

**MEMORANDUM**

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

**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** June 3, 2022  
**Subject:** Regulation Changes 2022-23

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**For Senate approval**

1. TBD-1576 R-UG-COOP-Geography B.A. and B.Sc.

**Motion: That Senate approves the revisions to Regulations TBD-1576 R-UG-COOP-Geography B.A. and B.Sc. effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-1576 R-UG-Geography*

2. *TBD-1760 R-UG-COOP-B.Sc. Geomatics co-op admission and continuation requirements*

**Motion: That Senate approves the revisions to Regulations TBD-1760 R-UG-COOP-B.Sc. Geomatics co-op admission and continuation requirements effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-1760 R UG COOP B.Sc. Geomatics*

3. TBD-2093 R-ADM-Program-C.Science Policy

**Motion: That Senate approves the revisions to Regulations TBD-2093 R-ADM-Program-C.Science Policy effective for the 2022/23 Undergraduate Calendar as presented.**

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

4. TBD-2036 Certificate in Science and Policy

**Motion: That Senate approves the revisions to Regulations TBD-2036 Certificate in Science and Policy effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-2036 Certificate in Science and Policy*

5. TBD-R-GR-23 The Course Outline

**Motion: That Senate approves the revisions to Regulations TBD-R-GR-23 The Course Outline effective for the 2022/23 Graduate Calendar as presented.**

Attachment: *TBD-R-GR-23 The Course Outline*

6. *TBD-R-GR-24-Early Feedback Guideline*

**Motion: That Senate approves the revisions to Regulations TBD-R-GR-24-Early Feedback Guideline effective for the 2022/23 Graduate Calendar as presented.**

Attachment: *TBD-R-GR-24 Early Feedback Guideline*

**For Information**

1. TBD-2002 R-UG-3.2.2 Three Attempts of A Course (Engineering)
2. UG\_G\_2122\_MinorMods\_for\_SCCASP\_May 03

Date Submitted: 10/13/21 2:15 pm

# Viewing: **TBD-1576 : R-UG-COOP-Geography B.A. and B.Sc.**

Last approved: 04/02/19 8:16 am

Last edit: 04/19/22 11:19 am

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

## In Workflow

1. REGS COOP UG Review
2. GEOG ChairDir UG
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

## Approval Path

1. 10/13/21 2:29 pm  
Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
2. 04/11/22 10:22 am  
Scott Mitchell (scottmitchell): Approved for GEOG ChairDir UG
3. 04/14/22 10:22 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 05/11/22 11:32 am  
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 24, 2017 by Sandra Bauer (sandrabauer)
4. Jul 18, 2017 by Sandra Bauer (sandrabauer)
5. Apr 2, 2019 by Mike Labreque (mikelabreque)

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

Effective Date 2022-23

Workflow	majormod
Program Code	TBD-1576
Level	Undergraduate
Faculty	<u>Faculty of Science</u> <del>Not Applicable</del> <u>Faculty of Arts and Social Sciences</u>
Academic Unit	Regulations: COOP <u>Department of Geography and Environmental Studies</u>
Degree	
Title	R-UG-COOP-Geography B.A. and B.Sc.

## Program Requirements

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In addition to the following:

1. Registered in B.A. Honours Geography, Geography with a Concentration in Physical Geography, Geography with a Concentration in Urban Geography, or B.Sc. Honours Physical Geography;
2. Obtained and maintained an overall minimum CGPA of 9.50 ~~9.5~~ and a minimum major CGPA of 9.50; ~~9.5~~;
3. Have obtained third-year standing;
4. Successfully completed, by the start date of the first work term:
  1. BA Geography students: GEOG 2005 and GEOG 2006. B.Sc Geography students: GEOG 2006.
  2. ~~the required second-year methods courses in their program (GEOG 2005, GEOG 2006)~~ the required field course in their program (GEOG 3000, GEOG 3010, or GEOG 3030)
5. Be registered as a full-time student.

B.A. Honours Geography, Geography with a Concentration in Physical Geography, Geography with a Concentration in Urban Geography, B.Sc. Honours Physical Geography students must successfully complete three (3) work terms to obtain the Co-op designation.

**Co-op work term course:** GEOG 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	S/W	Fall	O
Winter	S	Winter	S	Winter	S	Winter	S/W	Winter	S
Summer		Summer		Summer	W	Summer	S/W		

New Resources No New Resources

Summary From: John Milton  
Sent: September 3, 2021 12:52 PM  
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
Subject: RE: Co-op Program Admission

Absolutely. Please accept all of our geomatic and physical geography students who meet all of the requirements save for ENST/GEOG 2005 as this course is not a mandatory component of their degree programs.

All the best,

John

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
 Sent: September 3, 2021 11:31 AM  
 To: John Milton <JohnMilton@cunet.carleton.ca>  
 Subject: RE: Co-op Program Admission

Hi John,

Thanks for the quick reply! That is good to know. The Calendar change will need to be initiated by you folks but, in the meantime, can you please confirm that you'd like us to admit all B.Sc Geography and Geomatics students to Co-op (assuming they meet the other admission criteria) but are lacking the GEOG/ENST 2005 course?

Caitlin MacGregor  
 Assistant Manager  
 Co-operative Education | Carleton University

From: John Milton  
 Sent: September 3, 2021 11:18 AM  
 To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
 Subject: RE: Co-op Program Admission

Good morning Caitlin,

The issue us that GEOG/ENST 2005 should be a pre-requisite for our co-op programs in human geography and environmental studies, but not for physical geography and geomatics. Ugh. It gets complicated. Therefore, up to this point I simply overrode this requirement for those students. If the undergraduate calendar can be modified to reflect this nuances – I am all for it.

All the best,

John

Rationale for change      Removing GEOG 2005 as a pre-req for B.Sc Geography students.

Transition/Implementation

Program reviewer comments      **nataliephelan (04/19/22 11:19 am):** Incorporated wording from April 19/22 SCCASP meeting. Added second decimal place to CGPA numbers. Added FASS to the faculties.

Key: 1576

Date Submitted: 10/13/21 2:21 pm

# Viewing: **TBD-1760 : R-UG-COOP-B.Sc. Geomatics co-op admission and continuation requirements**

Last approved: 04/17/19 9:57 am

Last edit: 04/19/22 11:29 am

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

## In Workflow

1. REGS COOP UG Review
2. GEOG ChairDir UG
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

## Approval Path

1. 10/13/21 2:29 pm  
Caitlin MacGregor  
(caitlinmacgregor):  
Approved for REGS COOP  
UG Review
2. 04/11/22 10:22 am  
Scott Mitchell  
(scottmitchell): Approved  
for GEOG ChairDir UG
3. 04/14/22 10:22 am  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
4. 05/11/22 11:32 am  
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)

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

Effective Date 2022-23

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

Program Code TBD-1760

Level	Undergraduate
Faculty	<u>Faculty of Science</u> <del>Not Applicable</del> <u>Faculty of Arts and Social Sciences</u>
Academic Unit	Regulations: COOP <u>Department of Geography and Environmental Studies</u>
Degree	
Title	R-UG-COOP-B.Sc. Geomatics co-op admission and continuation requirements

## Program Requirements

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In addition to the following:

1. Registered in the Bachelor of Arts Honours or Bachelor of Science Honours in Geomatics;
2. Obtained and maintained an overall minimum CGPA of 9.50 ~~9.5~~ and a major CGPA of 9.50; ~~9.5~~;
3. Have obtained third-year standing;
4. Successfully completed, by the start-date of the first work term:
  1. BA Geomatics students: GEOG 2005/ENST 2005 and GEOG 2006/ENST 2006. B.Sc. Geomatics students: GEOG 2006/ENST 2006).
  2. ~~the required second-year methods courses in their program ( GEOG 2005/ ENST 2005, GEOG 2006/ ENST 2006)~~ the required field course in their program (ENST 3900, GEOG 3000, GEOG 3010, or ENST 3900/ GEOG 3000/ GEOG 3010/ GEOG 3030)
5. Be registered as a full-time student.

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	S/W	Fall	O
Winter	S	Winter	S	Winter	S	Winter	S/W	Winter	S
Summer		Summer		Summer	W	Summer	S/W		

New Resources                      No New Resources

Summary                              From: John Milton  
 Sent: September 3, 2021 12:52 PM  
 To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
 Subject: RE: Co-op Program Admission

Absolutely. Please accept all of our geomatic and physical geography students who meet all of the requirements save for ENST/GEOG 2005 as this course is not a mandatory component of their degree programs.

All the best,

John

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>

Sent: September 3, 2021 11:31 AM  
 To: John Milton <JohnMilton@cunet.carleton.ca>  
 Subject: RE: Co-op Program Admission

Hi John,

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Caitlin MacGregor  
 Assistant Manager  
 Co-operative Education | Carleton University

From: John Milton  
 Sent: September 3, 2021 11:18 AM  
 To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
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Good morning Caitlin,

The issue us that GEOG/ENST 2005 should be a pre-requisite for our co-op programs in human geography and environmental studies, but not for physical geography and geomatics. Ugh. It gets complicated. Therefore, up to this point I simply overrode this requirement for those students. If the undergraduate calendar can be modified to reflect this nuances – I am all for it.

All the best,

John

Rationale for change      Removing the ENST/GEOG 2005 pre-req for B.Sc Geomatics students.

Transition/Implementation

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Program reviewer comments      **nataliephelan (04/19/22 11:29 am):** Incorporated wording from April 19/22 SCCASP meeting. Added second decimal place to CGPA numbers. Added FASS to the faculties.

Key: 1760



Date Submitted: 03/07/22 3:31 pm

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

Last approved: 05/03/21 11:27 am

Last edit: 03/07/22 3:31 pm

Last modified by: jensugar

[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. 03/07/22 3:32 pm  
Jen Sugar (jensugar):  
Approved for REGS ADM Review
2. 03/11/22 11:28 am  
Natalie Phelan (nataliephelan):  
Approved for PRE SCCASP
3. 05/11/22 11:33 am  
Erika Strathearn (erikastrathearn):  
Approved for SCCASP

## History

1. May 3, 2021 by Sarah Cleary (sarahcleary)

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

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-2093
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-C.Science Policy

## Program Requirements

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### Admission Requirements

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

- ~~Successfully completed a college diploma or equivalent with a minimum average grade of B, or;~~ Completion of at least 4.0 credits ~~Current enrolment in~~ any undergraduate an Honours degree program or Bachelor of Engineering degree; with ~~completion of~~ a minimum of 4.0 credits; and a minimum CGPA of 7.0 or higher, or;
- ~~7.0: Completion of~~ Successfully completed a college diploma (or equivalent) or equivalent with a university degree in any discipline with a minimum average grade of B. of B, or;

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

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New Resources	No New Resources
Summary	Corresponding admissions language resulting from changes to the program pages
Rationale for change	IEIS requesting changes to include prev university grads
Transition/Implementation	n/a

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Program reviewer  
comments

Key: 2093

Date Submitted: 03/07/22 3:28 pm

# Viewing: **CERT-CSCPA (Science) and CERT-CSCPB (non-Science) : Certificate in Science and Policy**

Last approved: 03/07/22 12:33 pm

Last edit: 04/19/22 11:02 am

Last modified by: nataliephelan

[Changes proposed by: jensugar](#)

## In Workflow

1. **IEIS ChairDir UG**
2. **SCI Dean**
3. **PA Dean**
4. **SCI FCC**
5. **PA FCC**
6. **SCI FBoard**
7. **PA FBoard**
8. **PRE SCCASP**
9. **SCCASP**
10. **Senate**
11. PRE CalEditor
12. CalEditor

## Approval Path

1. 03/07/22 3:44 pm  
Steven Cooke  
(stevencooke): Approved for IEIS ChairDir UG
2. 03/08/22 4:30 pm  
Julia Wallace  
(juliawallace): Approved for SCI Dean
3. 03/09/22 11:26 am  
David Mendeloff  
(davidmendeloff): Approved for PA Dean
4. 03/31/22 9:12 am  
Julia Wallace  
(juliawallace): Approved for SCI FCC
5. 03/31/22 9:30 am  
David Mendeloff  
(davidmendeloff): Approved for PA FCC
6. 03/31/22 7:21 pm  
Julia Wallace  
(juliawallace): Approved for SCI FBoard
7. 04/06/22 3:39 pm  
David Mendeloff  
(davidmendeloff): Approved for PA FBoard
8. 04/12/22 3:11 pm  
Natalie Phelan  
(nataliephelan): Approved for PRE SCCASP

9. 05/11/22 11:33 am  
 Erika Strathearn  
 (erikastrathearn):  
 Approved for SCCASP

### History

1. Apr 28, 2021 by Sarah Cleary (sarahcleary)
2. Mar 7, 2022 by Natalie Phelan (nataliephelan)

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

Effective Date	2022-23
Workflow	<a href="#">majormod</a> <del>minormod</del>
Program Code	CERT-CSCPA (Science) and CERT-CSCP (non-Science)
Level	Undergraduate
Faculty	Faculty of Public Affairs Faculty of Science
Academic Unit	Institute for Environmental and Interdisciplinary Sciences
Degree	Not Applicable
Title	Certificate in Science and Policy

## Program Requirements

### Certificate in Science and Policy (5.0 credits)

May be taken following successful completion of a college diploma (or equivalent) or ~~equivalent with~~ a university minimum average grade of B or concurrently with an Honours degree in any discipline with or Bachelor of Engineering degree, with completion of a minimum average grade of B, of 4.0 credits, and a minimum CGPA of 7.0. Can also be completed concurrently with any undergraduate degree after completing a minimum of 4.0 credits with a minimum CGPA of 7.00.

#### Graduation

A candidate for the Certificate in Science and Policy (CSCP) must obtain a grade of C or higher in all courses taken at Carleton University under the CSCP program.

#### Requirements

<b>1. 1.5 credits in:</b>	1.5
<a href="#">ISAP 2001</a> [0.5]	Foundations in Critical Inquiry
<a href="#">PAPM 1001</a> [0.5]	Policy: Analysis, Implementation, and Evaluation
<a href="#">PSCI 2003</a> [0.5]	Canadian Political Institutions

<b>2. 0.5 credit in <u>ISCI 1001</u></b> for students in a non-science program or any 1000-level Approved Science course for students in a science or engineering program	0.5
<b>3. 1.5 credits in:</b>	1.5
<u>ISAP 3003</u> [0.5]	Science Communication
<u>ISAP 3004</u> [0.5]	Science Policy
<u>PADM 4220</u> [0.5]	Regulation and Public Policy
or <u>LAWS 3005</u> [0.5]	Law and Regulation
<b>4. 0.5 credit in:</b>	0.5
<u>ISAP 3002</u> [0.5]	Applications in Interdisciplinary Research
<b>5. 0.5 credit in Science Approved Electives</b> for students in a non-science program or <b>Public Affairs Approved Electives</b> for students in a science or engineering program	0.5
<b>6. 0.5 credit in Science or Public Affairs Approved Electives</b>	0.5
<b>Total Credits</b>	<b>5.0</b>

New Resources	No New Resources
Summary	Text edits as per unit
Rationale for change	IEIS would like the Cert to be available to students with a completed undergraduate degree in addition to those with a completed college diploma
Transition/Implementation	n/a

Program reviewer  
comments

# New Program Proposal

Date Submitted: 04/11/22 1:55 pm

## Viewing: **R-GR-23 : R-GR-23 The Course Outline**

Last edit: 04/13/22 11:38 am

Last modified by: sandrabauer

[Changes proposed by: sandrabauer](#)

### In Workflow

1. REGS RO GR Review
2. GRAD FBoard
3. PRE SCCASP
4. SCCASP
5. Senate
6. PRE CalEditor
7. CalEditor

### Approval Path

1. 04/13/22 4:33 pm  
Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
2. 04/20/22 12:43 pm  
Sandra Bauer (sandrabauer): Approved for GRAD FBoard
3. 04/28/22 10:33 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 05/11/22 11:30 am  
Erika Strathearn (erikastrathearn): Approved for SCCASP

Effective Date	2022-23
Workflow	majormod
Program Code	R-GR-23
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-23 The Course Outline

### Program Requirements

## 23. The Course Outline

The instructor is required to provide a formal statement to students called the Course Outline. The course outline must be made available to all students registered in that course, on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of a term.

The course outline must specify:

1. Complete calendar description.
2. Proposed list of topics to be covered.
3. Mandatory Required Materials to be acquired.
4. All the elements that will contribute to the cumulative grade earned and the overall approximate grade breakdown for the course. The elements and grade breakdown may initially be approximate, but are normally confirmed no later than the last day of registration for the term. If faculty deviate from the grading system in section 10 of the Graduate Regulations, the grading system that will be used must be clearly indicated. If additional requirements beyond the cumulative grade earned must be satisfied in order to pass the course, this should be clearly identified in the course outline.
5. Due dates for major course elements should be indicated. The dates may be tentative initially, but are normally confirmed no later than the last day of registration for the term. If changes to due dates are required students should be given at least two weeks notice. Final scheduled exam dates are excluded from the information provided, and will be presented at a later date in the term.
6. TA information, as available.
7. Any required time commitments occurring outside of the formally scheduled lectures, tutorials, labs and discussion groups. Changes may be required but students should be given at least two weeks notice. These time commitments are specific to course requirements and do not imply study time or group work, for example.
8. The outline must also include/reference all University policies governing academic accommodation.

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New Resources	No New Resources
Summary	Add regulation for Course Outline.
Rationale	Course outline language appears in the regulations section of the Undergraduate Calendar and while this language has implicitly applied to graduate courses, graduate-appropriate language is required in the Graduate Calendar.
Transition/Implementation	n/a

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Program reviewer comments **sandrabauer (04/13/22 11:35 am):**

# New Program Proposal

Date Submitted: 04/11/22 1:56 pm

## Viewing: **R-GR-24 : R-GR-24-Early Feedback Guideline**

Last edit: 04/13/22 11:34 am

Last modified by: sandrabauer

[Changes proposed by: sandrabauer](#)

### In Workflow

- 1. REGS RO GR Review
- 2. GRAD FBoard
- 3. PRE SCCASP
- 4. SCCASP
- 5. Senate
- 6. PRE CalEditor
- 7. CalEditor

### Approval Path

- 1. 04/13/22 4:33 pm  
Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
- 2. 04/20/22 12:44 pm  
Sandra Bauer (sandrabauer): Approved for GRAD FBoard
- 3. 04/28/22 10:33 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
- 4. 05/11/22 11:31 am  
Erika Strathearn (erikastrathearn): Approved for SCCASP

Effective Date	2022-23
Workflow	majormod
Program Code	R-GR-24
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-24-Early Feedback Guideline

### Program Requirements



## 24. Early Feedback Guideline

Providing feedback to students on academic work, completed or in progress, is an integral part of teaching and learning in that it allows students to measure their understanding of material, the success of their learning strategies, and their progress on learning objectives. While the nature and frequency of such feedback will vary with the course and level, Carleton University is committed to providing students with appropriate and timely feedback on their work. Accordingly, wherever possible, instructors are urged to provide some form of feedback prior to the 25th day of each term. More generally, all instructors are urged to include academic work that is assigned, evaluated and returned prior to the 40th teaching day of each term.

The spirit of this guideline should be followed during the summer term and for courses that do not have a full-term format. In particular, all instructors are urged to include academic work that is assigned, evaluated, and returned at least two days prior to the last day to withdraw from the course in the Early, Late, or Full Summer term.

In cases where a course does not lend itself to early feedback, this should be clearly noted on the course outline.

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New Resources	No New Resources
Summary	Add Early Feedback Guidelines to Graduate Regulations
Rationale	Early feedback guidelines appear in the regulations section of the Undergraduate Calendar and while they have implicitly applied to graduate courses, graduate-appropriate language is required in the Graduate Calendar.
Transition/Implementation	n/a

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Program reviewer  
comments

Key: 2151