![Carleton University logo]

MEMORANDUM

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

To: Senate
From: Howard Nemiroff, Chair of SCCASP
Date: January 27, 2023
Subject: Regulation Changes 2023-2024

For Senate approval

1. R-UG-COOP-Generic Co-op Admission and Continuation Requirements

> **Motion: That Senate approves the revisions to Regulation TBD-1748 R-UG-COOP-Generic Co-op Admission and Continuation Requirements** effective **for the 2023/24 Undergraduate Calendar as presented.**

Attachment: *TBD-1748 R-UG-COOP-Generic Co-op Admission and Continuation Requirements*

2. COOP regs Omnibus motion

> **Motion: That Senate approves the revisions to Regulations effective for the 2023/24 Undergraduate Calendar as presented.**
>
> a. TBD-1749 ANTH
> b. TBD-1582 CGSC
> c. TBD-1755 ENGL
> d. TBD-1757 ENST
> e. TBD-1759 FREN
> f. TBD-1577 HIST
> g. TBD-1581 PSYC
> h. TBD-1764 SOCI
> i. TBD-1569 BAS
> j. TBD-1586 BID
> k. TBD-1587 BIT
> l. TBD-1583 COMS
> m. TBD-1572 ECON
> n. TBD-1574 EURR
> o. TBD-2028 GINS
> p. TBD-1761 LAWS

q. TBD-1817 MPAD
r. TBD-1580 PSCI
s. TBD-1589 PAPM
t. TBD-1585 R-UG-COOP-B.Eng Adm and Cont Reqs
u. TBD-1540 R-UG-COOP-BCom

Attachment: *Program-specific co-op regs omnibus*

3. R-UG-3.2.6 Minimum CGPAs for Continuation

Motion: That Senate approves the revisions to Regulation TBD-1873 R-UG-3.2.6 Minimum CGPAs for Continuation effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: *TBD-1873 R-UG-3.2.6 Minimum CGPAs for Continuation*

4. R-UG-3.2.5 Assessment in Program Elements

Motion: That Senate approves the revisions to Regulation TBD-1872 R-UG-3.2.5 Assessment in Program Elements effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: TBD-1872 R-UG-3.2.5 Assessment in Program Elements

5. TBD-2094 R-ADM-CMHW

Motion: That Senate approves the revisions to Regulation TBD-2094 R-ADM- Cert. in Mental Health and Well-Being effective for the 2023/24 Undergraduate Calendar as presented.

Attachment: *TBD-2094 R-ADM-CMHW*

For Information

- Schedule-202410 R-UG-Academic Year Winter 2024 change to thesis submission deadline
- UG_G_2324_MinorMods_for_SCCASP_Dec06
- UG_G_2324_MinorMods_for_SCCASP_Dec20
- Micro-credentials Dec 06 2022 FPA and Science

Program Change Request

Date Submitted: 11/08/22 11:19 am

Viewing: **TBD-1748 : R-UG-COOP-Generic Co-op Admission and Continuation Requirements (all programs, no header)**

Last approved: 07/17/17 4:06 pm

Last edit: 11/08/22 11:19 am

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. 11/08/22 11:52 am
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review

History

1. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)
2. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)
3. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)

Calendar Pages Using this Program

[Cognitive Science](#)
[Sociology](#)
[Geography](#)
[Architectural Studies](#)
[Physics](#)
[Neuroscience](#)
[European and Russian Studies](#)
[English](#)
[Public Affairs and Policy Management](#)
[Law](#)
[Biochemistry](#)
[Communication and Media Studies](#)
[Political Science](#)
[Earth Sciences](#)
[Industrial Design](#)
[Global and International Studies](#)
[Environmental Science](#)
[Biotechnology](#)
[Information Technology](#)
[Computer Science](#)

Economics
Geomatics
Chemistry
Psychology
Media Production and Design
Biology
History
Business
Engineering
Anthropology
Environmental Studies
French
Mathematics and Statistics
Food Science
Interdisciplinary Science and Practice
Co-operative Education

Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1748
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: COOP
Degree	
Title	R-UG-COOP-Generic Co-op Admission and Continuation Requirements (all programs, no header)

Program Requirements

- Maintain full-time status in each study term; ~~term (2.0 credits);~~
- Be eligible to work in Canada (for off-campus work)
- Have successfully completed COOP 1000 [0.0]

New Resources	No New Resources
Summary	Co-op will allow students to participate in the program while registered in 1.5 credits per study term.
Rationale for change	Co-op currently mandates 2.0 credits per study term but allows students to appeal for a reduced course load of 1.5 credits. Overall, these students have been successful in the program. Changing the regulation to "full-time status" (i.e., 1.5 credits per study term) achieves the following: -An increase in Co-op's retention rates. -A better overall experience for students. -Alignment with the University (academic) definition of full-time status.
Transition/Implementation	This new policy will apply to all Co-op students, regardless of when they were admitted to the Co-op Program.
Program reviewer comments	

Key: 1748

Table of Contents

Program Change Request

Date Submitted: 09/21/22 11:43 am

Viewing: **TBD-1749 : R-UG-COOP-B.A. Anthropology Admission and Continuation Requirements** ~~Anthropology-specific requirements~~

Last approved: 04/23/20 1:02 pm

Last edit: 11/30/22 12:23 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **SOAN ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 10/07/22 3:09 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 10/12/22 12:08 pm Carlos Novas (carlosnovas): Approved for SOAN ChairDir UG
4. 11/02/22 2:46 pm Sarah Mohammed (sarahmohammed): Approved for AS FCC
5. 11/21/22 11:18 am Sarah Mohammed (sarahmohammed): Approved for AS FBoard
6. 11/30/22 12:23 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

1. Jul 17, 2017 by Sandra Bauer (sandrabauer)

2. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 23, 2020 by Sarah
   Cleary (sarahcleary)

Calendar Pages Using this Program	Anthropology Co-operative Education
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1749
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences Not Applicable
Academic Unit	Regulations: COOP Department of Sociology and Anthropology Co-op Office
Degree	
Title	R-UG-COOP-B.A. Anthropology Admission and Continuation Requirements Anthropology-specific requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Anthropology program; Program;
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, the required first-year courses, second-year courses, and any two of ANTH 3005, ANTH 3007, or ANTH 3008;
4. ANTH 3007 or ANTH 3008. Students in B.A. Obtained an Overall Have a minimum overall CGPA of at least 7.00 7.0 and a Major major CGPA of at least 8.00. 8.0 in the first two years of academic study; These CGPAs must be maintained throughout the duration of the degree.

B.A. Successfully completed, by the start-date of the first work term, the required first-year courses, second-year courses, and any two of ANTH 3005, ANTH 3007 or ANTH 3008 . Students in B.A. Honours Anthropology students must successfully complete three (3) work terms to obtain the Co-op Designation. designation.

Co-op Work Term Course: ANTH 3999
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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

From: Matthew Hawkins <MatthewHawkins@cunet.carleton.ca>
Sent: September 19, 2022 10:30 AM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Subject: RE: Calendar changes for 2023/24

Hello Caitlin,

I see no issue with these suggested changes.

I am wondering a bit about the history of the wording, but on a practical basis is it likely that a co-op student would have partially completed their third-year requirements before the start of their first work term?

I would imagine that this requirement is there to ensure that students do not have a work-term compete against fulfilling core program requirements, but I just want to make sure I understand 😊.

Best,
Matthew

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: Thursday, September 15, 2022 3:27 PM
To: Matthew Hawkins <MatthewHawkins@cunet.carleton.ca>
Subject: Calendar changes for 2023/24

Dear Prof. Hawkins,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Anthropology Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.
Currently, the Calendar specifies that your students must have "Successfully completed, by the start-date of the first work term, the required first-year courses, second-year courses, and any two of ANTH 3005, ANTH 3007 or ANTH 3008."
First, and this may surprise you, it is not possible for our administration team to check whether students have completed all first and second year courses without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. It is, however, possible for our office to produce Banner reports that check for year standing and completion of (or registration in) specific courses. For these reasons, I would like to propose omitting the sentence above and replacing it with the following two bullet points:
• Obtained third-year standing.
• Successfully completed, by the start of the first work term, any two of ANTH 3005, ANTH 3007, and ANTH 3008.
These two conditions will guarantee that admissible students have completed first and second year but will avoid the confusing and extraneous Calendar language. For your reference, the full Anthropology Co-op entry as it's currently written can be found here: Co-operative Education < Carleton University
Can you please let me know by September 23 whether I may proceed with entering these changes into Courseleaf? Rest assured that you will have final approval. I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor
Assistant Manager
Co-operative Education |Carleton University
1400 Carleton Technology & Training Centre
Office: 613-520-4331
Cell: 613-355-3507
Sign up for the Virtual Fall Career Fair on October 19 to connect with hiring employers from a range of industries!

Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. In the case of ANTH, we are also removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.
Transition/Implementation	N/A
Program reviewer comments	**nataliephelan (09/21/22 11:41 am):** Rollback: as discussed

Key: 1749

Program Change Request

Date Submitted: 09/21/22 11:06 am

Viewing: **TBD-1582 : <u>R-UG-COOP-B.Cog.Sci.</u> ~~R-UG-COOP-BCOGSCI~~ Admission and Continuation Requirements**

Last approved: 07/18/17 11:27 am

Last edit: 11/30/22 12:26 pm

Last modified by: nataliephelan

<u>Changes proposed by: caitlinmacgregor</u>

In Workflow

1. **REGS COOP UG Review**
2. **COGS ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:13 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/11/22 2:27 pm
   Jo-Anne Lefevre
   (joannelefevre):
   Approved for COGS
   ChairDir UG
3. 11/02/22 2:45 pm
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FCC
4. 11/21/22 11:17 am
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FBoard
5. 11/30/22 12:28 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 28, 2017 by Sandra
   Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 5, 2017 by Sandra
   Bauer (sandrabauer)

4. Jul 18, 2017 by Sandra
Bauer (sandrabauer)

Calendar Pages Using this Program	Cognitive Science Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1582
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Cognitive Science Co-op Office
Degree	
Title	R-UG-COOP-B.Cog.Sci. ~~R-UG-COOP-BCOGSCI~~ Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the Bachelor of Cognitive Science Honours program; ~~program;~~
2. Obtained third-year standing;
3. Successfully completed, by the start-date of the first work term, CGSC 2001;
4. Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of at least 8.50. ~~8.50 or higher;~~ This CGPA must be maintained throughout the duration of the degree.

B.Cog.Sc. ~~Bachelor of Cognitive Science Successfully completedCGSC 2001.~~ Honours students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Work Term Report Course: CGSC 3999 [0.0]
Work/Study Pattern:

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

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.

Transition/Implementation   N/A

Program reviewer
comments

nataliephelan (10/05/22 9:05 am): Changed title for consistency.

Key: 1582

Program Change Request

Date Submitted: 09/21/22 1:30 pm

Viewing: **TBD-1755 : <u>R-UG-COOP-B.A.</u> ~~R-UG-COOPB.A.~~**English <u>Admission</u> ~~admission~~ and <u>Continuation Requirements</u> ~~continuation requirements~~

Last approved: 07/18/17 2:45 pm

Last edit: 10/05/22 10:34 am

Last modified by: nataliephelan

<u>Changes proposed by: caitlinmacgregor</u>

In Workflow

1. **REGS COOP UG Review**
2. **ENGL ChairDir UG**
3. **AS Dean**
4. **AS FCC**
5. **AS FBoard**
6. **PRE SCCASP**
7. **SCCASP**
8. Senate
9. PRE CalEditor
10. CalEditor

Approval Path

1. 09/19/22 4:00 pm
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
2. 09/20/22 10:55 am
   Natalie Phelan
   (nataliephelan):
   Approved for REG-RO
   ChairDir UG
3. 09/20/22 4:22 pm
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
4. 09/21/22 11:42 am
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
5. 10/07/22 3:10 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
6. 10/31/22 1:42 pm
   Judy Katz (judykatz):
   Approved for ENGL
   ChairDir UG
7. 11/07/22 11:07 am
   Augustine Park
   (augustinepark):
   Approved for AS Dean
8. 11/07/22 11:16 am
   Augustine Park

(augustinepark):
Approved for AS FCC
9. 11/21/22 11:16 am
Sarah Mohammed
(sarahmohammed):
Approved for AS FBoard
10. 11/30/22 12:38 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Jul 18, 2017 by Sandra
Bauer (sandrabauer)
2. Jul 18, 2017 by Sandra
Bauer (sandrabauer)

Calendar Pages Using this Program	English Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1755
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Department of English ~~Regulations:RO~~ Co-op Office Regulations: COOP
Degree	
Title	R-UG-COOP-B.A. ~~R-UG-COOPB.A.~~English Admission ~~admission~~ and Continuation Requirements ~~continuation requirements~~

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours English program;
2. Successfully completed 5.0 or more credits;
3. Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of ~~9.0 or higher~~ at least 9.00 and a Major CGPA ~~the end~~ of at least 9.00. ~~second year of academic study~~ These CGPAs must be maintained throughout the duration of the degree.

B.A. ~~Obtained and maintained an overall CGPA of 8.0 or higher and a major CGPA of 9.0 or higher by the end of third year of academic study Students in~~B.A.Honours English students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Work Term Report Course: <u>ENGL 3999</u>
Work/Study Pattern:

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

> # Approved Shared Content from /shared/workstudylegend/
> # Last Approved: Nov 30, 2022 11:51am
>
> **Legend**
> **S**: Study
> **W**: Work

New Resources	No New Resources
Summary	-----Original Message----- From: Sara Jamieson Sent: December 17, 2021 1:36 PM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Subject: Change to admission and continuation requirements Hi Caitlin, The department meeting just ended and the motion to change our Co-op admission and continuation requirement to an overall CGPA of 9.0 and a major CGPA of 9.0 has passed! Best, Sara
Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. As per discussion with the English Dept last winter, we are making the CGPA requirements the same for English students entering the program in second and third year.
Transition/Implementation	Students who were admitted to BA Hons English prior to Fall, 2023 will be grandfathered under the old Co-op regulations.
Program reviewer comments	**nataliephelan (09/19/22 4:00 pm):** Rollback: As requested **nataliephelan (09/20/22 4:22 pm):** Rollback: Hi Caitlin, no changes needed here but I adjusted the workflow so want to roll it back out. Could you just confirm and submit this one again? Thanks! **nataliephelan (09/21/22 11:42 am):** Rollback: as discussed

Key: 1755

Program Change Request

Date Submitted: 09/23/22 9:56 am

Viewing: **TBD-1757 : R-UG-COOP-B.A. Environmental Studies <u>Admission</u> ~~co-op admission~~ and <u>Continuation Requirements</u> ~~continuation requirements~~**

Last approved: 04/17/19 9:47 am

Last edit: 12/02/22 2:43 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **GEOG ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/23/22 9:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 10/07/22 3:10 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 10/11/22 11:25 am Patricia Ballamingie (patriciaballamingie): Approved for GEOG ChairDir UG
4. 11/02/22 2:45 pm Sarah Mohammed (sarahmohammed): Approved for AS FCC
5. 11/21/22 11:17 am Sarah Mohammed (sarahmohammed): Approved for AS FBoard
6. 12/02/22 2:43 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

1. Jul 18, 2017 by Sandra Bauer (sandrabauer)

2. Jul 18, 2017 by Sandra Bauer (sandrabauer)
3. Apr 17, 2019 by Mike Labreque (mikelabreque)

Calendar Pages Using this Program	Environmental Studies Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1757
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Geography and Environmental Studies Co-op Office
Degree	
Title	R-UG-COOP-B.A. Environmental Studies Admission ~~co-op admission~~ and Continuation Requirements ~~continuation requirements~~

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Environmental Studies program;
2. ~~Obtained and maintained an overall minimum CGPA of 9.5 and a minimum major CGPA of 9.5;~~Obtained ~~Have obtained~~ third-year standing;
3. Successfully completed, by the start-date ~~start date~~ of the first work term, ENST 2005, ENST 2006, and ENST 3900;
4. ~~term:~~Obtained ~~and maintained~~ an Overall ~~overall minimum~~ CGPA of at least 9.50 and ~~9.5 and~~ a Major ~~minimum major~~ CGPA of at least 9.50. ~~9.5;~~ These CGPAs must be maintained throughout the duration of the degree.

~~the required second-year methods courses in their program (ENST 2005, ENST 2006)the required field course in their program (ENST 3900)Be registered as a full-timestudent.~~ B.A. Honours Environmental Studies students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op work term course: ENST 3999
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**	**Term**	**Pattern**
Fall	S	Fall	S	Fall	S	Fall	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	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns.

Admission requirements are not changing but are being reworded.

Rationale for change   Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.

Transition/Implementation   N/A

Program reviewer comments   **nataliephelan (09/23/22 9:41 am):** Rollback: as requested

Key: 1757

Program Change Request

Date Submitted: 09/23/22 10:30 am

Viewing: **TBD-1759 : R-UG-COOP-B.A. French Admission** ~~co-op admission~~ and **Continuation Requirements** ~~continuation requirements~~

Last approved: 03/17/21 10:48 am

Last edit: 12/02/22 2:44 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **COOP ChairDir UG**
3. **FREN ChairDir UG**
4. **AS FCC**
5. **AS FBoard**
6. **PRE SCCASP**
7. **SCCASP**
8. Senate
9. PRE CalEditor
10. CalEditor

Approval Path

1. 10/07/22 3:10 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/17/22 4:01 pm
   Natalie Phelan
   (nataliephelan):
   Approved for COOP
   ChairDir UG
3. 10/17/22 4:04 pm
   Carmen Leblanc
   (carmenleblanc):
   Approved for FREN
   ChairDir UG
4. 11/02/22 2:46 pm
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FCC
5. 11/21/22 11:17 am
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FBoard
6. 12/02/22 2:44 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Jul 18, 2017 by Sandra Bauer (sandrabauer)
2. Jul 18, 2017 by Sandra Bauer (sandrabauer)
3. Jan 11, 2018 by Mike Labreque (mikelabreque)
4. Mar 17, 2021 by Sarah Cleary (sarahcleary)

Calendar Pages Using this Program	French Co-operative Education
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1759
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of French Co-op Office
Degree	
Title	R-UG-COOP-B.A. French Admission ~~co-op admission~~ and Continuation Requirements ~~continuation requirements~~

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours French program;
2. Successfully completed 5.0 or more credits;
3. ~~before beginning first work term:Honours in French;Obtained and maintained an 8.0 CGPA overall with a major CGPA of 9.0;~~Successfully completed, ~~Have obtained third-year standing~~ by the start-date of the first work term, FREN 2401; FREN 2202 and FREN 2203; ~~term;~~
4. Obtained an Overall CGPA of at least 8.00 and ~~maintained an 8.0 CGPA overall with~~ a Major ~~major~~ CGPA of at least 9.00. ~~of 9.0:~~ These CGPAs must be maintained throughout the duration of the degree. ~~Students in~~

~~Successfully completed before beginning first workterm:FREN 2401; FREN 2202 and FREN 2203; and at least one 3000-level course inFrench.~~ B.A. Honours French students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op Work Term Course: FREN 3999
Work/Study Pattern:

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

Summer	Summer	Summer W	Summer W

New Resources	No New Resources
Summary	
Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. In the case of French, we are removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.
Transition/Implementation	For the sake of fairness and leniency, students admitted to BA Hons French PRIOR to fall, 2023 will only have to complete the three second-year pre-reqs as outlined in the Co-op section of 2023 Calendar. They will not have to complete the 0.5 unspecified 3000-level FREN credit.

Program reviewer
comments

Key: 1759

Program Change Request

Date Submitted: 09/21/22 11:45 am

Viewing: **TBD-1577 : R-UG-COOP-B.A. History Admission and Continuation Requirements**

Last approved: 07/18/17 5:18 pm

Last edit: 12/02/22 2:44 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **HIST ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
2. 10/07/22 3:10 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
3. 10/07/22 4:09 pm
   Sonya Lipsett-Rivera
   (sonyalipsettrivera):
   Approved for HIST
   ChairDir UG
4. 11/02/22 2:45 pm
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FCC
5. 11/21/22 11:17 am
   Sarah Mohammed
   (sarahmohammed):
   Approved for AS FBoard
6. 12/02/22 2:44 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 28, 2017 by Sandra
   Bauer (sandrabauer)

2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Apr 24, 2017 by Sandra Bauer (sandrabauer)
4. Jul 18, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	History Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1577
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of History Co-op Office
Degree	
Title	R-UG-COOP-B.A. History Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours History program;
2. Successfully completed 5.0 or more credits;
3. ~~Honours History;~~Obtained ~~and maintained~~ an Overall ~~overall minimum~~ CGPA of at least 8.00. ~~8.0;~~ This CGPA must be maintained throughout the duration of the degree.

B.A. ~~Have obtained second-year standing;Be registered as a full-time~~ ~~student.Students in~~B.A.~~.~~Honours History students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op Work Term Course: HIST 3999
Work/Study Pattern:

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

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.

Rationale for change   Improved consistency and clarity with regard to Co-op's Calendar language so that students
                        understand the requirements.

Transition/Implementation   N/A

Program reviewer   **nataliephelan (09/21/22 11:41 am):** Rollback: as discussed
comments

Key: 1577

Program Change Request

Date Submitted: 09/21/22 1:19 pm

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

Last approved: 07/19/17 1:20 pm

Last edit: 09/21/22 1:19 pm

Last modified by: caitlinmacgregor

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **PSYC ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/20/22 10:57 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 09/21/22 11:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
3. 10/07/22 3:13 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
4. 10/07/22 3:40 pm Guy Lacroix (guylacroix): Approved for PSYC ChairDir UG
5. 11/02/22 2:46 pm Sarah Mohammed (sarahmohammed): Approved for AS FCC
6. 11/21/22 11:18 am Sarah Mohammed (sarahmohammed): Approved for AS FBoard
7. 12/02/22 2:45 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

Calendar Pages Using this Program	Psychology Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1581
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Psychology Co-op Office
Degree	
Title	R-UG-COOP-B.A. 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;
2. Obtained third-year standing;
3. ~~Have an overall minimum CGPA of 9.50 and a major CGPA of 9.5 at the end of first year of academic study~~~~Have second-year standing~~Successfully ~~Have successfully~~ completed, by the start-date of the first work term, PSYC 2001 and PSYC 2002;
4. ~~PSYC 2002~~~~Students in B.A.~~ Obtained ~~Have~~ an Overall ~~overall minimum~~ CGPA of at least 9.50 and a Major ~~major~~ CGPA of at least 9.50. ~~9.5 at the end of first year of academic study~~ These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours Psychology students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Work Term Report Course: PSYC 3999
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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

From: Caitlin MacGregor
Sent: March 14, 2022 11:08 AM
To: Guy Lacroix <Guy.Lacroix@carleton.ca>
Cc: Trish Larson <Trish.Larson@carleton.ca>
Subject: RE: Optional Work term for Psychology Co-op students

Hi Guy,

Thank you for getting back to us on this. We appreciate your support of the proposed
Calendar changes. As requested, we will keep PSYC 2001 and 2002 as pre-requisites. We're
also in the process of making several updates to the Co-op website, with the aim of better
explaining our regulations.

All the best,

Caitlin

From: Guy Lacroix <Guy.Lacroix@carleton.ca>
Sent: March 11, 2022 11:56 AM
To: Caitlin MacGregor <Caitlin.MacGregor@carleton.ca>
Cc: Trish Larson <Trish.Larson@carleton.ca>
Subject: Re: Optional Work term for Psychology Co-op students

Hi Caitlin,

Our committee has met and we agree to the changes to the COOP admission criteria that you
proposed February 17. We do wish to keep PSYC 2001 and 2002 as prerequisites, however. It
signals strongly their importance to our students' progression in their program. Otherwise,
the committee noted that if the "2.0 credits per term" rule entails a common
misunderstanding, then it might be made to be clearer. To a certain extent, the same thing
can be said for the "year-standing" rule. We are certain, however, that your office offers
outstanding advising to our COOP students. We appreciate everything that you do for our
program.

Best,

Guy

_____

From: Caitlin MacGregor
Sent: February 17, 2022 11:42 AM
To: Matthew Sorley <MatthewSorley@Cunet.Carleton.Ca>; Cheryl Harasymchuk
<Cheryl.Harasymchuk@carleton.ca>; Matthew Sorley <Matthew.Sorley@carleton.ca>
Cc: Trish Larson <Trish.Larson@carleton.ca>
Subject: RE: Optional Work term for Psychology Co-op students

Hi Matt,

Thanks very much for your detailed response. I consulted Trish Larson who leads our Admin
Team, and she recalls a time when there was talk of admitting Psychology students to Co-op
in the fall of second year. However, for one reason or another, this never materialized. The
current Calendar language (see below) appears to have been written with this proposed
second-year entry point in mind, and needs to be updated.

Here's what I suggest: we omit the "Optional" summer of second year work term, as we
seem to be in agreement on this, and update the Calendar to reflect Co-op's actual admission
requirements. If you're comfortable with this proposal, I can submit the changes to

Courseleaf and you will be contacted for final approval. Please see my edits below.

• Maintain full-time status in each study term (2.0 credits);
• Be eligible to work in Canada (for off-campus work)
• Have successfully completed COOP 1000 [0.0]
In addition to the following:
1. Have an overall minimum CGPA of 9.50 and a major CGPA of 9.5 at the end of first year of academic study. Update to: Have an overall minimum CGPA of 9.50 and a major CGPA of 9.5 at the end of second year of academic study Obtained and maintained an overall minimum CGPA of 9.5 and a major CGPA of 9.5.
2. Have second-year standing. Update to: Have third-year standing.
3. Have successfully completed, by the start-date of the first work term, PSYC 2001 and PSYC 2002. Question: Are these courses still necessary to list as official pre-reqs? Since we only admit Psyc students with third-year standing, the vast majority of students will have already completed these courses or, minimally, will be registered in them.
Students in B.A. Honours Psychology must successfully complete three (3) work terms to obtain the Co-op designation.

Thanks,

Caitlin

Rationale for change	The Calendar entry for BA Psyc has been incorrect for a number of years. Although it may look as though we're changing our admission criteria, we are actually just outlining the correct eligibility requirements. The CGPA reqs remain the same. The obvious update is correcting the year of entry from second year to third year. We are also removing inconsistencies from work/study patterns, including the removal of a so-called "Optional" work term in summer after second year. This was entered in error a number of years ago, and was never something we permitted.
Transition/Implementation	N/A
Program reviewer comments	**nataliephelan (09/20/22 10:57 am):** Rollback: To add summary. **nataliephelan (09/21/22 11:41 am):** Rollback: as discussed

Key: 1581

Program Change Request

Date Submitted: 09/21/22 1:20 pm

Viewing: **TBD-1764 : R-UG-COOP-B.A. Sociology Admission and Continuation Requirements** ~~Sociolology co-op admission and continuation requirements~~

Last approved: 07/20/17 10:24 am

Last edit: 12/02/22 2:45 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **SOAN ChairDir UG**
3. **AS FCC**
4. **AS FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 10/07/22 3:13 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 10/12/22 12:08 pm Carlos Novas (carlosnovas): Approved for SOAN ChairDir UG
4. 11/02/22 2:46 pm Sarah Mohammed (sarahmohammed): Approved for AS FCC
5. 11/21/22 11:18 am Sarah Mohammed (sarahmohammed): Approved for AS FBoard
6. 12/02/22 2:45 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

1. Jul 20, 2017 by Sandra Bauer (sandrabauer)

2. Jul 20, 2017 by Sandra
Bauer (sandrabauer)

Calendar Pages Using this Program	Sociology Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1764
Level	Undergraduate
Faculty	Faculty of Arts and Social Sciences ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Sociology and Anthropology Co-op Office
Degree	
Title	R-UG-COOP-B.A. Sociology Admission and Continuation Requirements ~~Sociolology co-op admission and continuation requirements~~

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours Sociology program;
2. Obtained third-year standing;
3. ~~Have a minimum overall CGPA of 7.0 and major CGPA of 8.0 in the first two years of academic study;~~Successfully completed, by the start-date of the first work term, ~~term, the required first-year courses, second-year courses,~~ SOCI 2000 and SOCI 2001 or SOCI 3000;
4. ~~SOCI 3000Students in B.A.~~ Obtained an Overall ~~Have a minimum overall~~ CGPA of at least 7.00 ~~7.0~~ and a Major ~~major~~ CGPA of at least 8.00. These CGPAs must be maintained throughout ~~8.0 in~~ the duration ~~first two years~~ of the degree.

B.A. ~~academic study:~~ Honours Sociology students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op Work Term Course: SOCI 3999
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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	From: Amina Mire <AminaMire@cunet.carleton.ca> Sent: September 15, 2022 7:19 PM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Subject: Re: Calendar changes for 2023/24

Hello Caitlin, I see the logic of these changes clearly and I support these changes.
Amina

Amina Mire, Ph.D.
Associate Professor
Undergraduate Program Coordinator
Department of Sociology and Anthropology
1125 Colonel By Drive, Ottawa, ON, Canada, K1S 5B6
Tel: 613-520-2600 ext.4476
Fax: 613-520-4062
Email. amina.mire@carleton.ca
Home page: https://carleton.ca/socanth/profile/mire-amina/
Carleton University is located on an Unceded and unsurrendered territories of the
Omàmiwininìwag (Algonquin Anishinaabeg)

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Date: Thursday, September 15, 2022 at 4:04 PM
To: Amina Mire <AminaMire@cunet.carleton.ca>
Subject: Calendar changes for 2023/24
Dear Prof. Mire,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for
the Sociology Co-op option, I'm writing to you with some proposed Undergraduate Calendar
changes for the 2023/24 school year. We are currently reviewing the programs that list pre-
requisites as part of their admission criteria, and are working to simplify and streamline our
Calendar entries.
Currently, the Calendar specifies that your students must have "Successfully completed, by
the start-date of the first work term, the required first-year courses, second-year courses,
SOCI 2000 and SOCI 2001 or SOCI 3000."

First, and this may surprise you, it is not possible for our administration team to check
whether students have completed all first and second year courses without looking at each
academic audit individually – a very time-consuming process, and one that is simply not
possible given the thousands of applications we receive each term. It is, however, possible
for our office to produce Banner reports that check for year standing and completion of (or
registration in) specific courses. For these reasons, I would like to propose omitting the
sentence above and replacing it with the following two bullet points:
• Obtained third-year standing.
• Successfully completed, by the start of the first work term, SOCI 2000 and SOCI 2001 or
SOCI 3000.
These two conditions will guarantee that admissible students have completed first and
second year but will avoid the confusing and extraneous Calendar language. For your
reference, the full Sociology Co-op entry as it's currently written can be found here: Co-
operative Education < Carleton University.
Can you please let me know by September 23 whether I may proceed with entering these
changes into Courseleaf? Rest assured that you will have final approval. I apologize for the
tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in
early October.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor
Assistant Manager
Co-operative Education | Carleton University
1400 Carleton Technology & Training Centre
Office: 613-520-4331
Cell: 613-355-3507
Sign up for the Virtual Fall Career Fair on October 19 to connect with hiring employers from a range of industries!

Rationale for change

Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. In the case of SOCI, we are removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.

Transition/Implementation N/A

Program reviewer comments

nataliephelan (09/21/22 11:41 am): Rollback: as discussed

Key: 1764

Program Change Request

Date Submitted: 09/21/22 1:23 pm

Viewing: **TBD-1569 : R-UG-COOP-B.Architectural Studies** Admission and Continuation Requirements

Last approved: 07/17/17 4:24 pm

Last edit: 09/23/22 4:19 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **ARCH ChairDir UG**
3. **ARCH FCC**
4. **ARCH FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 10/07/22 3:13 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 10/07/22 4:06 pm Federica Goffi (federicagoffi): Approved for ARCH ChairDir UG
4. 10/07/22 4:11 pm Federica Goffi (federicagoffi): Approved for ARCH FCC
5. 10/07/22 4:14 pm Federica Goffi (federicagoffi): Approved for ARCH FBoard
6. 12/02/22 2:45 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)

2. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 4, 2017 by Sandra
   Bauer (sandrabauer)
4. Apr 4, 2017 by Sandra
   Bauer (sandrabauer)
5. Apr 4, 2017 by Sandra
   Bauer (sandrabauer)
6. Jun 13, 2017 by Sandra
   Bauer (sandrabauer)
7. Jun 13, 2017 by Sandra
   Bauer (sandrabauer)
8. Jul 17, 2017 by Sandra
   Bauer (sandrabauer)

Calendar Pages Using this Program	Architectural Studies Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1569
Level	Undergraduate
Faculty	Faculty of Engineering and Design ~~Not Applicable~~
Academic Unit	Regulations: COOP Azrieli School of Architecture and Urbanism Co-op Office
Degree	
Title	R-UG-COOP-B.Architectural Studies Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A.S. program;
2. Obtained third-year standing;
   =
3. Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of at least 9.0. ~~9.00 or higher.~~ This CGPA must be maintained throughout the duration of the degree.

B.A.S. students ~~Students in the Bachelor of Architectural Studies~~ must successfully complete three (3) work terms to obtain the Co-op Designation. ~~co-op designation.~~

Work Term Report Course: ARCN 3999 [0.0]
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern

Fall	S	Fall	S	Fall	S	Fall	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	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Since Fall 2017, B.A.S. students have required third-year standing for admission to Co-op but, for some reason, this was never explicitly stated in the Calendar. The work-study pattern reflects the third-year standing requirement.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A
Program reviewer comments	**nataliephelan (09/21/22 11:41 am):** Rollback: as discussed **nataliephelan (09/23/22 4:19 pm):** Changed proposal title for consistency.

Key: 1569

Program Change Request

Date Submitted: 09/21/22 2:39 pm

Viewing: **TBD-1586 : R-UG-COOP-B.I.D. Admission and Continuation Requirements**

Last approved: 07/18/17 5:22 pm

Last edit: 12/02/22 2:46 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **IND ChairDir UG**
2. **IND FCC**
3. **IND FBoard**
4. **PRE SCCASP**
5. **SCCASP**
6. Senate
7. PRE CalEditor
8. CalEditor

Approval Path

1. 09/21/22 9:11 pm
   WonJoon Chung
   (wonjoonchung):
   Approved for IND
   ChairDir UG
2. 09/21/22 9:12 pm
   WonJoon Chung
   (wonjoonchung):
   Approved for IND FCC
3. 09/21/22 9:12 pm
   WonJoon Chung
   (wonjoonchung):
   Approved for IND FBoard
4. 12/02/22 2:46 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 28, 2017 by Sandra
   Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
3. Jul 18, 2017 by Sandra
   Bauer (sandrabauer)

Calendar Pages Using this Program	Industrial Design Co-operative Education
Effective Date	2023-24

Workflow	majormod ~~minormod~~
Program Code	TBD-1586
Level	Undergraduate
Faculty	Faculty of Engineering and Design ~~Not Applicable~~
Academic Unit	Regulations: COOP School of Industrial Design Co-op Office
Degree	
Title	R-UG-COOP-B.I.D. Admission and Continuation Requirements

Program Requirements

In addition to:

1. Registered as a full-time student in the B.ID program; ~~Industrial Design program~~
2. Obtained third-year standing;
3. Obtained an Overall ~~a~~ CGPA of at least ~~8.00 or higher in industrial design core courses and an overall CGPA of~~ 6.50 and a ~~or higherStudents in the Bachelor of~~ Industrial Design Core CGPA least 8.00. ~~must complete three (3) work terms to obtain the co-op designation.~~ These CGPAs must be maintained throughout the duration of the degree.

B.ID students must successfully complete three (3) work terms to obtain the Co-op Designation.

Co-op Work Term Course: IDES 3999
Work-Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	W	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	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A
Program reviewer comments	

Key: 1586

Program Change Request

Date Submitted: 09/21/22 2:57 pm

Viewing: **TBD-1587 : R-UG-COOP-B.I.T. Admission and Continuation Requirements**

Last approved: 07/19/17 11:19 am

Last edit: 12/02/22 2:47 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

In Workflow

1. **REGS COOP UG Review**
2. **BIT ChairDir UG**
3. **BIT FCC**
4. **BIT FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:14 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/07/22 9:52 pm
   Rob Teather (robteather):
   Approved for BIT
   ChairDir UG
3. 10/07/22 9:53 pm
   Rob Teather (robteather):
   Approved for BIT FCC
4. 10/07/22 9:53 pm
   Rob Teather (robteather):
   Approved for BIT FBoard
5. 12/02/22 2:47 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
3. Jun 13, 2017 by Sandra
   Bauer (sandrabauer)
4. Jul 19, 2017 by Sandra
   Bauer (sandrabauer)

5. Jul 19, 2017 by Sandra
Bauer (sandrabauer)

Calendar Pages Using this Program	Information Technology Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1587
Level	Undergraduate
Faculty	Faculty of Engineering and Design ~~Not Applicable~~
Academic Unit	Regulations: COOP School of Information Technology Co-op Office
Degree	
Title	R-UG-COOP-B.I.T. Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.IT program;
2. ~~Bachelor of Information Technology programStudents in the Bachelor of Information Technology must complete three (3) work terms to obtain the co-op designation.~~ Successfully completed 5.0 or more credits;
3. Obtained ~~and maintained~~ a Major ~~major~~ CGPA of at least 8.00. ~~8.0;~~ This CGPA must be maintained throughout the duration of the degree.

B.IT students must successfully complete three (3) work terms to obtain the Co-op Designation.

~~Successfully completed all required first-year courses, andRegistered as a full-time student in the Bachelor of Information Technology program Students in the Bachelor of Information Technology must complete three (3) work terms to obtain the co-opdesignation.~~Co-op Work Term Course: BIT 3999
Work/Study Pattern:

Interactive Multimedia and Design, Information Resource management, Network Technology, Photonics and Laser Technology

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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	From: Marc St-Hilaire <MarcStHilaire@cunet.carleton.ca> Sent: September 16, 2022 10:31 AM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>

Cc: Rob Teather <RobTeather@cunet.carleton.ca>
Subject: RE: Calendar changes for 2023/24

Hi Caitlin,

That makes perfect sense to me! I'm also copying the Director of the School to this email so that he is aware of the change.

Best regards,
Marc

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: Friday, September 16, 2022 9:54 AM
To: Marc St-Hilaire <MarcStHilaire@cunet.carleton.ca>
Subject: Calendar changes for 2023/24

Dear Prof. St-Hilaire,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Bachelor of Information Technology Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.
Currently, the Calendar specifies that your students must have "Successfully completed all required first-year courses."

This may surprise you, but it is not possible for our administration team to check whether students have completed all first courses without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. It is, however, possible for our office to produce Banner reports that check for the total number of credits earned towards a degree. For these reasons, I would like to propose omitting the sentence above and replacing it with the following:
• "Successful completion of 5.0 or more credits."
This condition will guarantee that admissible students have completed first year, thus achieving the goal of the original Calendar entry, but phrases it in a way that's in line with our reporting capabilities.
For your reference, the full IT Co-op entry as it's currently written can be found here: Co-operative Education < Carleton University.
Can you please let me know by September 23 whether I may proceed with this Calendar change? I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October. Rest assured that you will have final approval over any Courseleaf changes.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor

Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. For B.IT, we are removing "pre-requisites" that cannot be easily verified. CGPA requirement remains the same.
Transition/Implementation	N/A

Program reviewer
comments

Key: 1587

Program Change Request

Date Submitted: 09/21/22 1:51 pm

Viewing: **TBD-1583 : <u>R-UG-COOP-B.Co.M.S.</u> ~~R-UG-COOP-BCOMS~~ Admission and Continuation Requirements**

Last approved: 07/18/17 11:30 am

Last edit: 12/02/22 2:46 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

In Workflow

1. **COMM ChairDir UG**
2. **REG-COOP ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:34 pm
   Joshua Greenberg
   (joshuagreenberg):
   Approved for COMM
   ChairDir UG
2. 10/17/22 4:11 pm
   Natalie Phelan
   (nataliephelan):
   Approved for REG-COOP
   ChairDir UG
3. 11/11/22 3:14 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
4. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
5. 12/02/22 2:46 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

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. Apr 21, 2017 by Sandra
   Bauer (sandrabauer)
5. Apr 21, 2017 by Sandra
   Bauer (sandrabauer)
6. Jul 18, 2017 by Sandra
   Bauer (sandrabauer)

Calendar Pages Using this Program	Communication and Media Studies Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1583
Level	Undergraduate
Faculty	Faculty of Public Affairs ~~Not Applicable~~
Academic Unit	Regulations: COOP School of Journalism and Communication (COMM)
Degree	
Title	R-UG-COOP-B.Co.M.S. ~~R-UG-COOP-BCOMS~~ Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Co.M.S. ~~Bachelor of Communication and Media Studies Honours program;~~ Honours program;
2. Successfully completed 5.0 or more credits;
3. Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of at least 9.00. ~~9.00 or higher.~~ This CGPA must be maintained throughout the duration of the degree.

B.Co.M.S. ~~Bachelor of Communication and Media Studies~~ Honours students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Work Term Course: COMS 3999
Work/Study Pattern:

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

Approved Shared Content from /shared/workstudylegend/
Last Approved: Nov 30, 2022 11:51am

Legend
S: Study

W: Work

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A

Program reviewer
comments

Key: 1583

Program Change Request

Date Submitted: 09/23/22 2:59 pm

Viewing: TBD-1572 : ~~R-UG-COOP-B.~~R-UG-COOP-B.Economics ~~Economics~~ Admission and Continuation Requirements

Last approved: 07/18/17 2:39 pm

Last edit: 09/23/22 4:09 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **COOP ChairDir UG**
3. **ECON ChairDir UG**
4. **PA FCC**
5. **PA FBoard**
6. **PRE SCCASP**
7. **SCCASP**
8. Senate
9. PRE CalEditor
10. CalEditor

Approval Path

1. 10/07/22 3:13 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/17/22 4:00 pm
   Natalie Phelan
   (nataliephelan):
   Approved for COOP
   ChairDir UG
3. 10/21/22 11:47 am
   Hashmat Khan
   (hashmatkhan):
   Approved for ECON
   ChairDir UG
4. 11/11/22 3:19 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
5. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
6. 12/02/22 2:46 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)
2. Mar 28, 2017 by Sandra Bauer (sandrabauer)
3. Mar 29, 2017 by Sandra Bauer (sandrabauer)
4. Apr 21, 2017 by Sandra Bauer (sandrabauer)
5. Apr 21, 2017 by Sandra Bauer (sandrabauer)
6. Apr 21, 2017 by Sandra Bauer (sandrabauer)
7. Apr 21, 2017 by Sandra Bauer (sandrabauer)
8. Jul 18, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	Economics Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1572
Level	Undergraduate
Faculty	Faculty of Public Affairs ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Economics Co-op Office
Degree	
Title	~~R-UG-COOP-B.~~R-UG-COOP-B.Economics ~~Economics~~ Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Econ. ~~second year of the Bachelor of Economics Honours program~~ Honours program;
2. Successfully completed 5.0 or more credits;
3. ~~A major CGPA of 8.00 or higher and an overall CGPA of 8.00 or higher;~~Successfully completed, by ~~completed all required first- and second-year courses before beginning~~ the start-date of the first work term, ECON 2020, ECON 2102, ECON 2030, and ECON 2103. ~~term.~~ It is strongly recommended that students complete all second-year Economics requirements prior to entering their first work term;
4. Obtained an Overall ~~A major~~ CGPA of at least 8.00 ~~or higher~~ and a Major ~~an overall~~ CGPA of at least 8.00. ~~8.00 or higher;~~ These CGPAs must be maintained throughout the duration of the degree.

B.Econ. Honours ~~To obtain the co-op designation in Bachelor of Economics,~~ students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~terms.~~

Work Term Report Course: ECON 3999
Work/Study Pattern:

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

New Resources	No New Resources
Summary	From: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA> Sent: September 23, 2022 2:20 PM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Subject: Re: Calendar changes for 2023/24 Hello Caitlin, Yes let's go with your latest suggestion. Sounds good. Best, - Rado ---------------------------- Associate Professor and Undergraduate Supervisor Department of Economics Carleton University _____ From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Sent: Thursday, September 22, 2022 4:10 PM To: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA> Subject: RE: Calendar changes for 2023/24 Hi again, Thank you very much for your suggestions. We're definitely on the right track. However, I should point out that the Co-op eligibility report our admin team gets from Banner has a maximum of 5 prerequisites. Also, equivalents won't show up on the report. I would suggest, as a compromise, that we include the 4 courses you've outlined that do not have an equivalent. That way, we can be confident that your students are on track to completing the majority (if not all) of their 2nd year courses. Additionally, we can add the following statement: • "It is strongly recommended that students complete all second-year Economics requirements prior to entering their first work term." Renee's suggestion is interesting, but it's the Co-op Office who receives the applications and verifies students' eligibility via mass reporting. Please let me know your thoughts on the above. Thanks, Caitlin From: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA> Sent: September 22, 2022 1:58 PM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Subject: Re: Calendar changes for 2023/24

Hello Caitlin,

Could we replace the existing statement with:
"Successfully completed, by the start of the first work term, ECON 2020, ECON 2102, ECON 2210 (or equivalent), ECON 2030, ECON 2103 and ECON 2220 (or equivalent)."

Our undergraduate administrator Renee Lortie informed us that a report can be run on Banner to produce a list of all our students and when they completed these courses including the grade awarded then they would just filter out the students with the co-operative option.

Would that work for you?

Best,
- Rado

Associate Professor and Undergraduate Supervisor
Department of Economics
Carleton University
_____
From: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA>
Sent: Thursday, September 22, 2022 12:40 PM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Subject: Re: Calendar changes for 2023/24

Caitlin,
Apologies for my nonresponse, I will let you know by tomorrow.
- Rado

Associate Professor and Undergraduate Supervisor
Department of Economics
Carleton University
_____
From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: Thursday, September 22, 2022 9:24 AM
To: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA>
Subject: RE: Calendar changes for 2023/24

Dear Prof. Vadovic,

I am following up on my email from last week (please see below). Is it possible for you to get back to me by end of day tomorrow (Friday, September 23)? If not, I will ask the Calendar Editor if an extension is possible.

Should you have any questions, I am happy to meet or arrange a phone call.

Thanks,

Caitlin

From: Caitlin MacGregor
Sent: September 16, 2022 9:15 AM
To: Radovan Vadovic <RadovanVadovic@CUNET.CARLETON.CA>
Subject: Calendar changes for 2023/24

Dear Prof. Vadovic,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Bachelor of Economics Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.

Currently, the Calendar specifies that your students must have "Successfully completed all required first- and second-year courses before beginning the first work term."

This may surprise you, but it is not possible for our administration team to check whether students have completed all first and second year courses without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. It is, however, possible for our office to produce Banner reports that check for the total number of credits earned, as well as check for completion of (or registration in) specific courses, should you wish to include any. For these reasons, I would like to propose omitting the sentence above and replacing it with the first bullet point and possibly the second:

• "Successful completion of 5.0 or more credits."
• OPTIONAL: "Successfully completed, by the start of the first work term, [option to enter specific pre-req course(s)]. It is strongly recommended that students complete all second-year Economics requirements prior to entering their first work term."

It should be noted that the vast majority of Economics Co-op students will have completed all their second-year courses before their first possible work term (which occurs during the fall of third year), so removing this requirement from the Calendar will likely not have much of an impact.

For your reference, the full Economics Co-op entry as it's currently written can be found here: Co-operative Education < Carleton University

Can you please let me know your thoughts by September 23? I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October. Rest assured that you will have final approval over any Courseleaf changes.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor

Rationale for change	Clarifying Co-op's admission rules. In the case of ECON, we are removing "pre-requisites" that cannot be easily verified, and replacing them with specific courses. CGPA reqs remain the same.
Transition/Implementation	No transition plan needed. Although we are now listing specific second-year pre-reqs (rather than saying all 1st and 2nd year courses), students admitted to ECON prior to Fall, 2023 would have already been completing those specific courses anyway.

Program reviewer comments	**nataliephelan (09/23/22 4:09 pm):** Small edit to title so it matches other co-op regs.

Key: 1572

Program Change Request

Date Submitted: 09/21/22 11:45 am

Viewing: **TBD-1574 : R-UG-COOP-B.A. European and Russian Studies Admission and Continuation Requirements**

Last approved: 05/03/22 8:54 am

Last edit: 10/05/22 10:40 am

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **EURR ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am Natalie Phelan (nataliephelan): Rollback to Initiator
2. 10/07/22 3:10 pm Caitlin MacGregor (caitlinmacgregor): Approved for REGS COOP UG Review
3. 11/10/22 10:45 am Crina Viju (crinaviju): Approved for EURR ChairDir UG
4. 11/11/22 3:19 pm David Mendeloff (davidmendeloff): Approved for PA FCC
5. 11/28/22 10:30 am David Mendeloff (davidmendeloff): Approved for PA FBoard
6. 12/02/22 2:43 pm Natalie Phelan (nataliephelan): Approved for PRE SCCASP

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)

2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Apr 7, 2017 by Sandra Bauer (sandrabauer)
4. Apr 7, 2017 by Sandra Bauer (sandrabauer)
5. Apr 21, 2017 by Sandra Bauer (sandrabauer)
6. Apr 21, 2017 by Sandra Bauer (sandrabauer)
7. Apr 24, 2017 by Sandra Bauer (sandrabauer)
8. Jul 18, 2017 by Sandra Bauer (sandrabauer)
9. May 3, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	European and Russian Studies Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1574
Level	Undergraduate
Faculty	Faculty of Public Affairs ~~Not Applicable~~
Academic Unit	Regulations: COOP Institute of European, Russian and Eurasian Studies Co-op Office
Degree	
Title	R-UG-COOP-B.A. European and Russian Studies Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. Honours European and Russian Studies program; ~~program~~
2. Successfully completed 5.0 or more credits;
3. ~~Obtained and maintained an overall CGPA of 8.0 or higher and a major CGPA of 9.0 or higher~~ Successfully completed, ~~Have successfully completed~~ by the start-date of the first work term, EURR 2001 ~~the required first-year courses, second-year courses ; have completed PSCI 3206, PSCI 3207, PSCI 3208, and PSCI 3209, before the second work term;~~ and EURR 2002;
4. ~~ECON 3807 or ECON 3808 before the third work term~~ ~~Students in B.A.~~ Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of at least 8.00 and ~~8.0 or higher and~~ a Major ~~major~~ CGPA of at least 9.00. ~~9.0 or higher~~ These CGPAs must be maintained throughout the duration of the degree.

B.A. Honours European and Russian Studies students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op Work Term Course: [EURR 3999](#)
Work/Study Pattern:

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

New Resources	No New Resources
Summary	From: Martin Geiger <MartinGeiger@CUNET.CARLETON.CA> Sent: September 19, 2022 11:32 AM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Cc: Heather Moulton <HeatherMoulton@cunet.carleton.ca> Subject: AW: Calendar changes for 2023/24 Yes that's great. So nothing for APCC, it will just be put into the system and that's it? Thanks so much! Martin _____ Von: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Gesendet: Montag, 19. September 2022 11:24 An: Martin Geiger <MartinGeiger@CUNET.CARLETON.CA> Cc: Heather Moulton <HeatherMoulton@cunet.carleton.ca> Betreff: RE: Calendar changes for 2023/24 Hi again, Prof Geiger and Heather, Your suggestion is excellent. I will initiate the following change in Courseleaf and it will go to you for approval: • Successful completion of 5.0 or more credits. • Successfully completed, by the start of the first work term, EURR 2001 and EURR 2002. Look okay to you? Thanks, Caitlin From: Martin Geiger <MartinGeiger@CUNET.CARLETON.CA> Sent: September 17, 2022 11:13 AM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Cc: Heather Moulton <HeatherMoulton@cunet.carleton.ca> Subject: AW: Calendar changes for 2023/24 Dear Caitlin, I discussed with colleagues, because I am still a bit 'new' on the job as undergraduate supervisor (I did that job, but we had two faculty members sharing the task, and I didn't do calendar changes back then). I also discussed with our director Crina Viju. Here is what we came up: we think what you suggest makes a lot of sense and would agree to what you are suggesting

below. There was one thing, however, we thought we wanted to add/keep, and discuss with you whether this is possible and how to go about it.

We had all the feeling that we still wanted to include some second year courses in the requirements, i.e. EURR 2001 and EURR 2002, because these are central courses, required anyway for our students, and placing it as requirements then they would have it under their belt in any case.

Could this be done?

Would these changes be submitted to APCC, through you, or through Heather Moulton (who usually puts in the calendar changes, I think, as our administrator) and myself? I am on APCC, and we have a meeting scheduled for September 23.

Kindly let me know
Martin

_____
Von: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Gesendet: Donnerstag, 15. September 2022 15:24
An: Martin Geiger <MartinGeiger@CUNET.CARLETON.CA>
Betreff: Calendar changes for 2023/24

Dear Prof. Geiger,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Undergraduate European and Russian Studies Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.
Currently, the Calendar specifies that your students must "Have successfully completed by the start-date of the first work term, the required first-year courses, second-year courses; have completed PSCI 3206, PSCI 3207, PSCI 3208, and PSCI 3209, before the second work term; and ECON 3807 or ECON 3808 before the third work term."

First, and this may surprise you, it is not possible for our administration team to check whether students have completed all first and second year courses without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. Second, once a student is admitted to Co-op, we cannot check for further pre-requisite completion in subsequent terms (i.e., additional courses that must be completed by a second or third work term). It is, however, possible for out office to produce Banner reports that check for the number of credits a student has earned, and check for completion of (or registration in) specific courses that are required upon admission to Co-op. For these reasons, I would like to propose omitting the sentence above and replacing it with the following two bullet points:
• Successful completion of 5.0 or more credits.
• Successfully completed, by the start of the first work term, [insert two or three second-year courses here].
These two conditions will guarantee that admissible students have completed first year and have completed the majority of their second-year courses, including two or three key second-year pre-reqs, by the time of their first work term – which could be as early as the fall of third year. For your reference, the full European and Russian Studies Co-op entry as it's

currently written can be found here: Co-operative Education < Carleton University
Can you please let me know by September 23 whether I may proceed with entering these changes into Courseleaf? Rest assured that you will have final approval. I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor
Assistant Manager
Co-operative Education |Carleton University
1400 Carleton Technology & Training Centre
Office: 613-520-4331
Cell: 613-355-3507
Sign up for the Virtual Fall Career Fair on October 19 to connect with hiring employers from a range of industries!

Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. In the case of EURUS, they have asked to update their pre-requisites, and have agreed to remove conditions that cannot be easily verified by the Co-op Office. CGPA reqs remain the same.
Transition/Implementation	If students admitted to EURUS prior to Fall, 2023 wish to be considered for Co-op under the 2023 EURUS pre-reqs, we will allow that, as these requirements are more lenient.

Program reviewer comments	**nataliephelan (09/21/22 11:41 am):** Rollback: as discussed
nataliephelan (10/05/22 10:40 am): Corrected faculty, should be FPA!

Key: 1574

Program Change Request

Date Submitted: 09/21/22 2:33 pm

Viewing: **TBD-2028 : <u>R-UG-COOP-B.G.In.S.</u> ~~R-UG-COOP-B.G.IN.S~~ Admission and Continuation Requirements**

Last approved: 04/28/21 9:09 am

Last edit: 12/02/22 2:46 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor]

In Workflow

1. **REGS COOP UG Review**
2. **GINS ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:14 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/07/22 3:28 pm
   Nicki Ghosh (nickighosh):
   Approved for GINS
   ChairDir UG
3. 10/21/22 1:47 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
4. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
5. 12/02/22 2:46 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Apr 28, 2021 by Jenelle
   Williams (jenellewilliams)

Calendar Pages Using this Program	Global and International Studies Co-operative Education

Effective Date	2023-24
Workflow	majormod
Program Code	TBD-2028
Level	Undergraduate
Faculty	<u>Faculty of Public Affairs</u> ~~Not Applicable~~
Academic Unit	Regulations: COOP <u>Global and International Studies (Kroeger College)</u> <u>Co-op Office</u>
Degree	
Title	<u>R-UG-COOP-B.G.In.S.</u> ~~R-UG-COOP-B.G.IN.S~~ Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the <u>B.GInS</u> ~~Bachelor of Global and International Studies~~ Honours program;
2. <u>Obtained</u> ~~Have obtained~~ <u>third-year standing;</u>
3. <u>Successfully completed, by</u> ~~Obtained and maintained an overall CGPA of 9.5 or higher in~~ the <u>start-date of the</u> first <u>work term, GINS 3010 and GINS 3020;</u> ~~two years of academic study;~~
4. <u>Obtained an Overall CGPA of at least 9.50. This CGPA must be maintained throughout the duration of the degree.</u>

~~Have obtained third-year standing;~~ <u>B.GInS Honours students</u> ~~Prior to the first work term, have successfully completed GINS 3010 and GINS 3020Students in B.G.In.S~~ must successfully complete three (3) work terms to obtain the Co-op <u>Designation.</u> ~~designation.~~

Work Term Report Course: <u>GINS 3999</u>
Work/Study Pattern:

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A
Program reviewer comments	

Key: 2028

Program Change Request

Date Submitted: 10/21/22 2:27 pm

Viewing: **TBD-1761 : R-UG-COOP-B.A. Law Admission** ~~coop admission~~ **and Continuation Requirements** ~~continuation requirements~~

Last approved: 05/03/22 8:48 am

Last edit: 12/02/22 2:59 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

In Workflow

1. **REGS COOP UG Review**
2. **LAWS ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 11/08/22 11:52 am
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 11/08/22 4:08 pm
   Zeina Bou-Zeid
   (zeinabouzeid): Approved
   for LAWS ChairDir UG
3. 11/11/22 3:21 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
4. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
5. 12/02/22 2:44 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Jul 19, 2017 by Sandra
   Bauer (sandrabauer)
2. Jul 19, 2017 by Sandra
   Bauer (sandrabauer)
3. May 3, 2022 by Caitlin
   MacGregor
   (caitlinmacgregor)

Calendar Pages Using this Program	Law Co-operative Education
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1761
Level	Undergraduate
Faculty	Faculty of Public Affairs
Academic Unit	Regulations: COOP Department of Law and Legal Studies Co-op Office
Degree	
Title	R-UG-COOP-B.A. Law Admission ~~coop admission~~ and Continuation Requirements ~~continuation requirements~~

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. ~~Bachelor of Arts Honours - Law program (with or without a concentration);~~ Honours Law program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, LAWS 2908 and 1.0 credit from LAWS 2201, LAWS 2301, LAWS 2501, and LAWS 2601;
   ~~=~~
4. Obtained an Overall ~~overall~~ CGPA of at least 9.00 and a Major ~~major~~ CGPA of at least 9.00. ~~9.00;~~ These CGPAs must be maintained throughout the duration of the degree.

B.A. ~~Completed 3.5 credits in Law, including LAWS 2908, prior to their first workterm.It is strongly recommended that students complete all first and second year Law requirements prior to entering their first workterm.Students inB.A.~~ Honours Law students ~~(with or without a concentration)~~ must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-operative Work Term Course: LAWS 3999
Work/Study Pattern:

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

New Resources	No New Resources
Summary	From: Sarah Cleary <SarahCleary@CUNET.CARLETON.CA> Sent: October 21, 2022 8:28 AM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Cc: Zeina Bou-Zeid <ZeinaBouZeid@cunet.carleton.ca>; Steve Tasson

<SteveTasson@cunet.carleton.ca>; 'Sarah Cleary' <Sarah.Cleary@carleton.ca>
Subject: RE: Calendar changes for 2023/24
Importance: High

Good morning Caitlin,

We presented the proposed change to the co-op language to our Department Board yesterday and it was approved:

1. Registered as a full-time student in the B.A. Law Honours program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by the start-date of the first work term, [LAWS 2908 and 1.0 credit from LAWS 2201, LAWS 2301, LAWS 2501, or LAWS 2601]
4. Obtained an Overall CGPA of at least 9.00 and a Major CGPA of at least 9.00. These CGPAs must be maintained throughout the duration of the degree.

Will you make the change to CourseLeaf so we can officially approve it in the system?

Sarah

Rationale for change	Clarifying Co-op's admission rules. In the case of Law, we are removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.
Transition/Implementation	Students admitted to BA Law prior to 2023 will be assessed for Co-op using the new pre-reqs, as this works to the advantage of the student (there are fewer pre-reqs needed under the new regulations).

Program reviewer comments

Key: 1761

Program Change Request

Date Submitted: 09/21/22 3:09 pm

Viewing: **TBD-1817 : <u>R-UG-COOP-B.M.P.D.</u> ~~R-UG-COOP-BMPD~~ Admission and Continuation Requirements**

Last approved: 03/09/20 3:18 pm

Last edit: 12/02/22 2:47 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **JOUR ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:14 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/07/22 3:34 pm
   Joshua Greenberg
   (joshuagreenberg):
   Rollback to REGS COOP
   UG Review for COMM
   ChairDir UG
3. 10/07/22 3:37 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
4. 10/07/22 3:41 pm
   Joshua Greenberg
   (joshuagreenberg):
   Rollback to REGS COOP
   UG Review for COMM
   ChairDir UG
5. 10/17/22 4:05 pm
   Natalie Phelan
   (nataliephelan):
   Approved for REGS COOP
   UG Review
6. 11/14/22 4:03 pm
   Allan Thompson
   (allanthompson):
   Approved for JOUR
   ChairDir UG
7. 11/21/22 11:35 am
   David Mendeloff

(davidmendeloff):
Approved for PA FCC
8. 11/28/22 10:30 am
David Mendeloff
(davidmendeloff):
Approved for PA FBoard
9. 12/02/22 2:47 pm
Natalie Phelan
(nataliephelan):
Approved for PRE
SCCASP

History

1. Apr 6, 2018 by Mike
Labreque (mikelabreque)
2. Apr 6, 2018 by Mike
Labreque (mikelabreque)
3. Mar 9, 2020 by Sarah
Cleary (sarahcleary)

Calendar Pages Using this Program	Media Production and Design Co-operative Education
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1817
Level	Undergraduate
Faculty	Faculty of Public Affairs
Academic Unit	Regulations: COOP School of Journalism and Communication (COMM) Co-op Office
Degree	
Title	R-UG-COOP-B.M.P.D. R-UG-COOP-BMPD Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.MPD Honours Bachelor of Media Production and Design program;
2. Successfully completed 5.0 or more credits;
3. Successfully completed, by completed MPAD 2002 before beginning the start-date of the first work term, MPAD 2002;
4. term.Obtained and maintained an Overall overall CGPA of at least 9.0. 9.00 or higher. This CGPA must be maintained throughout the duration of the degree.

B.MPD Honours ~~Bachelor of Media Production and Design~~ students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Work Term Course: MPAD 3999
Work/Study Pattern:

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

Approved Shared Content from /shared/workstudylegend/ Last Approved: Nov 30, 2022 11:51am
Legend **S**: Study **W**: Work

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.
Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A
Program reviewer comments	**nataliephelan (10/05/22 9:06 am):** Changed title for consistency. **joshuagreenberg (10/07/22 3:34 pm):** Rollback: Please send to Allan Thompson for review and approval. He is the academic manager with responsibility for BMPD. **joshuagreenberg (10/07/22 3:41 pm):** Rollback: All BMPD and JOUR program CL changes must be approved by Allan Thompson. I am responsible for those relating to B.CoMS. Please direct this to Allan's attention. Thank you.

Key: 1817

Program Change Request

Date Submitted: 09/21/22 11:50 am

Viewing: **TBD-1580 : R-UG-COOP-B.A. Political Science Admission and Continuation Requirements**

Last approved: 07/19/17 1:08 pm

Last edit: 12/02/22 2:45 pm

Last modified by: nataliephelan

Changes proposed by: caitlinmacgregor

In Workflow

1. **REGS COOP UG Review**
2. **PSCI ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 09/21/22 11:41 am
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
2. 10/07/22 3:11 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
3. 10/11/22 9:27 am
   Achim Hurrelmann
   (achimhurrelmann):
   Approved for PSCI
   ChairDir UG
4. 10/21/22 1:49 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
5. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
6. 12/02/22 2:45 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 28, 2017 by Sandra
   Bauer (sandrabauer)

2. Mar 29, 2017 by Sandra Bauer (sandrabauer)
3. Apr 24, 2017 by Sandra Bauer (sandrabauer)
4. Jul 19, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	Political Science Co-operative Education
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1580
Level	Undergraduate
Faculty	Faculty of Public Affairs ~~Not Applicable~~
Academic Unit	Regulations: COOP Department of Political Science Co-op Office
Degree	
Title	R-UG-COOP-B.A. Political Science Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.A. ~~second year of the Bachelor of Arts Honours -Political Science program;~~ Honours Political Science program;
2. Successfully completed 5.0 or more credits;
3. Obtained ~~and maintained~~ an Overall ~~overall~~ CGPA of at least 9.00. This CGPA must be maintained throughout the duration of the degree. ~~Students in~~

B.A. Honours Political Science students must successfully complete three (3) work terms to obtain the Co-op Designation. ~~designation.~~

Co-op Work Term course: PSCI 3999
Work/Study Pattern:

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

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.

| Rationale for change | Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements. |

| Transition/Implementation | N/A |

| Program reviewer comments | **nataliephelan (09/21/22 11:41 am):** Rollback: as discussed
nataliephelan (10/05/22 9:33 am): Corrected faculty, should be FPA! |

Key: 1580

Program Change Request

Date Submitted: 09/21/22 3:17 pm

Viewing: **TBD-1589 : R-UG-COOP-B.P.A.P.M. Admission and Continuation Requirements**

Last approved: 10/25/21 10:34 am

Last edit: 12/02/22 2:48 pm

Last modified by: nataliephelan

<u>Changes proposed by: caitlinmacgregor</u>

In Workflow

1. **REGS COOP UG Review**
2. **PAPM ChairDir UG**
3. **PA FCC**
4. **PA FBoard**
5. **PRE SCCASP**
6. **SCCASP**
7. Senate
8. PRE CalEditor
9. CalEditor

Approval Path

1. 10/07/22 3:15 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/08/22 11:46 am
   Mary Francoli
   (maryfrancoli): Approved
   for PAPM ChairDir UG
3. 10/21/22 1:49 pm
   David Mendeloff
   (davidmendeloff):
   Approved for PA FCC
4. 11/28/22 10:30 am
   David Mendeloff
   (davidmendeloff):
   Approved for PA FBoard
5. 12/02/22 2:48 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP

History

1. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
2. Mar 29, 2017 by Sandra
   Bauer (sandrabauer)
3. Apr 18, 2017 by Sandra
   Bauer (sandrabauer)

4. Jul 19, 2017 by Sandra
   Bauer (sandrabauer)
5. Oct 25, 2021 by Natalie
   Phelan (nataliephelan)

Calendar Pages Using this Program	**Public Affairs and Policy Management Co-operative Education**
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1589
Level	Undergraduate
Faculty	Faculty of Public Affairs ~~Not Applicable~~
Academic Unit	Regulations: COOP Public Affairs and Policy Management Co-op Office
Degree	
Title	R-UG-COOP-B.P.A.P.M. Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.PAPM Honours program;
2. ~~B.P.A.P.M.~~Successfully completed 5.0 or more credits;
3. ~~(Honours) program;~~Obtained an Overall ~~overall~~ CGPA of ~~9.00 or higher calculated on~~ at least 9.00. ~~5.0 credits.~~ This CGPA must be maintained throughout the duration of the degree.

B.PAPM Honours students ~~Students in the Bachelor of Public Affairs and Policy Management (Honours)~~ must successfully complete three (3) work terms to obtain the Co-op Designation. ~~co-op designation.~~

Work Term Course: PAPM 3999
Work/Study Pattern:

Public Policy and Administration, Human Rights, Development Studies, International Studies, Communication and IT Policy, Strategic Opinion and Policy Analysis, Social Policy

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

New Resources	No New Resources
Summary	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. Admission requirements are not changing but are being reworded.

Rationale for change	Improved consistency and clarity with regard to Co-op's Calendar language so that students understand the requirements.
Transition/Implementation	N/A

Program reviewer
comments

Key: 1589

Program Change Request

Date Submitted: 09/21/22 2:14 pm

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

Last approved: 02/10/20 3:36 pm

Last edit: 11/08/22 2:01 pm

Last modified by: nataliephelan

[Changes proposed by: caitlinmacgregor](#)

In Workflow

1. **REGS COOP UG Review**
2. **SYST ChairDir UG**
3. **MAAE ChairDir UG**
4. **CIVE ChairDir UG**
5. **ELEC ChairDir UG**
6. **ENG FCC**
7. **ENG FBoard**
8. **PRE SCCASP**
9. **SCCASP**
10. Senate
11. PRE CalEditor
12. CalEditor

Approval Path

1. 10/07/22 3:14 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
2. 10/07/22 10:37 pm
   Ian Marsland
   (ianmarsland): Approved
   for SYST ChairDir UG
3. 10/31/22 5:21 pm
   Ron Miller (ronmiller):
   Approved for MAAE
   ChairDir UG
4. 10/31/22 7:16 pm
   Yasser Hassan
   (yasserhassan):
   Approved for CIVE
   ChairDir UG
5. 10/31/22 9:01 pm
   Niall Tait (nialltait):
   Approved for ELEC
   ChairDir UG
6. 12/02/22 10:45 am
   Jerome Talim
   (jerometalim): Approved
   for ENG FCC
7. 12/11/22 8:26 pm
   Jerome Talim
   (jerometalim): Approved
   for ENG FBoard

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	Engineering Co-operative Education
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1585
Level	Undergraduate
Faculty	Faculty of Engineering and Design Not Applicable
Academic Unit	Regulations: COOP Co-op Office 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; ~~Engineering 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 8.00 or higher;Successfully completed all required first and second year courses before beginning the first work term; Students must be eligible for third-year standing when they return for a study term after their first workplacement.~~An Overall CGPA ~~Students in all Bachelor~~ of at least 8.00 ~~Engineering concentrations~~ must be maintained in order ~~successfully complete four (4) work terms~~ to remain eligible for ~~obtain~~ the Co-op Program. ~~co-op designation.~~

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

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 stream)

Work/Study Patterns

Aerospace Engineering, Architectural Conservation and Sustainability Engineering, Biomedical and Mechanical Engineering, Civil Engineering, Communications Engineering, Environmental Engineering, Mechanical Engineering, Sustainable and Renewable Energy Engineering

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

Electrical Engineering, Engineering Physics

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

Biomedical and Electrical Engineering, Computer Systems Engineering, Software Engineering

Year 1		Year 2		Year 3		Year 4		Year 5	
Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern	Term	Pattern
Fall	S	Fall	S	Fall	S	Fall	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	See two separate email exchanges below:

EMAIL 1:
From: Shulabh Gupta <ShulabhGupta@cunet.carleton.ca>
Sent: September 21, 2022 1:23 PM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Cc: Rong.Liu@carleton.ca; Abhijit Sarkar <AbhijitSarkar@CUNET.CARLETON.CA>;
Howard.Schwartz@carleton.ca
Subject: Re: Engineering Calendar changes for 2023/24

I am fine with this Caitlin. Putting a credit requirement is better/safer than specifying specific courses.

Thanks,

..Shulabh

Shulabh Gupta, P. Eng., PhD,
Associate Professor,
Department of Electronics,
Carleton University,
Ottawa, Ontario, Canada
Web: bit.ly/CarletonMARS

On Sep 20, 2022, at 8:51 AM, Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> wrote:

Hi again,

If there is no obvious course that ALL Engineering students must take in the fall or winter of second year, we can forget that idea.

Since the Co-op Office has never had a way to verify that all Engineering Co-op students have, in fact, completed all of their second-year courses by the first work term (i.e., May 1st after second year), this statement must be removed from the Undergraduate Calendar. Our goal is to be truthful and as accurate as possible when it comes to our Calendar language and what information gets verified in the admission process.

Therefore, I suggest we replace the current Calendar entry with the following:
• Registered as a full-time student in the Bachelor of Engineering program;
• Successfully completed 5.0 or more credits. It is strongly recommended that students complete all second-year Engineering requirements prior to entering their first work term;
• Obtained an Overall CGPA of at least 8.00. This CGPA must be maintained throughout the duration of the degree.

If there are no objections, I will proceed with entering this into Courseleaf for the 2023/24 school year.

Thank you,

Caitlin

On Sep 16, 2022, at 9:31 AM, Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> wrote:

Dear Professors Sarkar, Liu, Gupta, and Schwartz,

I hope the fall term is off to a great start for you and your students! As Faculty Advisors for the Co-op options within the Bachelor of Engineering program, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.
Currently, the Calendar specifies that Engineering students must have "Successfully completed all required first and second year courses before beginning the first work term" and "must be eligible for third-year standing when they return for a study term after their first work placement."

This may surprise you, but it is not possible for our administration team to check whether students have completed all first and second-year courses without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term, nor is it possible for us to determine at the point of admission whether students will have achieved third-year standing following their first work term. It is, however, possible for our office to produce Banner reports that check for thetotal number of credits earned towards a degree, as well as check for completion of (or registration in) specific courses. For these reasons, would you be open to removing the above sentence and replacing it with the following?
• "Successful completion of 5.0 or more credits."
• OPTIONAL: "Successfully completed, by the start of the first work term, [enter specific second-year pre-req course if there is one that's shared across all B.Eng programs]. It is strongly recommended that students complete all second-year Engineering requirements prior to entering their first work term."

It should be noted that the vast majority of Engineering students will have completed all their second-year courses prior to their first work term (which occurs, at the earliest, during the summer after second year), so removing this requirement from the Calendar will likely not have much of an impact.
For your reference, the full Engineering Co-op entry as it's currently written can be found here: Co-operative Education < Carleton University.
Can you please let me know your thoughts by September 23? I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October. Rest assured that you will have final approval in Courseleaf.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor

EMAIL 2:

From: Caitlin MacGregor

Sent: April 6, 2022 4:30 PM
To: Rong Liu <RongLiu@CUNET.CARLETON.CA>; Shulabh Gupta
<ShulabhGupta@cunet.carleton.ca>; Abhijit Sarkar <AbhijitSarkar@CUNET.CARLETON.CA>;
Changcheng Huang <ChangChengHuang@cunet.carleton.ca>
Subject: RE: Optional first-year work term for B.Eng Co-op students

Hello again, Co-op Faculty Advisors,

I just wanted to send a quick follow up on this. Since I haven't received any objections to my
February 18th proposal re. the Engineering Work-Study Pattern (see highlighted section
below), I will proceed with submitting a 2023-24 Calendar change.

Thank you,

Caitlin MacGregor
Assistant Manager
Co-operative Education |Carleton University
1400 Carleton Technology & Training Centre
Office: 613-520-4331
Cell: 613-355-3507

From: Caitlin MacGregor
Sent: February 18, 2022 3:07 PM
To: Rong Liu <RongLiu@CUNET.CARLETON.CA>; Shulabh Gupta
<ShulabhGupta@cunet.carleton.ca>; 'Abhijit Sarkar' <AbhijitSarkar@CUNET.CARLETON.CA>;
Changcheng Huang <ChangChengHuang@cunet.carleton.ca>
Subject: RE: Optional first-year work term for B.Eng Co-op students

Hi everyone,

Here's what I'd like to propose (the Faculty of Science has already agreed to this): we remove
the Optional First-Year Co-op Work Term from the official study pattern but, behind-the-
scenes, will allow first-year Engineering students with DSRIs to count the experience towards
Co-op. This will allow your best students to pursue an early Co-op Work Term (if they so
choose), will honour the original intent of the Optional First-Year Co-op Work Term, will
create greater consistency across work-study patterns, and will allow us more control over
who works and when.

If there are no objections, I will submit the necessary Calendar changes for 2023-24. Your
departments will all receive a notification, and will have final approval.

I appreciate your insight and assistance with this!

Have a great long weekend.

Caitlin MacGregor
Assistant Manager

Co-operative Education |Carleton University
1400 Carleton Technology & Training Centre
Office: 613-520-4331
Cell: 613-355-3507
Sign up for the Virtual Spring Career Fair on March 23 to connect with hiring employers from a range of industries!

The information in this message, including any attachments, is privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify Carleton University immediately by reply email at the contact listed above and permanently delete the original transmission from us, including any attachments, without making a copy. Carleton University is fully compliant with the Freedom of Information and Protection of Privacy Act and appreciates your cooperation in this matter.

From: Rong Liu
Sent: February 16, 2022 8:51 PM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Subject: Re: Optional first-year work term for B.Eng Co-op students

Thanks, Caitlin, for your consideration.

I know most students wish to have a coop work as early as possible, but many industrial companies like the students with more knowledge, therefore, the first-year students may hardly get a coop work.

Regards.

Rong

Dr. Rong Liu
Professor, P. Eng.
Canal Building 6207
Department of Mechanical & Aerospace Engineering
Carleton University
1125 Colonel By Drive
Ottawa, Ontario, Canada K1S 5B6
Phone: 1-613-5202600 ext 8397
Cell phone: 613-2189862
E-mail: Rong.Liu@carleton.ca
Website: http://carleton.ca/mae/people/rong-liu/
_____
From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Sent: February 16, 2022 3:03 PM
To: Rong Liu <RongLiu@CUNET.CARLETON.CA>; Shulabh Gupta <ShulabhGupta@cunet.carleton.ca>; Abhijit Sarkar <AbhijitSarkar@CUNET.CARLETON.CA>; Changcheng Huang <ChangChengHuang@cunet.carleton.ca>
Subject: Optional first-year work term for B.Eng Co-op students

Dear Engineering Co-op Faculty Advisors,

I hope the winter term is going well for you and your students!

My apologies for the long email. I'm currently reviewing Co-op's work-study patterns and, as you are all Co-op Faculty Advisors for Engineering, I wanted to get your feedback on

something. Many Co-op programs, yours included, feature something called an "Optional" first-year Co-op work term. For select Engineering programs, it falls during the summer after first year (please see highlighted section below). I am fairly new to Co-op, but my understanding is that, historically, high-achieving students who were admitted with a guaranteed summer internship with the Faculty of Engineering were given special permission to "count" that internship as a Co-op work term before they were officially admitted to the Co-op Program in the fall of second year. Is this your understanding as well? Or was there perhaps another reason for it that I'm not aware of?

With the exponential growth of the Co-op Program over the last several years, we have identified some issues with "Optional" first-year Co-op work terms and feel it may be time to consider removing them from official work-study patterns:

1. The Undergraduate Calendar does not explain who they are for (i.e., students with department internships, if that was the original intent). As such, our office receives requests from regular students asking to "count" various employment experiences towards Co-op before they are even eligible for admission to the Co-op Program. Because the "Optional" first-year Co-op work term is part of the official work-study pattern, we allow it if the student meets certain criteria. The purpose and benefit of the "Optional" first-year Co-op work term is difficult to explain, however, so the back-and-forth exchanges with students are quite time consuming. The approval process, moreover, is administratively onerous.
2. We are concerned that students approved for an "Optional" first-year Co-op work term – particularly those in non-internship positions – are not adequately prepared for professional work, and do not fully understand the expectations and requirements of the Co-op Program, as they have yet to take the mandatory COOP 1000 course.
3. We do not see the need for students to secure an "Optional" first-year Co-op work term prior to admission to the Co-op Program. All Engineering work-study patterns already feature five official work terms, and students only need to complete four of them to obtain the Co-op Designation upon graduation. Moreover, for every Co-op work term a student completes, he or she must pay a work term fee (well over $400) and submit a detailed report at the end – which begs the question why students would even want to pursue an "Optional" first-year Co-op work term before officially starting the Co-op Program. There is nothing preventing them from working in a non-Co-op capacity in the summer after first year.
4. Not every Engineering Co-op program features an "Optional" first-year Co-op work term, so, for example, the rules are different for Aerospace students compared to Computer Systems students. Out of fairness to all participants, we would like our Co-op regulations to be as consistent as possible across programs.

Having said all of that, my question to you folks is as follows: are you comfortable with removing the "Optional" first-year Co-op work term from all applicable Engineering work-study patterns? If you or your department have any reservations, I'd be more than happy to set up a meeting so that we can discuss other options. As any work-study pattern change will have to go through the Undergraduate Calendar, this wouldn't take effect until the 2023-24 school year.

Thank you for your time!
Caitlin

Rationale for change	We are removing "pre-requisites" that cannot be easily verified. CGPA requirement remains the same. Removing the "Optional First Year" work term from the official B.Eng work-study pattern, as it allowed some B.Eng students to work in a Co-op capacity before being admitted to the Program (something we discourage, unless they are DSRI recipients). At the same time, we are clarifying Co-op's admission rules and removing other inconsistencies from work/study patterns.
Transition/Implementation	Students admitted to the B.Eng in Fall, 2022 will still be permitted the Optional First-Year Work Term in Summer, 2023, as these changes will not come into effect until Fall, 2023. As of

Fall, 2023, only DSRI recipients will be permitted a First-Year Optional Work Term. Co-op and the Faculty of Engineering will coordinate on this.

Program reviewer comments	**nataliephelan (09/23/22 4:18 pm):** Changed Academic Units so proposal is directed to the four undergrad departments only. **nataliephelan (11/08/22 2:01 pm):** After Eng APC meeting and conversation with C. MacGregor, the wording of bullet points 2 and 3 has been updated.

Key: 1585

Program Change Request

Date Submitted: 09/21/22 1:28 pm

Viewing: **TBD-1540 : <u>R-UG-COOP-B.COM.</u> ~~R-UG-COOP-BCOM~~ Admission and Continuation Requirements**

Last approved: 07/18/17 10:51 am

Last edit: 12/16/22 3:02 pm

Last modified by: nataliephelan

<u>Changes proposed by: caitlinmacgregor</u>

In Workflow

1. **REGS COOP UG Review**
2. **COOP ChairDir UG**
3. **BUSI ChairDir UG**
4. **BUS FCC**
5. **BUS FBoard**
6. **PRE SCCASP**
7. SCCASP
8. Senate
9. PRE CalEditor
10. CalEditor

Approval Path

1. 09/21/22 11:42 am
   Natalie Phelan
   (nataliephelan): Rollback
   to Initiator
2. 10/07/22 3:13 pm
   Caitlin MacGregor
   (caitlinmacgregor):
   Approved for REGS COOP
   UG Review
3. 10/17/22 3:58 pm
   Natalie Phelan
   (nataliephelan):
   Approved for COOP
   ChairDir UG
4. 12/16/22 1:26 pm
   Howard Nemiroff
   (howardnemiroff):
   Approved for BUSI
   ChairDir UG
5. 12/16/22 1:38 pm
   Howard Nemiroff
   (howardnemiroff):
   Approved for BUS FCC
6. 12/16/22 1:41 pm
   Howard Nemiroff
   (howardnemiroff):
   Approved for BUS FBoard

History

1. Mar 28, 2017 by Sandra Bauer (sandrabauer)
2. Jun 6, 2017 by Sandra Bauer (sandrabauer)
3. Jul 18, 2017 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program	Co-operative Education Business

Effective Date	2023-24
Workflow	majormod minormod
Program Code	TBD-1540
Level	Undergraduate
Faculty	Sprott School of Business Not Applicable
Academic Unit	School of Business Regulations: COOP Co-op Office
Degree	
Title	R-UG-COOP-B.COM. R-UG-COOP-BCOM Admission and Continuation Requirements

Program Requirements

In addition to the following:

1. Registered as a full-time student in the B.Com Honours program;
2. Bachelor of Commerce program.Successfully completed 5.0 or more credits. Have a major CGPA of 8.00 or higher and an overall CGPA of 6.50 or higher;Successfully completed 6.0 credits in the major and have at least 6.0 credits remaining for completion of theB.Com.It is strongly recommended that students complete all second-year Business requirements program prior to entering their first work term;
3. Obtained an Overall Have a major CGPA of at least 6.50 8.00 or higher and a Major an overall CGPA of at least 8.00. 6.50 or higher; These CGPAs must be maintained throughout the duration of the degree.

Registered as a full-time student in the Bachelor of Commerceprogram.B.Com Honours To obtain the co-op designation students must successfully complete at least three (3) work terms to obtain the Co-op Designation. terms.

Co-op Work Term Course: BUSI 3999
Work/Study Patterns:

Accounting

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

Entrepreneurship

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

Finance, International Business, Marketing, Supply Chain, and students without a concentration

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

Information Systems, Management

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

New Resources	No New Resources
Summary	From: Ouafa Sakka <OuafaSakka@Cunet.Carleton.Ca> Sent: September 20, 2022 11:15 AM To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Subject: Re: Calendar changes for 2023/24 Hello Cailin, I prefer he second i.e. "Successful completion of 5.0 or more credits. It is strongly recommended that students complete all second-year Business requirements prior to entering their first work term." Best, Ouafa From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca> Date: Monday, September 19, 2022 at 8:54 AM To: Ouafa Sakka <OuafaSakka@Cunet.Carleton.Ca> Subject: RE: Calendar changes for 2023/24 Hi again, Prof. Sakka, Thank you for your support on this. Just to clarify, can you please tell me whether you would like the Calendar to list a specific pre-requisite course for Business students? Or is it enough to say the following? • "Successful completion of 5.0 or more credits. It is strongly recommended that students complete all second-year Business requirements prior to entering their first work term." Please let me know your preference. All the best, Caitlin

From: Ouafa Sakka <OuafaSakka@Cunet.Carleton.Ca>
Sent: September 16, 2022 9:31 AM
To: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Subject: Re: Calendar changes for 2023/24

Hello Caitlin,
The term is going very well, thank you.
Yes, I am open to the suggested change given that we will basically have the same students with less work on your side, so this will lead to a more efficient selection process.
I hope this answers your question.
Have a wonderful day,
Ouafa

From: Caitlin MacGregor <CaitlinMacGregor@Cunet.Carleton.Ca>
Date: Friday, September 16, 2022 at 8:53 AM
To: Ouafa Sakka <OuafaSakka@Cunet.Carleton.Ca>
Subject: Calendar changes for 2023/24
Dear Prof. Sakka,

I hope the fall term is off to a great start for you and your students! As the Faculty Advisor for the Bachelor of Commerce Co-op option, I'm writing to you with some proposed Undergraduate Calendar changes for the 2023/24 school year. We are currently reviewing the programs that list pre-requisites as part of their admission criteria, and are working to simplify and streamline our Calendar entries.
Currently, the Calendar specifies that your students must have "Successfully completed 6.0 credits in the major and have at least 6.0 credits remaining for completion of the B.Com. program prior to their first work term."

First, and this may surprise you, it is not possible for our administration team to check whether students have completed a specific number of credits within their Major (or have a specific number remaining within their Major) without looking at each academic audit individually – a very time-consuming process, and one that is simply not possible given the thousands of applications we receive each term. It is, however, possible for our office to produce Banner reports that check for completion of (or registration in) specific courses. For these reasons, would you be open to removing the above sentence and replacing it with the following?
• Successfully completed, by the start of the first work term, [insert specific second-year course(s) here]. It is strongly recommended that students complete all second-year Business requirements prior to entering their first work term."

It should be noted that the vast majority of Business students will have completed at least 6.0 credits in their Major by the end of second year anyway, so removing this requirement from the Calendar will likely not have much of an impact.
For your reference, the full Business Co-op entry as it's currently written can be found here: Co-operative Education < Carleton University.
Can you please let me know your thoughts by September 23? I apologize for the tight turn around, but the deadline for submitting 2023/24 Calendar entries is some time in early October. Rest assured that you will have final approval in Courseleaf.

Should you have any questions or would like to chat further, I'm available any time.

Many thanks,

Caitlin MacGregor

Rationale for change	Clarifying Co-op's admission rules and removing inconsistencies from work/study patterns. In the case of B.COM, we are removing "pre-requisites" that cannot be easily verified. CGPA reqs remain the same.
Transition/Implementation	N/A

Program reviewer comments	**nataliephelan (09/21/22 11:42 am):** Rollback: as discussed **howardnemiroff (12/16/22 1:26 pm):** Note: Students are able to complete more than 3 coop terms if they wish, so 'at least' better reflects.

Key: 1540

Program Change Request

Date Submitted: 10/14/22 1:39 pm

Viewing: **TBD-1873 : R-UG-3.2.6 Minimum CGPA Requirements**

Last approved: 09/20/22 3:26 pm

Last edit: 12/01/22 2:45 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

Approval Path

1. 10/17/22 12:05 pm
   Erika Strathearn
   (erikastrathearn):
   Approved for REGS RO
   UG Review
2. 10/17/22 1:38 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
3. 11/09/22 12:55 pm
   Erika Strathearn
   (erikastrathearn):
   Rollback to REGS RO UG
   Review for SCCASP

History

1. May 3, 2019 by Mike
   Labreque (mikelabreque)
2. Apr 15, 2020 by Sarah
   Cleary (sarahcleary)
3. May 4, 2021 by Natalie
   Phelan (nataliephelan)
4. Jul 8, 2021 by Natalie
   Phelan (nataliephelan)
5. Jul 12, 2021 by Natalie
   Phelan (nataliephelan)
6. May 2, 2022 by Natalie
   Phelan (nataliephelan)
7. Sep 8, 2022 by Natalie
   Phelan (nataliephelan)
8. Sep 19, 2022 by Natalie
   Phelan (nataliephelan)

9. Sep 20, 2022 by Natalie
Phelan (nataliephelan)

Calendar Pages Using this Program	[Academic Regulations for Degree Students](#)

Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-1873
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.2.6 Minimum CGPA Requirements

Program Requirements

3.2.6 Minimum CGPA Requirements

To be *Eligible to Continue* (EC) in a degree program, the standard CGPA requirements used in the Academic Continuation Evaluation are presented in Table 1. Undergraduate degree students who do not meet the minimum requirements presented in Table 1 may be placed on *Academic Warning* (AW) or required to withdraw from their degree (WT, WY). See [Section 3.2.1 Academic Continuation Evaluation](#) of the *Academic Regulations of the University*.

Table 1: Standard Minimum CGPA Requirements to be *Eligible to Continue* (EC)

Program of Study	Fewer than 5.5 credits complete	Between 5.5 and 15.25 credits complete	15.5 or more credits complete	Graduation
Honours	n/a	Overall 4.00	Overall 5.00 (see Note 3 below)	Overall 5.00, Major 6.50
BAS Design	n/a	Overall 4.00	Overall 4.00	Overall 4.00
Engineering	n/a	Overall 5.00	Overall 5.00	Overall 5.00
BID	n/a	Overall 3.50	Overall 4.00	Overall 4.00
15 Credit Non-Honours	n/a	Overall 4.00	n/a	Overall 4.00, Major 4.00
20 Credit Non-Honours	n/a	Overall 4.00	Overall 4.00	Overall 4.00, Major 4.00

Notes:

1. Credits Complete are the course credits earned in the courses the student has completed, with either a passing or a failing grade, that would contribute to the credits required for graduation in the student's program had they been passed. This includes credits obtained through transfer, advanced standing, letters of permission, or exchange. Credits Complete does not include courses from which the student has withdrawn.

2. Certain Honours programs may have different minimum Overall and/or Major CGPA requirements from those indicated above. Programs with exceptions are listed in Section 3.2.7 Additional ACE Information for Certain Degrees of the *Academic Regulations of the University.*
3. Students in an Honours program who meet the 15.5 credits complete threshold must refer to Section 3.4.6 Minimum CGPA Requirements for Graduation of the *Academic Regulations of the University* for important information about the Major CGPA assessment.

See Section 3.2.5 Assessment ~~The standard minimum CGPA requirements for Minors, Concentrations, and Specializations are not formally assessed~~ in Program Elements for information about continuation ~~the Academic Continuation Evaluation, but may also be used to determine whether a student can remain~~ in Concentrations, Specializations, and Minors. ~~a particular Minor, Concentration, or Specialization.~~

~~Table2:Standard Minimum CGPA Requirements for Minors, Concentrations, Specializations Note: certain Minors, Concentrations, and Specializations may have different minimum requirements from those indicatedabove.Consult the specific program requirements for information.~~

~~Program of Study~~	~~Fewer than 5.5 credits complete~~	~~Between 5.5 and 15.25 credits complete~~	~~15.5 or more credits complete~~	~~Graduation~~
~~Honours~~	~~n/a~~	~~5.50~~	~~6.50~~	~~6.50~~
~~Engineering~~	~~n/a~~	~~4.50~~	~~5.00~~	~~5.00~~
~~BID~~	~~n/a~~	~~3.50~~	~~4.00~~	~~4.00~~
~~15 Credit Non-Honours~~	~~n/a~~	~~3.50~~	~~n/a~~	~~4.00~~
~~20 Credit Non-Honours~~	~~n/a~~	~~3.50~~	~~4.00~~	~~4.00~~

New Resources	No New Resources
Summary	Removed the table which had continuation CGPAs for Conc/Spec/Minor program elements; this information is contained in Section 3.2.5.
Rationale for change	
Transition/Implementation	
Program reviewer comments	**nataliephelan (10/14/22 1:40 pm):** Correct effective date. **erikastrathearn (11/09/22 12:55 pm):** Rollback: Further edits required and return to SCCASP for discussion and approval.

Key: 1873

Program Change Request

Date Submitted: 12/02/22 3:18 pm

Viewing: **TBD-1872 : R-UG-3.2.5 Assessment in Program Elements**

Last approved: 07/08/21 10:40 am

Last edit: 12/02/22 3:18 pm

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

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

History

1. May 3, 2019 by Mike Labreque (mikelabreque)
2. Apr 15, 2020 by Sarah Cleary (sarahcleary)
3. Jan 27, 2021 by Sarah Cleary (sarahcleary)
4. Jul 8, 2021 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	Academic Regulations for Degree Students
Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1872
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-3.2.5 Assessment in Program Elements

Program Requirements

3.2.5 Assessment in Program Elements

In conjunction with the Academic Continuation Evaluation (ACE), additional averages are calculated for program elements. A CGPA is calculated over the courses contributing to any Minor, Concentration, or Specialization. Some departments may enforce ~~Students with a CGPA that is below the~~ minimum CGPA requirements ~~required~~ for continuation in these ~~a Minor, Concentration, or Specialization may be removed from that~~ program elements; consult the specific program requirements for information. ~~element.~~

New Resources	No New Resources
Summary	Added statement that some depts may enforce continuation minimums in their program elements. (In consultation with J. Sugar.)
Rationale for change	Previously we had a table in section 3.2.6 with minimum CGPA thresholds for conc/spec/minors, but in practice the university does not apply ACE decisions based on meeting/not meeting these levels, and departments almost never remove students from their program elements if they fail to meet the minimums. The table has been removed from 3.2.6, and this section has been edited to include a statement that units may choose to enforce minimum continuation thresholds on elements. Units who wish to start upholding such thresholds can put this information on their program page.
Transition/Implementation	

Program reviewer comments

Key: 1872

Program Change Request

Date Submitted: 11/15/22 4:04 pm

Viewing: **TBD-2094 : <u>R-ADM-C.M.H.W.</u>** ~~R-ADM-Program-Certificate in Multidisciplinary Studies in Mental Health and Well-Being~~

Last approved: 05/12/22 10:06 am

Last edit: 12/20/22 9:25 am

Last modified by: nataliephelan

Changes proposed by: nataliephelan

In Workflow

1. **REGS ADM Review**
2. **PSYC ChairDir UG**
3. **SCI FCC**
4. **AS FCC**
5. **SCI FBoard**
6. **AS FBoard**
7. **PRE SCCASP**
8. **SCCASP**
9. **Senate**
10. PRE CalEditor
11. CalEditor

Approval Path

1. 11/16/22 6:57 pm
   Jen Sugar (jensugar):
   Approved for REGS ADM
   Review
2. 11/22/22 6:54 am
   Robert Coplan
   (robertcoplan): Approved
   for PSYC ChairDir UG
3. 11/22/22 12:11 pm
   Natalie Phelan
   (nataliephelan):
   Approved for SCI FCC
4. 11/22/22 12:15 pm
   Natalie Phelan
   (nataliephelan):
   Approved for AS FCC
5. 11/22/22 1:03 pm
   Julia Wallace
   (juliawallace): Approved
   for SCI FBoard
6. 12/09/22 1:31 pm
   Augustine Park
   (augustinepark):
   Approved for AS FBoard
7. 12/15/22 1:42 pm
   Natalie Phelan
   (nataliephelan):
   Approved for PRE
   SCCASP
8. 12/21/22 12:24 pm
   Erika Strathearn

(erikastrathearn):
Approved for SCCASP

History

1. Jul 16, 2021 by Natalie Phelan (nataliephelan)
2. May 12, 2022 by Natalie Phelan (nataliephelan)

Calendar Pages Using this Program	Certificate in Multidisciplinary Studies in Mental Health and Well-Being Psychology
Effective Date	2023-24
Workflow	majormod ~~minormod~~
Program Code	TBD-2094
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: Admissions
Degree	
Title	R-ADM-C.M.H.W. ~~R-ADM-Program-Certificate in Multidisciplinary Studies in Mental Health and Well-Being~~

Program Requirements

Admission Requirements

To be eligible for admission to the Certificate in Multidisciplinary Studies in Mental Health and Well-Being, applicants must:

- have successfully completed any undergraduate degree; or ~~degree, or;~~
- have successfully completed any college diploma with a minimum grade of B; or
- ~~meet the admission requirements for the Bachelor of Arts, or;~~be currently enrolled and *Eligible to Continue*, and meeting the CGPA thresholds defined in Section 3.1.9 of the *Academic Regulations of the University,* in any degree offered at Carleton.

Note: Students who are currently enrolled in, or have graduated from, a degree in Psychology with the Stream in Mental Health and Well-Being are not eligible for this program. Students who hold a degree in Psychology may be required to take additional credits to fulfill the certificate residency requirement; see Section 2.2.2 of the *Academic Regulations of the University*, Minimum Number of Residency Credits.

New Resources	No New Resources
Summary	Changes to clarify the department's intention

Rationale for change	Clarifying which students are eligible and that this cert is not intended for students entering directly from high school.
Transition/Implementation	

Program reviewer comments	**nataliephelan (11/22/22 12:11 pm):** This change was previously approved by SCI FCC as part of CERT-CMHW, at the June 23 2022 FCC meeting.
	nataliephelan (11/22/22 12:14 pm): This curriculum change was previously approved at AS FCC within the CERT-CMHW proposal, at the October 12 2022 meeting.
	nataliephelan (12/20/22 9:25 am): Per SCCASP meeting Dec 20.2022, changed college minimum requirement from a GPA on a 4.0 scale to a letter grade - this avoids confusion in having a GPA number on a different scale to ours appearing in our calendar, and follows standard practice of seeking a B average when considering applicants from college.

Key: 2094