

MEMORANDUM

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

To: Senate
From: David Mendeloff, Chair of SCCASP
Date: May 29, 2026
Subject: Regulation Changes for Approval

Items for Approval

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

- Deferred Final Examinations (Regulation 4.3 of the Undergraduate Calendar)
- Registration and Course Selection (General Regulation 7 of the Graduate Calendar)

A summary of the changes and individual motions is below. A single omnibus motion is presented in the interest of efficiency. 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 as presented:

- R-UG-4.3 Deferred Final Examinations
- R-GR-7 Registration and Course Selection

Summary of Changes and Individual Motions

1. Deferred Final Examinations (Regulation 4.3 of the Undergraduate Calendar)

Two sections of Regulation 4.3 have been revised for clarity. Proposed changes to Regulation 4.3.2 clarify the assignment of grades in cases of missed deferred final examinations. Proposed changes to Regulation 4.3.3 clarify the circumstances under which a student may be granted a deferral following early departure from a final examination and specifies the medical documentation required to support a deferral petition.

Motion: That Senate approves the revisions to Regulations R-UG-4.3 Deferred Final Examinations effective for the 2026/27 Undergraduate Calendar as presented.

Attachment: R-UG-4.3 Deferred Final Examinations

2. Registration and Course Selection (General Regulation 7 of the Graduate Calendar)

Section 7.9 has been updated to specify that part-time graduate students will now be limited to registering in fewer than 1.0 credit per term. This reflects the changing nature of the graduate landscape (increasing prevalence of 4.0 credit master's programs) in tandem with the introduction of the per-course tuition framework, and ensures accurate reporting to the Ministry.

Motion: That Senate approves the revisions to Regulations R-GR-7 Registration and Course Selection effective for the 2026/27 Graduate Calendar as presented.

Attachment: R-GR-7 Registration and Course Selection.

Items for Information:

1. Minor Modifications

In addition to the major modifications presented above, SCCASP reviewed and approved minor modifications. Details are included for Senate's review in the following attachment: Courses UG_2728_MinorMods_May 19

Program Change Request

Date Submitted: 03/30/26 3:55 pm

Viewing: **TBD-1887 : R-UG-4.3 Deferred Final Examinations**

Last approved: 02/02/26 12:40 pm

Last edit: 04/14/26 2:04 pm

Last modified by: angelwagner

[Changes proposed by: angelwagner](#)

In Workflow

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

Approval Path

1. 03/30/26 5:04 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS RO
UG Review
2. 04/01/26 3:30 pm
Angel Wagner
(angelwagner): Approved
for PRE SCCASP

History

1. May 3, 2019 by
mikelabreque
2. May 14, 2019 by
mikelabreque
3. May 14, 2019 by
mikelabreque
4. May 14, 2019 by
mikelabreque
5. May 7, 2021 by Natalie
Phelan (nataliephelan)
6. Apr 5, 2023 by Natalie
Phelan (nataliephelan)
7. Oct 27, 2023 by Natalie
Phelan (nataliephelan)
8. Jan 3, 2025 by Angel
Wagner (angelwagner)
9. Apr 25, 2025 by Angel
Wagner (angelwagner)
10. Feb 2, 2026 by Angel
Wagner (angelwagner)

Calendar Pages Using this Program [Examinations](#)

| | |
|----------------|--------------------------------------|
| Effective Date | 2026-27 |
| Workflow | majormod |
| Program Code | TBD-1887 |
| Level | Undergraduate |
| Faculty | Not Applicable |
| Academic Unit | Regulations: RO |
| Degree | |
| Title | R-UG-4.3 Deferred Final Examinations |

Program Requirements

4.3 Deferred Final Examinations

4.3.1 Deferred Final Examinations

Students who are unable to write a final examination because of extenuating circumstances, as defined in the [Academic Consideration Policy](#), may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made using the Online Deferral Application no later than three (3) business days after the original final examination date or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation.
 - In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must complete the University's self-declaration form included in the online deferral application on the [Registrar's Office website](#).
 - In cases of extenuating circumstances lasting longer than five (5) days, additional documentation is required and must be supported by a medical note dated no later than one (1) working day after the examination specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

4.3.2 Missed Deferred Examinations

Students will not be given a deferral of a deferred examination.

Students granted a deferred final examination who are then unable to write the deferred final examination will receive [the earned grade of zero for the missed exam, in the course \(which may be an F\). The student's final grade in the course](#)

will then be assigned accordingly.

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may petition appeal to receive an alternate notation in lieu one of the notations Aegrotat (AEG) or Withdrawn (WDN) for the course as assigned letter grade by the appropriate appeal committee. When warranted, the notation Aegrotat (AEG) or the notation Withdrawn (WDN) will be assigned by the appropriate appeals committee. ~~(Students may not petition for one of these alternate notations if they attended the deferred examination but did not complete it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations in Section 4.3.3 below.)~~ The self-declaration form is not sufficient documentation for this application. NOTE: If a student is mathematically would be unable to pass the course, course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result.

Students (Students may not petition for an one of these alternate notation notations if they attended the deferred examination but did not complete it, it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations in Section 4.3.3 below.) The self-declaration form is not sufficient documentation for this application.

NOTE: If a student is passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted. The notation Aegrotat will Aegrotat standing may be considered for applicants for deferred finals but will be granted only if a substantial proportion of the term work has been completed and is of high quality. AEG denotes a pass standing. If, however, the course outline states that the final exam must be written in order to pass the course, only the notation Withdrawn (WDN) will be considered by the appeals committee.

~~**Students who have obtained approval for a deferred examination in a Carleton University Online course will have access to course materials after the end of the academic term of the original course. Deferred final examinations are scheduled in the time period approved by Senate. Please refer to the Academic Schedule for deferred examination dates.**~~

4.3.3 Early Departure from Final Examinations

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. Students who do not write a final examination because of extenuating circumstances/emergency beyond their control may apply to write a deferred examination. Section 4.3.1 above outlines the regulations governing deferral of final examinations.

Students are expected to complete a final examination once begun. If the student experiences a significant deterioration of ~~of~~ health while the examination is in progress, medical documentation must accompany their ~~it may be possible to submit a petition to apply to write a deferred examination.~~

A significant deterioration during an exam is a situation whereby the student requires immediate and/or emergency medical attention. In such circumstances, a student must will be seen by a health professional on the day of ~~required to seek appropriate documentation to confirm that the medical situation caused significant, acute symptoms during the examination~~ and must obtain appropriate medical documentation dated the same day to confirm that ~~that completely prohibited the medical situation caused significant, acute symptoms that prohibited them~~ student ~~from completing the exam, describing the specific impacts on the student's ability to continue the exam.~~

A student must then petition to the Registrar's Office within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

Minor illnesses and ongoing chronic illnesses under medical management will normally not be considered valid grounds for granting a deferred final examination.

New Resources

No New Resources

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|-------------------------------|---|
| Summary | Revision of language about medical documentation and missed deferred examinations. |
| Rationale for change | Clarification of Deferred Examination Regulations. |
| Transition/ Implementation | N/A |
| Program reviewer comments | angelwagner (04/01/26 3:18 pm): Editorial angelwagner (04/14/26 2:04 pm): Editorial corrections requested at SCCASP. |

Key: 1887

Program Change Request

Date Submitted: 03/31/26 3:53 pm

Viewing: **R-GR-7 : R-GR-7 General Regulations:
7. Registration and Course Selection**

Last approved: 02/18/26 9:09 am

Last edit: 05/20/26 7:18 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. 04/14/26 10:34 am
Natalie Phelan
(nataliephelan):
Approved for REGS RO
GR Review
2. 05/20/26 7:18 am
Natalie Phelan
(nataliephelan):
Approved for GRAD Dean
3. 05/20/26 7:19 am
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

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

| | |
|----------------|--|
| Effective Date | 2026-27 |
| Workflow | majormod |
| Program Code | R-GR-7 |
| Level | Graduate |
| Faculty | Not Applicable |
| Academic Unit | Regulations: RO |
| Degree | |
| Title | R-GR-7 General Regulations: 7. Registration and Course Selection |

Program Requirements

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. Feb 21, 2018 by mikelabreque
5. Jun 15, 2018 by Sandra Bauer (sandrabauer)
6. Apr 12, 2024 by Sandra Bauer (sandrabauer)
7. Apr 17, 2024 by Sandra Bauer (sandrabauer)
8. Jun 12, 2024 by Sandra Bauer (sandrabauer)
9. Feb 18, 2026 by Natalie Phelan (nataliephelan)

7. Registration and Course Selection

7.1 The Calendar Year

Carleton University divides the calendar year into three terms; each term comprises about thirteen weeks of lectures or seminars. The first term of the academic year is designated as the fall term; the second term of the academic year is designated as the winter term; and the third term of the calendar year is designated as the spring/summer term. The precise dates of registration for the fall, winter, and spring/summer terms are specified in the [Academic Year section of this Calendar](#).

7.2 Course/Program Approval

Initial course/program registration and any subsequent course changes must be approved by the program's graduate supervisor/associate chair (graduate affairs). This approval is also required for any undergraduate student who wishes to register in a graduate-level course.

Credit will be granted only for those courses and research activities for which the candidate is formally registered. An unregistered student is not entitled to attend lectures, tutorials, or seminars, and is not entitled to thesis supervision, examination privileges, or access to research facilities. Students will receive no credit for any work completed during a term in which they were not registered.

7.3 Student Records Information

Names

~~The University is committed to the integrity of its student records.~~

The University is committed to the integrity of its student records. Students are required to provide on their application for admission their complete legal name. Any requests to change a name, by means of alteration, deletion, substitution, or

addition, must be accompanied by appropriate supporting documentation. Upon making application for graduation, students may be asked to provide proof of their name.

Addresses

~~Addresses~~

Incorrect address information will delay the receipt of awards and student information. Students must update the following address information at [Carleton Central](#):

- permanent or mailing address (used for registration information)
- mailing address (used for all mail during the academic session)
- telephone number for permanent address and for mailing address

Disclosure of Information

~~Carleton University is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Advanced Education and Skills Development under s:~~

Carleton University is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Advanced Education and Skills Development under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M. 19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

Further information on the collection and use of student-level enrolment-related data can be obtained from the [Ministry of Colleges and Universities website](#).

In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), all personal and academic information is considered confidential and will not be disclosed to a third party without the authorization of the person to whom the information pertains. In addition, the University will disclose at the time of collection of personal information the purpose for which that information will be used. Further information is available at the [Carleton University Privacy Office](#).

Electronic Communication

~~Electronic Communication~~

The University provides each student with an email address and uses this as an official channel of communication with the student. A message sent to a student's university-provided email address constitutes an official communication to the student. Students are responsible for monitoring their University email address on a regular basis for as long as they are active in the academic affairs of the university. Requests from students regarding academic or administrative issues must be sent from the student's university-provided email address.

7.4 Course Selection

Students proceeding to a graduate degree or diploma must arrange their program according to the regulations of Graduate Studies and their program.

The course and thesis requirements of each graduate program are organized or defined in units of credits: 1.0 credit is typically made up of three hours of lectures or seminars a week for two terms, or the equivalent; 0.5 credit is typically made up of three hours of lectures or seminars a week for one term, or the equivalent; 0.25 credit is typically made up of three hours of lectures or seminars a week for six weeks, or the equivalent.

7.5 Evaluation

To gain standing in a course, a student must meet the course requirements for attendance, term work, and examinations. Instructors will inform their classes by distributing written notices, before the last day for late registration, of the elements and their weighting that will contribute to the final grade, including (where applicable) attendance, class participation, essays, tests, laboratories, studio-workshops, other course-related work assignments, and final examinations.

7.6 Tutorial or Reading Courses

Tutorial or Reading Courses are arranged to allow students to take full advantage of all the resources of the University in areas or fields of a very highly specialized nature. Such arrangements are subject to the approval of the academic unit's graduate supervisor/associate chair (graduate affairs).

7.7 Audit Course

Graduate students must have approval from the course instructor and their program graduate supervisor/associate chair (graduate affairs) to audit a course. ~~Part-time students may only take 1.25 credits per term.~~

~~Full-time students are not charged an additional fee.~~ The student should discuss with the instructor the conditions and expectations under which as an auditing student they may be permitted to participate, including attendance and participation in class discussions and group work, and the submission of any material.

A request to change course registration from audit to credit status, or credit to audit, must be received by Graduate Studies no later than the last day to add a course (of that duration) in the term. Students must satisfy all registration requirements to register in the course for academic credit. Students may not retroactively appeal to change the registration status from audit to credit but may subsequently re-register in the course for credit.

7.8 Course Numbering System

Each course is designated by an eight-character alphanumeric code. The first four letters indicate the academic unit under whose auspices the course is offered. The four numerical digits identify the specific course. The credit value is indicated in square brackets following the course number.

7.9 Status

Full- or part-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in and complete their program as full-time students. ~~students and will be assessed full-time fees for the duration of their program.~~ Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students. ~~students and will be assessed part-time fees for the duration of their program.~~

A part-time graduate student may ~~will~~ not register in 1.0 or more credit ~~than 1.25 credits~~ per term, including audit courses but not including the master's or doctoral thesis. ~~courses.~~

~~7.10 Change of Status from Full-Time to Part-Time~~ 7.10 Change of Status from Full-Time to Part-Time

Students who have valid reasons for changing status ~~from~~ from full-time ~~to~~ to part-time prior ~~to~~ to registration for a term may apply for permission by:

- writing to Graduate Studies stating the reason(s) for seeking exemption from the full-time registration requirements stated in 7.9
- completing a Change of Registration Status Form, accompanied by a statement from the departmental graduate supervisor/associate chair (graduate affairs) - and the thesis supervisor, if applicable - in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons.)

Exemptions are normally granted for a term.

7.11 Off-Campus Research

Graduate students may participate in a program or research at another institution or in the field. Written permission for off-campus study or research must be obtained prior to departure, through the graduate academic unit in which the student is registered. Registration must be maintained while approved off-campus activities are completed.

~~7.12 Cotutelle~~ 7.12 Cotutelle

Doctoral students may arrange to undertake a cotutelle in which they will complete the requirements of a Ph.D. program in both their home university and a partner university in another country.

Under such an arrangement, doctoral students conduct their dissertation research collaboratively, sequentially, and for roughly equal amounts of time in both universities. They are supervised in their dissertation research by a faculty member from each of the universities. The dissertation is then examined by a committee whose members are drawn from both institutions.

Students who undertake a cotutelle are not subject to general regulation 7.11.

Requests for permission to undertake a cotutelle must be made in accordance with Carleton University's Cotutelle Policy. More information can be found in the official [Carleton University Cotutelle Policy](#).

7.13 Dual Master's Degree

Master's students may undertake a Dual Master's Degree pathway in which they would complete the requirements of a master's program in both their home university and a partner university.

Students who undertake a Dual Master's Degree pathway are not subject to general regulation 7.11.

Requests for permission to undertake a Dual Master's Degree pathway must be made in accordance with Carleton University's Dual Master's Degree Policy. More information can be found in the official [Carleton University Dual Master's Degree Policy](#).

7.14 Inter-University Cooperation in Graduate Instruction

Under certain circumstances, it is permissible for a student admitted to a graduate degree program and registered at one university to follow an approved graduate-level credit course at another university. All interested students should consult the chair/director of their academic unit prior to registration in order to obtain further information on procedures and conditions of eligibility. In order for this procedure to be valid, students must be officially registered at their home institution.

7.15 University of Ottawa

Carleton University and the University of Ottawa have developed a number of joint programs at the graduate level. Where formal joint programs do not exist, a graduate student may be permitted to follow up to 2.0 credits at the 5000- or 6000-level at the University of Ottawa. Reciprocal arrangements exist among academic units at both universities. All interested students should consult their program graduate supervisor/associate chair (graduate affairs), prior to registration, in order to obtain further information on particular departmental conditions of eligibility and procedures. Students must be officially registered at their home institution.

New Resources

No New Resources

Summary

Section 7.9: with the introduction of the per-course tuition schedule for non-thesis programs, students in non-thesis programs will be charged tuition based on the number of credits taken in a term rather than being charged a flat rate depending on whether they declare full- or part-time status (this format continues for students in thesis programs). All students will still be required to declare their status as full- or part-time upon admission. Students in non-thesis programs will be reported as part-time status if they are registered in less than 1.0 credit per term; if registered in 1.0 or more credits they will be reported as full-time status. Part-time students will be prevented from registering in 1.0 or more credits per term.

Rationale for change

Further collateral changes from the changes to graduate tuition schedules.

Transition/Implementation

Program reviewer comments

nataliephelan (05/20/26 7:18 am): Section 7.7 updated as collateral to the primary change in Section 7.9, to accord with the new part-time definition.

Key: 1797