

MEMORANDUM

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

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: September 23, 2022
Subject: Regulation Changes 2022-23

For Senate approval

1. Senate Policy on Accommodation for Student Activities

Motion: That Senate approves the revisions to the Senate Policy on Accommodation for Student Activities as presented.

Attachment: *Accommodation for Student Activities*

2. Policy on Academic Program and Course Modifications

Motion: That Senate approves the revisions to the Policy on Academic Program and Course Modifications – Late Modifications Policy as presented.

Attachment: *Academic Program and Course Modifications*

3. R-UG-3.2.1 Academic Continuation Evaluation

Motion: That Senate approves the revisions to Regulation TBD-1869 : R-UG-3.2.1 Academic Continuation Evaluation effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: *TBD-1869 : R-UG-3.2.1 Academic Continuation Evaluation*

4. R-UG-3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees

Motion: That Senate approves the revisions to Regulation TBD-1948 : R-UG-3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: *TBD-1948 : R-UG-3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees*

5. R-UG-3.2.7 Bachelor of Media Production and Design

Motion: That Senate approves the revisions to Regulation TBD-2155 : R-UG-3.2.7 Bachelor of Media Production and Design effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: *TBD-2155 : R-UG-3.2.7 Bachelor of Media Production and Design*

For Information

1. TBD-1842 : R-UG-2.2.5 Transfer of Credit Subsequent to Admission
2. TBD-1892 : R-UG-5.4 Grading System
3. Glossary – Good Academic Standing; Term GPA
4. R-UG-Academic Year Fall 2022
5. R-UG-Academic Year Winter 2023
6. UG_G_2122_MinorMods_for_SCCASP_August 16

Senate Policy on Accommodation for Student Activities

Carleton University recognizes the substantial benefits and value, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Balancing an active, healthy lifestyle, and engaging in skills development, community activities and experiential learning with academic pursuits can add to a student's personal, academic and career aspirations.

Students who compete or perform at a high level represent the university in a positive light and can serve as ambassadors for the university.

Carleton University strongly supports these activities. Faculty members must provide all reasonable accommodation to students who compete or perform at the national or international level. In particular, this includes student reservists, varsity athletes, students participating in recognized academic competitions or student artists performing

When it is unclear if the nature of the activity warrants accommodation, faculty members are guided to discuss the issue with their Chair or Director. The Dean, when required, will make a final determination regarding the accommodation after making sufficient consultations to ensure a consistent application of this policy across the university. The Assistant Vice-President Recreation and Athletics may be contacted to determine the acceptability of an athletic accommodation. Students who feel a faculty member has denied the accommodation required under this policy or who feel that the accommodation provided by the faculty member is not appropriate should contact the Dean responsible for their program.

This accommodation may involve rescheduling of academic deadlines, providing alternate means of assessment or facilitating off-campus examinations. Support in coordinating off-campus examinations is available from Scheduling and Examination Services.



Policy Name: Academic Program and Course Modifications - Late Modifications Policy
Originating/Responsible Department: Vice-Provost and Associate Vice-President (Academic)
Approval Authority: Senate
Date of Original Policy: January 31, 2014
Last Updated: April 29th, 2016
Mandatory Revision Date: April 29th, 2021
Contact: Office of the Vice-Provost and Associate Vice-President (Academic)

Preamble

Academic units annually undertake to review their undergraduate and graduate programs and courses with a view to proposing modifications for publication in the calendars for the next academic year.

This policy attempts to balance the desire for a workflow that occurs within one academic year with the necessity of ensuring that sufficient time is available to carry out the work entailed to review and process modifications on the part of Faculty associate deans, Faculty Curriculum Committees, Faculty Boards, Senate Committees and Senate. Further, there is the issue of implementing modifications. This can include making changes to academic audits and classroom scheduling.

The university makes a distinction between major modifications and minor modifications. This distinction is reflected in the approval process. The criteria for major modifications are included in Carleton University's Institutional Quality Assurance Process. Minor modifications are those modifications that do not meet the criteria for major modifications. It should be noted that not all calendar changes reflect modifications to programs or courses. Non-exhaustive lists of major modifications, minor modifications and calendar changes that do not reflect modifications to programs and courses are provided in three appendices to this policy. It should in addition be noted that calendar changes that do not reflect program and course modifications are not covered by this policy.

It is important that academic units and Faculty Boards have an opportunity to submit late modifications for inclusion in the calendars of the next academic year. There is a need to be fair and consistent in adhering to the deadline, but there is also a need to weigh the impact of late modifications in deciding whether or not they should be considered for approval.

The key principle in determining whether or not late modifications should be considered for approval is the impact on students.

Requests for late modifications are to be the exception.

Policy

The submission deadlines for modifications to courses and programs for inclusion in the calendars of the next academic year are communicated by the Vice-President (Students and Enrolment) and the Vice-Provost and Associate Vice-President (Academic) in the annual memorandum.

Two deadlines are of relevance for this policy: the deadline for academic units and the deadline for Faculty Board approval.

The deadline for academic units also applies to academic units that have their own Faculty Boards.

Modifications submitted after the deadline for academic units will be considered by the relevant Faculty associate dean to determine whether or not they should proceed as late modifications. Modifications not approved by Faculty Boards by the deadline for Faculty Board approval will be considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) to determine whether or not they should proceed as late modifications.

The Faculty associate dean and SCCASP will consider the following criteria in deciding whether or not late modifications should proceed:

1. The impact on students;
 - i. If implemented;
 - ii. If not implemented;
2. The impact on other units;
3. The reason for submission after the deadline;
4. The ability to implement.

Related documents

Undergraduate Academic Calendar
Graduate Academic Calendar
Institutional Quality Assurance Process

Procedure for Late Modifications

1. In the case of academic units that submit modifications after the relevant deadline set by the Faculty but before the deadline for Faculty Board approval, the relevant associate dean¹ will decide in accordance with the four criteria listed in the policy whether or not the modification should proceed. The associate dean will consult with the relevant offices regarding criteria 4.
2. In the case of modifications that are not approved by Faculty Boards by the deadline for Faculty Board approval, the relevant associate dean¹ will decide in accordance with the four criteria listed in the policy whether or not to apply to SCCASP to have the modification considered as a late modification.
3. In the case of late minor modifications, the Faculty associate dean may consult the Office of the University Registrar for any advice required in making a decision as to whether or not to apply to SCCASP and in making the application. The Office of the University Registrar may consult with the Office of the Vice-Provost and Associate Vice-President (Academic), the Chair of SCCASP and the Clerk of Senate in rendering advice.
4. In the case of late major modifications, the Faculty associate dean may consult the Office of the Vice-Provost and Associate Vice-President (Academic) for any advice required in making a decision as to whether or not to apply to SCCASP and in making the application. The Office of the Vice-Provost and Associate Vice-President (Academic) may consult with the Offices of the University Registrar and Graduate Registrar, the Chair of SCCASP and the Clerk of Senate in rendering advice.
5. Upon receiving the application in CourseLeaf for a modification to be considered as late, SCCASP determines whether or not it should proceed as appropriate to the program/curriculum approval and quality assurance process.
6. If SCCASP determines that the modification should proceed, it will be forwarded to the appropriate step in the program/curriculum approval and quality assurance process.
7. If SCCASP determines that the modification should not proceed, the academic unit will be informed that the modification has been deferred to the next program/curriculum approval and quality assurance cycle.

¹ The associate dean (programs) in the Faculty of Graduate and Postdoctoral Affairs will consult with the appropriate associate dean in the relevant line Faculty in making a decision.

Date Submitted: 07/21/22 10:03 am

Viewing: **TBD-1869 : R-UG-3.2.1 Academic Continuation Evaluation**

Last approved: 06/07/22 9:34 am

Last edit: 08/23/22 2:29 pm

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. 07/21/22 10:08 am
Natalie Phelan
(nataliephelan):
Approved for REG-RO
ChairDir UG
2. 07/27/22 12:03 pm
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
3. 08/02/22 11:09 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
4. 09/12/22 11:07 am
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. May 3, 2019 by Mike
Labreque (mikelabreque)
2. Apr 15, 2020 by Mike
Labreque (mikelabreque)
3. Apr 15, 2020 by Sarah
Cleary (sarahcleary)
4. May 3, 2021 by Natalie
Phelan (nataliephelan)
5. May 3, 2021 by Natalie
Phelan (nataliephelan)
6. Jul 6, 2021 by Natalie
Phelan (nataliephelan)
7. Oct 8, 2021 by Natalie
Phelan (nataliephelan)

- 8. Nov 23, 2021 by Natalie Phelan (nataliephelan)
- 9. Apr 4, 2022 by Natalie Phelan (nataliephelan)
- 10. Jun 7, 2022 by Natalie Phelan (nataliephelan)

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

Effective Date	2022-23
Workflow	majormod minormod
Program Code	TBD-1869
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.2.1 Academic Continuation Evaluation

Program Requirements

3.2.1 Academic Continuation Evaluation for Degree Students

The Academic Continuation Evaluation as described in this section applies to Degree Students. The corresponding process for Special Students is described in [Section 6.6](#) of this Calendar.

Note: in addition to the regulations listed below, some programs specify additional requirements that must be fulfilled. Consult specific program pages in this Calendar for additional information regarding: B.A.S., B.Eng., B.Hum., B.I.B., B.I.D., B.J., B.J.Hum., B.Math., [B.M.P.D.](#), B.Mus., B.P.A.P.M., and B.S.W.

The Academic Continuation Evaluation (ACE) is the end-of-term assessment of a student's status in their degree. The first evaluation is made once 5.5 or more credits have been completed at Carleton University and/or through the University of Ottawa Exchange, and all final grades in a specific term are available. Subsequent evaluations occur at the end of each term provided a course has been completed. A completed course is any course registration, including repeated courses, that results in a grade or notation other than WDN, IP, CTN, or AUD. Courses that result in a notation of SAT or UNS do not count towards the CGPA. Courses in the category of Courses Set Aside on the Academic Audit will not count toward the evaluation unless taken while on *Academic Warning* (AW), at which time they will be used in the term GPA calculation.

The basis of the evaluation is the student's Overall CGPA. The evaluation is made by comparing the Overall CGPA to the minimum required by the student's program in the specific credit range. The possible outcomes of an Academic Continuation Evaluation (ACE) are as follows:

Eligible to Continue (EC), *Academic Warning* (AW), *Required to Withdraw for Two Terms* (WT), *Eligible to Continue in Non-Honours* (CN), *Continue in Alternate* (CA), *Dismissed from Program* (DP), or *Required to Withdraw for Two Years* (WY).

The status *Eligible to Continue* (EC) signifies that the student's Overall CGPA meets the minimum required for continuation in the program.

The status *Academic Warning (AW)* signifies that the student's Overall CGPA with respect to the academic standards of the program is deficient. The student may continue in the degree but must achieve a term GPA equivalent to the Overall CGPA at the next ACE, required in their program and credit range. In order to clear *Academic Warning (AW)*, the student must raise their Overall CGPA to the minimum required. Some programs include additional assessments which may also lead to the status *Academic Warning (AW)*; see [Section 3.2.7](#) for information. Clearing *Academic Warning (AW)* may take a student more than one term. *Academic Warning (AW)* does not appear on the official transcript.

The status *Required to Withdraw for Two Terms (WT)* signifies that the student must leave their degree for at least two academic terms. See also [Section 3.2.3](#). *Required to Withdraw for Two Terms (WT)* occurs if at least one of the following conditions applies:

- the student has an Overall CGPA that is less than 1.00;
- while on *Academic Warning (AW)*, the student has failed to achieve the minimum required term GPA;
- the student was Admitted with Additional Requirements and has failed to satisfy those requirements.

The status *Eligible to Continue in Non-Honours (CN)* is applied at an Academic Continuation Evaluation (ACE) if the student:

- is in an Honours B.A., B.C.S., B.Cog.Sc., B.Co.M.S., B.Econ., B.G.In.S., B.H.Sc., B.Sc., or B.Math. program;
- would be *Required to Withdraw for Two Terms (WT)* at this ACE due to a low overall CGPA, and;
- meets or exceeds the minimum requirements for *Eligible to Continue in Non-Honours (CN)*.

The student's program will be changed to the corresponding non-honours program. 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.

The statuses *Continue in Alternate (CA)* and *Dismissed from Program (DP)* indicate that the student's performance has fallen below a minimum standard and, in consequence, the student is removed from—and cannot be readmitted to—that same program. These ACE statuses are restricted to some professional and limited-enrolment programs where there is high demand and limited space in its required courses. The degrees and programs that use these statuses are: B.Com., B.Eng., B.Hum., B.I.B., B.I.D., B.J., B.J.Hum., B.Mus., and B.P.A.P.M. The statuses *Continue in Alternate (CA)* or *Dismissed from Program (DP)* are assigned if any of the conditions for *Required to Withdraw for Two Terms (WT)* apply, in addition to any conditions set by the program. The status *Continue in Alternate (CA)* is assigned if the student's overall CGPA is at least 1.00. A student with status *Continue in Alternate (CA)* is permitted to continue at the University, and may apply through Admissions Services for admission to another degree or through the Registrar's Office to Special studies. The status *Dismissed from Program (DP)* is assigned if the Overall CGPA is less than 1.00. A student with status *Dismissed from Program (DP)* may apply for admission to Special studies only.

If a student receives a status of *Required to Withdraw for Two Terms (WT)* or *Dismissed from Program (DP)* at an Academic Continuation Evaluation (ACE) in the student's current degree, and they have a previous decision of *Required to Withdraw for Two Terms (WT)* or *Dismissed from Program (DP)* on record in this degree, another degree, or Special studies, then the student will be removed from the current degree with the standing *Required to Withdraw for Two Years (WY)*. A student with the status *Required to Withdraw for Two Years (WY)* is not eligible for any studies at the University—including Special studies—for at least two calendar years. See [Section 3.2.3](#).

New Resources	No New Resources
Summary	New regulation 3.2.7 created for BMPD degree due to ACE.
Rationale for change	BMPD only has an honours program, so with the new 15.5 credit major CGPA check in ACE, students who have less than a 6.00 will be removed from the program with the decision WT. See TBD-2155 for department confirmation.

Transition/Implementation

Program reviewer comments	nataliephelan (08/23/22 2:29 pm) : Switched workflow to majormod; this is a collateral change from the new BMPD 3.2.7, but to make sure the items stay together in workflow, moving to majormod while waiting for Senate.
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Date Submitted: 07/21/22 10:06 am

Viewing: **TBD-1948 : R-UG-3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees**

Last approved: 05/31/22 11:00 am

Last edit: 08/23/22 2:30 pm

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. 07/21/22 10:09 am
Natalie Phelan
(nataliephelan):
Approved for REG-RO
ChairDir UG
2. 07/27/22 11:56 am
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
3. 08/02/22 11:09 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
4. 09/12/22 11:08 am
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. May 15, 2019 by Mike
Labreque (mikelabreque)
2. May 15, 2019 by Mike
Labreque (mikelabreque)
3. May 15, 2019 by Mike
Labreque (mikelabreque)
4. May 15, 2019 by Mike
Labreque (mikelabreque)
5. May 15, 2019 by Mike
Labreque (mikelabreque)
6. May 15, 2019 by Mike
Labreque (mikelabreque)
7. May 15, 2019 by Mike
Labreque (mikelabreque)

8. May 15, 2019 by Mike Labreque (mikelabreque)
9. May 15, 2019 by Mike Labreque (mikelabreque)
10. May 15, 2019 by Mike Labreque (mikelabreque)
11. May 15, 2019 by Mike Labreque (mikelabreque)
12. May 15, 2019 by Mike Labreque (mikelabreque)
13. May 16, 2019 by Mike Labreque (mikelabreque)
14. Apr 15, 2020 by Sarah Cleary (sarahcleary)
15. May 3, 2021 by Natalie Phelan (nataliephelan)
16. Jul 6, 2021 by Natalie Phelan (nataliephelan)
17. Nov 9, 2021 by Natalie Phelan (nataliephelan)
18. Nov 9, 2021 by Natalie Phelan (nataliephelan)
19. Nov 9, 2021 by Natalie Phelan (nataliephelan)
20. Nov 26, 2021 by Natalie Phelan (nataliephelan)
21. May 31, 2022 by Natalie Phelan (nataliephelan)

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

Effective Date	2022-23
Workflow	majormod minormod
Program Code	TBD-1948
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	Not Applicable
Title	R-UG-3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees

Program Requirements

3.2.7 Additional Information Concerning Academic Continuation Evaluation for Some Degrees

The standard regulations for Academic Continuation Evaluation are modified for certain degrees. Please see the particular degree for more information.

- [Bachelor of Architectural Studies](#)
- [Bachelor of Humanities](#)
- [Bachelor of Industrial Design](#)
- [Bachelor of International Business](#)
- [Bachelor of Journalism](#)
- [Bachelor of Journalism and Humanities](#)
- [Bachelor of Mathematics](#)
- [Bachelor of Media Production and Design](#)
- [Bachelor of Music](#)
- [Bachelor of Public Affairs and Policy Management](#)
- [Bachelor of Social Work](#)

New Resources

No New Resources

Summary

Collateral: new 3.2.7 regulation created for BMPD. See TBD-2155 for information.

Rationale for change

Transition/Implementation

Program reviewer
comments

nataliephelan (07/21/22 10:09 am): Approving at this step to move it into correct workflow.
nataliephelan (08/23/22 2:30 pm): Switched workflow to majormod; this is a collateral change from the new BMPD 3.2.7, but to make sure the items stay together in workflow, moving to majormod while waiting for Senate.

Key: 1948

New Program Proposal

Date Submitted: 07/20/22 2:05 pm

Viewing: **TBD-2155 : R-UG-3.2.7 Bachelor of Media Production and Design**

Last edit: 07/20/22 2:05 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. 07/27/22 11:56 am
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 08/02/22 11:05 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 09/12/22 11:08 am
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-2155
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	Not Applicable
Title	R-UG-3.2.7 Bachelor of Media Production and Design

Program Requirements

Academic Continuation Evaluation for Bachelor of Media Production and Design (Honours)

Students in the B.M.P.D. (Honours) follow the continuation requirements for Honours programs, as described in [Section 3.2.6](#) of the *Academic Regulations of the University*, with the following addition:

- Students with 15.5 or more program credits completed, but who have a Major CGPA less than 6.00, will be required to leave the B.M.P.D. program with the decision *Required to Withdraw for Two Terms (WT)*.

New Resources

No New Resources

Summary

The BMPD program will adopt a variation to the standard ACE rules by performing a Major CGPA check at 15.5 credits, the outcome of which could be a negative ACE decision.

From: Vicky McArthur <VictoriaMcArthur@cunet.carleton.ca>
 Sent: July 18, 2022 10:24 AM
 To: Allan Thompson <AllanThompson@Cunet.Carleton.Ca>; Natalie Phelan <NataliePhelan@CUNET.CARLETON.CA>
 Cc: Erika Strathearn <ErikaStrathearn@Cunet.Carleton.Ca>
 Subject: Re: New ACE regulation for BMPD

Hi Allan,

I met with Natalie and Erika earlier this month. They had noticed that there was no ACE regulation for BMPD in place despite the fact that it is an honours program. The below solution is a good fit for BMPD.

Thanks for following up!

Vicky

Victoria McArthur, PhD (she/her)
 Associate Professor
 Program Director
 Media Production and Design
 School of Journalism and Communication
 Instagram @victoria.mcarthur.phd

Carleton University is situated on the unceded and unsundered territory of the Algonquin nation.

From: Allan Thompson <AllanThompson@Cunet.Carleton.Ca>
 Sent: July 13, 2022 11:38 AM
 To: Natalie Phelan <NataliePhelan@CUNET.CARLETON.CA>; Vicky McArthur <VictoriaMcArthur@cunet.carleton.ca>
 Cc: Erika Strathearn <ErikaStrathearn@Cunet.Carleton.Ca>
 Subject: Re: New ACE regulation for BMPD

Thanks Natalie. Vicky, please let me know what you are thinking.

Cheers,
 Allan

Allan Thompson (he/him)
 Journalism Program Head

Rationale

BMPD Director Vicky McArthur confirmed in a meeting with E. Strathearn and N. Phelan (June 29/22) that they would like to implement a Major CGPA check for students who cross the 15.5 credit threshold. This parallels the Major check that Honours programs undertake, where if the student's Major CGPA is too low but they would be EC in a corresponding non-

honours program, they will be moved into non-honours. BMPD doesn't have a corresponding non-honours program, so would like to assign WT to students who are not meeting the Major threshold.

Transition/Implementation

Program reviewer
comments

Key: 2155