

Program Change Request

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Last modified by: sarahcleary

Changes proposed by: sarahcleary

In Workflow

1. REGS RO UG Review
2. PRE SCCASP
3. SCCASP
4. PRE CalEditor
5. CalEditor

Approval Path

1. 05/14/20 3:51 pm
Dotty Nwakanma
(dottynwakanma):
Approved for REGS RO
UG Review
2. 05/20/20 8:46 am
Sarah Cleary
(sarahcleary): Approved
for PRE SCCASP
3. 05/20/20 10:26 am
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)

Calendar Pages Using this Program [Glossary](#)

Effective Date	2020-21
Workflow	majormod
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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Notations

Notation **Description**

A

Notation	Description
Academic Performance Evaluation (APE) Auditing Student	The APE is the annual assessment of student academic standing in undergraduate degree programs and special studies. The possible outcomes of an APE are <i>Good Standing, Academic Warning, Suspension, Continue in Alternate, Continue in General, Dismissed from Program, or Debarment.</i> A student who attends a course for interest and not for credit. Formal registration is required.
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 year-level courses of different levels in a particular discipline or area of of study that introduces students to, or extends their knowledge of, that discipline or area of 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.
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 the award of 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	Students receive a grade after completion of courses that count as credit towards the award of a Credential. Courses have unique eight-character alphanumeric course codes, titles and descriptions. The credit value is indicated in square brackets following the course number. 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. -1. Numbers 1000-4000 designate undergraduate courses; 2. 0000-level courses are those that also available and may be required to satisfy prerequisites. 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. 3-5000 and 6000-level are Numbers 5000-6000 designate graduate level courses.
Course Outline	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.

Notation	Description
Courses Set Aside	<p>Courses that do not contribute to the fulfilment of graduation requirements within the student's program:</p> <ol style="list-style-type: none"> 1. 1 Extra to the Degree (ETD): Passed credits that are in excess of the required credits; 2. 2 No Credit for Degree (NCD): Passed credits that are ineligible for credit in the student's program; 3. 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 Performance 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	<p>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.</p> <p>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.</p>
Diploma	<p>Post-baccalaureate diplomas are normally constituted by at least three and a maximum of five credits of advanced undergraduate courses.</p> <p>Graduate Diploma:</p> <p>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.</p> <p>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.</p> <p>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.</p>
Discredit	For undergraduate students, a discredit is a course registration that results in a grade of F (failure) or UNS (unsatisfactory performance).
Dual Degree	The Dual Degree refers to a bilateral co-enrolment agreement between two university institutions that enables a student to simultaneously complete an Undergraduate or Graduate program at both institutions.

Notation	Description
Dual Master's Degree	An Option in any Master's program. Master's students may opt to complete the requirements of a master's program in both their home university and a partner university in another country.
E	
Element	<p>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.</p> <p>Elements are recorded on the transcript and the diploma.</p>
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	
General Bachelor's Program	An undergraduate, non-honours Bachelor's program requiring a minimum of 15.0 credits.
H	
Honours Bachelor's Program	An undergraduate Bachelor's program requiring a minimum of 20.0 credits. Pathways to completion constituted by a thesis, research essay or significant project may demand a higher academic standard than a course-based pathway.
I	

Notation	Description
Internship	<p>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:</p> <ol style="list-style-type: none"> 1. Program Internship: an Option constituted by a structured sequence of at least 4.0 credits of courses of at different year-levels in of an honours bachelors program taken in 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. 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.
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 . transcript or diploma :
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.

Notation	Description
Prerequisite	A required course or courses that must be completed successfully before registering in the course that requires the prerequisite.
Preclusion	<p>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.</p> <p>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).</p>
Program	<p>There are five types of program at the undergraduate level:</p> <ol style="list-style-type: none"> 1. Single-Discipline General Program: A General 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. 2. Thematic General Program: A General 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. 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.
Restricted Elective	<p>R</p> <p>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.</p> <p>Students should refer to individual program descriptions to determine the courses that may fulfil restricted elective requirements for a program.</p>
Specialization	<p>S</p> <p>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.</p> <p>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.</p>
Special Students	Students not admitted to a program or a degree leading to a Credential.

Notation	Description
Status	<p>Full-time status for tuition fee purposes:</p> <p>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.</p> <p>2. 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.</p>
Stream	<p>Part-time status for tuition fee purposes:</p> <p>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).</p> <p>2. 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.</p>
Summative Assessment	<p>A Pathway within an undergraduate program normally constituted by at least 1.5 2.0 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. transcript or diploma.</p>
	<p>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.</p>
T	
Transfer Credit	<p>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.</p>
Transcript	<p>The official record of a student's academic registration and accomplishments at Carleton University.</p>
U	
Undeclared Students	<p>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') before reaching second-year standing.</p>
W	
Withdrawal	<p>A formal process for discontinuing studies in a course or a program.</p> <p>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.</p>
	<p>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.</p>

Summary	<ol style="list-style-type: none"> 1. Edited Certificate definition to remove wording "year-level" and add "different levels". Edited Internship definition to add "undergraduate" to first paragraph and removed "year" from second paragraph. Added new glossary item "Course Numbering" with definition. 2. Edited Course definition and Course Numbering Definition. 3. Changed all 'xxx' to '000-level' in Course Numbering. 4. Edited Pathway and Stream definition to included "but are recorded on the transcript" and changed credit value to 1.5 from 2.0 in Stream.
Rationale for change	1. As per SCCASP approval April 7th, 2020. 2. As per SCCASP approval on May 5th, 2020. 3. As per D. Deugo. 4. As per SCCASP approval on May 5th, 2020.
Transition/Implementation	N/A

Program reviewer comments	<p>sarahcleary (05/05/20 11:22 am): Additional changes as per SCCASP. Noted in summary and rationale for change in point #2.</p> <p>sarahcleary (05/08/20 8:42 am): Additional changes outlined in #3.</p> <p>sarahcleary (05/20/20 3:10 pm): Additional edits outlined in #4.</p> <p>sarahcleary (05/20/20 3:13 pm): Additional information.</p> <p>sarahcleary (05/21/20 8:07 am): Minor correction.</p> <p>sarahcleary (05/21/20 3:20 pm): Minor edit.</p>
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