

**MEMORANDUM**

**From:** The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)  
**To:** Senate  
**From:** Howard Nemiroff, Chair of SCCASP  
**Date:** March 25, 2022  
**Subject:** Regulation Changes 2022-23

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**For Senate approval**

1. English language admission requirements

**Motion: That Senate approves the revisions to Regulations R-ADM-B.A. First Year Admission to B.A. effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *R-ADM-B.A. BA First Year Admission*

2. General regulations 5. Program Requirements

**Motion: That Senate approves the revisions to Regulations R-GR-General Regulations 5. Program Requirements effective for the 2022/23 Graduate Calendar as presented.**

Attachment: *TBD-1795 R-GR-General Regulations 5*

3. General regulations 6. Transfer of Credit

**Motion: That Senate approves the revisions to Regulations R-GR-General Regulations 6. Transfer of Credit effective for the 2022/23 Graduate Calendar as presented.**

Attachment: *TBD-1796 R-GR-General Regulations 6*

4. General regulations 13. Time Limits for Program Completion

**Motion: That Senate approves the revisions to Regulations R-GR-General Regulations 13. Time Limits for Program Completion effective for the 2022/23 Graduate Calendar as presented.**

Attachment: *TBD-1803 R-GR-General Regulations 13*

5. BA Law COOP Admissions Requirements

**Motion: That Senate approves the revisions to Regulations R-UG-COOP-B.A. Law COOP Admission and Continuation Requirements effective for the 2022/23 Undergraduate Calendar as presented.**

Attachment: *TBD-1761 R-UG-COOP-B.A. Law*

6. New First Year Grading Policy

Motion: That Senate approves the First-Year Grading Policy effective for the 2022/23 Undergraduate Calendar as presented.

Attachment: *First Year Grading Policy*

**For Information**

1. UG\_G\_2122\_MinorMods\_for\_SCCASP\_March 01, March 15
2. Glossary Definition: Topics Courses – Special Topics, Selected Topics

Date Submitted: 02/24/22 9:27 am

# Viewing: **R-ADM-B.A. : R-ADM-Program-B.A. First Year Admission to B.A. (All)**

Last approved: 02/02/22 10:45 am

Last edit: 02/24/22 9:27 am

Last modified by: nataliephelan

**Changes proposed by: nataliephelan**

## In Workflow

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

## Approval Path

1. 02/24/22 10:57 am  
Jen Sugar (jensugar):  
Approved for REGS ADM Review
2. 02/24/22 11:38 am  
Natalie Phelan (nataliephelan):  
Approved for PRE SCCASP
3. 03/02/22 10:39 am  
Erika Strathearn (erikastrathearn):  
Approved for SCCASP

## History

1. Mar 23, 2017 by Sandra Bauer (sandrabauer)
2. Mar 23, 2017 by Sandra Bauer (sandrabauer)
3. Mar 23, 2017 by Sandra Bauer (sandrabauer)
4. Mar 23, 2017 by Sandra Bauer (sandrabauer)
5. Mar 23, 2017 by Sandra Bauer (sandrabauer)
6. Mar 23, 2017 by Sandra Bauer (sandrabauer)
7. Mar 23, 2017 by Sandra Bauer (sandrabauer)
8. Mar 29, 2017 by Sandra Bauer (sandrabauer)
9. Apr 10, 2017 by Sandra Bauer (sandrabauer)
10. Mar 26, 2021 by Sarah Cleary (sarahcleary)
11. Feb 2, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program

[Philosophy](#)  
[Sociology](#)  
[Geography](#)  
[Criminology and Criminal Justice](#)  
[History and Theory of Architecture](#)  
[European and Russian Studies](#)  
[English](#)  
[Law](#)  
[Political Science](#)  
[African Studies](#)  
[Music](#)  
[Film Studies](#)  
[Canadian Studies](#)  
[Women's and Gender Studies](#)  
[Art History](#)  
[Greek and Roman Studies](#)  
[Geomatics](#)  
[Indigenous Studies](#)  
[Psychology](#)  
[Biology](#)  
[History](#)  
[Anthropology](#)  
[Environmental Studies](#)  
[Human Rights and Social Justice](#)  
[Religion](#)  
[French](#)  
[Applied Linguistics and Discourse Studies](#)  
[Childhood and Youth Studies](#)  
[Linguistics \(Bachelor of Arts\)](#)  
[Linguistics](#)  
[Open Studies](#)  
[Arts](#)

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Effective Date	2022-23
Workflow	majormod
Program Code	R-ADM-B.A.
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-Program-B.A. First Year Admission to B.A. (All)

## Program Requirements

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## Admissions Information

Admission requirements are based on the Ontario High School System. Prospective students can view the admission requirements through the Admissions website at [admissions.carleton.ca](https://admissions.carleton.ca). The overall average required for admission is determined each year on a program-by-program basis. Holding the minimum admission requirements only establishes eligibility for consideration; higher averages are required for admission to programs for which the demand for places by qualified applicants exceeds the number of places available. All programs have limited enrolment and admission is not guaranteed. Some programs may also require specific course prerequisites and prerequisite averages and/or supplementary admission portfolios. Consult [admissions.carleton.ca](https://admissions.carleton.ca) for further details.

**Note: If a course is listed as *recommended*, it is not mandatory for admission. **Students who do not follow the recommendations will not be disadvantaged in the admission process.****

## Admission Requirements

### Degrees

- Bachelor of Arts (B.A.) (Honours)
- Bachelor of Arts (B.A.)

### First Year

#### For B.A. and B.A. (Honours)

The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses. The six 4U or M courses must include a 4U course in English (or *anglais*). **Applicants submitting an English For applicants whose first language test to satisfy is not English, the requirements requirement of English can also be met under the English conditions outlined in the section “English Language Proficiency section Requirements” in the Admissions Requirements and Procedures section of this Calendar may use that test to also satisfy the 4U English prerequisite requirement. Calendar.**

#### Biology

For the major in Biology in the B.A. program, in addition to the 4U English, a 4U course in Chemistry is required. Advanced Functions, and Calculus and Vectors are recommended.

### Advanced Standing

Applications for admission beyond first year will be assessed on their merits. Applicants must normally be *Eligible to Continue* in their year level, in addition to meeting the GPA thresholds described in [Section 3.1.10](#) of the *Academic Regulations of the University*. Advanced standing will be granted only for those subjects assessed as being appropriate for the program and the stream selected.

#### Co-op Option

##### Direct Admission to the 1st Year of the Co-op Option

Co-op is available for the following Majors in the B.A. (Honours) degree: Anthropology, English, Environmental Studies, European and Russian Studies, French, Geography, Geomatics, History, Law, Political Science, Psychology, Sociology.

Applicants must:

1. meet the required overall admission cut-off average and prerequisite course average. These averages may be higher than the stated minimum requirements;
2. be registered as a full-time student in the Bachelor of Arts Honours with one of the majors listed above;
3. be eligible to work in Canada (for off-campus work placements).

Meeting the above requirements only establishes eligibility for admission to the program. The prevailing job market may limit enrolment in the co-op option. Students should also note that hiring priority is given to Canadian citizens for co-op positions in the Public Service Commission.

**Note:** continuation requirements for students previously admitted to the co-op option and admission requirements for the co-op option after beginning the program are described in the Co-operative Education Regulations section of this Calendar.

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New Resources

No New Resources

Summary

Prompted by discussion at Feb 15/22 SCCASP, J. O'Farrell and J. Sugar propose rewording the sentence which permits an ESL test score to fulfill the 4U English admission prerequisite, as well as the test score fulfilling the university's overarching English proficiency requirement. This sentence appears in all program-specific admission pages.

Rationale for change

Transition/Implementation

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Program reviewer  
comments

Key: 1560

Date Submitted: 02/09/22 8:36 am

# Viewing: **TBD-1795 : R-GR-General Regulations: 5. Program Requirements**

Last approved: 05/03/21 11:25 am

Last edit: 02/16/22 10:59 am

Last modified by: sandrabauer

**Changes proposed by: sandrabauer**

## In Workflow

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

## Approval Path

1. 02/10/22 6:56 pm  
Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
2. 02/16/22 11:01 am  
Sandra Bauer (sandrabauer): Approved for GRAD FBoard
3. 02/24/22 10:34 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 03/16/22 11:47 am  
Erika Strathearn (erikastrathearn): Approved for SCCASP

## History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Nov 15, 2017 by Sandra Bauer (sandrabauer)
4. May 31, 2018 by Mike Labreque (mikelabreque)
5. May 3, 2021 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations](#)

Effective Date 2022-23

Workflow	<b>majormod</b> <del>minormod</del>
Program Code	TBD-1795
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 5. Program Requirements

## Program Requirements

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### 5. Program Requirements

#### 5.1 General Information

Program **descriptions** ~~Descriptions~~ and **details** ~~Details~~ of **courses** ~~Courses~~ can be found in subsequent sections of this Calendar. Prospective applicants should note particularly the admission requirements, the fields in which advanced study and research may be undertaken, and the program requirements, in addition to the general regulations of the Faculty of Graduate and Postdoctoral Affairs, which are detailed in this section.

#### 5.2 Qualifying-Year Program

Students in the qualifying year will ordinarily register in 5.0 credits at the senior undergraduate level. Of these 5.0 credits, normally no more than 1.0 credit at the 2000-level and no more than 2.0 credits at the 5000-level may be taken. Credits taken to **fulfil** ~~fulfill~~ the requirements of the qualifying-year program may not be used for credit towards the master's degree.

#### 5.3 Master's Program

**Normally, all courses taken** ~~The normal requirement~~ for **credit toward a** ~~the~~ master's degree **must be at the graduate level. is** ~~5.0 credits (including the thesis where applicable):~~ **Optionally, up to 20 per cent** ~~In the case~~ of **the total credits for a** ~~master's~~ degree **in the range of 5.0-9.0 credits, 1.0 credit** may be **taken** ~~selected from those offered~~ at the **4000 level to satisfy elective requirements,** ~~senior undergraduate level, that is, at the 4000-level,~~ with the approval of the program.

~~In the case of a 10.0 or more-credit master's degree, with program approval, 2.0 credits may be selected from those offered at the senior undergraduate level, that is, at the 4000-level.~~

#### 5.4 Doctoral Program

Ordinarily, all courses taken for credit towards the Ph.D. degree must be at the 5000- or 6000-level.

#### 5.5 Language Requirements

Some graduate programs require a reading knowledge of one or more languages other than English. Language requirements will be prescribed by programs according to their regulations and the needs of their students. Language requirements must be



completed within the time limit allowed for the completion of the student's program.

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New Resources

No New Resources

Summary

Modify Item 5.3.

Rationale for change

Changing wording to match intent of regulation.

Transition/Implementation

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Program reviewer  
comments

Key: 1795

Date Submitted: 02/09/22 8:35 am

# Viewing: **TBD-1796 : R-GR-General Regulations: 6. Transfer of Credit**

Last approved: 02/21/18 9:56 am

Last edit: 03/01/22 3:15 pm

Last modified by: sandrabauer

**Changes proposed by: sandrabauer**

## In Workflow

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

## Approval Path

1. 02/10/22 6:56 pm  
Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
2. 02/16/22 11:01 am  
Sandra Bauer (sandrabauer): Approved for GRAD FBoard
3. 02/24/22 10:36 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 03/02/22 10:39 am  
Erika Strathearn (erikastrathearn): Approved for SCCASP

## History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Feb 21, 2018 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program [General Regulations](#)

Effective Date 2022-23

Workflow **majormod** minormod

Program Code TBD-1796

Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 6. Transfer of Credit

## Program Requirements

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### 6. Transfer of Credit

#### 6.1 Transfer of Credit on Admission

Graduate courses completed at another institution or at Carleton University that have not been used to fulfil the requirements of another degree program may be accepted in partial fulfilment of Carleton's degree requirements. Credit for such work will be determined in each case by the Faculty of Graduate and Postdoctoral Affairs on the recommendation of the program concerned.

Master's candidates will be permitted to transfer the equivalent of up to 40 per cent of their coursework credit requirements on admission. In addition, if a master's candidate is granted transfer of credit for 40 per cent of their coursework credit requirements, his/her remaining credits at Carleton must be at the 5000 level.

Doctoral candidates may be given advanced standing for work completed at other universities, but must normally register for a minimum of one year of full-time studies thereafter at Carleton and fulfill the thesis and comprehensive examination requirements. Students admitted with transfer of credits in a Ph.D. program may be required to pass a qualifying examination upon entry.

A candidate who has completed credits as a special student will only be permitted to transfer such credits for degree credit in the Faculty of Graduate and Postdoctoral Affairs with the permission of the Dean.

Special students enrolled in a graduate level course are subject to the special student regulations outlined in the Undergraduate Calendar at <http://calendar.carleton.ca/undergrad/>.

Up to 1.0 credit of Carleton courses at the 5000 level or higher, completed by a student registered in the final year of study at a Carleton University undergraduate honours degree or equivalent may be considered for advanced standing in a Carleton University Master's degree, if the latter offers an Accelerated Pathway.

Students who are considered to participate in an Accelerated Pathway must obtain authorization from the academic unit offering this Master's program. All courses taken as part of the Accelerated Pathway must be at the 5000 level or higher. Details are specified in the corresponding "About the Program" section of the Calendar.

#### 6.2 Transfer of Credit After Admission

**In the case where ~~A student admitted to and eligible to register in~~ a ~~student who graduate program~~ is ~~already enrolled in a graduate program~~ ~~not permitted to register~~ at Carleton University ~~is admitted to another at the same time in any other graduate program, the rules in 6.1 do not apply. The admitting program will determine which credits transfer to the new program. or as an undergraduate or special student.~~**

#### 6.3 Concurrent Enrolment

**Students may not be concurrently enrolled in multiple master's or multiple doctoral degrees, except in those programs with explicit co-enrolment policies.**

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New Resources

No New Resources

Summary

6.2 - clarification

6.3 Add new item regarding concurrent enrolment.

Rationale for change

Updating official regulations to match current policy.

Transition/Implementation

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Program reviewer  
comments

**sandrabauer (03/01/22 3:15 pm):** change "becomes" admitted to "is" admitted per SCCASP

Key: 1796

Date Submitted: 02/09/22 9:18 am

# Viewing: **TBD-1803 : R-GR-General Regulations: 13. Time Limits for Program Completion**

Last approved: 03/09/20 3:16 pm

Last edit: 02/10/22 9:42 pm

Last modified by: sandrabauer

**Changes proposed by: sandrabauer**

## In Workflow

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

## Approval Path

1. 02/10/22 6:51 pm  
Sandra Bauer (sandrabauer): Approved for REGS RO GR Review
2. 02/16/22 11:01 am  
Sandra Bauer (sandrabauer): Approved for GRAD FBoard
3. 02/24/22 10:36 am  
Natalie Phelan (nataliephelan): Approved for PRE SCCASP
4. 03/02/22 10:40 am  
Erika Strathearn (erikastrathearn): Approved for SCCASP

## History

1. Nov 15, 2017 by Sandra Bauer (sandrabauer)
2. Nov 15, 2017 by Sandra Bauer (sandrabauer)
3. Jan 16, 2018 by Sandra Bauer (sandrabauer)
4. Mar 19, 2019 by Mike Labreque (mikelabreque)
5. Mar 9, 2020 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [General Regulations](#)

Effective Date 2022-23

Workflow	majormod
Program Code	TBD-1803
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 13. Time Limits for Program Completion

## Program Requirements

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### 13. Time Limits for Program Completion

#### 13.1 General Remarks

There are maximum time limits for the completion of programs. Students may also be subject to time constraints prescribed by individual programs to ensure orderly and timely progress through their programs.

#### 13.2 Master's Program

##### **Full-time**

All master's students admitted as full-time students must normally complete their degree requirements within two calendar years after the date of initial registration, unless their program states otherwise and regardless of any subsequent change of status to part-time. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

##### **Part-time**

All master's students admitted as part-time students must normally complete their degree requirements within six calendar years after the date of initial registration, unless their program states otherwise. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed time lines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

#### 13.3 Doctoral Program

##### **Full-time**

All Ph.D. students admitted as full-time students and admitted on the basis of a master's degree must complete the Ph.D. degree requirements within six calendar years after the date of initial Ph.D. registration unless their specific program provides for a different time limit. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

#### Part-time

All Ph.D. students admitted as part-time students must complete the degree requirements within nine calendar years after the date of initial Ph.D. registration. Terms of non-registration are equated to part-time registration terms when calculating the overall time to program completion. A change of a student's status from part-time to full-time status will result in a pro-rated reduction in the required time to completion for each subsequent term of full-time study.

Failure to complete the program within the prescribed time lines or failure to maintain continuous registration will require reevaluation of the student's entire program and may result in termination.

### 13.4 Exemption from Time Limit

When exemption from registration for a term or terms has been approved by the Dean of the Faculty of Graduate and Postdoctoral Affairs, this period will be exempt from the overall time limit allowed for completion of the program.

For Exemption from Time Limit procedure/forms please **visit:** [visit http://gradstudents.carleton.ca/forms-policies/](http://gradstudents.carleton.ca/forms-policies/)

### 13.5 Extension of Time Limit

**Students will submit requests** ~~Requests~~ for an extension of time limits ~~to are given only in exceptional circumstances and are determined within~~ the academic **department for review. The department must then submit** ~~department. A detailed report on the request to FGPA following student's progress and a recommendation from the specific procedures as outlined here:~~ <https://gradstudents.carleton.ca/program-extension-policy-and-procedures/>

~~supervisor must accompany each request. Extensions are usually given for a maximum of one year. A complete request for an extension must be submitted at least one month before the student's deadline to complete their program. The request must include the following elements: A completed "Request for extension of the time limit to complete the requirements of a graduate degree" form must be submitted. The requested extension must be realistic, taking into account the remaining research to be done. It can be for one to three terms. A letter from the student giving the reasons for the requested extension must be attached to the request. This letter must also indicate when the thesis proposal was accepted. A letter from the thesis supervisor supporting the request for an extension, with a realistic time schedule to complete the remaining research activities. This time schedule must be approved by all members of the thesis committee. Letters or email messages from committee members indicating their approval of the proposed schedule must also be attached to the service request.~~

#### New Resources

No New Resources

#### Summary

Modify first paragraph of 13.5 and delete following paragraph:

A complete request for an extension must be submitted at least one month before the student's deadline to complete their program. The request must include the following elements:

"A completed "Request for extension of the time limit to complete the requirements of a graduate degree" form must be submitted. The requested extension must be realistic, taking into account the remaining research to be done. It can be for one to three terms. A letter from the student giving the reasons for the requested extension must be attached to the request. This letter must also indicate when the thesis proposal was accepted. A letter from the thesis supervisor supporting the request for an extension, with a realistic time schedule to complete the remaining research activities. This time schedule must be approved by all members of the thesis committee. Letters or email messages from committee members indicating their approval of the proposed schedule must also be attached to the service request."

Rationale for change      Clarification

Transition/Implementation    n/a

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Program reviewer  
comments

Key: 1803



Date Submitted: 10/13/21 2:09 pm

## Viewing: **TBD-1761 : R-UG-COOP-B.A. Law coop admission and continuation requirements**

Last approved: 07/19/17 12:10 pm

Last edit: 03/16/22 11:48 am

Last modified by: nataliephelan

**Changes proposed by: caitlinmacgregor**

### In Workflow

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

### Approval Path

1. 10/13/21 2:26 pm  
Caitlin MacGregor  
(caitlinmacgregor):  
Approved for REGS COOP  
UG Review
2. 02/28/22 3:55 pm  
Betina Kuzmarov  
(betinakuzmarov):  
Approved for LAWS  
ChairDir UG
3. 02/28/22 4:24 pm  
Natalie Phelan  
(nataliephelan):  
Approved for REG-COOP  
ChairDir UG
4. 03/11/22 11:28 am  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
5. 03/16/22 11:48 am  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP

### History

1. Jul 19, 2017 by Sandra Bauer (sandrabauer)
2. Jul 19, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this  
Program

[Law](#)  
[Co-operative Education](#)

Effective Date	2022-23
Workflow	<b>majormod</b> <del>minormod</del>
Program Code	TBD-1761
Level	Undergraduate
Faculty	<b>Faculty of Public Affairs</b> <del>Not Applicable</del>
Academic Unit	Regulations: COOP <b>Department of Law and Legal Studies</b>
Degree	
Title	R-UG-COOP-B.A. Law coop admission and continuation requirements

## Program Requirements

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In addition to the following:

1. Registered as a full-time student in the Bachelor of Arts Honours - Law **program (with ~~(Business-law Concentration~~ or **without a concentration**); ~~Laws, Policy and Government Concentration)~~ program;**
2. ~~Obtained an overall CGPA of 8.00 if applying to do their first work term in the summer following the second year of study;~~ **Obtained and maintained** an overall CGPA of **9.00 and 6.5 and a** major CGPA of **9.00; 8.0;** ~~for the purposes of entry to any work term following completion of the third year of study;~~
3. Completed 3.5 credits in **Law, including** ~~law, including~~ LAWS 2908, prior to their first work term. It is strongly recommended that students complete all first and second year **Law law** requirements prior to entering their first work term.

Students in B.A. Honours Law (**with ~~(Concentration in Business Law,~~ or **without a concentration**) ~~Law, Policy and Government)~~) must successfully complete three (3) work terms to obtain the Co-op designation.**

**Co-operative Work Term Course:** LAWS 3999

**Work/Study Pattern:**

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	S	Fall	S
Winter	S	Winter	S	Winter	S	Winter	W	Winter	
Summer		Summer	W	Summer	W	Summer	W		

New Resources No New Resources

Summary From: Vincent Kazmierski  
 Sent: June 25, 2021 1:45 PM  
 To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>; Katie LeBlanc <Katie.LeBlanc@carleton.ca>  
 Subject: Re: Possible expansion of Law co-op

Hi Caitlin:

We believe the CGPA requirement should apply to both the overall CGPA and the LAW major GPA, for both second year and third year.

Thanks,

Vince

Vincent Kazmierski, SJD  
Chair and Associate Professor  
Department of Law and Legal Studies  
Carleton University  
[www.carleton.ca/law](http://www.carleton.ca/law)

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From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>  
Sent: June 25, 2021 12:09 PM  
To: Vincent Kazmierski <VincentKazmierski@CUNET.CARLETON.CA>; Katie LeBlanc <Katie.LeBlanc@carleton.ca>  
Subject: RE: Possible expansion of Law co-op

Hi Vince,

Thanks for getting back to us. We're happy to support the expansion of Co-op to all Honours Law students based on the criteria you've outlined below. Before moving forward, I just need to clarify two things:

-You mention raising "the CGPA requirement for LAWS students to 9.0". Do you mean a 9.0 in the Major CGPA, Overall CGPA, or both?

-Please confirm that you would like the CGPA requirement(s) to be the same for Law students admitted to Co-op at either the second or third year entry point.

Once we have this information, we can proceed with a Calendar change submission on your behalf (we will run it by you first). This submission will be for the 2022-23 Calendar, and the updated regulations will therefore apply only to students admitted to Honours Law – with or without a concentration – in fall 2022 onwards. Students admitted to your program prior to this date will be "grandfathered" under the old Co-op regulations for Law.

If you have any questions, please don't hesitate to let me know.

All the best,

Caitlin MacGregor  
Assistant Manager, Co-operative Education

From: Vincent Kazmierski  
Sent: June 23, 2021 10:56 AM  
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>; Katie LeBlanc <Katie.LeBlanc@carleton.ca>  
Subject: Re: Possible expansion of Law co-op

Hi Katie and Caitlin,

We have decided to raise the CGPA requirement for LAWS students to 9.0 once the Co-op option is extended to all LAWS Honours students.

I am copying our Undergrad Administrator (Sarah), our Co-op Liaison (Professor Diana Young), our current Undergrad Supervisor (Professor Zeina Bou-Zeid), our incoming

Undergrad Supervisor (Professor Sean Richmond - as Zeina starts a sabbatical on July 1), and our incoming Chair (Professor Betina Appel Kuzmarov - as my term as Chair will end on June 30th).

Could you please let us know what you require from the Department to take the next steps to formalize this expansion of the Co-op program for our undergraduate students.

Thank you for your ongoing assistance with this request.

Vince

Vincent Kazmierski, SJD  
Chair and Associate Professor  
Department of Law and Legal Studies

Rationale for change

Opening Co-op option to Honours Law students with or without a concentration, and raising the Overall and Major CGPA requirement to 9.0.

Transition/Implementation

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Program reviewer comments

**nataliephelan (10/21/21 10:41 am):** In consultation with C. MacGregor and B. Kuzmarov, reworded second bullet point to make it clear that students need minimum 9.00 in both the major and the overall CGPAs. This is consistent with wording used in other co-op regulations.  
**nataliephelan (03/16/22 11:48 am):** Changed syntax of point 1 for clarity.

Key: 1761