

# General Admissions Requirements and Procedures

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## 1. General Admission Requirements

Persons wishing to follow programs of study leading to a degree or diploma or certificate must be formally admitted to the University.

Persons wishing to register in credit courses without having been formally admitted to the University may do so as Special students. See Special Studies (Non-Degree) below, for more information.

An overall average of at least 70% is normally required to be considered for admission. Some programs may also require specific course prerequisites and/or supplementary admission portfolios. Higher averages are required for admission to programs for which the demand for places by qualified applicants exceeds the number of places available. The overall average required for admission is determined each year on a program by program basis. Consult [admissions.carleton.ca/requirements](http://admissions.carleton.ca/requirements) for further details.

Applicants should note that meeting the minimum requirements of a program does not guarantee admission to the University. Applications from students whose grades do not meet the requirements in a given year or program will be considered individually. Students in this category may be asked to provide additional information to assist the University in determining where there are special circumstances that would permit their admission to Carleton.

This publication contains admission requirements for the 2020-21 academic year only. Students wishing to apply for 2021-22 should contact Admissions Services for information on requirements and procedures.

Individuals who are in any doubt about their eligibility for admission are encouraged to inquire at Admissions Services.

## 2. Accessibility for Students with Disabilities

Carleton University is committed to making reasonable accommodation to individuals with disabilities, and actively encourages application from students with disabilities. This commitment includes gaining an understanding of the circumstances of an individual's disabilities and adjusting services to all academically qualified individuals to compete on an equitable basis.

Students are encouraged to contact the Paul Menton Centre for Students with Disabilities for further information to enable them to assess the extent to which specialized services will be available.

Academic accessibility is intrinsically linked to physical accessibility. Carleton is committed to continually

monitoring and upgrading physical accessibility to whatever extent is possible.

A Senate standing committee monitors the needs and problems of students with disabilities in conjunction with their academic problems and makes recommendation for improvements.

## 3. Multiple Undergraduate Programs

Students who already possess an undergraduate degree, certificate, or diploma from another university or from Carleton University may apply for admission to a second undergraduate program. To be eligible for graduation, there are a minimum number of Carleton credits that must be successfully completed. Please see section 5.3 Minimum Number of Carleton Credits (Residence and Advanced credits) in the Academic Regulations of the University.

## 4. English as a Second Language Requirements (ESLR)

The language of instruction at Carleton University is English. In their own interest, students whose first language is not English must demonstrate that they can cope with the language demands of an English language university, and they can do so by following one of two options:

### Option 1

In order to be eligible for admission to an undergraduate degree program or as a Special student at Carleton University without any English as a Second Language Requirement, all international applicants as well as Canadian citizens and residents whose first language is not English or French are required:

1. to present official transcripts to indicate that they have studied for the last three years (full-time non-ESL) in a high school, college or university in Canada, the United States, the United Kingdom or any other country in which the primary language is English and where the language of instruction in the relevant educational institution was exclusively English, or
2. to present an official minimum 70 band score (with no band below 60) on the Canadian Academic English Language (CAEL) Assessment, or
3. to present an official minimum score of 86 overall on the Internet-based (iBT) Test of English as a Foreign Language (TOEFL) with a minimum score in each component of: writing - 22, speaking - 22, reading - 20, listening - 20; or 237 on the computer-based Test of English as a Foreign Language (TOEFL); or 580 on the paper-based Test of English as a Foreign Language (TOEFL), or
4. to present an official minimum score of 6.5 overall on the International English Language Testing System (IELTS) Academic Version, with a minimum score of 6.0 on each band, or
5. to present an official minimum score of 85 with a minimum of 80 in each band on the Michigan English Language Assessment Battery (MELAB), or

6. to present an official minimum overall score of 60 (with a minimum of 60 on each band), on the Pearson Test of English (Academic), or
7. to have completed ESLA 1900 or ESLA 1905 with a final grade of B- or higher.

Applicants whose first language is French must present transcripts to indicate that they have taken four years of *anglais* (English) in a Canadian secondary school in order to be admitted without an English as a Second Language Requirement.

### Option 2

Applicants whose first language is not English who do not meet the requirements stated in Option 1 may be offered admission to an undergraduate degree program or as a Special student, with an English as a Second Language Requirement (ESLR). These applicants are required to:

1. present an official overall score between 40 and 69 (with a minimum score in each band of 30 and a minimum average of 40 over writing, reading, and listening) on the Canadian Academic English Language (CAEL) Assessment, or
2. present an official overall score between 61 and 85 (with a minimum score in each component of 15) on the Internet-based (iBT) Test of English as a Foreign Language (TOEFL); or between 173 and 236 on the computer-based TOEFL; or between 500 and 579 on the paper-based TOEFL, or
3. present an official overall score between 5.0 and 6.4 (with a minimum score in each band of 4.5 and a minimum average of 5.0 over writing, reading, and listening) on the International English Language Testing System (IELTS).

Applicants with language scores within the above ranges may be permitted to begin their studies by registering in credit ESLA courses(s) and a limited number of credit courses until their ESLR is completed.

Students must be registered in and attending the required credit ESLA course(s) to be permitted to register in any other courses. Students who have not registered appropriately will be deregistered from all credit courses. This includes those students registered in credit courses without the required ESLA course registration and those registered in more non-ESL credits than their results indicate.

Students are expected to complete the ESLR within one calendar year of their initial enrolment in credit courses. In exceptional circumstances, permission to continue in a second fall/winter term registration in ESLA courses may be granted by the University's School of Linguistics and Language Studies (SLALS).

Registration will be denied to students who have not satisfied the ESLR if they do not show continuous registration, attendance or progress in their required ESLA courses (as determined by SLALS).

Students who do not achieve the minimum final grade required to advance to the next level of an ESLA course after three attempts will not be permitted to register in any credit courses for one calendar year. Such students must

take a SLALS-approved English language proficiency test before returning to their studies and must register according to their new placement.

Students considering a break in study of three terms or longer should contact SLALS to discuss their ESLR standing. After a break in studies, students may be required to re-take a SLALS-approved English language proficiency test before returning to their studies and register according to their new placement.

To satisfy the ESLR, students must earn a grade of B- or higher in either Advanced English as a Second Language for Academic Purposes (ESLA 1900) or in Advanced English as a Second Language for Engineering Students (ESLA 1905). Students are able to satisfy this requirement at any time during the year by achieving the minimum result required on one of Carleton University's approved English as a Second Language assessments. Refer to Option 1 for details on acceptable English language tests.

For further information regarding the English as a Second Language Requirement and admission, contact Admissions Services. For information on English as a Second Language credit courses and placement, contact the School of Linguistics and Language Studies (SLALS).

### 5. Dates of Entry

Students may be admitted to register in January, May and July as well as in September. (See the Academic Year section of this Calendar.)

### 6. Concurrent Studies

The Concurrent Studies program enables secondary school students to begin university-level study while completing any outstanding requirements for their high school diploma. The availability of the Concurrent Studies program will be of particular interest to those students in semestered schools who are not taking a full load of high school credits in their final year of study. Students in non-semestered high schools may also wish to take advantage of this opportunity in their final year if they are not taking a full credit load.

Students who wish to take advantage of the Concurrent Studies program will register as Special students. Special students may normally enrol in a maximum of 1.0 credit in each of the fall term, winter term and summer session. With admission to a degree program, program requirements for a degree will be reduced by the number of credits successfully completed as part of the Concurrent Studies program that are appropriate to the degree. Other universities normally grant credit on admission for courses taken at Carleton as a Special student.

### 7. High School Applicants

#### Ontario

The minimum admission requirements to be considered are:

1. the completion of the OSSD; and
2. six 4U/M courses, including specific program prerequisites.

The overall admission average and mix of 4U/M courses required is dependent upon the degree or program for which the student is applying. Detailed admission requirements for each undergraduate degree program can be found in the "Summary of Admission Requirements" following this section.

Holding the minimum admission requirements only establishes eligibility for consideration to Carleton University programs. Admission averages and required marks will vary from year to year and will be determined by the availability of places and by the number of applicants. The overall admission average may be higher than the stated minimum requirements.

Students who feel that their high school grade average does not reflect their potential are encouraged to apply to the Enriched Support Program. For more information, see the Enriched Support Program information following the Admissions section of this Calendar.

#### **Quebec**

Students from the Province of Québec may apply for admission into first year either upon completion of the Grade 12 program or after completing work towards the Collegial diploma. (See the information on Québec CEGEPs in this section.)

#### **Other Canadian Provinces**

Applicants to degree programs at Carleton must normally be admissible to a university in their own province.

#### **The United States**

1. Applicants who have completed Grade 12 in the United States or in a U.S. overseas school will be considered for admission to first year. The Grade 12 program must include at least four academic units, and a minimum of 16 academic units must have been completed in Grades 9 to 12.
2. An average of B- or higher is required for admission. For Honours programs and some limited enrolment programs, a higher average may be required.
3. Applicants are encouraged to submit SAT or ACT scores to supplement their application for admission to the University.

#### **Advanced Placement (AP)**

Applicants who have completed AP exams with a minimum grade of 4 will be granted appropriate advanced standing credit, subject to the discretion of the appropriate Faculty, to a maximum of 3.0 credits.

#### **International Baccalaureate (IB)**

Students applying on the basis of having completed the IB diploma must possess a minimum score of 28 points. Applicants should have completed the diploma with six subjects: three higher level (HL) and three subsidiary level (SL). Students should also include the specific subject requirements for the program for which they are applying among their higher level and subsidiary level subjects. Usually we expect prerequisite courses to be at the higher level. Students with a minimum score of 28 may be given transfer credit for higher level courses with grades of 5 or higher, to a maximum of 3.0 credits.

#### **Other High School Systems**

Applicants who have completed high school diploma requirements in other than Canadian or American high school systems will be considered for admission at the appropriate level of entry. Individuals from foreign systems of education will be considered for admission to first year only if they are able to present sufficient evidence that their secondary school background is appropriate to this level of entry with respect to academic content and level of achievement.

Generally speaking, such applicants must meet requirements for admission to a university in their own country.

### **8. Special Requirements for Overseas Students**

#### **Translation of Documents**

The University must be in receipt of all official documents by May 1. Applicants from non-English speaking countries must arrange to submit certified English translations of their academic documents.

### **9. Transfers from Post-Secondary Institutions: General Information**

An applicant who is attending or has attended institutions of post-secondary education must present:

1. Official certified transcripts of academic records mailed directly to this University by the registrars of the institutions attended, and
2. Applicants who have taken only one year of study past the secondary school level may be required to submit an official transcript of high school marks mailed directly to Carleton University by the high school concerned.

Credit may be received for courses taken at other recognized institutions if:

1. Courses are relevant to a student's proposed program, and
2. The appropriate department recommends that such courses be credited to a student's program. Each application will be evaluated on its own merits.

Please note that performance indicators other than letter or numeric grades are not acceptable for transfer credit (i.e. PSD [passed], CR [credit], EXP [exempt], EXM [exam], etc.).

To be eligible for graduation, students transferring from other post-secondary institutions must complete a minimum number of Carleton credits. Please see Section 5.3 Minimum Number of Carleton Credits (Residence and Advanced credits) in the Academic Regulations of the University.

### **10. Transfers from Post-Secondary Institutions: Universities**

Students applying from other recognized universities may be admitted if they are eligible to continue at the institution from which they wish to transfer and if they meet the requirements.

Carleton University subscribes to the following General Policy on the Transfer of Course Credits, as adopted by the Council of Ontario Universities:

Acceptance of transfer credits among Ontario universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer should allow for the maximum recognition of previous learning experience in university-level courses.

Subject to degree, grade and program requirements, any course offered for credit by one university shall be accepted for credit by another Ontario university when there is an essential equivalency in course content.

Please contact Carleton's Admissions Services for information about transferring specific courses.

Students who apply for admission to an undergraduate degree program who already possess an undergraduate degree from either Carleton or another university, are required to complete a minimum number of Carleton credits. (See *Section 5.3 of the Academic Regulations of the University*)

### **11. Transfers from Post-Secondary Institutions: Ontario Colleges**

Students from Ontario Colleges who have successfully completed a minimum of two terms in a two- or three-year diploma program or a four-year Applied Degree program and who present a minimum 3.0 grade point average (B standing in the Carleton University grading system) will be considered for admission to a degree program.

### **12. Transfers from Post-Secondary Institutions: Quebec CEGEPs**

#### **Admission Requirements**

1. A CEGEP applicant who has completed successfully 12 "General" or pre-university courses will be considered for admission to first year, without advanced standing. The overall average required is dependent upon the degree or program for which the student is applying.
2. CEGEP applicants who have successfully completed more than 12 "General" or pre-university courses will be considered for admission with advanced standing based on the number of courses in excess of 12 and not to exceed the equivalent in credits of the first year of the program to which they are admitted. The overall average required and the advanced standing credits are dependent upon the degree or program for which the student is applying.

All applicants should note that failures in their CEGEP studies can adversely affect their admissibility.

#### **Subject Requirements**

Although specific subject requirements have been kept to a minimum, the following are considered necessary prerequisites for the degree program indicated:

#### **Bachelor of Architectural Studies**

English or *anglais*, mathematics, physics Note: a portfolio is required.

#### **Bachelor of Arts**

English or *anglais*

#### **Bachelor of Arts (Biology)**

English or *anglais*, and chemistry

#### **Bachelor of Cognitive Science**

English or *anglais*

#### **Bachelor of Commerce**

English or *anglais*, and mathematics

#### **Bachelor of Communication and Media Studies**

English or *anglais*

#### **Bachelor of Computer Science**

Mathematics

#### **Bachelor of Economics**

English or *anglais*, mathematics

#### **Bachelor of Engineering**

Mathematics, physics, chemistry

#### **Bachelor of Global and International Studies**

English or *anglais*

#### **Bachelor of Health Sciences**

Mathematics, two experimental sciences

#### **Bachelor of Humanities**

None specified. Note: a portfolio may be required.

#### **Bachelor of Humanities (Combined Honours with Biology)**

Chemistry or biology

#### **Bachelor of Industrial Design**

Mathematics, physics

Note: a portfolio is required and attending an information session at the School is recommended.

#### **Bachelor of Information Technology**

- Network Technology: mathematics
- Information Resource Management: english, mathematics
- Interactive Multimedia and Design: mathematics. A portfolio is also required.
- Photonics and Laser Technology: mathematics

#### **Bachelor of International Business**

English or *anglais*, mathematics

#### **Bachelor of Journalism**

English or *anglais*

#### **Bachelor of Journalism and Humanities**

English or *anglais*

#### **Bachelor of Mathematics**

Mathematics

#### **Bachelor of Media Production and Design**

English or *anglais*, mathematics

#### **Bachelor of Music**

None specified. Note: an audition is required.

#### **Bachelor of Public Affairs and Policy Management**

None specified.

### **Bachelor of Science**

Mathematics, two experimental sciences

### **Bachelor of Social Work**

None specified. Note: a supplementary application is required.

## **13. Provisional Admission**

Some transfer applicants (those who have attended a Canadian university, an Ontario College or a Quebec CEGEP and have demonstrated better than average academic achievement) will automatically be considered for provisional admission. The provisional approval will be given prior to the completion of the student's current year, and will provide a detailed statement of the credits to be granted upon transfer. Admission will be confirmed upon presentation of a final transcript that indicates the successful completion of all courses with suitable standing.

## **14. Mature Applicants**

Mature Applicants are persons who satisfy all of the following requirements:

1. are Canadian citizens or permanent residents of Canada, and
2. do not meet the normal admission requirements as published in this Calendar, and
3. have been away from full-time studies for a minimum of two calendar years, and
4. have not attended a university or college as full-time students.

Applicants who meet the definition of Mature Applicant will be considered for admission to programs in the Faculty of Arts and Social Sciences or in the Faculty of Public Affairs, or to a degree program in Engineering, Architecture, Computer Science, Humanities, Industrial Design, Mathematics, Science, Information Technology, or Social Work. Mature Applicants are not usually considered for admission to programs in Business, Journalism, Music, or Public Affairs and Policy Management. If, however, at the end of their first year in another degree program, they meet the requirements for one of the above-mentioned programs, they can apply to transfer to that program.

These applicants are required to submit biographical information and a transcript of their most recent studies.

Mature Applicants may be admitted to the first year of an undergraduate degree program if they have:

1. secondary school graduation in an academic program (the overall average required is dependent upon the degree or program for which the student is applying), or
2. completed, as a Special student at Carleton University, one appropriate full credit (or two half-credits) with C- or higher standing in the first attempt (or in both of the first two half-credit course attempts), or
3. other academic or work experience which, in the opinion of the admissions committee, indicates a likelihood of success at university.

Note: Persons applying for admission as Mature Applicants without the prerequisites will not normally be considered until the prerequisite subjects have been successfully completed. The prerequisite subjects (4U or equivalents) are found under Prerequisite Subjects (Section 18). All applications are reviewed on an individual basis.

### **Admission to the Faculty of Arts and Social Sciences, or to the Faculty of Public Affairs**

Mature Applicants will normally be admitted to the first year of a B.A. or B.Co.M.S. or B.G.In.S. or B.MPD or B.Econ degree program in the Faculties of Arts and Social Sciences or Public Affairs and Management, or the first year of the undergraduate degree program in Humanities or Social Work.

### **Admission to the Schools of Architecture, Computer Science, and Industrial Design**

Mature Applicants can be considered for admission to the first year in the Schools of Architecture, Computer Science, or Industrial Design. The required prerequisite subjects (4U or equivalents) for Architectural Studies, Computer Science, and for Industrial Design are found under Prerequisite Subjects at the end of this section.

Persons applying for admission to these undergraduate degree programs without the prerequisites will not normally be considered until the prerequisite subjects have been successfully completed. All applications are reviewed on an individual basis.

### **Admission to the Faculty of Engineering**

Mature Applicants can be considered for admission to first year of a degree program in the Faculty of Engineering. The required prerequisite subjects (4U or equivalent) for Engineering are found under Prerequisite Subjects at the end of this section. A grade of 60 percent or higher is required in each prerequisite subject.

Persons applying for admission to this undergraduate degree program without the necessary prerequisites will not normally be considered until the prerequisite subjects have been successfully completed. All applications are reviewed on an individual basis.

### **Admission to the Faculty of Science**

Mature Applicants can be considered for admission to the first year of a program in the Faculty of Science. The required prerequisite subjects (4U or equivalent) for Science are found under Prerequisite Subjects at the end of this section.

Persons applying for admission to this undergraduate degree program without the necessary prerequisites will not normally be considered until the prerequisite subjects have been successfully completed. All applications are reviewed on an individual basis.

Mature Applicants are not usually considered for admission to Honours programs in Science. If, however, at the end of the first year of a General program, they meet the requirements for one of the Honours programs, they can apply to transfer to that program.

### **Admission to the Bachelor of Information Technology**

Mature Applicants can be considered for admission to first year of the Bachelor of Information Technology. The required prerequisite subjects (4U or equivalent) for BIT are found under Prerequisite Subjects at the end of this section.

### Special Students Wishing to Apply as Mature Applicants

Special students who meet all of the criteria for Mature Applicants can be considered for admission as Mature Applicants if:

1. they have completed, as a Special student, at Carleton University, one appropriate full credit (or two half-credits) with a C- or higher standing in the first attempt (or in both of the first two half-credit attempts), and
2. they are eligible to continue as Special students at Carleton University, and
3. they have completed any additional degree program prerequisite subjects that may be required for a particular program.

Mature Applicants who, as Special students at Carleton University, have not obtained a grade of C- or higher in one full credit (or two half-credits), in the first attempt (or in both of the first two half-credit attempts), can attempt to qualify for subsequent admission through additional courses as a Special student at the University.

Individuals seeking admission under the Mature Applicant status who need further information should inquire at Admissions Services.

### 15. Special Studies (Non-Degree)

Special students may be admitted to a degree program if their academic achievement at Carleton University indicates a reasonable probability of future academic success. Previous post-secondary studies at other institutions will also be taken into consideration at the time the application for admission is evaluated. Students with previous, unsuccessful post-secondary studies should contact Admissions Services before attempting to qualify for admission on the basis of studies as a Special student.

In the Faculty of Arts and Social Sciences, Faculty of Public Affairs, and Faculty of Science, a Special student can normally be considered for admission to a General degree program after completing 4.0 credits (or the equivalent), and if the student would be in Good Standing if admitted. Students seeking admission are usually not considered for admission until the necessary prerequisites have been successfully completed in addition to the 4.0 approved credits (or the equivalent). The prerequisite subjects (4U/4M courses or equivalents) are found at the end of this section under Prerequisite Subjects.

If fewer than 4.0 credits have been completed, a Special student will be considered for admission after completion of:

- 2.0 credits (or the equivalent) with a CGPA of 8.00 or higher, or
- 2.5 credits (or the equivalent) with a CGPA of 7.00 or higher, or

3.0 credits (or the equivalent) with a CGPA of 6.00 or higher, or

3.5 credits (or the equivalent) with a CGPA of 5.00 or higher

Special students wishing to apply for admission to the Faculty of Engineering, or the Schools of Architecture, Business, Computer Science, Industrial Design, Information Technology, Journalism, or Social Work, are urged to consult with Admissions Services.

### 16. Prerequisite Subjects

Certain degree programs require grade 4U courses (prerequisite subjects) or the equivalent as follows: (See *Summary of Admission Requirements* following this section for specific minimum averages and required marks.)

#### B.A., all majors

English

#### B.A. Biology

Chemistry

#### B. Architectural Studies

English

Physics

Advanced functions or calculus and vectors

Note: a portfolio is required.

#### B. Cognitive Science

English

#### B. Commerce

Advanced functions

Calculus and vectors or mathematics for data management

English

#### B. Communication and Media Studies

English

#### B. Computer Science

Advanced functions or calculus and vectors

#### B. Economics

English, Advanced functions

#### B. Engineering

Advanced functions

Chemistry

Physics

And one of: calculus and vectors or biology or earth and space science

#### B. Global and International Studies

English

#### B. Health Sciences (Honours)

Advanced functions and two of: biology, chemistry, earth and space science, physics

#### B. Humanities (combined Honours with Biology)

Chemistry or biology

#### B. Industrial Design

Advanced functions

Physics

Note: a portfolio is required and attending an information session at the School is recommended.

#### B. Information Technology

**Interactive Multimedia and Design**

Advanced functions

Note: a portfolio is required.

**Information Resource Management**

English and one of:

Advanced functions or

Calculus and vectors or

Mathematics of data management

**Network Technology**

Advanced functions or

Calculus and vectors or

Mathematics of data management

**Photonics and Laser Technology**

Advanced functions

**B. International Business**

Advanced functions

Calculus and vectors or mathematics for data management

English

**B. Journalism**

English

**B. Journalism and Humanities**

English

**B. Mathematics**

Advanced functions

Calculus and vectors

**B. Media Production and Design**

English and one of: advanced functions or calculus and vectors or mathematics of data management

**B. Science (Honours)**

Advanced functions and two of: biology, chemistry, earth and space science, physics

**B. Science (General/Major)**

Advanced functions and two of: calculus and vectors, biology, chemistry, earth and space science, physics

**17. Previous Carleton Degree Students**

All former students who have been formally admitted to a degree or diploma or certificate program at the undergraduate level and who are seeking readmission either to that program or to another program are governed by differing regulations, depending upon the faculty or school that offers the program.

Please refer to the relevant program section of this Calendar or, if there is no specific entry dealing with readmission in that section, consult the Registrar's Office to determine whether or not it is necessary to submit a new application for admission. Please note that previous Carleton students applying to limited enrolment programs must apply by the published deadlines.

**18. Documents**

Documents submitted in support of an application for admission become the property of the University. Carleton University retains electronic students files for all students admitted for the 2014 summer term and beyond. Original documents that have been digitized for inclusion in the student's file are destroyed in compliance with the University's privacy policies. In some cases, original

documents may be returned to the applicant. Contact Admissions Services for more information.

The University may nullify an admission and revoke a registration if it finds that an applicant for admission or registration has, in the process, provided false or incomplete information.

Applicants who are unable to submit documents of previous academic studies as a result of natural disaster, armed conflict, or the securing of refugee status are subject to the following policy:

- Applicants who are unable to submit supporting documents will not be admitted. They will be encouraged to register as Special students and qualify for admission by taking courses at the University.
- Applicants who can submit official transcripts but cannot submit course descriptions will be admitted to first year if:
  - their academic record meets the standards required by the program for which they are applying, and
  - their high school studies include prerequisite subjects for admission to first year.
- Applications from candidates who can provide course descriptions based on their recollection of the courses which they have taken will be treated according to the same procedures as those which apply to applicants who cannot submit course descriptions (see 2. above).