

MEMORANDUM

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

To: Senate
From: Julia Wallace, Chair of SCCASP
Date: January 31st, 2025
Subject: Regulation Changes 2025/26

For Senate approval

1. Update Language

Motion: That Senate approves the revisions to R-UG-COOP-General Information effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-UG-COOP-General Information

2. Addition of BSc Psychology

Motion: That Senate approves the revisions to TBD-1581 R-UG-COOP-B.A. B.Sc. Psychology effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-UG-COOP-B.A. B.Sc. Psychology Admission and Continuation Requirements

3. New Co-op Program for Human Rights and Social Justice

Motion: That Senate approves the revisions to TBD-2294 R-UG-COOP-B.A. Human Rights and Social Justice effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-UG-COOP-B.A. Human Rights and Social Justice Admission and Continuation Requirements

4. New Co-op Program for Data Science

Motion: That Senate approves the revisions to TBD-2293 R-UG-COOP-B.D.S. Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-UG-COOP-B.D.S. Admission and Continuation Requirements

5. Addition of Mechatronics

Motion: That Senate approves the revisions to TBD 1585 R-UG-COOP-B.ENG Admission and Continuation Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-UG-COOP-B.ENG Admission and Continuation Requirements

6. Update to ADM regulations, including Advanced Standing

Motion: That Senate approves the revisions to TBD-2262 R-ADM-Program-Nursing B.Sc.N effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: R-ADM-Program-Nursing B.Sc.N

For Information

1. *Attachment: UG_2526_MinorMods_for_SCCASP_Dec 3*
2. *Attachment: GR_2526_MinorMods_2024Dec3*
3. *Attachment: UG_2526_MinorMods_for_SCCASP_Dec 17*
4. *Attachment: GR_2526_MinorMods_2024Dec17*
5. *Attachment: UG_2526_MinorMods_for_SCCASP_Jan 21*
6. *Attachment: GR_2526_MinorMods_2025Jan21*

Program Change Request

Date Submitted: 10/10/24 2:00 pm

Viewing: **TBD-1539 : R-UG-COOP-General Information**

Last approved: 04/28/23 9:56 am

Last edit: 10/10/24 2:00 pm

Last modified by: caitlinmacgregor

[Changes proposed by: caitlinmacgregor](#)

In Workflow

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

Approval Path

1. 10/10/24 2:25 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review

History

1. Mar 29, 2017 by Sandra Bauer (sandrabauer)
2. Apr 3, 2017 by Sandra Bauer (sandrabauer)
3. Jun 13, 2017 by Sandra Bauer (sandrabauer)
4. Jun 13, 2017 by Sandra Bauer (sandrabauer)
5. Jun 13, 2017 by Sandra Bauer (sandrabauer)
6. Jul 17, 2017 by Sandra Bauer (sandrabauer)
7. May 9, 2019 by Mike Labreque (mikelabreque)
8. Mar 17, 2021 by Sarah Cleary (sarahcleary)
9. Mar 31, 2022 by Caitlin MacGregor (caitlinmacgregor)
10. Apr 28, 2023 by Natalie Phelan (nataliephelan)

Calendar Pages Using this
Program

[Global and International Studies](#)
[Co-operative Education](#)
[Interdisciplinary Science and Practice](#)

[Public Affairs and Policy Management](#)
[Media Production and Design](#)
[Business](#)
[Environmental Science](#)
[Psychology](#)
[History](#)
[Geography](#)
[Earth Sciences](#)
[Chemistry](#)
[Physics](#)
[Industrial Design](#)
[Economics](#)
[European and Russian Studies](#)
[Biotechnology](#)
[English](#)
[Food Science](#)
[Environmental Studies](#)
[Communication and Media Studies](#)
[Mathematics and Statistics](#)
[Biochemistry](#)
[Sociology](#)
[Anthropology](#)
[Information Technology](#)
[French](#)
[Geomatics](#)
[Engineering](#)
[Neuroscience](#)
[Political Science](#)
[Cognitive Science](#)
[Architectural Studies](#)
[Biology](#)
[Computer Science](#)
[Law](#)

Effective Date	2025-26
Workflow	majormod minormod
Program Code	TBD-1539
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: COOP
Degree	
Title	R-UG-COOP-General Information

Program Requirements

Co-operative Education

For more information about how to apply for the Co-op program and how the Co-op program works please visit the [Co-op website](#).

All students participating in the Co-op program are governed by the Undergraduate Co-operative Education Policy.

Undergraduate Co-operative Education Policy

Admission Requirements

Students can apply to Co-op in one of two ways: directly from high school, or after beginning a degree program at Carleton.

If a student applies to a degree program with a Co-op option from high school, their university grades will be reviewed two terms to one year prior to their first work term to ensure they meet the academic requirements after their first or second year of study. The time at which the evaluation takes place depends on the program of study. Students will automatically receive an admission decision via their Carleton email account.

Students who did not request Co-op at the time they applied to Carleton can request Co-op after they begin their university studies. To view application instructions and deadlines, please visit carleton.ca/co-op.

To be admitted to Co-op, a student must successfully complete 5.0 or more credits that count towards their degree, meet the minimum CGPA requirement(s) for the student's Co-op option, and fulfil any specified course prerequisites. To see the unique admission and continuation requirements for each Co-op option, please refer to the specific degree programs listed in the Undergraduate Calendar.

Participation Requirements

Co-op Participation Agreement

All students must adhere to the policies found within the Co-op Participation Agreement. ~~Participation Requirements~~

COOP 1000

Once a student has been admitted ~~given admission or continuation confirmation~~ to the Co-op Program, they will be given access to register in COOP 1000. ~~co-op option s/he must complete and pass COOP 1000(a mandatory online 0.0 credit course). This zero-credit online~~ Students will have access to this course must be completed at least a minimum of two terms prior to the student's ~~their~~ first work term. ~~term and will be notified when to register.~~

Communication with the Co-op Office

Students must maintain contact with the Co-op Office ~~co-op office~~ during their job search and while on a work term. All email communication will be conducted via the students' Carleton email account.

Employment

Although every effort is made to ensure a sufficient number of job postings for all Co-op students, ~~students enrolled in the co-op option of their degree program,~~ no guarantee of employment can be made. The Co-op ~~Carleton's co-op program~~ operates a competitive job search process is competitive, and success is ~~is~~ dependent upon factors such as current market

conditions, academic performance, skills, motivation, and level of commitment to the job search. ~~conditions. Academic performance, skills, motivation, maturity, attitude and potential will determine whether a student is offered a job. It is the student's responsibility to apply for positions via the Co-op actively conduct a job board search in addition to actively conducting a self-directed participation in the job search. search process operated by the co-op office. Once a student accepts a co-op job offer (verbally or written), his/her job search will end and access to co-op jobs will be removed for that term. Students who that do not successfully obtain a co-op work term are expected to continue with their academic studies. The summer term is the exception to this rule. It Students should be noted also note that hiring priority is given to Canadian citizens for co-op positions within in the Federal Government of Canada is given to Canadian citizens. Canada.~~

Registration

- Students must be registered as full-time during all fall and winter study terms beginning the term in which before they enroll in COOP 1000. begin their co-op job search. Registering in Co-op Courses
- Students will be registered in a Co-op Work Term course while at work. This course does not carry academic course credit, but is noted on academic transcripts.
- Students may register The number of Co-op Work Term courses that a student is registered in a 0.5 credit during a work term, provided is dependent upon the course is offered during the evening or is offered asynchronously online. number of four-month work terms that a student accepts.
- Students must have submit a work term report at least one term the completion of full-time studies left to complete following their final co-op work each four-month work term. While on a co-op work term students may take a maximum of 0.5 credit throughout each four-month co-op work term. Courses must be scheduled outside of regular working hours. Students must be registered as full-time before they begin their co-op job search. All co-op work terms must be completed before the beginning of the final academic term. Students cannot end may not finish their degree on a co-op work term.

Work Term Assessment and Evaluation

Work Term Evaluation

~~To obtain a Satisfactory grade for the co-op work term students must have:~~

~~A satisfactory work term evaluation by the co-op employer; A satisfactory grade on the work term report. Students must submit a work term report at the completion of each four-month work term. Employers Reports are responsible for submitting to due on the 16th of April, August, and December and students are notified of due dates through their Carleton University final performance evaluations for their Co-op students at the end of their work terms. email account.~~

Work Term Assessment

~~Graduation with the Co-op Designation~~

~~Workplace performance will be assessed by the workplace supervisor. Should a student receive an unsatisfactory rating from their co-op employer, an investigation by the co-op program manager will be undertaken. An unsatisfactory employer evaluation does not preclude a student from achieving an overall satisfactory rating for the work term. In order to successfully complete the graduate with the co-op work term, designation, students must receive a Satisfactory (SAT) grade on satisfy all requirements for their Co-op Work Term Report, which they must submit at the completion of degree program in addition to the requirements according to each four-month work term. co-op program (i.e.~~

Graduation with the Co-op Designation

In order to graduate with the Co-op Designation, students must satisfy all requirements of the degree program in addition to the successful completion of three or four work terms (the number is dependent upon the student's academic program). Students found in violation of the Co-op Participation Agreement may have the Co-op Designation withheld.

successful completion of three or four work terms). Note: Participation in the co-op option will add up to one additional year for a student to complete their degree program.

~~Voluntary Withdrawal from the Co-op Option Students may withdraw from the co-op option of their degree program during a study term ONLY.~~ Voluntary Withdrawal from the Co-op Option

~~Students who are currently on a co-op work term or who have already committed to a co-op work term either verbally or in writing may not leave the position and/or withdraw from co-op option until s/he has completed the co-op option until they have completed requirements of the work term and all related requirements.~~ Students at work term or who have already committed to a co-op may not withdraw from the work term either verbally or in writing may not leave term or the position and/or withdraw from co-op option until s/he has completed the co-op option until they have completed requirements of the work term and all related requirements.

~~Students are eligible to continue in their regular academic program provided that they meet the academic standards required for continuation.~~ **Involuntary or Required Withdrawal from the Co-op Option**

Students may be removed ~~required to withdraw~~ from the Co-op Program ~~co-op option of their degree program~~ for one or any of the following reasons:

1. Failure to achieve a grade of SAT in COOP 1000; ~~COOP 1000~~
2. ~~Failure to pay all co-op related fees~~ ~~Failure to actively participate in the job search process~~ Failure to attend all interviews for positions to which the student has applied; ~~applied~~
3. Declining more than one job offer during the job search; ~~search process~~
4. Reneging on a co-op position that the student has accepted either verbally or in writing;
5. Continuing a job search after accepting a co-op position; ~~position~~
6. Dismissal from a work term by the co-op employer; ~~employer~~
7. Leaving a work term without approval from ~~by~~ the Co-op Management Team; ~~manager~~
8. Receipt of an unsatisfactory work term evaluation; ~~evaluation~~
9. Receiving a A satisfactory grade of UNS on the work term report.

~~Submission of an unsatisfactory work term report Standing and Appeals The Co-op and Career Services office administers the regulations and procedures that are applicable to all co-op program options. All instances of a student's failure during a work term or other issues directly related to their participation in the co-op option will be reported to the academic department. Any decision made by the Co-op and Career Services office can be appealed via the normal appeal process within the University.~~ **International Students**

All international students ~~International Students~~ are required to possess a Co-op Work Permit issued by Immigration, Refugees and Citizenship Canada before they can begin working. ~~It is illegal to work in Canada without the proper authorization.~~ The Co-operative Education Office ~~Students~~ will provide students ~~be provided~~ with a letter of support to accompany their Co-op Work Permit application. ~~Students must submit their application for their permit before being permitted to view and apply for jobs on the Co-op Services database.~~ Confirmation of a position will not be approved until a student can confirm they have received their permit. Students are advised to discuss the application process and application requirements with the International Student Services Office.

Co-op Fees

All participating Co-op students are required to pay Co-op fees. For full details, please see the Co-op website.

New Resources	No New Resources
Summary	<ul style="list-style-type: none">-Re-wording some sections to make the content more succinct and clear.-Removing some outdated information/rules.-Correcting inconsistencies with regard to punctuation (for example, proper capitalization of Co-op Program and Co-op Designation).
Rationale for change	Providing enhanced clarity and up-to-date rules/information to prospective and current Co-op students. Providing consistency with the recently updated Co-op section of the Graduate Calendar.
Transition/ Implementation	N/A

Program reviewer
comments

Program Change Request

Date Submitted: 10/21/24 2:34 pm

Viewing: **TBD-1581 : R-UG-COOP-B.A. B.Sc.**
Psychology Admission and Continuation Requirements

Last approved: 04/06/23 3:08 pm

Last edit: 10/21/24 2:34 pm

Last modified by: caitlinmacgregor

[Changes proposed by: caitlinmacgregor](#)

In Workflow

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

Approval Path

1. 10/21/24 2:53 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Jul 19, 2017 by Sandra Bauer (sandrabauer)
4. Apr 6, 2023 by Caitlin MacGregor (caitlinmacgregor)

Calendar Pages Using this Program [Co-operative Education Psychology](#)

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-1581
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences

Academic Unit Regulations: COOP
Department of Psychology
Co-op Office

Degree

Title R-UG-COOP-B.A. [B.Sc.](#) Psychology Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. [Honours Psychology program or the B.Sc.](#) Honours Psychology program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, [PSYC 2001](#) and [PSYC 2002](#);
4. Obtained an Overall CGPA of at least 9.50 and a Major CGPA of at least 9.50. These CGPAs must be maintained throughout the duration of the degree.

B.A. [Honours and B.Sc.](#) Honours Psychology students must successfully complete three (3) work terms to obtain the Co-op Designation.

Work Term Report Course: [PSYC 3999](#)

Work/Study Pattern:

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

New Resources No New Resources

Summary Allowing BSc Hons Psychology students to participate in co-op.

Rationale for change

Transition/
Implementation

Program reviewer
comments

Program Change Request

New Program Proposal

Date Submitted: 10/18/24 10:23 am

Viewing: **TBD-2294 : R-UG-COOP-B.A. Human Rights and Social Justice Admission and Continuation Requirements**

Last edit: 10/21/24 2:00 pm

Last modified by: caitlinmacgregor

[Changes proposed by: caitlinmacgregor](#)

In Workflow

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

Approval Path

1. 10/21/24 2:00 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2294
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences
Academic Unit	Institute of Interdisciplinary Studies Co-op Office Regulations: COOP
Degree	
Title	R-UG-COOP-B.A. Human Rights and Social Justice Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Human Rights and Social Justice program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 8.00. This CGPA must be maintained throughout the duration of the degree.

B.A. Honours Human Rights and Social Justice students must successfully complete three (3) work terms to obtain the Co-

op Designation.

Work Term Report Course: HRSJ 3999

Work/Study Pattern:

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

New Resources

No New Resources

Summary

Human Rights and Social Justice has received approval to add a Co-op option effective 2025-26. Calendar language approved by HRSJ in its Co-op proposal.

Rationale

Provide HUMR students with work-integrated learning opportunities, increase their job prospects upon graduation, and increase prospective students' interest in the HUMR program.

Transition/
Implementation

Co-op option will be advertized to current HUMR students this winter (first opportunity to join will be fall 2025, and first potential work term will be summer 2026). Co-op option will be added to Human Rights and Social Justice's OUAC application for those applying for fall 2025 admission.

Program reviewer
comments

Program Change Request

New Program Proposal

Date Submitted: 10/03/24 1:58 pm

Viewing: **TBD-2293 : R-UG-COOP-B.D.S.**
Admission and Continuation
Requirements

Last edit: 10/03/24 1:58 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

Effective Date	2025-26
Workflow	majormod
Program Code	TBD-2293
Level	Undergraduate
Faculty	Faculty of Science
Academic Unit	Regulations: COOP Institute of Data Science Co-op Office
Degree	
Title	R-UG-COOP-B.D.S. Admission and Continuation Requirements

In Workflow

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

Approval Path

1. 10/10/24 1:36 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.D.S. program;
2. Successfully completed 5.0 or more credits;
3. Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.D.S. students must successfully complete four (4) work terms to obtain the Co-op Designation.

Co-op Work Term Course: [DATA 3999](#)

Work/Study Pattern:

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

New Resources

No New Resources

Summary

Rationale emails:

From: Michel Barbeau <MichelBarbeau@cunet.carleton.ca>

Sent: Tuesday, September 17, 2024 6:10 PM

To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>

Cc: Julia Wallace <JuliaWallace@CUNET.CARLETON.CA>

Subject: Re: Co-op Admission and Continuation Requirements for Bachelor of Data Science

Hi Caitlin:

Thank you for preparing this. I approve the wording.

Michel Barbeau (he/his/him)

Professor and Director

School of Computer Science

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>

Date: Tuesday, September 17, 2024 at 4:18 PM

To: Michel Barbeau <MichelBarbeau@cunet.carleton.ca>

Cc: Julia Wallace <JuliaWallace@CUNET.CARLETON.CA>

Subject: Co-op Admission and Continuation Requirements for Bachelor of Data Science

Dear Prof. Barbeau

I hope this message finds you well. I am working with the Undergraduate Calendar Editor on Data Science's Co-op Admission and Continuation Requirements. The information below is taken from the proposal you submitted in June, and the language matches existing Co-op options.

Kindly reply to this message to indicate your approval of the wording below and I will ensure this gets entered into the 2025-26 Undergraduate Calendar.

Bachelor of Data Science: Co-op Admission and Continuation Requirements

Maintain full-time status in each study term;

Be eligible to work in Canada (for off-campus work);

Have successfully completed COOP 1000.

In addition to the following:

Registered as a full-time student in the B.DS program;

Successfully completed 5.0 or more credits;

Obtained an Overall CGPA of at least 8.00 and a Major CGPA of at least 8.00. These CGPAs must be maintained throughout the duration of the degree.

B.DS students must successfully complete four (4) work terms to obtain the Co-op Designation.

Work Term Course: DATA 3999

[work/study table removed due to formatting. NP Oct 3/243]

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

All the best,

Caitlin MacGregor

Assistant Manager

Co-operative Education | Carleton University

Rationale

Creation of a program-specific co-op regulation for the new Bachelor of Data Science degree, launching 25-26.

Transition/
Implementation

n/a - pertains to a new program launching 25-26.

Program reviewer
comments

Program Change Request

Date Submitted: 10/03/24 11:50 am

Viewing: **TBD-1585 : R-UG-COOP-B.ENG**
Admission and Continuation
Requirements

Last approved: 04/06/23 3:09 pm

Last edit: 10/03/24 11:50 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

In Workflow

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

Approval Path

1. 10/03/24 11:40 am
Natalie Phelan
(nataliephelan): Rollback to Initiator
2. 10/03/24 11:56 am
Natalie Phelan
(nataliephelan):
Approved for CalEditor
3. 10/10/24 1:35 pm
Caitlin MacGregor
(caitlinmacgregor):
Approved for REGS COOP
UG Review

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Apr 21, 2017 by Sandra Bauer (sandrabauer)
4. Jul 18, 2017 by Sandra Bauer (sandrabauer)
5. Apr 6, 2018 by Mike Labreque (mikelabreque)
6. Apr 11, 2018 by Mike Labreque (mikelabreque)
7. Oct 29, 2018 by Mike Labreque (mikelabreque)
8. Feb 10, 2020 by Sarah Cleary (sarahcleary)

Calendar Pages Using this Program [Co-operative Education Engineering](#)

Effective Date 2025-26

Workflow majormod

Program Code TBD-1585

Level Undergraduate

Faculty Faculty of Engineering and Design

Regulations: COOP
Co-op Office
Academic Unit [Department of Civil and Environmental Engineering](#)
[Department of Mechanical and Aerospace Engineering](#)
[Department of Systems and Computer Engineering](#)
[Department of Electronics](#)

Degree

Title R-UG-COOP-B.ENG Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Eng program;
2. Successfully completed 5.0 or more credits with an Overall CGPA of at least 8.00. It is strongly recommended that students complete all second-year Engineering requirements prior to entering their first work term;
3. An Overall CGPA of at least 8.00 must be maintained in order to remain eligible for the Co-op Program.

B.Eng students must successfully complete four (4) work terms to obtain the Co-op Designation.

Work Term Courses:

Aerospace Engineering and Mechanical Engineering, Biomedical and Mechanical Engineering:

[MAAE 3999](#) [0.0] Co-operative Work Term

Architectural Conservation and Sustainability Engineering:

[CIVE 3999](#) [0.0] Co-operative Work Term

or [ENVE 3999](#) [0.0] Co-operative Work Term

Civil Engineering:

[CIVE 3999](#) [0.0] Co-operative Work Term

Communications Engineering, Computer Systems Engineering and Software Engineering:

[SYSC 3999](#) [0.0] Co-operative Work Term

Biomedical and Electrical Engineering, Electrical Engineering and Engineering Physics:

[ELEC 3999](#) [0.0]

Co-operative Work Term

Environmental Engineering:

[ENVE 3999](#) [0.0]

Co-operative Work Term

Mechatronics Engineering:

[MECT 3999](#) [0.0]

[Co-operative Work Term](#)

Sustainable and Renewable Energy Engineering:

[ELEC 3999](#) [0.0]

Co-operative Work Term

[MAAE 3999](#) [0.0]

Co-operative Work Term

[\(depending on student's program\)](#)

Work/Study Patterns

Aerospace Engineering, Architectural Conservation and Sustainability Engineering, Biomedical and Mechanical Engineering, Civil Engineering, Communications Engineering, [Electrical engineering](#), [engineering physics](#), Environmental Engineering, Mechanical Engineering, [mechatronics engineering](#), Sustainable and Renewable Energy Engineering
~~Electrical Engineering, Engineering Physics~~

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

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

Biomedical and Electrical Engineering, Computer Systems Engineering, Software Engineering

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

New Resources

No New Resources

Summary

1. Rationale emails for Electronics/Eng Phys work/study pattern change

From: Niall Tait <NiallTait@cunet.carleton.ca>

Sent: Friday, April 26, 2024 10:35 AM

To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>

Cc: Meg LaPlante <MegLaPlante@CUNET.CARLETON.CA>; Brad Cousineau

<BradCousineau@CUNET.CARLETON.CA>; Maitham Shams

<MAITHAMSHAMS@cunet.carleton.ca>; Barry Syrett <BarrySyrett@cunet.carleton.ca>; Tom

Smy <TomSmy@cunet.carleton.ca>; Leonard MacEachern

<LEONARDMACEACHERN@CUNET.CARLETON.CA>

Subject: RE: Co-op Work-Study Pattern - Electrical Engineering and Engineering Physics

Hi Caitlin:

Thanks for following up on this. I've had discussions with faculty and students regarding the work-study pattern and there seems to be consensus that the summer study term is not ideal. I received a message from scheduling just this week about a problem with trying to schedule our winter 3rd year co-op study term!

The 4 month terms are definitely a bit short, the 12 month term splits 3rd year which is not ideal. Our preference is the 4 month / 16 month work term pattern similar to Aero/Mech/Civil etc., and we would like to proceed to make this change. If you are able to enter the Courseleaf change that would be great.

Niall

Niall Tait
Professor and Chair
Department of Electronics

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: April 22, 2024 9:40 AM
To: Niall Tait <NiallTait@cunet.carleton.ca>
Cc: Meg LaPlante <MegLaPlante@CUNET.CARLETON.CA>; Brad Cousineau <BradCousineau@CUNET.CARLETON.CA>
Subject: RE: Co-op Work-Study Pattern - Electrical Engineering and Engineering Physics

Hi Prof. Tait,

I just wanted to follow up on our March discussion re. work-study patterns. As a refresher, the stats are below.

Would it be possible for you to let us know by May 1 how you would like to proceed? I would be happy to enter the proposed adjustment in Courseleaf (2025-26 school year) on your behalf.

As an aside, we met with Prof. Shams from Engineering Physics several weeks ago. While he was on board with changing the Physics pattern, he said we should seek official approval from you and Prof. Tom Smy. Would you like me to reach out to Prof. Smy or have you consulted with him on this already?

Thanks again for your time and attention to this issue.

Caitlin MacGregor
Assistant Manager
Co-operative Education

2. Rationale emails for Mechatronics addition
From: Samuel Ajila <SamuelAjila@cunet.carleton.ca>
Sent: Tuesday, September 17, 2024 4:24 PM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Cc: Samantha Colasante <SamanthaColasante@cunet.carleton.ca>
Subject: Re: Co-op Admission and Continuation Requirements for B.Eng Mechatronics

Hello Caitlin,

Well, I have responded to the other email. My approval is given for the changes.

Regards,

Samuel

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: Tuesday, September 17, 2024 4:22 PM
To: Samuel Ajila <SamuelAjila@cunet.carleton.ca>
Cc: Samantha Colasante <SamanthaColasante@cunet.carleton.ca>
Subject: RE: Co-op Admission and Continuation Requirements for B.Eng Mechatronics

Hello again,

My apologies for sending this over again. I noticed two small errors and corrected them. First, "8.00 CGPA" needs two zeros (the first version was written 8.0). Second, the Work-Study pattern I sent the first time said "no activity" in the summer of Year 1 section. We put this in the proposal template for clarity, but it does not actually go in the Calendar. I've therefore removed it.

Please respond to this email confirming your approval of the below language.

Thank you,

Caitlin

1. Adjusting the Electrical and Physics Eng pattern so that it matches these programs: AEROSPACE ENGINEERING, ARCHITECTURAL CONSERVATION AND SUSTAINABILITY ENGINEERING, BIOMEDICAL AND MECHANICAL ENGINEERING, CIVIL ENGINEERING, COMMUNICATIONS ENGINEERING, ENVIRONMENTAL ENGINEERING, MECHANICAL ENGINEERING, SUSTAINABLE AND RENEWABLE ENERGY ENGINEERING. 2. Add Mechatronics to B.Eng co-op.

Rationale for change

Transition/
Implementation

Will affect students admitted in fall, 2025 onwards.

Program reviewer
comments

nataliephelan (10/03/24 11:40 am): Rollback: Adding Mechatronics to this, as well as making the change to ELEC/Eng Phys W/S pattern, no need for you to do anything at this stage!

Program Change Request

Date Submitted: 12/09/24 3:11 pm

Viewing: **TBD-2262 : R-ADM-Program-Nursing B.Sc.N.**

Last approved: 12/09/24 1:47 pm

Last edit: 12/09/24 3:11 pm

Last modified by: jenniferelliott

[Changes proposed by: jenniferelliott](#)

In Workflow

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

Approval Path

1. 12/09/24 3:12 pm
Jennifer Elliott
(jenniferelliott):
Approved for REGS ADM
Review

History

1. Dec 9, 2024 by Natalie Phelan (nataliephelan)
2. Dec 9, 2024 by Angel Wagner (angelwagner)

Effective Date	2025-26
Workflow	majormod minormod
Program Code	TBD-2262
Level	Undergraduate
Faculty	Faculty of Science
Academic Unit	Nursing Regulations: Admissions
Degree	
Title	R-ADM-Program-Nursing B.Sc.N.

Program Requirements

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. 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 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 Science in Nursing (B.Sc.N.) (Honours)
- Bachelor of Science in Nursing (B.Sc.N.)

Admission Requirements

First Year

Bachelor of Science in Nursing (B.Sc.N.) (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 English, Advanced Functions, Biology, and Chemistry.

Applicants will also be asked to complete a supplementary application that will assist in the evaluation of their suitability for the program. Detailed information about the supplementary application can be found at admissions.carleton.ca.

Bachelor of Science in Nursing (B.Sc.N.)

No direct entry; access is restricted.

Advanced Standing

There will be a limited number of spaces maintained for Carleton students transferring from other degree programs to the Bachelor of Science Nursing. Admission to the Bachelor of Science Nursing in-Nursing program is direct entry only. Applications for admission will be assessed on their merits. Applicants must have completed at least 4.0 credits at Carleton in order to be considered. Normally, offers are made to students with an overall CGPA of 9.00 (B+) or higher.

Applicants will also be required to complete a supplementary application which will assist in the evaluation of their suitability for the program. Detailed information about the supplementary application can be found at admissions.carleton.ca.

Students should note that credit 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-.

~~All students will enter in firstyear.~~

New Resources

No New Resources

Summary

Additional language for upper year admission for internal applicants.

Rationale for change Per request from unit.

Transition/
Implementation N/A

Program reviewer
comments

Key: 2262