

Date Submitted: 05/16/22 12:09 pm

Viewing: **TBD-1842 : R-UG-2.2.5 Transfer of Credit Subsequent to Admission**

Last approved: 05/16/22 12:07 pm

Last edit: 08/17/22 3:15 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. 05/31/22 1:12 pm
Erika Strathearn (erikastrathearn):
Approved for REGS RO UG Review
2. 05/31/22 1:48 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP
3. 08/19/22 11:04 am
Erika Strathearn (erikastrathearn):
Approved for SCCASP

History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Feb 10, 2020 by Dotty Nwakanma (dottynwakanma)
3. Feb 11, 2021 by Sarah Cleary (sarahcleary)
4. May 16, 2022 by Natalie Phelan (nataliephelan)
5. May 16, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

[Registration, Evaluation and Student Records](#)

Effective Date 2022-23

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

Program Code TBD-1842

Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-2.2.5 Transfer of Credit Subsequent to Admission

Program Requirements

2.2.5 Transfer of Credit Subsequent to Admission

Letter of Permission

Students who have been formally admitted to a degree, certificate or diploma program may apply to take courses at other recognized post-secondary institutions on Letters of Permission and have the credits transferred to their Carleton programs. The following conditions must be met:

1. the student must have successfully completed at least 3.0 credits or have met the required program residency requirements at Carleton University;
2. the student must present the minimum CGPA requirements for graduation in their credential;
3. the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission are transferred back to Carleton University as SAT (Satisfactory) and are not included in CGPA calculations. A course taken on Letter of Permission and failed is recorded with the grade UNS (Unsatisfactory). Failures are not included in CGPA calculations. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred.

University of Ottawa Exchange Agreement

Degree Students may register to take courses at the University of Ottawa to be credited to their Carleton University degree. The following regulations apply:

1. Students with second-year standing and above must be *Eligible to Continue (EC)* in their most recent Academic Continuation Evaluation (ACE). If the student has not yet received an ACE decision, they must have an overall CGPA of 4.00.
2. ~~Students must be registered in a degree program and must be in Good Standing.~~ For students with ~~In the case of~~ first-year standing, studies; a maximum of two half-credit courses may be taken at the University of Ottawa that year.
3. Only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the exchange.
4. The cumulative total number of credits taken at Carleton and counting towards the degree must be greater than the total number of credits taken and/or proposed to be taken at the University of Ottawa.
5. Courses taken on the Exchange Agreement shall not count as courses taken at Carleton under residency requirements.
6. Grades for courses taken on the Exchange Agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs.
7. Approval by Carleton University does not guarantee registration at the University of Ottawa.

Students withdrawing from University of Ottawa exchange agreement courses must notify the University of Ottawa by the appropriate deadlines, or a failing grade of F may be recorded.

International Exchange Agreements

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. Unless otherwise specified in a specific exchange agreement or Senate-approved program regulation, the minimum academic requirement is second-year standing or higher, and a minimum overall CGPA of 7.00. ~~7.0~~. For details on these exchanges, students should consult the International Student Services Office at least one year in advance of the proposed exchange. Grades for successfully completed courses taken on International Exchange will not be transferred. Successfully completed courses will be recorded as SAT (Satisfactory) and unsuccessfully completed courses will be recorded as UNS (Unsatisfactory). A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree.

Dual Degree Agreement

Undergraduate students who have been formally admitted to a degree may be eligible to complete concurrent degrees from Carleton University and a partner institution under the Dual Degree Policy and program-specific articulation agreement provided the following regulations are met:

1. the student must be registered in a degree program and must be in good academic standing; ~~Good Standing~~;
2. only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the agreement;
3. courses taken under this agreement shall count as courses taken at Carleton under residency and advanced residency requirements (see 2.2.2/3.4.1 Minimum Number of Residency Credits and 2.2.3/3.4.2 Advanced Credits for more information);
4. grades for courses taken under this agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs;
5. for details on the application process, students should consult with the appropriate Academic Department and the Registrar's Office.

New Resources	No New Resources
Summary	Updating regulation to ACE language, per email from E. Strathearn dated April 11/22.
Rationale for change	U Ottawa Agreement: bullet point 1 used to refer to Good Standing. We've translated this into ACE language, and in doing so have added a clause to plug the gap of students who have 4.0-5.0 credits complete – this group has second-year standing, but has not been ACE'd yet. This new wording establishes an assessment threshold for this group of students.
Transition/Implementation	

Program reviewer comments	<p>nataliephelan (05/30/22 3:17 pm): Per discussion at May 17/22 SCCASP: edited wording of uOttawa point #1, and created a new list item for first-year standing students. Also added second decimal place to the CGPA required for international exchange.</p> <p>nataliephelan (08/17/22 3:13 pm): Question raised at Aug 16/22 SCCASP: do we use the wording "second-year standing and above" elsewhere in the calendar, or do we use "second-year standing and higher"? After reviewing the regulations, we exclusively use the former phrasing in context of year standing, so no further edits required to point 1 under uOttawa subheading. To Senate for information.</p> <p>nataliephelan (08/17/22 3:15 pm): From Aug 16/22 SCCASP meeting: is there a statement in the uOttawa process information on the RO website which makes it clear that B.Eng. students require approval by their faculty? E. Strathearn confirms that a statement appears on the website and the application form making it clear that Engineering students require final approval by the Faculty of Engineering and additional eligibility requirements may apply.</p>
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Date Submitted: 07/27/22 12:04 pm

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

Last approved: 05/13/22 9:58 am

Last edit: 08/24/22 12:05 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 12:11 pm
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 08/04/22 11:34 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 08/19/22 4:46 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

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)
7. Apr 4, 2022 by Natalie
Phelan (nataliephelan)
8. May 10, 2022 by Natalie
Phelan (nataliephelan)
9. May 13, 2022 by Natalie
Phelan (nataliephelan)

Program

Effective Date	2022-23
Workflow	<u>majormod</u> minormod
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
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.
<u>CR</u>	<u>Credit granted for a passed course under the First Year Grading Policy (see Section 5.4.3). CR has no impact on the CGPA calculation.</u>
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.
<u>NR</u>	<u>Denotes a failed course under the First Year Grading Policy (see Section 5.4.3). The notation does not appear on the transcript but is retained for internal purposes as required. NR has no impact on the CGPA calculation.</u>
SAT	Satisfactory performance in an option or course taken at Carleton, or on Letter of Permission or approved 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 approved exchange. UNS has no impact on the CGPA calculation.
WDN	Withdrawn. Students may withdraw on or before the academic withdrawal deadline (noted in the Academic Year section of the Calendar). 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 (also noted in the Academic Year section of the Calendar).

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.
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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, AEG, or CR. ~~AEG~~:

5.4.3 First Year Grading Policy

For students entering their first year of studies at Carleton with no previous post-secondary studies the following grading policy shall apply during the first two terms of registration in a Carleton undergraduate degree program:

1. Any F or UNS grades earned in any course taken will be automatically converted to NR (No Record). Note: NR will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.
2. Any passing grades earned in any course may be converted to a CR (Credit), at the request of the student, to a maximum of 2.0 credits during the first two terms. Students must request conversion prior to the last day of registration for the following term. Note: CR will be recorded on the transcript, and the earned grade will be retained for internal use and accessible for other purposes as required.
3. All non-financial WDNs of courses taken under this policy will not be recorded on the transcript but will be retained for internal use and accessible for other purposes as required.

New Resources

No New Resources

Summary

1. Added definition of CR, per First Year Grading Policy.
2. Added definition of NR, per First Year Grading Policy.
3. SAT and UNS definitions reverted back to their former state. These were edited to reflect their usage while Covid compassionate grading was in effect, but now that is being replaced with the permanent FYGP, these notations will once again be used in the original form.
4. WDN definition updated, collateral from moving the academic withdrawal deadlines earlier in each term.
5. New subsection 5.4.3 added - text of the FYGP.

6. Edited point 3 of FYGP so we don't need to refer to WNR by name as it's an internal notation only.

Rationale for change

Transition/Implementation

Program reviewer comments

nataliephelan (08/02/22 10:58 am): Suggested by D. Mendeloff: changed NR definition to say "under" instead of "taken while a student is governed by", for clarity.

nataliephelan (08/17/22 4:00 pm): Edits from Aug 16/22 SCCASP: 2. Added section reference to NR definition so it matches CR entry. 3. SAT/UNS definitions are now a blend of the old and the new, to better encompass the various contexts in which the notations may appear on a student's transcript (e.g. accounts for co-op, the Covid usage of SAT, exchange courses including those from uOttawa, PhD thesis, Sprott "passport"-courses, and surely more to come). 4. Reordered the info in the WDN definition and corrected a typo.

Key: 1892

Date Submitted: 07/13/22 9:15 am

Viewing: **Glossary : Glossary**

Last approved: 04/12/22 3:45 pm

Last edit: 08/23/22 9:41 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. 07/27/22 11:55 am
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 08/02/22 11:15 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 08/23/22 2:21 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. Nov 24, 2017 by Sandra Bauer (sandrabauer)
2. Nov 24, 2017 by Sandra Bauer (sandrabauer)
3. Feb 7, 2018 by Mike Labreque (mikelabreque)
4. Feb 7, 2018 by Mike Labreque (mikelabreque)
5. Feb 7, 2018 by Mike Labreque (mikelabreque)
6. Feb 7, 2018 by Mike Labreque (mikelabreque)
7. Feb 7, 2018 by Mike Labreque (mikelabreque)
8. Apr 30, 2018 by Mike Labreque (mikelabreque)
9. Apr 30, 2018 by Mike Labreque (mikelabreque)
10. Nov 6, 2018 by Mike Labreque (mikelabreque)

11. Feb 19, 2019 by Mike Labreque (mikelabreque)
12. Mar 19, 2019 by Mike Labreque (mikelabreque)
13. Feb 10, 2020 by Sarah Cleary (sarahcleary)
14. Jun 8, 2020 by Sarah Cleary (sarahcleary)
15. Dec 17, 2020 by Sarah Cleary (sarahcleary)
16. Feb 5, 2021 by Sarah Cleary (sarahcleary)
17. May 3, 2021 by Sarah Cleary (sarahcleary)
18. May 20, 2021 by Natalie Phelan (nataliephelan)
19. Aug 12, 2021 by Natalie Phelan (nataliephelan)
20. Nov 16, 2021 by Natalie Phelan (nataliephelan)
21. Apr 12, 2022 by Natalie Phelan (nataliephelan)
22. Apr 12, 2022 by Natalie Phelan (nataliephelan)
23. Apr 12, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Glossary](#)

Effective Date	2022-23
Workflow	majormod minormod
Program Code	Glossary
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	Glossary

Program Requirements

Glossary

The following glossary of definitions is intended to provide explanations of how certain important terms are used throughout the Calendar. In rare cases where a discrepancy may occur between the definition provided in this Glossary and the use of the

term in the remainder of the Calendar, the term as used in the remainder of the Calendar takes precedence.

The Glossary is not intended to be exhaustive; students should refer to Carleton's web site for other important information (e.g., carleton.ca/registrar; gradstudents.carleton.ca).

Except where noted, all definitions apply to undergraduate and graduate students.

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| N | [O](#) | [P](#) | Q | [R](#) | [S](#) | [T](#) | [U](#) | V | [W](#) | X | Y | Z |

A

Academic Continuation Evaluation (ACE)	The ACE is the end-of-term assessment of student academic standing in undergraduate degree programs and special studies. The possible outcomes of an ACE are <i>Eligible to Continue</i> , <i>Academic Warning</i> , <i>Required to Withdraw for Two Terms</i> , <i>Continue in Non-Honours</i> , <i>Continue in Alternate</i> , <i>Dismissed from Program</i> , or <i>Required to Withdraw for Two Years</i> .
Auditing Student	A student who attends a course for interest and not for credit. Formal registration is required.

B

Bachelor's Program	An undergraduate, non-honours academic program of study requiring a minimum of 15.0 credits.
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C

Calendar	The official publication of academic regulations, academic programs and course descriptions as approved by the Senate.
Certificate	An undergraduate certificate is a stand-alone Credential that may be taken concurrently with a bachelor's program or independently. It is normally constituted by a structured set of at least four credits of sequential courses of different levels in a particular discipline or area of study that introduces students to, or extends their knowledge of, that discipline or area of study.
Challenge for Credit	Undergraduate academic course credit gained through examination based on a student's prior learning experience gained through professional or work experience. A successful challenge for credit is noted in the student's record as CH. (An unsuccessful challenge for credit is noted as UCH). A CH is neither included in the CGPA calculation nor used to satisfy the degree program residency requirement. Challenge for Credit is not available in all courses.
Collaborative Specialization	At the graduate level the term "collaborative specialization" refers to an Option added to a degree program that provides an experience in a discipline or intellectual area in addition to that provided in the student's home program and meets the requirements identified by the Quality Council's corresponding definition.
Concentration	A program Element recorded on the transcript and diploma constituted by at least 3.5 credits of required courses at the undergraduate level and 1.5 credits of required courses at the Master's level that concentrates on a particular area of study within the program and provides the student with specific expertise, knowledge and/or practice. At the Doctoral level, a concentration is constituted by at least three curricular academic requirements, excluding the dissertation, residency and language requirements, that form a distinctive area of study related to the concentration.
Co-operative Education	An undergraduate or graduate Option comprising work periods combined with academic study to acquire work-related experience; the co-op option is intended to complement the student's academic study.

Core	A course or group of courses that are a subset of the courses that constitute a major in an undergraduate program. These are courses of special importance to undergraduate programs and are subject to specific CGPA requirements.
Cotutelle	An Option in any Ph.D. program. Doctoral students undertake to complete the requirements of a Ph.D. program in both their home university and a partner university in another country.
Course	A course is a unit of teaching that may count as credit towards a Credential. Courses typically last one academic term and focus on one subject area with a prescribed sequence of units of study (lectures, seminars, tutorials, workshops, laboratories, assignments, essays, tests, examinations and so on). Courses are delivered by one or more instructors and have a fixed roster of students.
Course Numbering	<p>Courses have unique eight-character alphanumeric course codes, titles and descriptions. The credit value is indicated in square brackets following the course number.</p> <p>The first number in a course designation (e.g. 0000, 1000, 2000, 3000, 4000) indicates the knowledge level of a course and not the year of registration or year standing one requires to enroll in it. One can enroll in any course provided one meets the prerequisites. Prerequisites come in many forms and combinations such as but not limited to year standing, completion of other courses, registration in a specific program, permission of the Department, and specific CGPA requirements. 0000-level courses are those that may be required to satisfy prerequisites. 1000-level courses are typically introductory or foundation level courses. 2000-level and 3000-level courses are typically intermediate to upper-intermediate level courses. 4000-level courses are typically advanced level courses. 5000 and 6000-level are graduate level courses.</p>
Course Outline	<p>Instructors are required to provide students in each course a written Course Outline (distributed in class or electronically), on or before the first teaching day for undergraduate courses, and before the last date for late registration for graduate courses. The course outline must specify all the elements that will contribute to the final grade, as well as the overall grade breakdown for the course.</p> <p>Courses that do not contribute to the fulfilment of graduation requirements within the student's program:</p>
Courses Set Aside	<ol style="list-style-type: none"> 1. Extra to the Degree (ETD): Passed credits that are in excess of the required credits; 2. No Credit for Degree (NCD): Passed credits that are ineligible for credit in the student's program; 3. Forfeit: Repeated courses, course equivalencies, preclusions, and courses placed in this category by an academic standing committee or an appeal committee.
Credential	An academic qualification awarded by the University Senate upon successful completion of an academic program. All credentials are either degrees (bachelors, masters, or doctoral), diplomas, or certificates.
Credit	The academic value of a course (for example, 0.0, 0.5, 1.0, et cetera).
Credits Not in the Major	Credits Not in the Major are credits that must be taken in programs that require Credits Not in the Major from disciplines and intellectual areas other than those which constitute the discipline, disciplines or intellectual area of the major in such programs. Credits Not in the Major constitute one form of restricted electives.
Cumulative Grade Point Average (CGPA)	The key assessment tool for undergraduate Academic Continuation Evaluation, and graduate and undergraduate graduation requirements and distinctions. The CGPA may be used in assessments for scholarships, medals, and other milestones. The CGPA is the average of grade points earned on all courses required for and counting towards graduation from the student's current program (overall CGPA), or the average of grade points earned on a subset of such courses (for example, those constituting the Major or a Minor) at the time the CGPA is calculated.

D

Degree	A Credential at the Bachelor, Master or Doctoral level awarded by the University Senate upon the successful completion of a prescribed set and sequence of program requirements at a specified standard of performance.
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Post-baccalaureate Diploma: a stand-alone undergraduate credential for candidates already possessing a bachelor's degree intended to: (a) qualify candidates for consideration for entry into a Master's program; (b) bring a candidate who already possesses a bachelor's degree up to a level of a bachelor's degree of 20.0 credits or more in another discipline; (c) provide a candidate who already possesses a twenty-credit bachelor's degree in the same discipline the opportunity to bring their previous studies to current equivalents and/or to examine alternative areas; or, (d) provide a candidate with a professional undergraduate credential for which the prior completion of an undergraduate degree program is appropriate.

Post-baccalaureate diplomas are normally constituted by at least three and a maximum of five credits of advanced undergraduate courses.

Diploma

Graduate Diploma:

Type 1: Awarded when a candidate admitted to a master's program leaves the program after completing a certain proportion of the requirements. Students are not admitted directly to a Type 1 Diploma.

Type 2: Offered concurrently with a master's or doctoral degree, the admission to which requires that the candidate be already admitted to the master's or doctoral degree program. A Type 2 Diploma represents an additional, usually interdisciplinary, qualification of 2 to 3 credits.

Type 3: A stand-alone, direct-entry program of 2 to 3 credits, generally developed by a unit already offering a related master's (and sometimes doctoral) degree, and designed to meet the needs of a particular clientele or market.

Dual Degree

A Dual Degree program is a joint partnership at the undergraduate or Master's level where a co-enrolment agreement exists between Carleton and another post-secondary institution. Students simultaneously complete a program at both institutions, receiving two diplomas. Students must meet the admission criteria and must fulfill all the program requirements of both institutions within the normal time to completion.

E

Element

Elements are: (i) Undergraduate: majors, minors, concentrations, and specializations; there are a maximum number of elements that may be taken in conjunction with a program at the undergraduate level; (ii) Graduate: concentrations.

Elements are recorded on the transcript and the diploma.

Equivalency

Courses that are of equal credit value and which are considered to be similar enough that they always preclude one another and may serve interchangeably for the other in terms of prerequisites, co-requisites, and program requirements. These will be identified in the calendar as 'Also Listed As', and are commonly referred to as 'cross-listed courses'.

Experiential Learning

Experiential learning is the application of theory and academic content to real-world experiences within the classroom, the community, or the workplace. It may be undertaken independently or in teams. It advances learning outcomes and encourages reflection and application of skills and knowledge in contexts that prepare students for the workplace and civil society.

F

Field

A Field occurs only at the graduate level, and is defined as an identifiable area of research activity undertaken by a group of faculty of sufficient number.

Flex Term	Flex Term refers to the timing of delivery of 'asynchronous' on-line courses that are currently restricted to special students and in which they may register at any time. Special students may engage with the material of these courses at their own pace. The delivery of 'asynchronous' on-line courses does not therefore conform to the usual beginning and end of Carleton University terms.
Formative Assessment	Formative assessments are those assessments of a student's work carried out during the course that act to provide feedback and guidance to the student in addition to assessing the student's performance.
Free Elective	Free electives are any approved credit course normally at the 1000-level or higher – including courses from the discipline, disciplines or intellectual areas that identify the major of the degree program in question – that may be taken to make up the number of credits required for the degree program in question.

G

Good Academic Standing At the undergraduate level, good academic standing signifies that a student is meeting the requirements for continuation in their program as defined in Section 3.2.6 of the *Academic Regulations of the University*.

~~Honours Bachelor's Program~~
~~An undergraduate Bachelor's program requiring a minimum of 20.0 credits that may demand a higher academic standard than a non-~~

H

~~honours program. Pathways to completion may be constituted by a thesis, research essay, capstone project, or other significant project.~~

Honours Bachelor's Program

An undergraduate Bachelor's program requiring a minimum of 20.0 credits that may demand a higher academic standard than a non-honours program. Pathways to completion may be constituted by a thesis, research essay, capstone project, or other significant project.

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I

An internship is constituted through a course or sequence of courses that provides students with work experience directly related to the subject matter of their degree program. There are two types of undergraduate internships:

Internship

1. Program Internship: an Option constituted by a structured sequence of at least 4.0 credits of courses of different levels in an honours bachelor's program taken in a work environment off-campus. A program internship provides students with extensive professional work experience directly related to the subject matter of their program.

2. Course Internship: an individual course within a degree program taken in a work environment either on- or off-campus that provides students with professional work experience directly related to the subject matter of their program.

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-L

Learning Outcomes	Learning outcomes are discipline-specific statements that describe the observable skills or abilities associated with the essential knowledge, behaviours, and/or values all students are expected to acquire by the end of a course or program of study.
Letter of Permission	A formal document issued by the University Registrar approving a student to register in a course at another institution in lieu of a Carleton course in the student's academic program. The Letter of Permission must be issued before the student takes the course for credit in a Carleton program at another institution.
=	-M
Major	A program Element recorded on the transcript and diploma. The major is constituted by the required course credits in one or more defined disciplines or intellectual areas that define the principle focus of a student's undergraduate program and constitute the basis for the calculation of the Major CGPA.
Major CGPA	The Major CGPA is calculated as the average grade points earned on the courses that constitute the major.
Mention : francais	An undergraduate Option noted on the transcript denoting specified courses taken in French, which may be used to fulfil program requirements.
Minor	A program Element at the undergraduate level recorded on the transcript and diploma. A minor is a structured set of credits that form a distinct subset of a program or intellectual area. Each Minor requires at least 4.0 and at most 5.0 credits. Access to minors may be restricted. A minor introduces a student to, or extends their knowledge of, a discipline or intellectual area.
=	-O
Option	An optional addition to or component of a program with requirements distinct from those of an Element: (i) Undergraduate: co-operative education, study abroad, Mention : francais, program internship; (ii) Graduate: co-operative education, Cotutelle (in Ph.D. programs), Dual Master's Degree (in master's programs), collaborative specialization. Options may be taken in addition to elements and are recorded on the transcript and the diploma.
=	-P
Pathway	A pathway through a program is a route to completion such as: stream, thesis, research essay, research project, or course only. Pathways may be chosen in addition to Elements and Options, and are not recorded on the diploma but are recorded on the transcript.
Practical Assessments	Practical assessments are those assessments, such as exams or term work, of a student's work where the tasks and conditions are similar to what they would experience in a work environment and are designed to complement their academic skills and competencies.
Prerequisite	A required course or courses that must be completed successfully before registering in the course that requires the prerequisite.
Preclusion	Courses that contain sufficient content in common that credit may not be earned for more than one of the courses. Courses that preclude one another are not necessarily considered equivalent and may or may not be interchangeable to fulfil program or specific element requirements.

A specified combination of academic requirements in a discipline or intellectual area of study which leads to a credential (for example, B.A. in Philosophy, Ph.D. in History, M.Sc. in Chemistry, Graduate Diploma in Public Policy and Program Evaluation, Certificate in the Teaching of English as a Second Language).

There are five types of programs at the undergraduate level:

1. Single-Discipline Program: A Single-Discipline program is a program of at least 15.0 credits in which the courses that constitute the program's major are drawn overwhelmingly from one discipline or intellectual area.
2. Thematic Program: A Thematic program is an interdisciplinary program of at least 15.0 credits that concentrates on a particular interdisciplinary intellectual area or theme, and draws on courses within its major from at least three disciplines or intellectual areas.
3. Single-Discipline Honours Program: A Single-Discipline Honours program is a program of at least 20.0 credits in which the courses that constitute the program's major are drawn overwhelmingly from one discipline or intellectual area. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.
4. Combined Honours Program: A Combined Honours program is a program of at least 20.0 credits in which a student fulfils the requirements for combined honours majors in two such majors from two different programs. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.
5. Thematic Honours Program: A Thematic Honours program is an interdisciplinary program of at least 20.0 credits that concentrates on a particular interdisciplinary intellectual area or theme, and draws on courses within its major from at least three disciplines or intellectual areas. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.

Program

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Restricted electives are courses required to fulfil elective requirements in an undergraduate program that are not free electives. The courses that may fulfil restricted elective requirements in any program are in other words prescribed by the program.

Restricted Elective

Students should refer to individual program descriptions to determine the courses that may fulfil restricted elective requirements for a program.

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At the undergraduate level, the term 'specialization' is reserved for specific areas of concentration in programs in which the courses constituting the program's specializations are delivered overwhelmingly by academic units other than the academic unit administering the program.

Specialization

At the graduate level only collaborative specializations exist. See definition for 'collaborative specialization'.

Special Students

Students not admitted to a program or a degree leading to a Credential.

Full-time status for tuition fee purposes:

1. Undergraduate students are full-time when registered in a 60% course load per term as defined by the student’s academic program: for example, registered in at least 1.5 credits per term in a 2.5 credit normal term course load. Undergraduate students should consult the website of the [Academic Advising Centre](#) to determine their eligibility for various Provincial and University services according to the number of credits taken each term.
2. Graduate students are normally admitted and must stay continuously registered as full-time. Students may apply to the Dean of Graduate and Postdoctoral Affairs for exemption from full-time status in exceptional circumstances (for example, medical circumstances); exemptions are normally granted for one term.

Status

Part-time status for tuition fee purposes:

1. Undergraduate students are part-time when registered in less than a 60% course load per term as defined by the student’s academic program (for example, registered in less than 1.5 credits per term).
 2. Graduate students may be admitted as part-time students and will be required to continue and complete their program as part-time; a part-time student is not eligible to register in more than 1.25 credits per term, including audit courses.
- A Pathway within an undergraduate program normally constituted by at least 1.5 credits of courses that facilitate concentration on a particular area of study within the program. Streams are not recorded on the diploma but are recorded on the transcript.

Stream

Summative Assessment

Summative assessments are those assessments of a student’s work carried out at the end of a course or the end of specific components of a course whose sole purpose is to constitute a judgement on a student’s performance in the course or a specific component of the course.

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-T

Term GPA

Within the Academic Continuation Evaluation for undergraduate and special students, the Term GPA is the ratio of the grade points earned on a course or courses to the total credit value completed in the term of assessment.

Selected Topics courses normally address topics which fall within a narrow range of topics within a common theme indicated by the course title. Students may not repeat selected topics courses for credit.

Topics Courses

Special Topics normally address topics chosen from a broad range of topics within a discipline. Their topics vary widely from year-to-year. Students may repeat special topics courses for credit when the topics vary.

Transfer Credit

Academic credit granted for individual courses successfully completed at another institution, either upon admission (admitted with advanced standing from secondary school, or transfer from college or university) or while registered with a Letter of Permission or on exchange.

Transcript

The official record of a student’s academic registration and accomplishments at Carleton University.

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Undeclared Students

Undergraduate students admitted to a degree who have not chosen a program ('declared a major') within that degree; normally, students are required to choose a program ('declare a major') upon or before completing 3.5 credits.

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-W

A formal process for discontinuing studies in a course or a program.

Undergraduate students who wish to drop all courses and terminate their registration in the academic program must follow the procedure available through the Registrar's Office. Students who have been away from the University for nine or more consecutive terms will be withdrawn and must re-apply for admission.

Withdrawal

Graduate students who wish to drop all courses and terminate their registration in the academic program must notify their department in writing of their intention to withdraw. Students who do not register for three consecutive terms or do not register continuously in their thesis, research essay, or independent research project will be withdrawn and must re-apply for admission.

New Resources

No New Resources

Summary

1. Adding definition of "good academic standing".
2. Adding definition of "term GPA".

Rationale for change

1. As ACE does not begin until 5.5 credits complete, there are some processes which will occur early enough in a student's program that they won't have an ACE decision yet, but they need to be doing well academically. The phrase 'good academic standing' will fill this gap in processes such as uOttawa exchange, where students need a certain level of academic success to be eligible, but have not yet been ACE'd so don't have an EC standing decision.
2. Term GPA is defined in Section 3.2.4.1; replicating it in the glossary for ease of use and completeness.

Transition/Implementation

Program reviewer comments

nataliephelan (08/17/22 3:08 pm): Minor edits made after discussion at Aug 16/22 SCCASP. To Senate for information.

Key: 1808

Date Submitted: 07/27/22 12:29 pm

Viewing: **Schedule-202230 : R-UG-Academic Year Fall 2022**

Last approved: 12/01/21 4:27 pm

Last edit: 08/17/22 4:31 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. 08/08/22 10:03 am
Erika Strathearn
(erikastrathearn):
Approved for REGS RO
UG Review
2. 08/08/22 2:03 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
3. 08/19/22 4:46 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. Dec 1, 2021 by Natalie Phelan (nataliephelan)
2. Dec 1, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

[The Academic Year \(Graduate and Undergraduate Studies\)](#)

Effective Date	2022-23
Workflow	majormod
Program Code	Schedule-202230
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO

Degree

Title R-UG-Academic Year Fall 2022

Program Requirements

Date	Activity
FALL TERM 2022	
August 31, 2022	Deadline for course outlines to be made available to students registered in full fall, early fall and fall/winter courses.
September 1, 2022	Last day for receipt of applications from potential fall (November) graduates.
September 5, 2022	Statutory holiday. University closed.
September 6, 2022	Academic orientation (undergraduate and graduate students). Orientation for new Teaching Assistants. All new students are expected to be on campus. Class and laboratory preparation, departmental introductions for students, and other academic preparation activities will be held.
September 7, 2022	Fall term begins. Full fall, early fall, and fall/winter classes begin.
September 13, 2022	Last day for registration and course changes (including auditing) in early fall courses.
September 20, 2022	Last day for registration and course changes (including auditing) in full fall, late fall, and fall/winter courses. Last day to withdraw from early fall courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript. Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2022 and must register for the fall 2022 term.
September 23-25, 2022	Full summer and late summer term deferred final examinations will be held.
September 30, 2022	Last day to withdraw from full fall and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript. Last day to request Formal Examination Accommodation Forms for Oct/Nov final examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
October 1, 2022	Last day for academic withdrawal from early fall courses.
October 7, 2022	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 10, 2022	Statutory holiday. University closed.
October 14, 2022	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early fall term undergraduate courses, before the official Oct/Nov final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
October 15, 2022	Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.

Date	Activity
October 21, 2022	<p>Last day of early fall classes.</p> <p>Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p> <p>Last day that can be specified by a course instructor as a due date for term work for early fall courses.</p>
October 24, 2022	Deadline for course outlines to be made available to students registered in late fall courses.
October 24-28, 2022	Fall break, no classes.
October 29-30, November 5-6, 2022	Final examinations in early fall undergraduate courses will be held.
October 31, 2022	Late fall classes begin.
November 11, 2022	<p>Last day to withdraw from late fall term courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.</p> <p>Last day to request Formal Examination Accommodation Forms for December full fall and late fall final examinations and fall/winter midterm examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.</p>
November 15, 2022	<p>Last day for academic withdrawal from full fall and late fall courses.</p> <p>Last day for receipt of applications for admission to an undergraduate degree program for the winter term.</p>
November 18-20, 2022	Early fall undergraduate deferred final examinations will be held.
November 25, 2022	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full fall term or fall/winter undergraduate courses, before the official December final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 1, 2022	<p>Last day for receipt of applications from potential winter (February) graduates.</p> <p>Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.</p>
December 2, 2022	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late fall term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
December 9, 2022	<p>Fall term ends.</p> <p>Last day of full fall and late fall classes.</p>
	<p>Classes follow a Monday schedule.</p> <p>Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.</p>
	Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full and late fall courses:
	<p>Last day that can be specified by an instructor as a due date for term work for full and late fall courses.</p> <p>Last day for receipt of applications for undergraduate degree program transfers for winter term.</p>
December 10-22, 2022	Final examinations in full fall and late fall courses and mid-term examinations in fall/winter courses will be held. Examinations are normally held all seven days of the week.

Date Activity

December 22, 2022 All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

December 25, 2022 through January 3, 2023 inclusive University closed.

New Resources

No New Resources

Summary

1. Cleaned up how we indicate when the last day of classes in a term follows a specific day's schedule. Originally intended to avoid conflicts between 0.25 credit and 0.5 credit courses on such days, FED has determined it will be simpler for students if we keep the academic schedule brief and let FED handle rescheduling 0.25 credit courses internally, as needed. Original wording "Classes follow a Monday schedule (full fall and fall/winter courses only)."

2. Dec 9 entry amended for clarity. Original wording: "Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full and late fall courses."

2. Dec 9 change: excerpt from email sent by D. Mendeloff on May 20/22: "I would like to have a discussion about the intentions of this rule and to make sure that this is clearly reflected in the wording. My reading of this is that it is intended to prevent instructors from requiring term work to be submitted during and in the immediate lead-up to exam period. In other words, it is the last day that students can be expected to submit term work. However, the first clause of this policy is ambiguous. In the case noted above, it is being interpreted by the instructor to mean that students are not permitted to submit (unexcused) late work after the last day of term even when a late policy is clearly specified in the course outline that would otherwise permit it. I don't believe that is the intention. Indeed, if this rule were to be read literally, then it would also prohibit informal deferrals of term work. Obviously, students should know that they cannot expect to receive credit for any term work submitted after the last day of term, and instructors are not required to accept such late work. But this is true of late work submitted during the term as well. And it is also a separate issue from what I see as the intention of this rule: to ensure that students are not required to complete term work after the end of term. It is not about whether students can or cannot submit late work, or whether instructors can or cannot accept that work. That, in my view, is entirely a matter determined by the individual instructor."

Rationale for change

Transition/Implementation

Program reviewer comments

nataliephelan (08/17/22 4:31 pm): Following the Aug 16/22 SCCASP meeting, for edit #2 it was agreed to use the new shorter sentence, so the wording has been applied to the Oct 21 entry re: early fall courses as well. No changes to edit #1 which was approved as-presented. Both will be applied to all applicable places in the FA22, WN23, and SU23 academic schedules.

Key: 2133

Date Submitted: 07/27/22 12:30 pm

Viewing: **Schedule-202310 : R-UG-Academic Year Winter 2023**

Last approved: 12/01/21 4:27 pm

Last edit: 08/17/22 4:34 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. 08/08/22 10:03 am
Erika Strathearn (erikastrathearn):
Approved for REGS RO UG Review
2. 08/08/22 2:03 pm
Natalie Phelan (nataliephelan):
Approved for PRE SCCASP
3. 08/19/22 4:46 pm
Erika Strathearn (erikastrathearn):
Approved for SCCASP

History

1. Dec 1, 2021 by Natalie Phelan (nataliephelan)
2. Dec 1, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [The Academic Year \(Graduate and Undergraduate Studies\)](#)

Effective Date	2022-23
Workflow	majormod
Program Code	Schedule-202310
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO

Degree

Title R-UG-Academic Year Winter 2023

Program Requirements

Date	Activity
WINTER TERM 2023	
January 2, 2023	Deadline for course outlines to be made available to students registered in full winter and early winter term courses.
January 4, 2023	University reopens.
January 9, 2023	Winter term begins. Full winter and early winter classes begin.
January 13, 2023	Last day for registration and course changes (including auditing) in early winter courses.
January 20, 2023	Last day for registration and course changes (including auditing) in full winter and late winter courses. Last day to withdraw from early winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript. Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2023 and must register for the winter 2023 term.
January 20-22, 27-29, 2023	Full fall and late fall term deferred final examinations will be held.
January 27, 2023	Last day to request Formal Examination Accommodation Forms for Feb/Mar final examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.
January 31, 2023	Last day to withdraw from full winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 1, 2023	Last day for academic withdrawal from early winter courses. Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in early winter term undergraduate courses, before the official Feb/Mar final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).
February 10, 2023	Last day of early winter classes.
February 17, 2023	Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar. Last day that can be specified by an instructor as a due date for term work for early winter courses. April examination schedule available online.
February 20, 2023	Statutory holiday. University closed. Deadline for course outlines to be made available to students registered in late winter courses.

Date Activity

February

20-24,
2023

Winter break, no classes.

February

25-26,

March

Final examinations in early winter undergraduate courses will be held.

4-5,

2023

February

27, 2023

Late winter classes begin.

March 1,

2023

Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.

Last day for receipt of applications to Bachelor of Architecture, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Music and Bachelor of Social Work degree programs for the fall/winter session.

Last day for receipt of applications for admission to an undergraduate program for the summer term.

Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).

March

10, 2023

Last day to withdraw from late winter term courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.

March

15, 2023

Last day for academic withdrawal from full winter, late winter, and fall/winter courses.

Last day to request Formal Examination Accommodation Forms for April full winter, late winter, and fall/winter final examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

March

17-19,

2023

Early winter undergraduate deferred final examinations will be held.

Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

March

29, 2023

Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate from outside Canada or the United States, except for applications due February 1 or March 1.

Last day for receipt of applications from potential spring (June) graduates.

Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in late winter term undergraduate courses, before the official final examination period (see examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

April 5,

2023

April 7,

2023

Statutory holiday. University closed.

April 12,

2023

Winter term ends.

Last day of full winter, late winter, and fall/winter classes.

Classes follow a Friday schedule.

Last day for final take-home examinations to be assigned, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Date Activity

	Last day that can be specified by an instructor as a due date for term work for full and late winter courses.
April 13-14, 2023	No classes or examinations take place.
April 15-27, 2023	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.
April 27, 2023	All final take-home examinations are due on this day, with the exception of those conforming to the examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
May 1, 2023	Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.
May 13, 2023	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in spring 2023 and must register for the summer 2023 term.
May 19-31, 2023	Full winter, late winter, and fall/winter deferred final examinations will be held.
June 1, 2023	Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due March 1 or April 1.
June 15, 2023	Last day for receipt of applications for undergraduate degree program transfers for the fall term.

New Resources

No New Resources

Summary

1. Cleaned up how we indicate when the last day of classes in a term follows a specific day's schedule. Originally intended to avoid conflicts between 0.25 credit and 0.5 credit courses on such days, FED has determined it will be simpler for students if we keep the academic schedule brief and let FED handle rescheduling 0.25 credit courses internally, as needed.

2. April 12 entry amended for clarity. Original wording: "Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for full and late winter courses."

2. April 12 change: excerpt from email sent by D. Mendeloff on May 20/22: "I would like to have a discussion about the intentions of this rule and to make sure that this is clearly reflected in the wording. My reading of this is that it is intended to prevent instructors from requiring term work to be submitted during and in the immediate lead-up to exam period. In other words, it is the last day that students can be expected to submit term work. However, the first clause of this policy is ambiguous. In the case noted above, it is being interpreted by the instructor to mean that students are not permitted to submit (unexcused) late work after the last day of term even when a late policy is clearly specified in the course outline that would otherwise permit it. I don't believe that is the intention. Indeed, if this rule were to be read literally, then it would also prohibit informal deferrals of term work. Obviously, students should know that they cannot expect to receive credit for any term work submitted after the last day of term, and instructors are not required to accept such late work. But this is true of late work submitted during the term as well. And it is also a separate issue from what I see as the intention of this rule: to ensure that students are not required to complete term work after the end of term. It is not about whether students can or cannot submit late work, or whether instructors can or cannot accept that work. That, in my view, is entirely a matter determined by the individual instructor."

Rationale for change

Transition/Implementation

Program reviewer comments

nataliephelan (08/17/22 4:34 pm): Following the Aug 16/22 SCCASP meeting, for edit #2 it was agreed to use the new shorter sentence, so the wording has been applied to the Feb 17 entry re: early winter courses as well. No changes to edit #1 which was approved as-presented. Both will be applied to all applicable places in the FA22, WN23, and SU23 academic schedules.

Date Submitted: 08/17/22 4:15 pm

Viewing: **BIB-UBIB : Bachelor of International Business Honours**

Last approved: 07/04/22 9:13 am

Last edit: 08/17/22 4:15 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

In Workflow

1. **BUSI ChairDir UG**
2. **BUS FCC**
3. **BUS FBoard**
4. **PRE SCCASP**
5. **SCCASP**
6. **PRE CalEditor**
7. CalEditor

Approval Path

1. 08/18/22 7:59 am
Howard Nemiroff
(howardnemiroff):
Approved for BUSI
ChairDir UG
2. 08/18/22 7:59 am
Howard Nemiroff
(howardnemiroff):
Approved for BUS FCC
3. 08/18/22 7:59 am
Howard Nemiroff
(howardnemiroff):
Approved for BUS FBoard
4. 08/19/22 9:46 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP
5. 08/19/22 4:45 pm
Erika Strathearn
(erikastrathearn):
Approved for SCCASP

History

1. Mar 19, 2014 by sandra
2. Oct 28, 2014 by sandra
3. May 16, 2016 by Sandra Bauer (sandrabauer)
4. May 18, 2016 by Sandra Bauer (sandrabauer)
5. May 18, 2016 by Sandra Bauer (sandrabauer)
6. Jan 19, 2017 by Tiffany Douglas (tiffanydouglas)
7. Apr 3, 2017 by Sandra Bauer (sandrabauer)

8. Mar 21, 2019 by Caitlind Anderson (caitlindanderson)
9. Mar 26, 2020 by Howard Nemiroff (howardnemiroff)
10. Apr 28, 2021 by Sarah Cleary (sarahcleary)
11. May 9, 2022 by Natalie Phelan (nataliephelan)
12. May 10, 2022 by Natalie Phelan (nataliephelan)
13. May 26, 2022 by Natalie Phelan (nataliephelan)
14. Jul 4, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program [Business](#)

Effective Date	2022-23
Workflow	minormod
Program Code	BIB-UBIB
Level	Undergraduate
Faculty	Sprott School of Business
Academic Unit	School of Business
Degree	Bachelor of International Business
Title	Bachelor of International Business Honours

Program Requirements

Bachelor of International Business (Honours)

Program Requirements

The Bachelor of International Business (B.I.B.) program is characterized by the requirement that students spend third year in studies abroad.

Students in the B.I.B. program are required to specialize in one of the following languages: French, German, Japanese, Mandarin, or Spanish.

Language Training Component

Students may select French, German, Japanese, Mandarin, or Spanish as their specialization language for study.

Applicants to the program interested in languages other than those listed above should contact the Eric Sprott School of Business Supervisor of Undergraduate Programs to verify if the preferred language option may have become available after the publication of this calendar.

All first year Bachelor of International Business students will be assessed for ability in their selected language by the relevant language unit and placed in the appropriate courses as authorized by the language unit, unless a student fully tests out of a language (see note 5 below).

Students with some ability in their selected language may be allowed to pursue studies in that language on the understanding that they will effect a significant improvement in their ability.

The Year Abroad

The Year Abroad Requirement of the B.I.B. program is met by the successful completion of a minimum of 4.0 approved credits during the year of study abroad (this includes [BUSI 3700](#) Cross-cultural Communication), with a minimum of 1.0 credit taught in the chosen language for the program. The B.I.B. student will study at one of Carleton's approved Exchange partner institutions, as a full-time student on Exchange for one academic year. Students could alternatively complete the Year Abroad Requirement of the B.I.B program by two other means;

1) the successful completion of a minimum of 2.0 approved credits during the year of study abroad (this includes [BUSI 3700](#) Cross-cultural Communication), with a minimum of 0.5 credits taught in the chosen language for the program, along with a minimum 12 week pre-approved internship ([BUSI 3701](#) Practicum in International Business I) in that country.

OR

2) the successful completion of a minimum 24 week pre-approved internship in a country where the language is spoken ([BUSI 3701](#) Practicum in International Business I and [BUSI 3702](#) Practicum in International Business II), along with the completion ~~of~~ [BUSI 3700](#) Cross-cultural Communication.

Students who fully test out of one of the B.I.B. required languages will be eligible to spend their third year abroad in a country where one of Carleton's approved Exchange partner institutions exists. A student's country of origin is not an eligible country for their third year abroad unless approved by the School of Business.

In order to be eligible to participate study abroad in the year abroad, third year, students must meet the following requirements: be Eligible to Continue (EC) at the time of application, and are required to have successfully completed a minimum of 9.0 credits prior to departure.

- At the time of application, students must have achieved a minimum Major CGPA of 6.50.
- At the time of their pre-departure ACE, students must have:
 - successfully completed a minimum of 9.0 credits, including a minimum of 5.0 credits in the Major and all pre-departure requirements in the chosen B.I.B. language (French/German/Japanese/Mandarin/Spanish);
 - a minimum Major CGPA of 6.50;
 - a minimum Language CGPA of 6.50, if applicable based on placement.

The number of courses available in English in foreign schools may vary. Carleton credits commensurate to courses taken abroad will be determined by the Registrar's Office and awarded towards the student's degree.

Students are responsible for all traveling, living and incidental costs for fulfilling third-year requirements abroad. Tuition fees and compulsory miscellaneous fees will be paid to Carleton University according to Carleton University's fee structure. The student may be liable for compulsory miscellaneous fees assessed by the foreign institution, including possible fees for language courses.

A limited number of bursaries are available to offset costs. For details on how to apply for a bursary, contact the Awards Office.

Bachelor of International Business Honours (20.0 credits)

A. Credits Included in the Major CGPA (12.5 credits)		
1. 2.0 credits in:		2.0
BUSI 1004 [0.5]	Financial Accounting for Business Students	
BUSI 1005 [0.5]	Managerial Accounting for Business Students	
BUSI 1401 [0.5]	Foundations of Information Systems	
BUSI 1701 [0.5]	Introduction to International Business	
2. 2.0 credits in:		2.0
MATH 1009 [0.5]	Mathematics for Business	
ECON 1001 [0.5]	Introduction to Microeconomics	
ECON 1002 [0.5]	Introduction to Macroeconomics	
STAT 2601 [0.5]	Business Statistics	
3. 2.5 credits in:		2.5
BUSI 2208 [0.5]	Introduction to Marketing	
BUSI 2301 [0.5]	Introduction to Supply and Operations Management	
BUSI 2504 [0.5]	Business Finance I	
BUSI 2702 [0.5]	Introduction to International Management	
BUSI 3700 [0.5]	Cross-cultural Communication	
4. 1.0 credit in (See Note 1, below):		1.0
BUSI 4705 [0.5]	Ethics and Cross-cultural Interaction	
BUSI 4709 [0.5]	Strategic Management for International Business (See Note, below)	
5. 1.5 credits from (See Note 2, below):		1.5
BUSI 3703 [0.5]	International and Comparative Management	
BUSI 3704 [0.5]	The Environment of International Business	
BUSI 3706 [0.5]	International Business Negotiations	
BUSI 4707 [0.5]	Regionalism and Globalization	
BUSI 4710 [0.5]	International New Ventures	
BUSI 4717 [0.5]	Managing Globalization in Emerging Economies	
- An approved 3000-level or higher course in International Business taken during the year abroad at one of Carleton's approved exchange partner institutions		
6. 1.5 credits in (See Note 3, below):		1.5
BUSI/ECON at the 2000-level or above		
7. 1.0 credit in:		1.0
BUSI at the 3000-level or above (except for BUSI 3701 and BUSI 3702)		
8. 1.0 credits in BUSI at the 4000-level		1.0
B. Credits Included in the Core CGPA (4.0 credits)		
9. 4.0 credits in one of French, German, Japanese, Mandarin, or Spanish		4.0
C. Credits Not Included in the Major or Core CGPA (3.5 credits):		
10. 3.5 credits in free electives (see Notes 4 and 6, below)		3.5
Total Credits		20.0

Notes:

1. For **Item 4** above, [BUSI 4705](#) and [BUSI 4709](#) must be taken at the Sprott School of Business.
2. For **Item 5** above:
 - a) Students **without a Concentration** must choose 2.5 credits from the list in Item 5.
 - b) Students in **Concentration in International Marketing and Trade** must choose among [BUSI 3706](#), [BUSI 4707](#), [BUSI 4710](#) and [BUSI 4717](#) from the list in Item 5.
 - c) Students in **Concentration in International Strategy and Human Resources Management** must choose among [BUSI 3704](#), [BUSI 3706](#), [BUSI 4710](#) and [BUSI 4717](#) from the list in Item 5.

- d) Students in **Concentration in Global Financial Management and Systems** must choose among [BUSI 3704](#), [BUSI 4707](#), [BUSI 4710](#) and [BUSI 4717](#) from the list in Item 5.
3. For **Items 6, 7, and 8** above, students **without a Concentration** must satisfy these requirements:
- 1.0 credit from all courses listed in Item 1 of all Concentrations
 - 1.0 credit from all courses listed in Item 2 of all Concentrations
 - 1.0 credit from all courses listed in Item 3 of all Concentrations
4. The following courses cannot be used as free electives toward the B.I.B. degree: [ESLA 1300](#), [ESLA 1500](#), any course at the 0000-level including MATH 0007 (no longer offered), [MATH 0107](#), and [MATH 0009](#).
5. For **Item 9** above, students who successfully meet some or all of the language requirements through alternative testing will choose up to 4.0 elective credits approved by Sprott. Students who test out will not receive an ACE based in their Language Core CGPA.
6. For **Item 10** above, students may use [BUSI 3701](#) and [BUSI 3702](#) towards their free electives if they successfully complete an internship while abroad.
7. Students require completion of [BUSI 1996](#) and [BUSI 1997](#) to be eligible for registration in [BUSI 2702](#), and completion of [BUSI 2996](#) and [BUSI 2997](#) to be eligible for the year abroad. [BUSI 4996](#) must be completed as part of the degree requirements prior to graduation from the Bachelor of International Business (Honours).

New Resources

No New Resources

Summary

With H. Nemiroff and M. Walt: reworded requirements for year abroad, to maintain the previously established eligibility criteria but situated in the ACE framework.
 Aug 17/22 update: made a small adjustment to the wording in the second bullet, first sub-bullet, as this was the language agreed to in the prior meeting with HN and MW.

Rationale for change

Transition/Implementation

Program reviewer comments

Key: 510