Changes saved but not submitted

Viewing: **TBD-1417 : R-UG-2.0 Course Evaluation (incl. 2.1, 2.2, 2.2.1)**

Last approved: 05/20/16 10:59 am

Last edit: 11/03/17 4:43 pm

Last modified by: dottynwakanma

<table>
<thead>
<tr>
<th>Calendar Pages Using this Program</th>
<th>Course Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>2017-18</td>
</tr>
<tr>
<td>Workflow</td>
<td>majormod minormod</td>
</tr>
<tr>
<td>Program Code</td>
<td>TBD-1417</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Faculty</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Academic Unit</td>
<td>Regulations: RO</td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>R-UG-2.0 Course Evaluation (incl. 2.1, 2.2, 2.2.1)</td>
</tr>
</tbody>
</table>

Program Requirements

**2.0 Course Evaluation**

**2.1 Credit**

To obtain credit in a course, students must meet all the course requirements for attendance, term work and examinations as published in the course outline.

**2.2 The Course Outline**
The instructor is required to provide to the students of each course a formal statement called the Course Outline. The course outline must be given to the students on or before the first teaching day of the course that term, in a document distributed in class or posted electronically.

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.

The course outline may specify requirements that must be satisfied for the student to pass the course. If no such conditions are explicitly mentioned in the course outline, all students are eligible to write the final examination or a deferral of the final assignment/examination. The course outline may also specify the requirements for those auditing a course, including attendance, to successfully complete the audit.

2.2.1 Early Feedback Guideline

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

The spirit of this guideline should be followed during the summer term. In particular, all instructors are urged to include academic work that is assigned, evaluated, and returned at least two days prior to the last day to withdraw from the course in Early Late, or Full Summer term.

Course outlines should provide an indication of approximately when the first graded piece of work will be returned to students. In cases where a course does not lend itself to early feedback, this should be clearly noted on the course outline.

New Resources

No New Resources

Summary

Rationale for change

With the elimination of FND, this section is obsolete.

Transition/Implementation

Program reviewer comments

sandrabauer (10/16/17 1:08 pm): Changed to major mod
sandrabauer (10/16/17 1:09 pm): Rollback: All regulations changes are classified as majormods for the purposes of CL workflow. I've changed to major, rolling back for you to resubmit into workflow. Thanks!
dottynwakanma (11/03/17 4:36 pm): Rollback: to be edited further
Date Submitted: 09/15/17 3:55 pm

Viewing: **R-UG-7.5 : R-UG-7.5 Academic Regulations for Bachelor of Journalism**

Last approved: 04/11/17 2:33 pm

Last edit: 10/26/17 9:51 am

Last modified by: sandrabauer

**Changes proposed by: carolecraswell**

---

**In Workflow**

1. JOUR ChairDir UG
2. PA Dean
3. PA FCC
4. PA FBoard
5. PRE SCCASP
6. SCCASP

**Approval Path**

1. 09/15/17 4:21 pm
   Carole Craswell
   (carolecraswell): Approved for JOUR ChairDir UG
2. 09/18/17 2:54 pm
   Hugh Shewell
   (hughshewell): Approved for PA Dean
3. 10/19/17 10:21 am
   Hugh Shewell
   (hughshewell): Approved for PA FCC
4. 11/30/17 4:22 pm
   Hugh Shewell
   (hughshewell): Approved for PA FBoard
5. 12/12/17 1:32 pm
   Sandra Bauer
   (sandrabauer): Approved for PRE SCCASP

---

**History**

1. Aug 27, 2015 by Sandra Bauer (sandrabauer)
2. Apr 4, 2016 by Sandra Bauer (sandrabauer)
3. May 26, 2016 by Sandra Bauer (sandrabauer)
4. Mar 17, 2017 by Sandra Bauer (sandrabauer)
5. Apr 11, 2017 by Sandra Bauer (sandrabauer)
Program Requirements

Bachelor of Journalism

Students in the Bachelor of Journalism are subject to the standard Academic Performance Evaluation (APE) process with the following additions and amendments:

1. Promotion into the second year of the Journalism program requires the successful completion of 4.0 credits, including JOUR 1001 and JOUR 1002, by the end of the winter session of the student’s first year.

   a. Students are in Good Standing at the first APE if they have a Major CGPA of at least 7.0 and an Overall CGPA of at least 7.0.
   b. Students who do not achieve Good Standing but who have a Major CGPA of at least 6.0 and an Overall CGPA of at least 6.0 are on Academic Warning. Those on Academic Warning must complete the following 2.0 credits of Journalism courses by the end of the winter session of the student’s second year, with a minimum final grade of C in each: JOUR 2201, JOUR 2202, JOUR 2501. Students who do not meet this requirement must leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP).
   c. Students who do not achieve Good Standing and who have a Major CGPA of less than 6.0 or an Overall CGPA of less than 6.0 are required to leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP).

2. Students are in Good Standing at any subsequent APE if they have a Major CGPA of at least 6.5 and an Overall CGPA of at least 6.5.
3. Students who do not receive Good Standing at any subsequent Academic Performance Evaluation will be required to withdraw from the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP).

Transfer into Second Year of B.J.
The School maintains a number of places in second year for students who wish to transfer from Carleton or elsewhere. Normally, offers are made to students with an overall CGPA equivalent to 10.00 (A-) or better. Continuation in Good Standing at subsequent Academic Performance Evaluations requires a Major CGPA of 6.50 and an Overall CGPA of at least 6.5.

Transfer from B.J. to B.J. Hum.

A student who has completed the first year of the B.J. in Good Standing may apply to transfer into the second year of the B.J. Hum. and will be accepted at the discretion of the School of Journalism and the College of Humanities, and must normally have an overall CGPA of 10.00 (A-) or higher. Transfers into higher years will not be considered.

**General Prerequisites**

1. Students may continue into 3000-level Journalism production courses JOUR 3207, JOUR 3208, JOUR 3225, and JOUR 3235 if they attain a minimum grade of C in each of the following: JOUR 2201, JOUR 2202, and JOUR 2501.

2. Students may continue into the 4000-level Journalism publication courses JOUR 4003, JOUR 4004, and JOUR 4005 if they attain a minimum grade of C in each of the following: JOUR 4204, JOUR 4205, JOUR 4206, JOUR 4207, and JOUR 4208.

**New Resources**

No New Resources

**Summary**

Removing JOUR 4204, JOUR 4205, JOUR 4206, JOUR 4207 and JOUR 4208 from Item 2 of General Prerequisites and replacing them with JOUR 4003, JOUR 4004 and JOUR 4005.

**Rationale for change**

In keeping with the curricular changes made to the BJ program, getting rid of courses that no longer exist and replacing them with the new courses.

**Transition/Implementation**

A transition plan is being formulated in collaboration with the RO.

**Program reviewer comments**

**sandrabauer (10/26/17 9:51 am):** Updated pending workflow.
Date Submitted: 10/06/17 2:33 pm

Viewing: **TBD-1366 : R-ADM-Program-B.G.In.S.**

Last approved: 01/21/16 12:30 pm

Last edit: 10/06/17 2:33 pm

Last modified by: chrisbrown

**Changes proposed by: chrisbrown**

**In Workflow**
1. REGS ADM Review
2. PA FCC
3. PA FBoard
4. PRE SCCASP
5. SCCASP
6. Senate
7. CalEditor

**Approval Path**
1. 10/06/17 2:12 pm
   Sandra Bauer (sandrabauer): Rollback to Initiator
2. 11/01/17 1:56 pm
   Janice O'Farrell (janiceofarrell): Approved for REGS ADM Review
3. 11/01/17 3:55 pm
   Hugh Shewell (hughshewell): Approved for PA FCC
4. 11/30/17 4:22 pm
   Hugh Shewell (hughshewell): Approved for PA FBoard
5. 12/12/17 1:34 pm
   Sandra Bauer (sandrabauer): Approved for PRE SCCASP

**History**
1. Jan 21, 2016 by Sandra Bauer (sandrabauer)

---

**Calendar Pages Using this Program**

<table>
<thead>
<tr>
<th>Bachelor of Global and International Studies</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global and International Studies</td>
<td></td>
</tr>
</tbody>
</table>

**Effective Date**
2018-19

**Workflow**
majormod

**Program Code**
TBD-1366
Level: Undergraduate
Faculty: Not Applicable
Academic Unit: Regulations: Admissions
Degree: R-ADM-Program-B.G.In.S.

Program Requirements

Degrees

- Bachelor of Global and International Studies (Honours)
- Bachelor of Global and International Studies (General)

Admission Requirements

First Year

B.G.In.S. (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) and a FIF4U course for students applying to the Specialization in French and Francophone Studies.

For applicants whose first language is not English, the requirement of English can also be met under the conditions outlined in the section English Language Requirements in the Admissions Requirements and Procedures section of this Calendar.

The cut-off average for admission will be set annually and will normally be above the minimum requirement. Applicants falling slightly below the cut-off average will be considered on an individual basis to determine whether there are special circumstances that would permit their admission. Students who feel that their high school grade average does not reflect their potential may apply to the Enriched Support Program (see the Enriched Support Program section of this Calendar).

B.G.In.S. (General)

Access to the B.G.In.S. (General) degree is limited to B.G.In.S. (Honours) students who apply to transfer.

Advanced Standing

B.G.In.S. (Honours) Program

Applications for admission to the second or subsequent years will be assessed on their merits. Advanced standing will be granted only for those courses that are determined to be appropriate.

New Resources

No New Resources

Add specific admissions requirement for a FIF4U course for students applying to the
### Summary

Specialization in French and Francophone Studies.

### Rationale for change

The BGInS Specialization in French and Francophone Studies has been added starting with the 2018/19 calendar. This change to the BGInS admissions requirement was part of the package that was approved when the Specialization was approved.

### Transition/Implementation

Modification to BGInS admissions requirement as of 2018/19.

<table>
<thead>
<tr>
<th>Program reviewer comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>sandrabauer</strong> (10/06/17 2:12 pm): All regs changes are treated as major mods. Changed from minor to major and rolling back for re-submission.</td>
</tr>
<tr>
<td><strong>sandrabauer</strong> (10/06/17 2:12 pm): Rollback: Changed to major mod. Please resubmit into workflow.</td>
</tr>
<tr>
<td><strong>janiceofarrell</strong> (11/01/17 1:56 pm): This change is not reflected in the current viewbook that applicants are using for Fall 2018 admission. If approved, we will put a notation on the OUAC application.</td>
</tr>
</tbody>
</table>
Date Submitted: 11/06/17 10:25 am

Viewing: TBD-1371 : R-ADM-Program-B.I.T.

Last approved: 03/17/17 10:32 am

Last edit: 11/06/17 10:25 am

Last modified by: jensugar

Changes proposed by: jensugar

Calendar Pages Using this Program

<table>
<thead>
<tr>
<th>Information Technology</th>
<th>Information Technology</th>
</tr>
</thead>
</table>

Effective Date

2018-19

Workflow

majormod

Program Code

TBD-1371

Level

Undergraduate

Faculty

Not Applicable

Academic Unit

School of Information Technology

Regulations: Admissions

Degree

Title

R-ADM-Program-B.I.T.

Program Requirements

Admission

Degree
The Bachelor of Information Technology is offered jointly with Algonquin College.

Admission Requirements

First Year

To be eligible for admission to the first year of the Bachelor of Information Technology, the applicant must have:

1. The Ontario Secondary School Diploma (OSSD) or equivalent including a minimum of six 4U or M courses.
2. For Multimedia and Design
   The six 4U or M courses must include Advanced Functions. In addition, candidates for BIT in Interactive Multimedia and Design must submit a portfolio of any kind of work that demonstrates the applicant’s creativity and aptitude in design work.
3. For Network Technology
   The six 4U or M courses must include one of Advanced Functions or Calculus and Vectors or Mathematics of Data Management (Calculus and Vectors recommended).
4. For Photonics and Laser Technology
   The six 4U or M courses must include Advanced Functions.
5. For Information Resource Management
   The six 4U or M courses must include English and one of Advanced Functions or Calculus and Vectors or Mathematics of Data Management.

Advanced Standing

Applications for Advanced Standing towards the program leading to the Bachelor of Information Technology will be evaluated on an individual basis upon admission to the program. Students may request that additional courses be considered toward Advanced Standing. Such requests may be made only once and must be received by the BIT Joint Council (comprised of instructors from Carleton University and Algonquin College) by August 30 of the year in which the student is admitted to the program. Requests must follow the submission format outlined on the BIT website.

Only university- and college-level courses in which a student has achieved a grade of C- or higher are eligible to be considered for Advanced Standing.

Co-op Option

Direct Admission to the First Year of the Co-op Option

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 one of the streams of the Information Technology degree stated in this section;
3. be eligible for 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.

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.

New Resources

No New Resources

Summary

BIT wishes to add Calculus and Vectors as a recommended course for students applying to the NET stream of the program

Rationale for change

BIT worked with OIRP and determined that students with Calculus and Vectors performed better in their courses and so although it is not a requirement, they would like to encourage students to take this course.
Date Submitted: 09/12/17 2:27 pm

Viewing: **TBD-1390 : R-UG-7.5 Bachelor of Journalism and Humanities**

Last approved: 04/11/17 2:56 pm

Last edit: 10/26/17 9:48 am

Last modified by: sandrabauer

**Changes proposed by: carolecraswell**

---

**In Workflow**

1. HUMM ChairDir UG
2. JOUR ChairDir UG
3. AS Dean
4. PA Dean
5. AS FCC
6. PA FCC
7. AS FBoard
8. PA FBoard
9. PRE SCCASP
10. SCCASP
11. Senate
12. PRE CalEditor
13. CalEditor

---

**Approval Path**

1. 09/21/17 11:32 am
   Diana Greene (dianagreene): Approved for HUMM ChairDir UG
2. 09/21/17 11:40 am
   Carole Craswell (carolecraswell):
   Approved for JOUR ChairDir UG
3. 10/24/17 11:36 am
   Richard Mann (richardmann):
   Approved for AS Dean
4. 10/24/17 11:44 am
   Hugh Shewell (hughshewell):
   Approved for PA Dean
5. 10/30/17 1:50 pm
   Richard Mann (richardmann):
   Approved for AS FCC
6. 11/13/17 11:41 am
   Hugh Shewell (hughshewell):
   Approved for PA FCC
7. 11/20/17 10:38 am
   Richard Mann (richardmann):
   Approved for AS FBoard
8. 11/30/17 4:23 pm
   Hugh Shewell (hughshewell):
   Approved for PA FBoard
Program Requirements

Bachelor of Journalism and Humanities

The Bachelor of Journalism and Humanities degree distinguishes between a student's Overall CGPA and their Core Humanities CGPA.

The Core Humanities CGPA is calculated on the basis of the following four courses: HUMS 1000, HUMS 2000, HUMS 3000, HUMS 4000.
Continuation Regulations

1. Promotion into the second year of Bachelor of Journalism and Humanities program requires the successful completion of 4.0 credits, including JOUR 1001 and JOUR 1002, by the end of the winter session of the student’s first year.
   1. Students are in Good Standing at the first APE if they have an Overall CGPA of at least 7.0 and a Core Humanities CGPA of 7.00.
   2. Students who do not achieve Good Standing but who have an Overall CGPA of at least 6.0 and a Core Humanities CGPA of at least 6.00 are on Academic Warning. Those on Academic Warning must complete the following 2.0 credits of Journalism courses by the end of the winter session of the student’s second year, with a minimum final grade of C in each: JOUR 2201, JOUR 2202, JOUR 2501. Students who do not meet this requirement must leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP).
   3. Students who do not achieve Good Standing and who have an Overall CGPA or a Core Humanities CGPA of less than 6.0 are required to leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP).
2. Students are in Good Standing at any subsequent Academic Performance Evaluation if they have an Overall CGPA of 7.00 or higher and a Core Humanities CGPA of 7.00 or higher. A student who is not in Good Standing but who has an Overall CGPA of 6.00 or higher and Core Humanities CGPA of 6.00 or higher is on Academic Warning.
3. A student is required to leave the program with the status Continue in Alternate (CA) or the status Dismissed from Program (DP) if:
   1. the student was on Academic Warning and does not achieve Good Standing at the next Academic Performance Evaluation, OR
   2. the student has an Overall CGPA of less than 6.00 or a Core Humanities CGPA of less than 6.00 at any Academic Performance Evaluation.

Transfer into second year of the B.J.Hum.

The School maintains a number of places in second year for students who wish to transfer from Carleton or elsewhere. Normally, offers are made to students with an overall CGPA equivalent to 10.00 (A-) or better. Continuation in Good Standing at subsequent Academic Performance Evaluations requires an Overall CGPA of at least 7.0 and a Core Humanities CGPA of at least 7.0. An additional year may be necessary for transfer students to complete their degree requirements.

General prerequisite

1. Students may continue into 3000-level Journalism production courses JOUR 3207, JOUR 3208, JOUR 3225, JOUR 3235 if they attain a minimum grade of C in each of the following: JOUR 2201, JOUR 2202 and JOUR 2501.
2. Students may continue into the 4000-level Journalism publication courses JOUR 4003, JOUR 4004 and JOUR 4005 if they attain a minimum grade of C in each of the following: JOUR 4203, JOUR 4204, JOUR 4205, JOUR 4206, JOUR 4207 and JOUR 4208.

Transferring from the B.J.Hum. to the B.J. or B.Hum.

A student who wishes to transfer from the B.J.Hum. to the B.J. or the B.Hum. may apply through Admissions and will be accepted if, upon entry to the new program, they would be in Good Standing.

A student who fails any A.P.E. and who is consequently on Academic Warning or who must leave the program with Continue in Alternate (CA) may transfer into the B.J. or the B.Hum. only if they would be in Good Standing upon entry into their new degree.
<table>
<thead>
<tr>
<th><strong>New Resources</strong></th>
<th>No New Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>Removing JOUR 4204, 4205, 4206, 4207 and 4208 and replacing them with JOUR 4003, 4004 and 4005.</td>
</tr>
<tr>
<td><strong>Rationale for change</strong></td>
<td>In keeping with the curricular changes to the BJ program.</td>
</tr>
<tr>
<td><strong>Transition/Implementation</strong></td>
<td>A transition plan is being formulated in collaboration with the RO.</td>
</tr>
</tbody>
</table>

**Program reviewer comments**: sandrabauer *(10/26/17 9:49 am)*: Updated Pending Workflow
Date Submitted: 09/12/17 2:27 pm

Viewing: **TBD-1522 : R-General Prerequisite for Journalism (BJ, BJHum)**

Last approved: 03/17/17 11:16 am

Last edit: 12/12/17 1:33 pm

Last modified by: sandrabauer

Changes proposed by: carolecraswell

---

In Workflow

1. HUMM ChairDir UG
2. JOUR ChairDir UG
3. AS Dean
4. PA Dean
5. AS FCC
6. PA FCC
7. AS FBoard
8. PA FBoard
9. PRE SCCASP
10. SCCASP
11. Senate
12. PRE CalEditor
13. CalEditor

---

Approval Path

1. 09/21/17 11:33 am
   Diana Greene (dianagreene): Approved for HUMM ChairDir UG
2. 09/21/17 11:40 am
   Carole Craswell (carolecraswell):
   Approved for JOUR ChairDir UG
3. 10/24/17 11:36 am
   Richard Mann (richardmann):
   Approved for AS Dean
4. 10/24/17 11:43 am
   Hugh Shewell (hughshewell):
   Approved for PA Dean
5. 10/30/17 1:50 pm
   Richard Mann (richardmann):
   Approved for AS FCC
6. 11/13/17 11:41 am
   Hugh Shewell (hughshewell):
   Approved for PA FCC
7. 11/20/17 10:38 am
   Richard Mann (richardmann):
   Approved for AS FBoard
8. 11/30/17 4:22 pm
   Hugh Shewell (hughshewell):
   Approved for PA FBoard
Program Requirements

General Prerequisite

1. Students may continue into 3000-level Journalism production courses JOUR 3207, JOUR 3208, JOUR 3225, JOUR 3235 if they attain a minimum grade of C in each of the following: JOUR 2201, JOUR 2202 and JOUR 2501.
2. Students may continue into the 4000-level Journalism publication courses JOUR 4003, JOUR 4004 and JOUR 4005 if they attain a minimum grade of C in each of the following: JOUR 3207, JOUR 3208, JOUR 3225, JOUR 3235.

New Resources
No New Resources

Summary
Replacing JOUR 4204, 4205, 4206, 4207 and 4208 with JOUR 4003, 4004 and 4005.

Rationale for change
In keeping with the curricular changes to the BJ program.

Transition/Implementation
A transition plan is being formulated in collaboration with the RO.

Program reviewer sandrabauer (10/26/17 9:49 am): Updated Pending Workflow