

Date Submitted: 10/21/21 3:29 pm

Viewing: **TBD-1349 : R-ADM-General-Section**
12. Transfers from Post-Secondary
Institutions: Quebec CEGEPs

Last approved: 04/06/18 11:00 am

Last edit: 10/21/21 3:29 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. **REGS ADM Review**
2. **PRE SCCASP**
3. **SCCASP**
4. **Senate**
5. PRE CalEditor
6. CalEditor

Approval Path

1. 10/21/21 3:40 pm
Jen Sugar (jensugar):
Approved for REGS ADM Review
2. 10/27/21 3:25 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP
3. 10/28/21 1:02 pm
Natalie Phelan (nataliephelan):
Approved for SCCASP
4. 10/28/21 1:03 pm
Natalie Phelan (nataliephelan): Rollback to SCCASP for Senate
5. 11/02/21 5:17 pm
Erika Strathearn (erikastrathearn):
Approved for SCCASP

History

1. Jan 20, 2016 by Sandra Bauer (sandrabauer)
2. Mar 29, 2016 by Janice O'Farrell (janiceofarrell)
3. Mar 22, 2017 by Janice O'Farrell (janiceofarrell)
4. Mar 22, 2017 by Sandra Bauer (sandrabauer)
5. Mar 22, 2017 by Sandra Bauer (sandrabauer)
6. Mar 22, 2017 by Sandra Bauer (sandrabauer)
7. May 15, 2017 by Sandra Bauer (sandrabauer)

- 8. May 29, 2017 by Sandra Bauer (sandrabauer)
- 9. May 29, 2017 by Sandra Bauer (sandrabauer)
- 10. Apr 6, 2018 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program [General Admissions Requirements and Procedures](#)

Effective Date	2022-23
Workflow	majormod minormod
Program Code	TBD-1349
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-General-Section 12. Transfers from Post-Secondary Institutions: Quebec CEGEPs

Program Requirements

12. Transfers from Post-Secondary Institutions: Quebec CEGEPs

Admission Requirements

1. A CEGEP applicant who has completed successfully 12 "General" or pre-university courses will be considered for admission to first year, without advanced standing. The overall average required is dependent upon the degree or program for which the student is applying.
2. CEGEP applicants who have successfully completed more than 12 "General" or pre-university courses will be considered for admission with advanced standing based on the number of courses in excess of 12 and not to exceed the equivalent in credits of the first year of the program to which they are admitted. The overall average required and the advanced standing credits are dependent upon the degree or program for which the student is applying.

All applicants should note that failures in their CEGEP studies can adversely affect their admissibility.

Information on prerequisite subjects and detailed admission requirements can be found at admissions.carleton.ca.

Subject Requirements Although specific subject requirements have been kept to a minimum, the following are considered necessary prerequisites for the degree program indicated: Bachelor of Architectural Studies English or anglais, mathematics, physics Note: a portfolio is required. Bachelor of Arts English or anglais Bachelor of Arts (Biology) English or anglais, and chemistry Bachelor of Cognitive Science English or anglais Bachelor of Commerce English or anglais, and mathematics Bachelor of Communication and Media Studies English or anglais Bachelor of Computer Science Mathematics Bachelor of Economics English or anglais, mathematics Bachelor of Engineering Mathematics, physics, chemistry Bachelor of Global and International Studies English or anglais Bachelor of Health Sciences Mathematics, two experimental sciences Bachelor of Humanities Nonespecified. Note: a portfolio may be required. Bachelor of Humanities (Combined Honours with Biology) Chemistry or biology Bachelor of Industrial Design Mathematics, physics Note: a portfolio is required and attending an information session at

~~the School is recommended. Bachelor of Information Technology Network Technology: mathematics Information Resource Management: english, mathematics Interactive Multimedia and Design: mathematics. A portfolio is also required. Photonics and Laser Technology: mathematics Bachelor of International Business English or anglais, mathematics Bachelor of Journalism English or anglais Bachelor of Journalism and Humanities English or anglais Bachelor of Mathematics Mathematics Bachelor of Media Production and Design English or anglais, mathematics Bachelor of Music Nonespecified. Note: an audition is required. Bachelor of Public Affairs and Policy Management Nonespecified. Bachelor of Science Mathematics, two experimental sciences Bachelor of Social Work Nonespecified. Note: a supplementary application is required.~~

New Resources	No New Resources
Summary	Per J. Sugar, removed the listed pre-requisites.
Rationale for change	The subject-specific pre-reqs are found elsewhere in the Admissions regulations, so removing them from this item eliminates repetition and the need to maintain the list in different places. We have inserted links to the Admissions Office in various places in the calendar so this is consistent with current practice.
Transition/Implementation	
Program reviewer comments	nataliephelan (10/28/21 1:03 pm): Rollback: Clicked approve by mistake...

Key: 1349

Program Change Request

Date Submitted: 11/04/21 4:29 pm

Viewing: **TBD-1539 : R-UG-COOP-General Information**

Last approved: 03/17/21 10:37 am

Last edit: 11/19/21 12:44 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

In Workflow

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

Approval Path

1. 11/05/21 12:17 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review
2. 11/08/21 8:20 am
Natalie Phelan
(nataliephelan):
Approved for REG-COOP
ChairDir UG
3. 11/10/21 4:17 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
4. 11/19/21 10:50 am
Erika Strathearn
(erikastrathearn):
Approved for SCCASP
5. 11/19/21 12:38 pm
Erika Strathearn
(erikastrathearn):
Rollback to REGS COOP
UG Review for Senate
6. 11/19/21 12:44 pm
Natalie Phelan
(nataliephelan):
Approved for REGS COOP
UG Review
7. 11/19/21 12:44 pm
Natalie Phelan
(nataliephelan):
Approved for REG-COOP
ChairDir UG
8. 11/19/21 12:45 pm
Natalie Phelan

(nataliephelan):
Approved for PRE
SCCASP

History

1. Mar 29, 2017 by Sandra Bauer (sandrabauer)
2. Apr 3, 2017 by Sandra Bauer (sandrabauer)
3. Jun 13, 2017 by Sandra Bauer (sandrabauer)
4. Jun 13, 2017 by Sandra Bauer (sandrabauer)
5. Jun 13, 2017 by Sandra Bauer (sandrabauer)
6. Jul 17, 2017 by Sandra Bauer (sandrabauer)
7. May 9, 2019 by Mike Labreque (mikelabreque)
8. Mar 17, 2021 by Sarah Cleary (sarahcleary)

Calendar Pages Using this
Program

[Cognitive Science](#)
[Sociology](#)
[Geography](#)
[Architectural Studies](#)
[Physics](#)
[Neuroscience](#)
[European and Russian Studies](#)
[English](#)
[Public Affairs and Policy Management](#)
[Law](#)
[Biochemistry](#)
[Communication and Media Studies](#)
[Political Science](#)
[Earth Sciences](#)
[Industrial Design](#)
[Global and International Studies](#)
[Environmental Science](#)
[Biotechnology](#)
[Information Technology](#)
[Computer Science](#)
[Economics](#)
[Geomatics](#)
[Chemistry](#)
[Psychology](#)
[Media Production and Design](#)
[Biology](#)
[History](#)
[Business](#)
[Engineering](#)
[Anthropology](#)
[Environmental Studies](#)

[French](#)
[Mathematics and Statistics](#)
[Food Science](#)
[Interdisciplinary Science and Practice](#)
[Co-operative Education](#)

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-1539
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: COOP
Degree	
Title	R-UG-COOP-General Information

Program Requirements

Co-operative Education

For more information about how to apply for the Co-op program and how the Co-op program works please visit the [Co-op website](#).

All students participating in the Co-op program are governed by the Undergraduate Co-operative Education Policy.

Undergraduate Co-operative Education Policy

Admission Requirements

Students can apply to [Co-op co-op](#) in one of two [ways](#): [ways; directly from high school or after beginning a degree program at Carleton; directly from high school, or after beginning a degree program at Carleton.](#)

If a student [applies is admitted](#) to [a degree program with a Co-op option co-op](#) from high school, their [university](#) grades will be reviewed two terms to one year prior to their first work term to ensure they [continue to](#) meet the academic requirements after their [first 1st](#) or [second 2nd](#) year of study. The time at which [the](#) evaluation takes place depends on [the the](#) program of study. Students will automatically [receive an admission decision be notified](#) via their Carleton email [account. account if they are permitted to continue:](#)

Students [who did](#) not [request Co-op at admitted to Carleton University with the time they applied to Carleton co-op option on their degree](#) can [request Co-op after they begin their university studies. apply for admission via the co-operative education program website:](#) To view application [instructions and](#) deadlines, [please](#) visit [carleton.ca/co-op](#).

[To be admitted Admission to Co-op, a student must successfully complete the co-op option is based on the completion of 5.0 or more credits that count towards their degree, meet the minimum at Carleton University, the CGPA requirement\(s\) requirement for the student's Co-op option, and fulfil students' academic program as well as any specified course prerequisites. The articulated CGPA for each program is the normal standard for assessment. To Please see the specific degree](#)

~~program sections for the~~ unique admission and continuation requirements for each [Co-op option, please refer to the specific degree programs listed in the Undergraduate Calendar.](#)

~~academic program:~~

Participation Requirements

COOP 1000

Once a student has been given admission or continuation confirmation to the co-op option s/he must complete and pass [COOP 1000](#) (a mandatory online 0.0 credit course). Students will have access to this course a minimum of two terms prior to their first work term and will be notified when to register.

Communication with the Co-op Office

Students must maintain contact with the co-op office during their job search and while on a work term. All email communication will be conducted via the students' Carleton email account.

Employment

Although every effort is made to ensure a sufficient number of job postings for all students enrolled in the co-op option of their degree program, no guarantee of employment can be made. Carleton's co-op program operates a competitive job search process and is dependent upon current market conditions. Academic performance, skills, motivation, maturity, attitude and potential will determine whether a student is offered a job. It is the student's responsibility to actively conduct a job search in addition to participation in the job search process operated by the co-op office. Once a student accepts a co-op job offer (verbally or written), his/her job search will end and access to co-op jobs will be removed for that term. Students that do not successfully obtain a co-op work term are expected to continue with their academic studies. The summer term is the exception to this rule. Students should also note that hiring priority is given to Canadian citizens for co-op positions in the Federal Government of Canada.

Registering in Co-op Courses

Students will be registered in a Co-op Work Term course while at work. The number of Co-op Work Term courses that a student is registered in is dependent upon the number of four-month work terms that a student accepts.

While on a co-op work term students may take a maximum of 0.5 credit throughout each four-month co-op work term. Courses must be scheduled outside of regular working hours.

Students must be registered as full-time before they begin their co-op job search (2.0 credits). All co-op work terms must be completed before the beginning of the final academic term. Students may not finish their degree on a co-op work term.

Work Term Assessment and Evaluation

To obtain a Satisfactory grade for the co-op work term students must have:

1. A satisfactory work term evaluation by the co-op employer;
2. A satisfactory grade on the work term report.

Students must submit a work term report at the completion of each four-month work term. Reports are due on the 16th of April, August, and December and students are notified of due dates through their Carleton email account.

Workplace performance will be assessed by the workplace supervisor. Should a student receive an unsatisfactory rating from their co-op employer, an investigation by the co-op program manager will be undertaken. An unsatisfactory employer evaluation does not preclude a student from achieving an overall satisfactory rating for the work term.

Graduation with the Co-op Designation

In order to graduate with the co-op designation, students must satisfy all requirements for their degree program in addition to the requirements according to each co-op program (i.e. successful completion of three or four work terms).

Note: Participation in the co-op option will add up to one additional year for a student to complete their degree program.

Voluntary Withdrawal from the Co-op Option

Students may withdraw from the co-op option of their degree program during a study term ONLY. Students at work may not withdraw from the work term or the co-op option until s/he has completed the requirements of the work term.

Students are eligible to continue in their regular academic program provided that they meet the academic standards required for continuation.

Involuntary or Required Withdrawal from the Co-op Option

Students may be required to withdraw from the co-op option of their degree program for one or any of the following reasons:

1. Failure to achieve a grade of SAT in [COOP 1000](#)
2. Failure to pay all co-op related fees
3. Failure to actively participate in the job search process
4. Failure to attend all interviews for positions to which the student has applied
5. Declining more than one job offer during the job search process
6. Continuing a job search after accepting a co-op position
7. Dismissal from a work term by the co-op employer
8. Leaving a work term without approval by the Co-op manager
9. Receipt of an unsatisfactory work term evaluation
10. Submission of an unsatisfactory work term report

Standing and Appeals

The Co-op and Career Services office administers the regulations and procedures that are applicable to all co-op program options. All instances of a student's failure during a work term or other issues directly related to their participation in the co-op option will be reported to the academic department.

Any decision made by the Co-op and Career Services office can be appealed via the normal appeal process within the University.

International Students

All International Students are required to possess a Co-op Work Permit issued by Immigration, Refugees and Citizenship Canada before they can begin working. It is illegal to work in Canada without the proper authorization. Students will be provided with a letter of support to accompany their application. Students must submit their application for their permit before being permitted to view and apply for jobs on the Co-op Services database. Confirmation of a position will not be approved until a student can confirm they have received their permit. Students are advised to discuss the application process and requirements with the International Student Services Office.

New Resources

No New Resources

Summary

Clarifying the following: students who select the "Co-op" option when applying to Carleton will be considered for admission to Co-op only once they complete a certain number university-level courses and present the CGPA(s) required for participation in the Co-op Program.

Rationale for change

Many students are under the false impression that they have been admitted to Co-op before their university studies even begin. They do not realize that meeting specific CGPA requirements is necessary before they can participate in the Co-op Program. This is, in part, because the wording in past Undergraduate Calendars has not been explicitly clear. We feel these wording changes will provide clarity and will lessen confusion/disappointment.

Transition/Implementation N/A

Program reviewer comments

nataliephelan (11/08/21 8:19 am): Approving at this workflow step, which has no members associated and doesn't appear in the Role Management list so I can't add anyone!
erikastrathearn (11/19/21 12:38 pm): Rollback: Needs minor revision
nataliephelan (11/19/21 12:44 pm): Edit to third paragraph under Admission Requirements subheading, per SCCASP Nov 16/21. Approving back up to SCCASP as rollback to this step was in error.

Key: 1539

Changes saved but not submitted

Viewing: **TBD-1892 : R-UG-5.4 Grading System**

Last approved: 11/16/21 1:52 pm

Last edit: 11/18/21 2:50 pm

Last modified by: nataliephelan

History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Feb 10, 2020 by Mike Labreque (mikelabreque)
3. Nov 25, 2020 by Sarah Cleary (sarahcleary)
4. May 7, 2021 by Natalie Phelan (nataliephelan)
5. Jul 16, 2021 by Natalie Phelan (nataliephelan)
6. Nov 16, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Grading](#)

Effective Date	2022-23
Workflow	majormod
Program Code	TBD-1892
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-5.4 Grading System

Program Requirements

5.4 Grading System

Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points and the percentage conversion, is listed below. Grade points indicated are for courses with 1.0 credit value. Where the course credit is greater or less than one credit, the grade points are adjusted proportionately.

Grade	Point Equivalence	Percentage Conversion
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79

Grade	Point Equivalence	Percentage Conversion
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	less than 50

In cases where the final examination is not written and was not explicitly a requirement to successfully complete the course, the cumulative grade earned on term work without the missing examination will be assigned.

If the grade conversion deviates from the percentage conversion presented above, the faculty member must notify the class in the course outline.

Other grades and notations in current use by the University are as follows:

AEG	Aegrotat. Pass standing is granted under special circumstances by an academic appeal committee, in response to an application from or on behalf of a student, on the basis of course work when no further assessment is considered feasible. AEG has no impact on the CGPA calculation.
AUD	AUD. No Academic Credit, no impact on CGPA. Audit indicates the course was taken for interest and not for academic credit.
CEX	Current International Exchange. An interim notation.
CH	Credit granted under challenge for credit policy. CH has no impact on the CGPA calculation.
CLP	Current Letter of Permission. An interim notation.
CTN	Continuing. No academic credit and no impact on the CGPA. Assigned by the Registrar's Office to the first half of a course taught consecutively over two terms.
CUO	Current University of Ottawa Exchange. An interim notation.
CUR	Current registration. An interim notation assigned by the Registrar's Office to indicate the student is currently registered in the course.
DEF	Deferred Final Examination and/or final course work. An interim notation administratively assigned by the Registrar's Office upon approval of a request to write a deferred final examination or defer submission of final course work. DEF must be replaced by a final grade within the prescribed time or be replaced with F.
F	Failure. The grade of F is assigned when the student has failed to meet the conditions of "satisfactory performance" defined in the Course Outline. F carries 0.0 grade points.
GNA	Grade not available. An interim notation administratively assigned by the Faculty when a grade is not available, and must be replaced with a final grade.
IP	In Progress – a notation (IP) assigned to a course by a faculty member when: At the undergraduate level, an undergraduate thesis or course has not been completed by the end of the period of registration. At the graduate level, a graduate thesis, research essay, independent research project or comprehensive examination has not been completed by the end of the period of registration. The IP notation may also be used at the graduate level when a research seminar has not been completed by the end of the period of registration provided the research seminar has been approved by Graduate Faculty Board as being eligible for the use of this notation. In the case of re-registration in any of the above courses, the IP notation will remain; a final grade will normally be assigned in the final period of registration. Where there is no re-registration in any of the above courses, the IP notation must be replaced with an appropriate notation or grade within the prescribed time period, or be replaced by a notation of WDN.
SAT	Satisfactory performance in an option or course taken at Carleton, or on Letter of Permission or International Exchange. SAT has no impact on the CGPA calculation.
UCH	Unsuccessful attempt for CH. UCH has no impact on the CGPA calculation.

UNS	Unsatisfactory performance in an option or course taken at Carleton, or on a Letter of Permission or International Exchange. UNS has no impact on the CGPA calculation.
WDN	Withdrawn. No academic credit, no impact on the CGPA. WDN is a permanent notation that appears on the official transcript for students who withdraw after the full fee adjustment date in each term (noted in the Academic Year section of the Calendar each term). Students may withdraw on or before the last day of classes.

The following notations are no longer in use by the University:

ABS	Absent from a required final examination. ABS is assigned only when the student is absent from the required final examination and has achieved satisfactory performance during the term as specified in the course outline. ABS is equivalent to an F and it carries 0.0 grade points.
DNC	Did not complete the course. No academic credit or impact on the CGPA calculation. In credit courses, the notation DNC is assigned by the appropriate appeal committee in the case of a student, who, having achieved satisfactory performance during the term, and has been granted a deferred final examination in the course then is unable to write the deferred examination due to continued and documented personal or medical reasons. In the case of audited courses, DNC is assigned by the instructor when the student has registered to audit the course and has not satisfied the requirements for successful audit.
EXC	Satisfactory performance on International Exchange, EXC has no impact on the CGPA calculation.
FND	Failure with no deferred final examination allowed. The grade FND is assigned only when the student has failed the course on the basis of inadequate term work as specified in the Course Outline. FND carries 0.0 grade points.
FNS	Failure without access to a supplemental examination because of incomplete term work or unacceptably low standing. No academic credit.
FWS	Failure with access to supplemental examinations.
INC	Incomplete may be assigned to a Graduate course in which the student has been approved to submit an assignment after the final deadline date. Incomplete must be replaced with a letter grade within forty days of the end of classes. If the Incomplete is not changed to a letter grade within forty days of the end of classes, the Incomplete will be changed to a grade of F, which will remain as a permanent entry on the student's record. In exceptional cases students may petition the Dean of the Faculty of Graduate and Postdoctoral Affairs to have the Incomplete remain on the student record. For circumstances that go beyond the forty-day period (i.e. medical), students may apply for a deferral (refer to Special/Deferred Final Examinations, Section 9.3).
LOP	Satisfactory performance on Letter of Permission, LOP has no impact on the CGPA calculation.
P	Pass.
PWD	Pass With Distinction.

5.4.1 A course is considered to be *completed* when the course registration results in a notation or grade other than WDN, IP, CTN, CUR or AUD, CEX, CLP, DEF, GNA, CUO.

5.4.2 A course is considered to be *successfully completed* if the course is completed with a passing grade, SAT, CH, or AEG.

New Resources	No New Resources
Summary	1. After discussion at Nov 16/21 SCCASP, updating the definitions of SAT and UNS to reflect how the notations have been used in light of COVID compassionate grading measures, and in anticipation of perhaps being used in the first year grading policy.
Rationale for change	
Transition/Implementation	
Program reviewer comments	
