

**MEMORANDUM**

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

**To:** Senate  
**From:** David Mendeloff, Chair of SCCASP  
**Date:** February 27, 2026  
**Subject:** Regulation Changes for Approval

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**Items for Approval**

SCCASP has reviewed and is recommending to Senate approval of major modifications to regulations for the following:

Bachelor of Information Technology (B.I.T.) Admissions Requirements  
Graduate Application for Admission (General Regulation 3 of the Graduate Calendar)  
Graduate Advanced Standing (Transfer of Credit) (General Regulation 6 of the Graduate Calendar)

The proposed changes to B.I.T. admissions have been recommended by the School of Information Technology Faculty Board. The proposed Graduate Regulation changes have been recommended by Graduate Council.

A summary of the changes and individual motions is below. A single omnibus motion is presented in the interest of efficiency. Senators may request to pull any of the proposed changes out of the omnibus motion for individual consideration.

Senators are encouraged to read the accompanying Courseleaf documents prior to the Senate meeting, as they will be voting on the Courseleaf language as presented.

**Omnibus Motion: That Senate approve the revisions to the following regulations as presented:**

- R-ADM-Program-B.I.T.
- R-GR-3 Application for Admission
- R-GR-6 Advanced Standing

## Summary of Changes and Individual Motions

### 1. Bachelor of Information Technology (B.I.T.) Admissions Requirements

Removal of the additional admission requirement of a portfolio. This is being proposed by the School of Information Technology on a trial basis to assess impact on applicant pool and number of offers made.

**Motion: That Senate approves the revisions to Regulations R-ADM-Program-B.I.T. effective for the 2027/28 Undergraduate Calendar as presented.**

*Attachment: R-ADM-Program-B.I.T.*

### 2. Graduate Application for Admission (General Regulation 3 of the Graduate Calendar)

Adjustment to the TOEFL scores listed in Regulation 3.6 (Proficiency in English). This adjustment, which was done in consultation with SLALS, reflects the recent update to TOEFL's scoring scale. It does not change the current expected minimum English language requirements for admission. Upon approval of Senate the new calendar language will take effect for 2026/27, as applications with the new scores have already been received for Fall 2026 admissions.

**Motion: That Senate approves the revisions to Regulations R-GR-3 Application for Admission effective for the 2026/27 Graduate Calendar as presented.**

*Attachment: R-GR-3 Application for Admission*

### 3. Graduate Advanced Standing (Transfer of Credit) (General Regulation 6 of the Graduate Calendar)

Update to Regulation 6.4 (Transfer of Credit After Admission) clarifying that graduate students who want to take a course at another institution during their program of study must secure approval of their home department; and update to Regulation 6.5 (Concurrent Enrolment) allowing an exception for concurrent enrolment for part-time students enrolled in online programs. Upon approval of Senate the new calendar language will take effect for 2026/27.

**Motion: That Senate approves the revisions to Regulations R-GR-6 Advanced Standing effective for the 2026/27 Graduate Calendar as presented.**

*Attachment: R-GR-6 Advanced Standing*

# Program Change Request

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Date Submitted: 11/21/25 12:23 pm

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

Last approved: 10/16/24 12:57 pm

Last edit: 11/21/25 12:23 pm

Last modified by: jenniferelliott

[Changes proposed by: jenniferelliott](#)

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## In Workflow

1. REGS ADM Review
2. BIT FCC
3. BIT FBoard
4. PRE SCCASP
5. SCCASP
6. Senate
7. PRE CalEditor
8. CalEditor

## Approval Path

1. 11/21/25 11:34 am  
Angel Wagner  
(angelwagner): Rollback  
to Initiator
2. 11/21/25 12:30 pm  
Jennifer Elliott  
(jenniferelliott):  
Approved for REGS ADM  
Review
3. 11/25/25 8:54 am  
Ali Arya (aliarya):  
Approved for BIT FCC
4. 01/16/26 2:38 pm  
Ali Arya (aliarya):  
Approved for BIT FBoard

## History

1. Jan 21, 2016 by Sandra Bauer (sandrabauer)
2. Mar 24, 2016 by Janice O'Farrell (janiceofarrell)
3. Mar 17, 2017 by Sandra Bauer (sandrabauer)
4. Apr 5, 2018 by Sandra Bauer (sandrabauer)
5. May 1, 2020 by Sarah Cleary (sarahcleary)
6. Jun 9, 2021 by Natalie Phelan (nataliephelan)
7. Mar 31, 2022 by Natalie Phelan (nataliephelan)
8. Apr 4, 2023 by Natalie Phelan (nataliephelan)
9. Mar 20, 2024 by Jen Sugar (jensugar)
10. Oct 16, 2024 by Angel Wagner (angelwagner)

Calendar Pages Using this Program [Information Technology](#)  
[Information Technology](#)

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Effective Date	2027-28
Workflow	<a href="#">majormod</a> <del>minormod</del>
Program Code	TBD-1371
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: BIT Admissions
Degree	
Title	R-ADM-Program-B.I.T.

## 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.

### Degree

- Bachelor of Information Technology (B.I.T.)

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 the Ontario Secondary School Diploma (OSSD) or equivalent, including a minimum of six 4U or M courses.

**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.

**For Interactive Multimedia and Design:** the six 4U or M courses must include Advanced [Functions](#).

**Functions:**

~~In addition, candidates for BIT in Interactive Multimedia and Design must submit a portfolio of any kind of creative work as part of their application. Detailed information about the portfolio requirements can be found at [admissions.carleton.ca](https://admissions.carleton.ca)~~

**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).

**For Optical Systems & Sensors:** 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). Additionally, 4U Physics is strongly recommended.

## Advanced Standing

Applications to the Bachelor of Information Technology degree will be evaluated for advanced standing on an individual basis upon admission to the program. Advanced standing will be granted only for those subjects assessed as being appropriate for the program selected. Students will not receive credit for courses graded below C-.

## 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 programs 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.

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New Resources	No New Resources
Summary	Removal of portfolio requirement for BIT IMD.
Rationale for change	In consultation with the School, trial removal of additional admission requirement (portfolio) to assess impact on applicant pool and number of offers made.
Transition/ Implementation	N/A

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Program reviewer comments      **angelwagner (11/21/25 11:34 am):** Rollback: As per request from J. Elliott.

# Program Change Request

Date Submitted: 01/22/26 4:29 pm

Viewing: **R-GR-3 : R-GR-General Regulations:  
3. Application for Admission**

Last approved: 06/12/25 2:09 pm

Last edit: 02/03/26 10:04 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

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

## Approval Path

1. 01/22/26 4:31 pm  
Natalie Phelan  
(nataliephelan):  
Approved for REGS RO  
GR Review
2. 01/28/26 12:55 pm  
Natalie Phelan  
(nataliephelan):  
Approved for GRAD Dean
3. 02/03/26 8:52 am  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
4. 02/09/26 2:41 pm  
Caitlin MacGregor  
(caitlinmacgregor):  
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. Jan 4, 2018 by Sandra Bauer (sandrabauer)
5. May 15, 2018 by mikelabreque
6. May 31, 2018 by mikelabreque
7. May 31, 2018 by mikelabreque

8. Jun 10, 2021 by Natalie Phelan (nataliephelan)
9. Dec 19, 2022 by Natalie Phelan (nataliephelan)
10. Aug 15, 2023 by Sandra Bauer (sandrabauer)
11. Apr 5, 2024 by Sandra Bauer (sandrabauer)
12. Apr 12, 2024 by Sandra Bauer (sandrabauer)
13. Apr 12, 2024 by Sandra Bauer (sandrabauer)
14. Jun 12, 2024 by Sandra Bauer (sandrabauer)
15. Jun 12, 2025 by Natalie Phelan (nataliephelan)

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

Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-3
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-General Regulations: 3. Application for Admission

## Program Requirements

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### 3. Application for Admission

#### 3.1 Accommodation Policy for Students with Disabilities

Carleton University has a Senate-approved policy on academic accommodation for students with disabilities. For more information, consult the [Paul Menton Centre for Students with Disabilities](#).

#### 3.2 Application Forms

Applications for admission to Graduate Studies should be made through the online applications available at [Carleton 360](#).

A non-refundable application fee (CDN or US funds) is required with each application.

### 3.3 Deadlines

Normally, students are admitted to commence study in the fall term. However, some academic units may consider applicants to commence in the winter term or the spring/summer term.

For information on the specific deadlines for applications (with or without financial assistance), please visit the online application site at [Carleton 360](#). In the online application site, application deadlines can be found on the left-hand navigation panel under "Program Deadlines."

Students applying to joint programs with the University of Ottawa should note that application procedures, especially deadlines, are different in the two institutions, and they should contact the individual institution for information.

### 3.4 Transcripts

Official transcripts of the applicant's entire university record must be sent to Graduate Studies. All foreign documents, e.g., transcripts, must be translated into English and be notarized.

### 3.5 Letters of Reference

All applications must be supported by a minimum of two confidential letters of reference. The total number of referees required for your application depends on the program to which you are applying. A suitable referee is an individual who is fully knowledgeable and aware of your education and abilities. Referees should be academic in nature where possible. Professional referees will only be accepted in situations where the applicant's professional experience is most relevant. You will need to supply the names of your referees, and their email address, in the online application.

### 3.6 Proficiency in English

Proficiency in English is necessary to pursue graduate studies at Carleton University. All applicants whose first language is not English must satisfy this requirement in one of the following ways:

1. To present an official overall score of 70 on the Canadian Academic English Language (CAEL) Assessment with a minimum score of 60 in each band; or
2. To present an official Test of English as a Foreign Language (TOEFL) score of 580 on the paper-based test (PBT); ~~(PBT)~~; or
3. ~~an overall score of 86 on the internet-based test (IBT) with a minimum score in each component of:~~ For the TOEFL internet-based test (IBT):
  1. For exams taken before January 21, 2026: an overall score of 86 with a minimum score in each component of: 22 (writing), 22 (speaking), 20 (reading), and 20 (listening) (listening); ~~or~~
  2. For exams taken on or after January 21, 2026: an overall score of 4.5 with a minimum score in each component of: 5.0 (writing), 4.5 (speaking), 4.5 (reading), and 4.5 (listening)
4. To present an official overall International English Language Testing System (IELTS) score of 6.5, with a minimum of 6.0 in each band score; or
5. To present an official minimum score of 60 on the Pearson Test of English (Academic), with a minimum score of 60 in each Communicative Skill; or
6. To present an official Duolingo English Test (DET) overall score of 125, with minimum 120 in each integrated sub-score; or
7. To have completed [ESLA 1900](#) at Carleton University with a final grade of B- or higher.

#### Exemptions

Applicants who meet one of the following criteria are normally not required to submit proof of English Language Proficiency (ELP), unless otherwise required by an individual program:

- most recent degree and transcripts are from a Canadian institution

- present official transcripts to indicate completion of an undergraduate or graduate degree from an educational institution at which English was the primary language of instruction in a country listed [on our ELP exemption list](#)

Additionally, applicants may petition Graduate Studies to be exempt from ELP test requirements if they demonstrate:

- Employment for at least three years in a position in which English was the language of business in a country [listed on our ELP exemption list](#)

Graduate Studies reserves the right to require further documentation or additional testing if they feel it necessary to demonstrate the required level of English language proficiency.

Note that some programs demand higher levels of competence in English, as specified in their Admissions Requirements in this Calendar.

Applicants whose first language is not English and who do not meet the requirements stated above may be offered admission to a graduate degree program with an English as a Second Language Requirement (ESLR) and/or will be required to take prescribed remedial course work as a condition of continuing in their program.

New Resources	No New Resources
Summary	Update to the scores needed for TOEFL IBT.
Rationale for change	TOEFL has made some changes to the scale it uses for scoring, necessitating this update. It does not represent an increase in our minimum requirements for admission, but is important to reflect the current TOEFL practice.
Transition/Implementation	Effective immediately.

Program reviewer comments      **nataliephelan (02/03/26 10:04 am):** At the request of SCCASP on Feb 3 2026, changed the transition comment.

# Program Change Request

Date Submitted: 01/15/26 10:53 am

Viewing: **R-GR-6 : R-GR-6 Graduate General Regulations: 6. Advanced Standing (Transfer of Credit)**

Last approved: 01/15/26 10:46 am

Last edit: 01/15/26 10:53 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

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

## Approval Path

1. 01/15/26 10:53 am  
Natalie Phelan  
(nataliephelan):  
Approved for REGS RO  
GR Review
2. 01/28/26 12:55 pm  
Natalie Phelan  
(nataliephelan):  
Approved for GRAD Dean
3. 02/03/26 8:52 am  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
4. 02/09/26 2:40 pm  
Caitlin MacGregor  
(caitlinmacgregor):  
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 mikelabreque
4. Apr 7, 2022 by Sandra Bauer (sandrabauer)
5. Apr 12, 2024 by Sandra Bauer (sandrabauer)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Jun 12, 2024 by Sandra Bauer (sandrabauer)

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

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Effective Date	2026-27
Workflow	majormod
Program Code	R-GR-6
Level	Graduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-GR-6 Graduate General Regulations: 6. Advanced Standing (Transfer of Credit)

## Program Requirements

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### 6. Transfer of Credit

#### 6.1 Advanced Standing (Transfer of Credit upon Admission)

Graduate courses completed at another institution or at Carleton University may be accepted, on a case-by-case basis, in partial fulfilment of Carleton's degree requirements. Credit for such work will be determined in each case by Graduate Studies on the recommendation of the program concerned.

Research Essay, Research Project, and Coursework students will be permitted to transfer the equivalent of up to 40 per cent of their coursework credit requirements on admission. In addition, if these students are granted transfer of credit for 40 per cent of their coursework credit requirements, their remaining credits at Carleton must be at the 5000-level.

Master's Thesis and Ph.D. students may be given advanced standing for work completed at other universities, but must register for a minimum of three terms of full-time studies thereafter at Carleton and fulfil Carleton's thesis and milestone requirements. Students admitted with transfer of credits in a Ph.D. program will be required to achieve doctoral candidacy at Carleton.

A candidate who has completed credits as a special student will only be permitted to transfer such credits for degree credit in their program, with the permission of the Vice Provost (Graduate Studies).

Special students enrolled in a graduate level course are subject to the special student regulations outlined in the [Undergraduate Calendar](#).

#### 6.2 Accelerated Pathway

Certain master's programs offer an Accelerated Pathway, whereby students enrolled in a participating Carleton undergraduate honours degree may take up to 1.0 credit of approved Carleton courses at the 5000- or 6000-level (as determined by both academic units) that will be applied towards the degree requirements of both their undergraduate program of study and, upon

admission, their graduate program of study. Students must be approved by the academic unit offering the Accelerated Pathway to which they are considering applying. Eligibility for the Accelerated Pathway and course selection are determined by the academic unit offering the graduate program; consult the individual program pages in the Graduate Calendar for program-specific information.

### Carleton master's programs with an Accelerated Pathway

- [Anthropology](#)
- [Applied Linguistics and Discourse Studies](#)
- [Biomedical Engineering \(M.A.Sc.\)](#)
- [Civil Engineering](#)
- [Computer Science](#)
- [Design](#)
- [Digital Media](#)
- [Earth Sciences](#)
- [Electrical and Computer Engineering](#)
- [English](#)
- [Environmental Engineering](#)
- [European, Russian and Eurasian Studies](#)
- [Geography \(M.A. and M.Sc.\)](#)
- [Infrastructure Protection and International Security](#)
- [International Affairs](#)
- [Linguistics](#)
- [Migration and Diaspora Studies](#)
- [Music and Culture](#)
- [Networking Technology](#)
- [Physics](#)
- [Political Management](#)
- [Political Science](#)
- [Public Policy and Administration](#)
- [Sociology](#)
- [Women's and Gender Studies](#)

## 6.3 Advanced Entry Option

Certain master's or PhD programs have an alternate admission pathway called an Advanced Entry Option, which systematically removes a practicum, foundational course requirement, or overlap in required courses, for example, in a collaborative specialization. This reduces the credits required for completion of the master's or PhD program. Students admitted into an Advanced Entry Option will follow the program requirements as defined in the Graduate Calendar. Advanced Entry is determined at the discretion of the academic unit offering the graduate program; consult the individual program pages in the Graduate Calendar for program-specific information.

### Carleton's master's or PhD programs with an Advanced Entry Option

- [Anthropology with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Architecture \(M.Arch.\)](#)
- [Clinical Trials \(M.Sc.\)](#)
- [English with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Health: Science, Technology and Policy \(M.Sc.\)](#)
- [International Affairs with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Journalism \(M.J.\)](#)
- [Linguistics \(Ph.D.\)](#)
- [Management \(Ph.D.\)](#)
- [Political Science with Collaborative Specialization in African Studies \(Ph.D.\)](#)
- [Public Policy and Administration \(M.P.P.A.\)](#)
- [Sociology with Collaborative Specialization in African Studies \(Ph.D.\)](#)

## 6.4 Transfer of Credit After Admission

In the case where a student who is already enrolled in a graduate program at Carleton University is admitted to another graduate program at Carleton University, the limits in Section 6.1 do not apply. The admitting program will determine which credits transfer to the new program.

A student who completes a course at a different institution while maintaining their registration status in their Carleton University graduate program may seek transfer credit for the course. Before taking courses at a different institution, students must seek prior approval from their home department. Granting of such transfer credit is determined at the discretion of the academic unit offering the graduate ~~program, program or in consultation~~ with prior approval from Graduate Studies, the Vice Provost (Graduate Studies).

## 6.5 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. Exceptions may be granted for part-time students enrolled in online programs.

New Resources	No New Resources
Summary	<p>6.4: changed language surrounding transfer credit for courses taken elsewhere while a student is enrolled at Carleton.</p> <p>6.5: exception added for programs which may be suitable for concurrent enrolment.</p>
Rationale for change	<p>6.4: we are tightening up the language as it previously appeared to allow students to circumvent their department and get permission to take courses elsewhere only from Grad Studies. This new language ensures that students who want to take courses elsewhere for credit towards their Carleton degree follow a consistent process with approval from all applicable offices, mirroring the undergrad LOP process and improving transparency for students, departments, and Grad Studies. 6.5: as the types of programs we offer has evolved, there are now circumstances where it may be possible for a student to work towards an online program on a part-time basis, while doing the same at a different institution. This exception provides flexibility for our students.</p>
Transition/Implementation	
Program reviewer comments	

Key: 1796