General Regulations and Definitions

4.0 General Regulations and Definitions

4.1 The Comprehensive Regulations

4.1.1 The Senate of Carleton University may at any time require a student to withdraw from the university if his or her conduct, attendance, work or progress is deemed unsatisfactory.

4.1.2 Acceptance by the university of a registration does not exempt the student from any academic regulation.

4.2 Regulations Governing a Student's Program

Curriculum and regulations are subject to change as the university updates and improves its undergraduate program. These changes may include alterations to course offerings, program requirements and academic regulations. In establishing transition policies that determine how these changes will impact in-program students, the university is guided by the intent that students retain the same or improved overall opportunities to succeed.

The following policies are in effect:

4.2.1 A degree student who has been admitted to a program continues, in subsequent years, to be governed by the regulations in the Undergraduate Calendar of the year of admission. An exception is made for the requirements for a Minor, which may be taken from a subsequent Calendar. A Degree Audit report illustrating the requirements is available through Carleton Central.

4.2.2 If, in subsequent years, the student is readmitted to or reinstated in the same program or another program for any reason, the student will be governed by the regulations of the Undergraduate Calendar of the year of readmission or reinstatement. An exception is made for the requirements for a Minor, which may be taken from a subsequent Calendar.

4.2.3 As changes are made, students may choose to complete their studies under new regulations that are introduced in subsequent years, provided they meet the requirements of these regulations. In such cases, students will be governed by both the regulations and program requirements of a single Undergraduate Calendar, dated the year of, or subsequent to, admission or readmission. An exception is made for the requirements for a Minor, which may be taken from a different, single Calendar.

4.2.4 Notwithstanding 4.2.1, when circumstances prevent continued application of regulations, program requirements or courses of a previous Calendar, appropriate replacement policies guiding students in adapting to the new situation will be developed and communicated to students.

4.2.5 The web version of the Calendar is the official version. Changes approved after the print date will be posted on the Calendar website.

4.3 Absence from the University

Degree students who have been away from the university for more than nine consecutive terms must apply for readmission through Admission Services.

4.4 Student Categories

Undergraduate students are grouped in four broad categories: Degree Students, Certificate Students, Special Students, and Non-credit Students.

Within the Degree Students category, a further subdivision is defined as Degree Students Admitted with Additional Requirements. This subdivision includes:

1. students admitted with a deficiency
2. students readmitted with conditions
3. credit ESL students

Students admitted with Additional Requirements who fail to meet these condition may not continue at the university for a period of one year and must then apply for re-admission if they wish to return.

The category of Certificate Students includes all students registered in the certificate and diploma programs identified in 11.0 Certificates and Diplomas. Those registered in other non-credit professional or development certificates offered by the university are not included. A student may be simultaneously both a Degree Student and a Certificate Student.

4.5 Types of Programs

The undergraduate programs of the university are divided into the following categories:

Honours Programs

Honours programs require 20.0 credits (and in a few cases more than 20.0 credits). With full time study and a normal course load, Honours programs are completed in four years. The Honours programs demand a higher academic standard than general and major programs.

General Programs

General programs require 15.0 credits. With full time study and a normal course load, general programs are completed in three years.

Major Programs

Major programs require 20.0 credits. With full time study and a normal course load, major programs are completed in four years.

Engineering and Design programs

These accredited programs offered by the Faculty of Engineering and Design are in Engineering, in Industrial Design and in Architecture. These programs require at least 20.0 credits and with a normal course load and full time study require four years for completion.

All of the above programs may include additional elements.

4.6 Program Structure
Program Elements

The courses that make up a program are separated into certain standard categories that give the program its

structure, allow effective assessment of the student's progress and permit the inclusion of additional notations on the transcript and diploma.

Major

In most programs certain course credits are identified as constituting the Major. The Major specifies the required course credits in one or more defined disciplines, themes, or fields that are the principal focus of a student's program. The Academic Performance Evaluation described below makes use of this distinction by calculating a Major average as well as an Overall average. A Combined Honours program may be structured with two Majors, one in each contributing discipline or, in some cases, as a single Major. A multidisciplinary program is structured as a single Major drawing together courses from several disciplines.

Note that the use of the term Major as a program element, above, is distinct from the degree program called Major (e.g. B.Sc.Major).

Core

Some programs specify a limited set of credits that constitute a Core. These are courses of special importance to the program and are subject to specific CGPA requirements.

Concentration or Specialization

A Concentration or Specialization is a defined set of courses which provides a student with specific expertise, knowledge and/or practice and so further distinguishes the program in a recognizable way. The credits in the concentration or specialization may or may not be part of the Major. Successful completion of a concentration or specialization is recorded on the diploma.

Stream

A Stream is a pattern of courses within the program that guides the student's studies and is distinctive from other patterns, but does not result in a designation on the diploma.

Additions to a Program

Option

An Option is an addition to a program, the pursuit of which does not affect eligibility for the degree without the Option. Registration in the Option does not change the degree requirements. An example is the Co-operative Education Option.

Other additions to a program that do interact with program requirements include: *Mention : français* (see the Academic Regulations for the Bachelor of Arts), concurrent certificates and concurrent diplomas.

Minor

A Minor is a defined set of courses in a discipline or field that either introduces or extends knowledge of that discipline or field. A Minor may have its own admission requirements. Minors are only available to students already registered as Carleton degree students. Each Minor requires at least 4.0 and at most 5.0 credits. In some circumstances, credits in excess of those required for the main degree may be required to complete the

Minor. A maximum of two credits may count toward both the Minor and the Major or Majors of a student's program.

4.7 University Year Standing

Students in degree programs are given a Year Standing according to the number of credits completed with passing grades and counting towards the degree. The categories are as follows:

First Year:
Fewer than 4.0 credits completed successfully and counting towards the degree.

Second Year:
4.0 through 8.5 credits completed successfully and counting towards the degree.

Third Year:
9.0 through 13.5 credits completed successfully and counting towards the degree.

Fourth Year:
14.0 or more credits completed successfully and counting towards the degree and in a program requiring more than 15.0 credits.

Programs in the Faculty of Engineering and Design identify specific courses that must be completed for a particular year status in that program, which does not necessarily conform to the above formula. Refer to the Engineering and Design section of this Calendar for details.

Year standing assessment occurs at the end of each term, once all final grades are received; January, June, August and October.

4.8 Undeclared Students

Degree students are considered "Undeclared" if they have been admitted to the degree but are not yet accepted into a program within that degree. The status "Undeclared" is available only in the B.A. and B.Sc. degrees. See the Undeclared section in the Programs section of this Calendar for recommended registration information. Normally, Undeclared students are required to be eligible to enter a program within their degree before reaching second year standing. Undeclared students should consult the Student Academic Success Centre for guidance in planning their studies prior to registration.

4.9 Changes of Degree and Program

4.9.1 Application through Registrar's Office

Application is made through Carleton Central (Change of Program Element application) for change of program applications in the following cases:

1. students who wish to change to a different major within the same degree;
2. students who wish to add or drop a Concentration, Specialization or Minor;
3. students who wish to change from a general BSc or BCS Major to honours or vice versa.

4.9.2 Application through Career Development and Cooperative Education Office

Application is made through the Career Development and Cooperative Education Office for admission to and withdrawal from the Co-op Option.

4.9.3 Application through Admissions Services

The following categories of students are required to reapply for admission through Admissions Services:

1. currently registered students who wish, or who are required, to change their degree;
2. students who have been suspended or debarred and wish to return to their original program after the required absence from studies at Carleton University (see Section 7.3 of the Academic Regulations of the University);
3. students who, after completing an undergraduate degree, wish to complete an additional undergraduate degree or certificate;
4. students who have left the university and wish to return to a different degree;
5. students who have left the university and, after attending another post-secondary institution (except on a letter of permission or exchange program), wish to return to Carleton University;
6. Special Students who wish to be formally admitted to a degree or certificate program at Carleton University (see Section 17 of the General Admissions Requirements and Procedures); and
7. students who have been away from the university for nine or more consecutive terms.

4.10 Types of Courses

4.10.1 Course Categories

The requirements for a degree or program may include specific named categories of courses. These categories are defined either in the main degree section of the calendar or within the program description. In addition most degrees prohibit credit for some particular set of courses. Such courses can not be used even as "free electives." Students should refer to the regulations and course categories for their degree for details.

4.10.2 Courses Set Aside

Three categories of courses that do not contribute to the fulfilment of graduation requirements may appear on a student's degree audit report:

Extra to the Degree (ETD)
Passed credits that could have counted towards the degree but are in excess of the credits required for graduation are *Extra to Degree*. These credits may be considered for advanced standing in a subsequent degree. This category includes, for example, passed credits at the 1000-level in excess of the 7.0-credit limit.

No Credit for Degree (NCD)
Passed credits that are ineligible for credit in the student's program are *No Credit for Degree* . These credits may be considered for advanced standing in a subsequent degree. This category includes, for example, courses specifically prohibited from credit in a particular degree.

Forfeit
Courses that cannot be used for credit in this or any subsequent program. This category includes:

1. repeated courses;
2. failed courses replaced in the program requirements by a different course;
3. courses considered equivalent to courses used to fulfil program requirements;
4. courses precluded for credit by courses used to fulfil degree requirements;
5. courses placed in this category by an academic standing decision.
6. courses placed in this category by an appeal committee.