Workflow	<a href="#">majormod</a> <a href="#">minormod</a>
Program Code	TBD-1888
Level	Undergraduate

Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.4 Deferred Term Work

## Program Requirements

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### 4.4 Deferred Term Work

In some situations, students are unable to complete term work because of short-term incapacitation (illness, injury, emergency, illness or other circumstances beyond their control ~~control~~, which forces them to delay submission of the work.

1. Students who claim incapacitation ~~illness, injury or other extraordinary circumstances beyond their control~~ as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor. ~~instructor and in all cases this must occur no later than three (3) working days after the term work was due.~~ If the instructor requires supporting documentation, the instructor may only request submission of the University's self-declaration form, which is available on the Registrar's Office website. The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule. Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.
2. In cases where a student is not able to complete term work due to illness or injury for a significant period of time/or long-term, ~~long term~~, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Registrar (graduate courses) to determine appropriate action.
3. If a student is concerned the instructor did not respond to the request for academic accommodation or did not provide reasonable accommodation, the student should consult with the department/school/institute chair/director. If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word **after** the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word **prior** to the academic withdrawal deadline, the student may elect to withdraw from the course(s).
4. Furthermore, if academic accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses). Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed according to established precedents and deadlines. (More information: [Undergraduate](#) | [Graduate](#)).

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New Resources                      No New Resources

Summary                              In light of the updated self-declaration form, the university will allow students to use this form in lieu of medical notes for short-term illnesses, in cases where term work or a final exam/take-home is missed due to said illness. This regulation's wording must be updated to reflect the new option to use a self-declaration form as supporting documentation for a seeking accommodations from an instructor.

Rationale for change

## Transition/Implementation

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Program reviewer  
comments

**nataliephelan (11/15/22 12:21 pm):** Refinements made based on Nov 15.22 SCCASP meeting.  
**nataliephelan (11/16/22 10:29 am):** Eff. 22-23 because the new version of the self-dec form will come into use in winter 2023 term.

Key: 1888